



EMPLOYEE HANDBOOK

UNION PUBLIC UTILITY DISTRICT



Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000
DATE ADOPTED: April 15, 2009

1000.1 It is the intent of the Board of Directors of the Union Public Utility District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Union Public Utility District, said rules, regulations or legislation shall prevail.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010
DATE ADOPTED: April 15, 2009

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or Manager. The proposed adoption or amendment shall be initiated by a Director or the Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020
DATE ADOPTED: April 15, 2009

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Union Public Utility District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Calaveras.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Public Complaints
POLICY NUMBER: 1030
DATE ADOPTED: June 17, 2009

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the Office Manager with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager, it shall be forwarded to the District Manager. At the option of the District Manager or Office Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The District Manager or Office Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the District Manager or Office Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the District Manager's or Office Manager's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040
DATE ADOPTED: October 21, 2009

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations – [*list several examples of routine district operations or services*] – damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate manager. The manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the District Manager or Office Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the District Manager or Office Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,

- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing.

The District Manager or Office Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,000. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,000, the claim will be submitted to the Board of Directors. The Board of Directors shall review the claim and receive input from staff in closed session [*qualifies as "anticipated litigation" under the Brown Act*]. After reviewing the damage claim, the Board may authorize the work if the cost of material for the repairs will not exceed \$1,000.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,000, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session [*"anticipated litigation"*] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the District Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

1040.3 Property Damage Claims

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing. This will ensure that a claim is valid and protect important rights of the District.

Information to be included on the claim must conform to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.

- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

1040.4 Account Adjustment Requests

The District Manager or Office Manager are authorized to adjust a customer's water service account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, or for reasons authorized by the Board of Directors. A leak adjustment may only be granted once in a twelve month period.

- (a) A customer may request the account adjustment in writing or by telephone; and,
- (b) a similar request has not been made within the past 12 months

1040.5 Waiver of Late Fee

A customer may request that a late fee assessed to their account be waived. This request may be granted by District staff one time for the life of the account. Any additional requests must be made to the Board of Directors, in writing, to be considered at the next regularly scheduled board meeting.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

DATE ADOPTED: June 17, 2009

1050.1 Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$.25 per sheet) to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Hiring
POLICY NUMBER: 2001
DATE ADOPTED: January 16, 2008; Revised May 16, 2018

- 2001.1** Individuals whose background is commensurate with the job description for the vacancy will be considered for employment without regard to race, religion, sex color, national origin or handicaps. Such consideration will be based upon education, training, experience and overall qualifications to meet the job requirements. Prior employment, education and personal references may be reviewed in the evaluation of an applicant. Union Public Utility District may conduct a background check for employment. A driving record service report may be required as a condition of employment. Only drivers with less than two (2) minor moving violations and no major violations will be considered for employment and the District will require the applicant to provide authorization to obtain this information as well as verification before a position can be offered.
- 2001.2** Individuals will be required to pass pre-employment physical examination and drug testing as a condition of employment per Policy #2191.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 02/28/2024 | MANUAL | POLICY NO. 2002, 2005 |
| APPROVED BY: Board of Directors | POLICY TITLE Discipline and Termination | Page 1-4 |

PURPOSE OF POLICY

Union Public Utility District requires that employees adhere to acceptable levels of professional behavior in the workplace and maintain a satisfactory level of job performance, in addition to adhering to all Agency policies. Non-compliance with these standards or any Agency policies or regulations may lead to appropriate disciplinary measures, including the possibility of employment termination.

2002.1 At-Will Employment. An employee is free to terminate employment with the District at any time, with or without a reason and the District has the right to terminate an employee’s services at any time, with or without reason. Although the District may choose to terminate employment for cause, cause is not required. This is called “at-will” employment.

2005 Disciplinary Process

2005.1 The following is the normal sequence of disciplinary procedure:

2005.2 Oral Warning

2005.3 Written Warning

2005.4 Disciplinary Probation

2005.5 Suspension

2005.6 Demotion

2005.7 Termination

2005.8 The level of discipline imposed depends on numerous factors, including but not limited to the nature of the offense and past disciplinary history. The Agency may, in its discretion, impose whatever discipline it considers appropriate. There is no requirement that it impose any particular disciplinary step or steps before proceeding to termination; the Agency may determine that termination is appropriate without taking any less severe disciplinary step first.

2005.9 While it is important to make a complete listing of the types of conduct, which may result in disciplinary action or termination, the following is presented as a guide of unacceptable behavior or conduct. It is important to note any or all of the following may be interpreted as cause for termination.

2005.9.1 Sexual harassment, harassment or discrimination of any kind

2005.9.2 Violations of safety, security or District policies

2005.9.3 Interfering with or disrupting the performance of the other employees on the job

2005.9.4 Unprofessional or immoral conduct

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

2005.9.5 Excessive tardiness or unexcused absenteeism

2005.9.6 During work hours, leaving the normal work area of the District without properly notifying the Manager

2005.9.7 Failure to report any accident resulting in injury or property damage

2005.9.8 Willfully falsifying information on an application for employment

2005.9.9 Theft, attempted theft, or unauthorized use of District equipment, property or vehicles

2005.9.10 Reporting to work under the influence of alcohol or illegal drugs, or consuming it on District premises

2005.9.11 Conviction of any crime

2005.9.12 Intentional falsification of information on pertinent records of the District

2005.9.13 Insubordination

2005.9.14 Inexcusable neglect of duty. Continued incompetence and inefficiency resulting in harm to the General Public, the District or other employees.

2005.9.15 Failure to comply with any Agency policies or rules.

2005.10 Right to Respond to Discipline.

2005.10.1 Response to Written Reprimand. Any regular employee who receives a written reprimand is entitled to respond to that reprimand by drafting a written response. The employee's written response must be submitted, if at all, within fourteen (14) calendar days following the employee's receipt of the reprimand. Any such written response will be attached to the written reprimand and placed in the employee's personnel file. This right to respond does not apply to employees on introductory probation. Such employees have no right to make a written response to a written reprimand.

2005.10.2 Response to Proposed Severe Discipline (Skelly Response). Before the Agency makes a final determination to impose more Severe Discipline (defined as: suspension of more than five days, demotion, or termination), it will provide the regular employee with the following:

1. Written notice of the proposed disciplinary action and the proposed effective date for such action;
2. Reasons for the proposed disciplinary action;
3. A copy of the materials upon which the proposed disciplinary action is based; and
4. An opportunity to respond to the proposed discipline, in writing, to the General Manager. The written response to the General Manager must be submitted, if at all, within seven (7) business days of the employee's receipt of the proposed discipline. If the employee does not timely respond, then the proposed disciplinary action shall become final as of the effective date stated in the notice of intended disciplinary action. If the employee chooses to respond timely, the Agency will make a final decision regarding the proposed disciplinary action after considering the employee's response and will provide notice of that final decision to the employee. Prior to the effective date of any proposed Severe Disciplinary action, the General Manager may place the affected employee on paid administrative time if the GM determines that to be necessary and appropriate. This Skelly Response section does not apply to introductory probationary employees. Such

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

employees have no Skelly Response rights.

2005.11 Appeal of Severe Discipline.

2005.11.1 If the Agency imposes Severe Discipline on a regular employee, the employee may appeal the final disciplinary decision to the Board of Directors. The employee may choose to appeal either by written brief or by oral hearing, but not both. Introductory employees have no right to appeal any disciplinary decision to the Board.

2005.11.1.2 Written Brief. Within fourteen (14) calendar days following the employee's receipt of the Agency's notice of a final Severe Disciplinary decision (if delivered personally), or within twenty-one (21) calendar days after issuance of the Agency's notice of a final decision (if delivered by mail), the employee may deliver to the Agency's Board of Directors a written appeal of the final Severe Disciplinary decision. The appeal shall consist of a concise written statement setting forth all reasons why the employee believes the decision imposed by the Agency should be overturned or modified. Any such written appeal should include any documents the employee believes are relevant and should be considered by the Board. Delivery of the written appeal to the Board will be deemed complete when delivered to the General Manager in person or mailed to Union Public Utility District's Main Office. If a regular employee delivers a timely written appeal, the Agency will provide to the Board a written Agency response to the appeal brief within fourteen (14) calendar days after receipt of the employee's appeal. The Agency will also provide a copy of its written response to the employee who is making the appeal. At its sole discretion, the Board may appoint an individual (whether or not a Board member) to review the written briefs and render an advisory decision to the Board. Within sixty (60) days after receipt of both a timely written appeal and Agency written response, the Board will issue a written decision regarding the disciplinary action. The Board decision shall be delivered to all parties and shall be final and binding.

2005.11.1.3 Oral Hearing. To request an oral hearing on appeal, the regular employee must, within seven (7) calendar days following the employee's receipt of the Agency's notice of a final Severe Disciplinary decision (if delivered personally), or within fourteen (14) calendar days after issuance of the Agency's notice of a final Severe Disciplinary decision (if delivered by mail), deliver to the Agency's Board of Directors a written request to have an oral appeal hearing of the final disciplinary decision. In such case, the Agency's Board of Directors will make reasonable efforts to set the matter for hearing within sixty (60) days after receipt of a timely served written request for an appeal hearing. The Board may determine whether it wishes to hear the matter collectively, or alternatively to designate a single Board member or other outside hearing officer to hear the matter. At the hearing, the employee shall be entitled to be present at all sessions of the hearing when evidence is being received. Each side shall have the right to be represented by counsel, to present its case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for full disclosure of all relevant facts. Testimony shall be under oath which shall be administered by the authorized person. The hearing need not be conducted according to the technical legal rules relating to evidence and witnesses. The Board or Board designee may, upon a request by any party, or on its own initiative, request files and documents in the custody of the Agency that may be relevant to the matter before it. No evidence other than that presented at the hearing, or as may be requested by the Board or designee, shall

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

be considered by the Board in rendering its decision. Any procedural matter, including but not limited to objections to the evidence, shall be ruled on by the Board, or the Board designee. The hearing, if any, shall be recorded. If either party requests that the hearing be transcribed by a court reporter, the party making the request shall bear the cost involved. Within sixty (60) days following the oral hearing, the Board will issue a written decision regarding the disciplinary action. The Board decision shall be delivered to all parties and shall be final and binding. At its sole discretion, the Board may appoint an individual (whether or not a Board member) to act as hearing officer. In such event, the hearing officer will conduct the hearing in accordance with the above, and will render an advisory decision to the Board.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 08/28/2024 | MANUAL | POLICY NO. 2003 |
| APPROVED BY: Board of Directors | POLICY TITLE Probation Period | Page 1 |

2003.1 New full-time employees will be eligible for health, dental, vision, retirement, sick leave, and vacation benefits from their start date.

2003.2 All new employees will undergo a twelve (12) month probationary period upon starting employment. This period serves as a performance evaluation phase to assess the employee's suitability for continued employment with Union Public Utility District.

During the probationary period, employees are expected to meet performance standards and fulfill the duties outlined in their job description.

Employees who meet performance expectations and successfully complete their probationary evaluation by the end of the twelve (12) month period will be considered to have passed probation.

Upon successful completion, employees will transition to regular employment status with the District.

The District reserves the right to extend the probationary period based on performance concerns or other factors relevant to job performance. If an employee fails to meet performance expectations or fails their probationary evaluation, the agency may terminate employment at any time during the probationary period without further notice or cause.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 06/26/2024 | MANUAL | POLICY NO. 2004 |
| APPROVED BY: Board of Directors | POLICY TITLE Bonuses & Certificate Pay | Page 1-2 |

PURPOSE OF POLICY

The purpose of the policy is to incentivize and support employees in obtaining relevant certifications that enhance their skills and abilities in their current roles within the Union Public Utility District. This not only benefits the individual employees by adding to their professional credentials but also contributes to the overall effectiveness and efficiency of the district's operations in water treatment, distribution, and related services. The one-time payments serve as a recognition and reward for employees' efforts in advancing their knowledge and expertise in areas directly relevant to their work responsibilities.

2004.1 The Union Public Utility District will provide a one-time payment of \$500 for each Water Treatment or Water Distribution Certification acquired by an employee while actively employed:

1. Water Treatment Certification: TI, TII, TIII
2. Distribution Certification: DI, DII, DIII

Additionally, the District will grant a one-time payment of \$500 for each of the following certifications:

3. Commercial driver's license (Class A or B)
4. Cross Connection Control
5. Backflow
6. Notary

2004.2 Any other certifications pertinent to the employee's current role will also be considered for the one-time payment, pending prior written approval by the General Manager at their discretion.

2004.3 Probationary employees are not eligible to receive certification bonuses or certification pay until they complete the initial Union Public Utility District probationary period and satisfy the current job specification certification for new employees.

2004.4: Certificate Pay - Employees who maintain and utilize a backflow or cross connection control certificate will receive an additional two percent (2%) of their base rate of pay. Employees who maintain and utilize a California Commercial Driver's License will receive an additional two percent (2%) of their base rate of pay. An employee cannot receive more than 4% combined certificate pay.

Under CalPERS California Code of Regulations (CCR Section 571 (a) and (b)) this compensation qualifies as special compensation under the category of Educational Pay. The District will report this special compensation to CalPERS per pay period, subject to CalPERS rules, regulations, and interpretations

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

regarding special compensation. However, the District does not guarantee or warranty that CalPERS will include any payment in compensation earnable in the future.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Executive Officer
POLICY NUMBER: 2006
DATE ADOPTED: January 16, 2008

2006.1 Employees may be placed on disciplinary probation when performance falls below the standards for the position. When placed on disciplinary probation, the probation period will be specified and the expectations of the Board of Directors clearly outlined. In the event termination is deemed necessary, the terminated employee will be paid through the last day worked, plus any unused accrued vacation. Any unused sick leave will be forfeited.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Termination of Employment

POLICY NUMBER: 2007

DATE ADOPTED: January 16, 2008

- 2007.1** The District will consider an employee to have voluntarily terminated for any of the following.
- 2007.2** The employee resigns.
- 2007.3** The employee does not return from an approved leave of absence on the date specified.
- 2007.4** The employee fails to report to work and to call in for three (3) or more workdays in a row.
- 2007.5** Termination may result from poor performance, misconduct, excessive absences, tardiness, or other violations of the District rules.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Tardiness and Absenteeism

POLICY NUMBER: 2008

DATE ADOPTED: January 16, 2008

- 2008.1** When an employee is to be late or absent from work, the employee must notify their supervisor immediately.
- 2008.2** Failure by an employee to communicate directly with their supervisor when absent or tardy constitutes absence without permission and may result in disciplinary action.
- 2008.3** Habitual tardiness and absenteeism will not be tolerated. Employees are expected to begin work on time. Employees are expected to observe the normal lunch period, leaving for and returning from the lunch period on time, unless previously approved by the supervisor.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Salary Schedule
POLICY NUMBER: 2009
DATE ADOPTED: January 16, 2008

2009.1 The Board of Directors has adopted a Salary Schedule. This document sets the wages for the classifications of employees and aids in the annual budgeting process. The Salary Schedule may be reviewed from time to time at the Board's discretion. The most current version adopted by the Board of Directors is available, upon request, from the Office Manager.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 10/23/2024 | MANUAL | POLICY NO. 2010 |
| APPROVED BY: Board of Directors | POLICY TITLE Hours of Work and Overtime | Page 1-2 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to determine which hours constitute overtime for non-exempt employees and specify the practice for lunch and other breaks. This policy helps Union Public Utility District to comply with applicable law.

2010.1 The regular work hours for the office staff will be determined by management based on operational needs, allowing for a lunch break and rest periods.

2010.2 The regular work hours for the field employees' will be determined by management based on operational needs, allowing for a lunch break and rest periods.

2010.3 If, to complete a particular job or in an emergency, it is necessary to continue to work beyond the end of the regular work shift, overtime will be calculated at an overtime rate for all time after the regular work shift for full-time employees.

2010.4 Overtime is defined as follows:

2010.4.1 Office Staff:

Office Staff are entitled to overtime (at the rate of time and one-half their regular rate of pay) for any hours exceeding eight (8) in one workday and any regular hours exceeding forty (40) in one workweek.

2010.4.2 Field Staff:

Field Staff are entitled to overtime (at the rate of time and one-half their regular rate of pay) for any hours exceeding ten (10) in one workday and any regular hours more than forty (40) in one workweek.

2010.5 If an employee is called back to work after hours in an emergency situation, or a holiday the employee shall be paid at the overtime rate of time-and-a-half pay for a minimum pay of 2 hours. The employee may elect compensatory time off at the rate for each hour worked.

2010.6 There is a 40-hour maximum cap for accrual of compensatory time (comp time) in every fiscal year.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

Comp time must be used or cashed out at the end of the fiscal year ending June 30. (Comp time paid at the rate overtime occurred). A manager must approve any and all comp time taken.

2010.7 The District's workweek runs from Sunday at 12:01am through Saturday at midnight.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE ADOPTED: 02/28/2024 | MANUAL | POLICY NO. 2011 |
| APPROVED BY: Board of Directors | POLICY TITLE Reduction In Workforce/Reorganization | Page 1 |

I. PURPOSE OF POLICY

This policy aims to ensure fair and transparent processes while minimizing employee impact and maintaining the District's overall efficiency.

- 1.1 It is possible, in the event of lack of funds, lack of work, enhanced efficiency, or curtailment of operations, that the Union Public Utility District may reduce its workforce or otherwise reorganize. If necessary, the General Manager will determine the classifications and number of employees to be reduced.
- 1.2 All regular employees designated for lay off will generally be given written notice at least thirty (30) calendar days prior to the effective date of the lay-off, if possible.
- 1.3 A reduction in force is not disciplinary in nature. Accordingly, a lay-off decision does not permit the affected employee either a right to respond or a right to appeal.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 08/28/2024 | MANUAL | POLICY NO. 2020 |
| APPROVED BY: Board of Directors | POLICY TITLE Vacation | Page 1-2 |

PURPOSE OF POLICY

The District recognizes the need for employees to have time away from work for personal rest and relaxation. It is the policy of the District that employees take vacation every year. Accrued vacation days may be used as single days or multiple days.

2020.1 A full-time, permanent employee will accrue 6.66 hours of vacation time per month, through their second (2nd) year of employment. This rate of accrual equals 80 hours (2 weeks) per year.

2020.2 A full-time, permanent employee will accrue 10 hours of vacation time per month beginning on their (3rd) year anniversary through their seventh (7th) year of employment. This rate of accrual equals 120 hours (3 weeks) per year.

2020.3 A full-time, permanent employee will accrue 13.33 hours of vacation time per month beginning on their eighth (8th) year anniversary through their nineteenth (19th) year of employment. This rate of accrual equals 160 hours (4 weeks) per year.

2020.4 A full-time, permanent employee will accrue 16.67 hours of vacation time per month beginning on their twenty fifth (25th) year anniversary and above. This rate of accrual equals 200 hours (5 weeks) per year.

PERMISSIBLE VACATION LEAVE USES

Vacation time may be used for vacation, and personal business, and must be approved by the general manager at least 24 hours in advance. You are expected to receive managerial approval prior to taking any vacation time.

2020.5 In the event a holiday falls during an employee’s vacation the employee shall receive an additional day off at the employee’s regular rate of pay.

2020.6 Vacation time may be taken after ample notice is given to the Manager and that vacation time does not conflict or interfere with normal emergency work schedules. When two or more vacations are in conflict, preference shall be determined by seniority.

2020.7 In the event an employee is terminated, resigns with notice or for other reasons leaves the employment of the District, the employee shall be entitled to receive payment for vacation accrued and not

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

taken.

2020.8 No employee shall receive any payment in lieu of vacation while in the employment of the District, without the approval of the Board of Directors. Such requests must be in writing to the Board of Directors and will be considered on an individual basis.

2020.9 Vacation will be capped at 400 hours. Payout of any excess accruals over the maximum amount allowed will be paid to the employee at the end of the calendar year.

2020.10 Part time and temporary employees are not eligible for vacation pay, paid holidays or compensatory time.

*Continuous service means employment with the District without any break or interruption. Resignation, dismissal, leave of absence without pay, or any lay-off for lack of work, lack of funds, or abolishment of a position shall be construed as a break in service.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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|------------------------------------|---------------------------------|--------------------|
| DATE REVISED: 01/24/2024 | MANUAL | POLICY NO. 2030 |
| APPROVED BY: Board of Directors | POLICY TITLE Holidays | Page 1-2 |

2030.1 This policy shall apply to all full-time employees. Part-time and temporary employees are not eligible for holiday pay.

2030.2 The following days shall be recognized and observed as paid holidays:

| | |
|--|-------------------------------|
| New Year's Day | January 1 |
| Martin Luther King, Jr.'s Birthday | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Juneteenth | June 19 |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Friday after Thanksgiving Day |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| One floating holiday, granted to full-time employees. Employees who do not use the floating holiday time accrued by the end of the year will forfeit the time off. | |

2030.3 All regular work shall be suspended, and employees shall receive one day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if they work the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified their immediate supervisor and received permission to be absent from work on that specific day or days.

2030.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

2030.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

2030.6 If any non-exempt employee works on any of the holidays listed above, they shall, in addition to their holiday pay, be paid for all hours worked at the rate of time and one-half their regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

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|------------------------------------|-----------------------------------|--------------------|
| DATE REVISED: 01/24/2024 | MANUAL | POLICY NO. 2040 |
| APPROVED BY: Board of Directors | POLICY TITLE Sick Leave | Page 1-2 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to establish and maintain a sick leave policy in order to assure that employees are afforded reasonable opportunities to address the medical needs of themselves and their immediate family members without loss of pay.

2040.1 To minimize the economic hardships that may result from an unexpected short-term illness or injury to an employee or legal dependent, the District provides regular employees with sick leave.

2040.2 All full-time employees of the District shall be entitled to eight (8) hours of sick leave with pay for each month worked.

2040.3 Sick leave is not considered vacation and is to be used only as set forth in Section 2040.7 of this Policy and for leaves of absence as set forth in policies 2045 and 2050 (Leaves of Absence). If all accrued sick leave is exhausted due to illness or injury, vacation may be used subject to the approval of the General Manager. An employee with no sick leave or vacation credit will not receive compensation for days not worked due to illness or injury. Abuse is grounds for disciplinary action.

2040.4 The bi-weekly pay record will reflect the current sick leave accumulation for each employee. Sick will continue to accrue with no maximum. When you retire from UPUD you will have the option to roll your remaining sick balance into service credit toward your PERS years of service.

PART-TIME EMPLOYEES

2040.5 Pursuant to California's Paid Sick Leave law, effective January 1, 2024, Union Public Utility District will provide part-time and temporary employees with 5 days or 40 hours of paid sick leave per year of employment.

REQUIRED EVIDENCE

2040.6 When allowed by applicable law, the District reserves the right to require a satisfactory statement of a licensed medical practitioner whenever an employee misses work due to an illness, injury, or disability. The employee may be asked to provide a licensed medical practitioner's statement that verifies the beginning and ending dates of an illness, injury or disability, and/or the employee's ability to return to work without endangering his or her own safety or the safety of others. When requested, such verifications and releases may be a condition to receiving sick leave benefits or returning to work. Sick leave benefits are contingent upon maintenance of regular contact. Employees are expected to inform his or her supervisor and/or department manager of his or her absence prior to the start of the workday or within the first 15 minutes of the start of the shift (except in emergency situations), inform them of his or her

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

estimated date of return to work and to maintain this communication. Employees who know he or she will be absent for more than five (5) consecutive working days, may need to apply for a leave of absence (see policy #2045, Family and Medical Leave) situations where a pattern of questionable sick leave has been established and determines it is warranted.

PERMISSIBLE SICK LEAVE USES

2040.7 Employees may utilize sick leave for the diagnosis, care or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. "Family member" is defined to include:

Any relation by blood, marriage, or adoption, who is a member of the employee's household, residing under the same roof, and any spouse or registered domestic partner, child, step-child, child of a domestic partner, grandchild, parent, step-parent, grandparent, brother, sister, in-laws (son, daughter, father, mother, brother, sister), or legal guardian of the employee, regardless of residence.

2040.8 Employees who are rehired within one year from the date of separation from the District shall have any accrued and unused paid sick days reinstated.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2045
DATE ADOPTED: January 16, 2008

PAID FAMILY LEAVE (PFL):

PFL is a component of the SDI program. Workers covered by SDI will also be covered for PFL. These benefits may be available to an employee if unable to work due to the need to care for a seriously ill family member or to bond with a new child. PFL benefits are payable for a maximum of six (6) weeks in a twelve (12) month period.

The Family Medical Leave Act further provides the District continue health plan benefits during the leave. If there is a share of cost for health care benefits, arrangements can be made for payment of the share of cost.

Accrual of vacation and sick time will not be earned during Leave.

2045.1 The purpose of this policy is to clarify how the Union Public Utility District will implement the Family and Medical Leave Act of 1993 (FMLA).

2045.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by the Union Public Utility District for at least 12 months, which need not be consecutive; (2) worked for the Union Public Utility District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

2045.3 Leave Benefit.

2045.3.1 Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails

- (1) inpatient care in a hospital, hospice, or residential medical care facility; or,
- (2) continuing treatment by a health care provider.

2045.3.2 To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the approval of the District Manager's or Office Manager's prior approval. If a husband and wife are both employed by Union Public Utility District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

2045.3.3 Employees on leave who were previously covered by the Union Public Utility District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

2045.3.4 At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. Union Public Utility District may also require the employee to obtain medical certification that they are able to resume work.

2045.4 Employee Obligations

2045.4.1 If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' prior written notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30- days notice, or with as much notice as practicable.

2045.4.2 Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The District Manager or Office Manager may require employees to obtain, at Union Public Utility District's expense, a second opinion. If the second opinion differs from the first, the District Manager or Office Manager may require a third opinion from a mutually agreed on health care provider.

2045.4.3 For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the approval of their immediate supervisor. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave

POLICY NUMBER: 2050

DATE ADOPTED: January 16, 2008

2050.1 This policy shall apply to probationary and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time. Verification may be required by the District Manager or Office Manager.

2050.3 If additional bereavement time is needed, the employee may elect to use up to two additional working days accumulated sick leave for bereavement purposes.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

2050.5 Bereavement leave must be approved in advance.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060
DATE ADOPTED: January 16, 2008

2060.1 This policy shall apply to probationary and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her immediate supervisor and then notify his/her supervisor each scheduled work day the employee is required to attend.

2060.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Continuity of Service

POLICY NUMBER: 2070

DATE ADOPTED: October 21, 2009

2070.1 For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the following occurs:

2070.2.1 An employee is discharged for cause;

2070.2.2 An employee voluntarily terminates his/her employment; or,

2070.2.3 An employee is laid off.

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability;

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service.

2070.4 A re-employment list shall be maintained by the District. The re-employment list shall be used to determine the order in which part-time and temporary employees shall be employed when other than regular work is available and additional employees are needed. The list shall be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list shall be rehired to fill a vacant position within a specific job classification if:

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

2070.4.2 He/she has seniority, as defined above.

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, shall be called. If an individual is

called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual shall be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and shall receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status may have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment may have their employment service records restored to include previously earned length-of-service.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2080
DATE ADOPTED: June 17, 2009

2080.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.

2080.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than (six) 6 continuous months of service with the District. Upon completion of six (6) months of continuous service with the District in said classification, and upon the District Manager or Office Manager's recommendation to retain said employee, said employee may be granted regular employee status by the Board of Directors.

2080.2.1 A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he/she becomes eligible. A probationary employee will not be eligible for a leave of absence.

2080.3 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 may range from one day to a maximum of eleven (11) months of continuous service.

2080.3.1 Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of 180 days.

2080.3.2 A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights.

2080.3.3 If a temporary employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

2080.4 A "Part-time" employee is one who is hired to work within any job classification for less than forty (40) hours per week.

2080.4.1 A part-time employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 04/19/2023 | MANUAL | POLICY NO. 2090 |
| APPROVED BY: Board of Directors | POLICY TITLE Uniforms and Protective Clothing | Page 1 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to establish a uniform and protective clothing policy to identify the employee to the public as a Union Public Utility District employee, and to ensure a safe, clean, and healthy work environment.

2090.1 Staff will receive one (1) hat, five (5) shirts, and one (1) sweatshirt annually.

2090.2 The District will reimburse field staff for work boots, up to a maximum of \$200 per calendar year, upon proof of purchase and meeting all safety specification requirements. Rain gear will be reimbursed to field staff, up to a maximum of \$200 once every two calendar years, upon proof of purchase and meeting all safety specification requirements.

2090.3 Receipts are required for reimbursement. There will be no carryover from one year to the next.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

| | | |
|------------------------------------|---|--------------------|
| DATE ADOPTED: 04/19/2023 | MANUAL | POLICY NO. 2095 |
| APPROVED BY: Board of Directors | POLICY TITLE Apprenticeship Program | Page 1 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to establish an apprenticeship program policy to assure that employees are able to gain professional skills and experience to acquire certificates and/or licenses that are necessary to perform their job duties and advancement in their field.

2095.1 Tuition (up to \$3,000) will be offered upon signed contract by employee stating they will remain employed for at least 2 years after completion of educational or certification program. If the employee leaves the District within 2 years, the employee is responsible for paying back UPUD's portion of the tuition cost.

Union Public Utility District

POLICY HANDBOOK

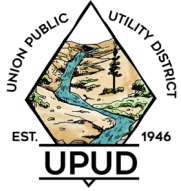
POLICY TITLE: Personal Vehicle Usage
POLICY NUMBER: 2100
DATE ADOPTED: January 16, 2008

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.4 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.



Union Public Utility District

EMPLOYEE BENEFITS

The following provides a summary of the District's benefit package.

Retirement Benefits (Policy Number 2110.5) Provided through the California Public Employees' Retirement System (CalPERS).

Social Security: The District participates in Social Security and Medicare.

Medical Insurance (Policy Number 2110.1) The District pays for the cost of health insurance for full-time employees and their dependents.

Dental Insurance (Policy Number 2110.2) The District pays for the cost of dental insurance for full-time employees and their dependents.

Vision Insurance (Policy Number 2110.3) The District pays for the cost of vision insurance for full-time employees and their dependents.

State Disability Insurance (SDI) (Policy Number 2110.8) The District participates in the voluntary State Disability Plan.

457 Savings Plan (Policy Number 2110.7) District employees may elect to participate in the voluntary 457 Savings Plan.

Workers' Compensation Insurance (Policy Number 2110.9) All District employees will be insured against injuries received while on the job as required by State Law.

Vacation (Policy Number 2020) Annual vacation accruals are as follows: 0-2 years = 10 days; 3-7 years = 15 days; 8-24 years = 20 days; 25+ years or more = 25 days

Sick Leave (Policy Number 2040)

Holidays (Policy Number 2030) 12 paid holidays, plus one floating holiday per year.

Bereavement Leave (Policy Number 2050)

Jury/Witness Duty (Policy Number 2060)

Apprenticeship Program (Policy Number 2095) Tuition (up to \$3,000) will be offered upon signed contract by employee.

Bonuses & Certificate Pay (Policy Number 2004) The District will provide a one-time bonus payment for each Water Treatment or Water Distribution Certification, and additional approved certifications obtained while employed with Union Public Utility District. Employees maintaining and utilizing a backflow or cross connection control certificate will receive an additional 2% of their base pay. Employees with a California Commercial Driver's License will also receive an additional 2% of their base pay.

District-Issued Uniforms and an Annual Clothing Stipend (Policy Number 2090)

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 05/22/2024 | MANUAL | POLICY NO. 2110 |
| APPROVED BY: Board of Directors | POLICY TITLE Health and Welfare Benefits | Page 1-3 |

2110.1 Health Insurance. Benefits eligible employees are defined as full-time regular employees scheduled to work 30 or more hours per week. The District currently pays for 100% of the cost of health insurance for full-time eligible employees and their eligible dependents, as defined below:

- Legally married spouse
- CA registered domestic partner
- Employee, spouse or domestic partner’s child under age 26 including natural child, stepchild, legally adopted child, child for whom the employee, spouse or domestic partner is the legal guardian.
- Employee, spouse or domestic partner’s unmarried child who was enrolled before age 26 and is incapable of self-sustaining employment due to physical or mental condition. A physician must certify in writing within 60 days this condition and it is subject to carrier approval.
- Children eligible for coverage as a result of a valid qualified medical child support order.

For an eligible dependent to be enrolled in coverage, a copy of a marriage certificate, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required. It is the employee’s responsibility to notify the district in writing upon divorce, termination of domestic partnership, over-age dependent, or any event that changes the status of dependency.

The benefits waiting period for full-time eligible employees and their eligible dependents is first of the month following date of hire. Part-time employees working less than 30 hours per week are not eligible for health insurance benefits under the current plan. All benefits eligible employees must enroll in medical coverage. No waivers allowed. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per ACWA JPIA’s Employee Benefits Program participation requirements.

2110.2 Dental Insurance. The District currently pays for 100% of the cost of dental insurance for full-time eligible employees and their eligible dependents (defined in 2110.1). The benefits waiting period is first of the month following date of hire. Part-time employees working less than ~~20~~ 30 hours per week are not eligible for dental insurance benefits under the current plan. All benefits eligible employees and their eligible dependents must enroll in dental coverage. No waivers allowed. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per ACWA JPIA’s Employee Benefits Program participation requirements.

2110.3 Vision Insurance. The District currently pays for 100% of the cost of vision insurance for full-time, eligible employees and their eligible dependents (defined in 2110.1). The benefits waiting period

POLICY AND PROCEDURE UNION PUBLIC UTILITY DISTRICT

is first of the month following date of hire. Part-time employees working less than 20 30 hours per week are not eligible for health insurance benefits under the current plan. All benefits eligible employees must enroll in vision coverage. No waivers allowed. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors and per ACWA JPIA's Employee Benefits Program participation requirements.

2110.4 Benefit Changes. A benefits eligible employee may change their benefit elections during annual Open Enrollment in the Fall. Election changes will be effective January 1st of the upcoming calendar year. Otherwise, changes to benefit elections may not be made unless the employee experiences a qualifying life event.

2110.4.1 Qualifying life events. Qualifying life events include marriage, divorce, birth or adoption of a child, loss or gain of other coverage, and loss of dependent eligibility among others. If you experience a qualifying life event and wish to make a change to your benefits, you must notify the District within 31 days of the event to make the change. Changes take effect on the first of the month following the life event. You then have 31 calendar days from the effective date of the coverage change to provide documentation of the qualifying event. Dependent verification documents, such as a marriage certificate for spouse or a birth certificate for child, must be provided for newly enrolled dependents. Coverage will not be effective until this documentation has been provided. If you do not complete your enrollment and provide documentation before this deadline, your next opportunity to make changes to your benefits will be during Open Enrollment with an effective date of January 1st of the next calendar year.

2110.5 COBRA. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify the Union Public Utilities District of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

1. Qualifications. Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.
2. Qualifying Event. Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer; and expiration of leave criteria. It is the employee's or eligible family member's responsibility to inform the District within 60 days when a qualifying event takes place or your eligibility for COBRA may be jeopardized.
3. Selection Period. The District will send written notification, upon notification to the District, to the employee/eligible family member of their right to elect continued coverage, the election period, and premium payments.
4. Cost. The employee/eligible family member must pay a full monthly premium for each coverage selected plus a 2% administrative charge to UPUD by the first day of each month that the premium(s) is due.
5. Coverage Available. At the time of the qualifying event, whichever health insurance the employee/dependent is enrolled in will be considered the coverages available.
6. Open Enrollment Purpose. COBRA continuees have the same rights under the plan as active

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continuees must be informed of their rights. The Open Enrollment Notification should inform COBRA continuees of the open enrollment period, the options available during the open enrollment period and the monthly premium rates for those options. It defines COBRA continuees as possible electees, electees and continuees. Possible electees are individuals in their 60-day election period; electees are individuals who have elected but have not yet paid; continuees are individuals who have elected and paid.

7. Non-Payment of Premiums. Participants in COBRA that have defaulted more than 30 days on their portion of the premium payments will be eliminated from the plan and will not be permitted to reenroll.

8. Cal-COBRA. If the employee has exhausted their COBRA coverage and was entitled to less than 36 months of coverage, then the employee may choose additional continuation coverage under Cal-COBRA up to 18 months. The District will send notification to the COBRA enrollee upon COBRA expiration. Cal-COBRA participants have the same rights and responsibilities as COBRA participants identified above.

2110.6 Health Savings Account (HSA). The District currently has no Health Savings Plan.

2110.7 Retirement Plan. Any full-time employee is required to join the Public Employees Retirement System (CalPERS) immediately upon hire per the CalPERS contract. Part-time and temporary employees are eligible once they meet the 1,000 hour threshold or if they are already CalPERS members. Contributions made to the retirement system by the District are in accordance with the current contract with the Board of Administration of the Public Employees Retirement System and the Board of Directors of the Union Public Utility District.

2110.8 457 Savings Plan. District employees may elect to participate in the voluntary 457 Savings Plan. An amount determined by the employee may be deducted from the employee's regular paycheck on a pre-tax basis and invested in the 457 Plan approved by the District.

2110.9 State Disability Insurance (SDI). The District participates in the voluntary State Disability Plan (SDI). A percentage of the employee's wages are deducted from the employee's regular paycheck and paid into the State fund for compensation during non-work related illness or injury.

2110.10 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.11 Termination. Upon termination of employment or retirement, employees (and any dependents) enrolled in benefits will be offered COBRA continuation coverage.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE REVISED: 6/21/2023 | MANUAL | POLICY NO. 2115 |
| APPROVED BY: Board of Directors | POLICY TITLE On-Call | Page 1 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to provide guidelines to employees who are required to maintain their availability after hours and be on-call to come back to work, or to otherwise be available to respond to emergency situations.

2115.1 An on-call schedule shall be maintained by the Operations Manager to have employees assigned on a rotational basis, to be available and on-call after normal working hours, including nights, weekends, and holidays.

2115.2 Cell phones are issued to field staff and will be kept in the on-call employee's possession during the entire on-call period.

2115.3 When an employee is on-call, they must remain with the general Union Public Utility District area, going no further than 30 minutes travel time away from any District facility and be accessible by telephone.

2115.4 Employees scheduled for on-call duty will be compensated \$50 per weekday, and \$75 for weekends/holidays. If the employee must respond to work for an emergency, the pay rate is then changed to overtime pay (as per section 2010.4).

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Pay Periods and Timesheets
POLICY NUMBER: 2130
DATE ADOPTED: January 16, 2008

2130.1 The salaries and wages of all District employees shall be paid bi-weekly, every other Friday and include the hours for that Friday..

2130.2 In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", or on a Saturday or Sunday, the immediately previous working day shall become the payday.

2130.3 After completion of the normal pay period, a timecard acceptable to the District Manager and Office Manager must be turned in to the office. Office staff will supply the timecard to all employees. Completion of the timecard is the responsibility of the employee and must be signed by the employee.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Gift Acceptance Guidelines
POLICY NUMBER: 2155
DATE ADOPTED: October 21, 2009

2155.1 A director, an employee or a member of their immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

- 2155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value;
- 2155.1.2** Does not impose any sense of obligation on either the giver or the receiver;
- 2155.1.3** Does not result in any kind of special or favored treatment;
- 2155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
- 2155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver.
- 2155.1.6** A Form 801 "Gifts to Agency Report" is completed within 30 days of the use of the gift.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160
DATE ADOPTED: January 16, 2008

- 2160.1** Permanent employees may take a leave of absence only with the written permission of the Board of Directors.
- 2160.2** Requests for leave of absence must be in writing and will be considered by the Board on an individual basis.
- 2160.3** A leave of absence will only be granted for recovery from a serious illness or accident.
- 2160.4** In compliance with the AB1460 (10/4/93) The California Family Leave Law, eligible employees are given up to twelve (12) weeks of leave per year to take care of a newborn or newly adopted child, or to care for a seriously ill child, spouse or parent. This leave is also granted for the employee's own serious illness. An employee may take up to twelve (12) weeks of family care leave or care for newborns in addition to pregnancy disability up to four (4) months.
- 2160.5** Eligible employees are those who have worked for the District for one (1) year and have worked at least 1,250 hours in the previous twelve (12) months.
- 2160.6** The Family Care Leave Law further provides the District continue to pay the employee's health plan benefit during the leave.
- 2160.7** Regardless of the length or reason for the leave, the employee is expected to return to work as soon as the leave expires. If an employee does not return to work when the leave is over, the employee will be considered voluntarily resigned from the employment of the District.
- 2160.8** An employee will not receive salary during the leave of absence, unless granted by the Board of Directors. The leave of absence will not be included in the employee's period of continuous employment. The usual vacation, sick leave and health benefits will not be earned during the leave.
- 2160.9** Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.
- 2160.10** Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2170

DATE ADOPTED: October 21, 2009

- 2170.1** This policy shall apply to all employees.
- 2170.2** The District Manager shall conduct a scheduled performance review of each field employee prior to the merit advancement date.
- 2170.3** The Office Manager shall conduct a scheduled performance review of each office employee prior to the merit advancement date.
- 2170.3** Performance evaluations shall be in writing on forms approved by the Personnel Committee. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.
- 2170.4** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.
- 2170.5** Unscheduled performance evaluations may be made at the discretion of the Personnel Committee or appropriate manager.
- 2170.6** The Personnel Committee shall conduct a scheduled performance review of each manager prior to the merit advancement date.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Grievance Procedure

POLICY NUMBER: 2180

DATE ADOPTED: October 21, 2009

2180.1 This policy shall apply to all regular employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II, Personnel Committee. If the grievance has not been resolved at Level I, the grievant may present his/her grievance in writing on the District form (included as Appendix A) to the Board of Directors within ten (10) working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement shall include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2180.4.2.2 The Personnel Committee shall communicate their decision within ten (10) days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Personnel Committee does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the Personnel Committee's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Directors. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing. The statement shall include a copy of the original grievance; a copy of the written decision by the Personnel Committee; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Board of Directors shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The District Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2180.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent file.

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Union Public Utility District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Drugfree Workplace and Testing

POLICY NUMBER: 2190

DATE ADOPTED: October 16, 1991, Resolution 3-1991; Revised May 16, 2018

2190.1 Union Public Utility District maintains a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. Union Public Utility District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. While it is not the intent of the District to intrude into the private lives of its employees, involvement with substance abuse off the job can adversely impact job performance and safety. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to Union Public Utility District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and members of the public. It also exposes Union Public Utility District to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance.

2190.2 Prohibited Conduct:

The following rules and standards of conduct apply to all employees either on District property or during working hours (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a District vehicle while under the influence of alcohol or any illegal or controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. An employee who violates this policy is subject to discipline, up to and including immediate discharge, even for a first violation. In order to enforce this policy, Union Public Utility District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Where appropriate, Union Public Utility District also may bring the matter to the attention of appropriate law enforcement authorities.

2190.3 Effect of Criminal Conviction:

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on Union Public Utility District. In addition, Union Public Utility District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises. District employees are required to notify the Office Manager in writing of any criminal drug statute of which they are convicted for a violation occurring outside the workplace not later than five (5) calendar days after such conviction.

2190.4 Disclosure and Reasonable Accommodations:

Nothing in this policy is intended to diminish the District's commitment to employ and reasonably accommodate qualified disabled individuals. The District will reasonably accommodate qualified disabled employees who must take legal drugs because of a disability and who, because of their appropriate use of such drugs, cannot perform the essential functions of their positions without reasonable accommodation. Any employee who is in possession or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the Office Manager regarding such use immediately before starting or resuming work. If any employee is unable to safely and effectively perform his or her assigned duties while using prescribed medication, the employee shall not be allowed back to the workplace until the employee has been cleared or without accommodation.

To applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.5 Treatment Accommodations:

Union Public Utility District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The time to request this leave is before any discipline or policy violation occurs. Union Public Utility District is not obligated to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is Union Public Utility District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. Rehabilitation is an option for an employee who acknowledges a dependency and voluntarily seeks treatment to end that dependency before violating this policy or otherwise encountering disciplinary problems.

2190.6 Rehabilitation:

Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the conditions, set forth in writing, that the employee:

- Successfully complete an approved rehabilitation program;
- Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and
- Be subject to periodic testing without further reasonable cause.

Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program. Employees under suspicion of violation of any part of this policy will be suspended without pay until completion of the investigation and the appropriate personnel action has been determined.

2190.7 Drug Testing: The District conducts drug testing of those who occupy safety sensitive positions in the following circumstances:

2190.7.1 Circumstances Under Which Testing Will be Conducted.

- **Pre-employment.** All initial offers of employment with the District for safety sensitive positions will be made contingent upon satisfactory completion by the applicant of a pre-employment physical examination which shall include a drug and alcohol screen (bodily fluid testing). Positive test results shall not bar reapplication at a later time. **If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.**
- **For cause testing.** If the District has a reasonable suspicion that a safety sensitive employee is (1) intoxicated or under the influence of drugs or alcohol or (2) has used drugs or alcohol on the District's premises or during working time, the employee may be directed to undergo immediate drug and/or alcohol testing at an independent licensed laboratory, to determine whether a violation of this policy has occurred. A reasonable suspicion may be based upon evidence of illegal substances or alcohol on or about the employee's person or in the employee's immediate vicinity, a pattern of unusual conduct or erratic behavior on the employee's part that suggests impairment or influence of illegal substances or alcohol, arrest or conviction of a drug-related offense or the identification of the employee as the focus of a criminal investigation involving illegal substances; information provided by a reliable and credible source that the employee is under the influence of illegal substance or alcohol, and/or evidence that the employee has tampered with a previous drug test. **If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.**
- **Post-accident.** Any safety sensitive employee involved in an on-the-job accident or injury resulting in personal injury or property damage exceeding \$1,000 may be required to submit to an alcohol/drug test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury in any way. **If an employee refuses or fails to cooperate with the administration of the drug and alcohol test, the refusal will be handled in the same manner as a positive test result.**

2190.7.2

Procedures for Drug Testing.

The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test and transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry.

The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this policy and will be subject to discipline accordingly.

2190.7.3

Acknowledgment and Consent.

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

2190.7.4 Confidentiality.

All drug testing-records will be treated as confidential and will be maintained in the employee's confidential medical file.

2190.8 Unregulated or Authorized Conduct

Customary Use of Over-the-Counter Drugs: Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy.

Off-the-Job Conduct: This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this policy.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

| | | |
|------------------------------------|--|--------------------|
| DATE REVISED: 08/28/2024 | MANUAL | POLICY NO. 2191 |
| APPROVED BY: Board of Directors | POLICY TITLE Pre-Employment Physical Examinations and Drug Testing | Page 1 |

2191.1 All individuals who are offered full-time, extra-hire, temporary or part-time employment shall be required to submit to a physical abilities assessment related to the functions of the specific job hired for at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work. In addition, all individuals who are offered positions that qualify as safety-sensitive shall also be required to submit to a drug testing, at District expense. At the present time, all operations positions and all positions that require driving a motor vehicle in connection with District employment qualify as safety sensitive.

2191.2 Employment is conditioned on a health care provider certifying that the individual is fit to perform the type of work required by the position. For safety-sensitive positions, employment is conditioned on the employee favorably passing the drug test. A conditional job offer will be revoked if the individual refuses to cooperate in either the examination or the drug testing. Re-testing of an individual who was previously employed as an extra-hire, part-time or full-time basis may be required if more than three (3) months have elapsed since the individual's last day of work for the District.

2191.3 Appointments with the medical facility conducting the examination and controlled substance testing shall be made by the District on the individual's behalf. When the individual to be tested reports to the facility for the scheduled examination and/or drug testing, they must provide proof of identification, such as a driver's license or a state- issued photo identification card.

2191.4 All test results shall be maintained in a confidential medical file. Only the General Manager and Personnel Committee shall have access to the actual test results. Applicants shall be notified as follows:

2191.4.1 All job offers are contingent on favorably passing a medical provider's fitness-for-duty exam. All job offers for safety sensitive positions are contingent on favorably passing a drug test. All operations positions and all positions that require driving in connection with District employment qualify as safety-sensitive. Individuals who test positive on the drug test for controlled substances will not be employed. The District abides by a drug free workplace policy consistent with both state and federal law.

2191.4.2 Individuals who are determined by the medical provider not to be able to perform the functions of the job may request a reasonable accommodation. If you have reason to believe that you will need an accommodation to perform the functions of the job, please contact the General Manager. The District will initiate an interactive process to determine your ability to perform the essential functions of the job with or without accommodation, and the ability of the District to provide an accommodation that does not pose an undue hardship on the District.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

| | | |
|------------------------------------|--|--------------------|
| DATE REVISED: 08/28/2024 | MANUAL | POLICY NO. 2200 |
| APPROVED BY: Board of Directors | POLICY TITLE Illness and Injury Prevention Program | Page 1-32 |

TABLE OF CONTENTS

Section
Responsibility
Compliance
Communication
Hazard Assessment
Accident/Exposure Investigation
Hazard Correction
Training and Instruction
Record keeping
Heat Illness Prevention
Hazard Communication
First Aid
Accident Reporting
Appendices (need to be added to fit operation)
Forms
Codes of Safe Practices

RESPONSIBILITY

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Union Public Utility District will support and maintain an ongoing Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the IIPP through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining a district commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Date Adopted: March 17, 2010

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verifying corrective action has been taken regarding safety hazards and accident investigations.
3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in district safety policy and setting a good example by following all safety rules.
5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.
6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold occasional safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.
15. Maintain good housekeeping conditions at all times.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Coordinator or Safety Officer acts as a safety resource for the district and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

COMPLIANCE

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training/coaching to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

We recognize that open, two way communication between management and staff on health and safety issues is essential to an injury free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Workplace safety and health training.
- Regularly scheduled safety meetings held at least once per month.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

| Competent Observer | Area |
|---|---------------------|
| Designated Employee and Supervisor | Treatment Plant |
| Designated Employee and Supervisor | Corp Yard/Shop |
| Designated Employee and Supervisor | Distribution System |
| Designated Employee and Supervisor | District Office |

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer according to the following schedule:

Once per month in all work areas.

When we initially established our IIPP.

When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace.

When new, previously unidentified hazards are recognized.

When occupational injuries and illnesses occur.

When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

Whenever workplace conditions warrant an inspection.

ACCIDENT / EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and exposures to hazardous conditions or practices include:

1. •Visiting the accident scene as soon as possible
2. •Interviewing injured workers and witnesses.
3. •Examining the workplace for factors associated with the accident/exposure.
4. •Determining the cause(s) of the accident/exposure.
5. •Taking corrective action to prevent the accident/exposure from recurring. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

Hazard is observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. All such actions taken and dates they are completed shall be documented on the appropriate forms.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. Training and instruction shall be provided as follows:

When the IIPP is first established.

To all new workers.

To all workers given new job assignments for which they were not previously trained.

Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

Whenever we are made aware of a new or previously unrecognized hazard.

To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

To all workers with respect to hazards specific to each employee's job assignment.

RECORDKEEPING

We maintain the following records of the implementation of our IIPP for one year (except for employees who have worked for less than one year which are provided to the worker upon termination of employment):

- Hazard assessment inspections: Including dates of inspections, person(s) conducting the inspections, unsafe conditions and practices identified, and action(s) taken to correct hazard(s).
- Accident/exposure investigation: Including details and dates of accidents, investigator's name, unsafe conditions and practices identified, and action(s) taken to correct the hazard(s).
- Employee communication: Including dates and types of communication and names of communicators.
- Safety and health training for each worker: Including worker's name, provider's name, date(s) of training and type(s) of training.

HEAT ILLNESS PREVENTION PROGRAM (see updated section - RSP 500, Heat Illness Prevention, CCR, Title 8, § 3395)

RSP 500

Heat Illness Prevention

CCR, Title 8, § 3395

| | | |
|--------------|--|--------------|
| 500.1 | <i>Heat Illness Recognition</i> | 500-2 |
| 500.2 | <i>Risk Reduction Practice for Heat Illness</i> | 500-2 |
| 500.3 | <i>Emergency Procedures</i> | 500-3 |
| 500.4 | <i>Training for Heat Illness Prevention</i> | 500-4 |
| 500.5 | <i>Assigned Responsibilities</i> | 500-5 |

| | |
|--|---------------|
| <i>Attachment B – UPUD Heat Illness Prevention Procedures</i> | 500-7 |
| <i>Attachment C – UPUD Acclimatization Procedures</i> | 500-12 |
| <i>Attachment D – UPUD Heat Illness Emergency Procedures</i> | 500-13 |

Safety first is our responsibility, each and every one of us

500.1 Heat Illness Recognition

This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness, and applies to all outdoor places of employment and other work environments, when the environmental risk factors for heat illness are present, such as places with minimal ventilation. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document.

Heat Illness can be a serious health hazard for employees required to work while exposed to the sun or other heat sources. A significant potential for heat illness occurs when temperatures are in excess of 80° Fahrenheit. All employees should look continuously for symptoms and signs of heat illness related disorders in other employees and be particularly alert to the hazards and plan for providing first aid and emergency medical services should they become necessary. Awareness of heat illness symptoms can save your life or the life of a co-worker.

Heat illness occurs due to a combination of environmental and internal heat that cannot be adequately dissipated. The risk of heat illness increases with the amount of exertion, amount of direct sunlight, lack of air movement, and even the amount of protective clothing or equipment worn. Heat illness can lead to heat exhaustion, heat stroke, collapse, convulsions, unconsciousness, and even death. Therefore, access to water, shade, rest periods and acclimatization are important to protect employees from overheating.

The Heat Illness Prevention standard applies in all outdoor places of employment whenever environmental risk factors for heat illness are present. Cal/OSHA considers the following working conditions to be environmental risk factors for heat illness:

- ❖ Air temperature
- ❖ Relative humidity
- ❖ Radiant heat from sun and other sources
- ❖ Conductive heat sources such as the ground
- ❖ Air movement
- ❖ Workload severity and duration
- ❖ Protective clothing and personal protective equipment worn by employees

500.2 Risk Reduction Practices for Heat Illness

1. Weather Monitoring – When the temperature is expected to reach 70° Fahrenheit or higher supervisors, managers, department heads and/or assigned safety personnel will be required to begin monitoring the extended weather forecast in preparation to implement the District's heat illness prevention procedures (see Attachment B). The District designates the National Weather Service, the Weather Channel TV Network, and NIOSH and OSHA Heat Index App as the approved places to check for temperatures.

2. Water Consumption and Availability – **Water is a key preventative measure to minimize the risk of heat related illnesses.** It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, it is recommended that an employee consume at least two cups (16 ounces) of water before beginning work.

The District will provide access to fresh, pure, and suitably cool potable drinking water, that is located as close as practicable to the areas where the employee(s) is working. If not plumbed or otherwise continuously supplied, enough water shall be provided in sufficient quantity at the beginning of the work shift to provide at least **one quart per employee per hour for the entire shift**. Water is required to be located as close as practicable to where employees are working. **The frequent drinking of water shall be encouraged.**

3. Shade - The District will provide access to a shaded area that is either open to the air or provided with ventilation or cooling. When the outdoor work area exceeds 80° Fahrenheit or higher, shade must be physically up and present throughout the day. The shade shall be located as close as practicable to the areas where employees are working and needs to be large enough to accommodate all employees on the jobsite on cool-down or rest periods without having to be in physical contact with other, and those onsite taking meal periods outside. **Access to the shade will be permitted at all times.**

Cooling measures other than shade (e.g. use of misting machines) may be provided in lieu of shade, if it can be demonstrated that these measures are at least as effective as shade in allowing employees to cool or that it is infeasible or unsafe to have a shade structure. Canopies, umbrellas, and other temporary structures or devices may also be used to provide shade, which is to allow the body to cool.

4. Rest Breaks - Rest breaks allow opportunities for employees to cool down and drink water to prevent overheating. Employees should be encouraged to take cool-down breaks in the shade for at least 5 minutes as necessary to prevent heat illness. Employees should not wait until they feel sick to cool down.

5. Acclimatization – People need time for their bodies to adjust working in heat. This is particularly important for employees returning to work after a prolonged absence, recent illness, or recently moving from a cool to hot climate. Inadequate acclimatization can be hazardous to anyone exposed to conditions of heat and physical stress when the work is significantly more intense than what they are used to.

All employees shall be closely observed by a supervisor or designee during a heat wave.

500.3 *Emergency Procedures*

The UPUD Heat Illness Emergency Procedures Guide (see Attachment C) shall be followed for those employees who are experiencing health conditions as a result of a heat related stress illness. In order for the District's employees to effectively respond to others

who may exhibiting heat illness symptoms, the District will train all employees to render first aid as required by California Code of Regulations (CCR) Title 8 Section 3400.

Employees are encouraged to call 911 immediately if an employee displays signs or symptoms of heat illness and does not look OK or does not get better after drinking cool water and resting in the shade. It is important to note that if 911 is called the employee exhibiting symptoms should not be left alone even if resting in the shade.

500.4 *Training for Heat Illness Prevention*

Training is the most important component of the Union Public Utility District's Heat Illness Prevention Program, and shall be provided to all potentially impacted employees working where environmental risk factors for heat illnesses are present, to help reduce heat illness and to assist with obtaining emergency assistance without delay.

Initial training and refreshers thereafter regarding heat illness prevention shall be provided to all supervisory and non-supervisory employees per Title 8 CCR 3395 (h) (1). This training will ensure familiarity with established work practices and will address the following:

- ❖ Environmental and personal risk factors for heat illness;
- ❖ District procedures for identifying, evaluating, and controlling exposures to environmental and personal risk factors for heat illness;
- ❖ The importance of frequent consumption of small quantities of water for heat illness, up to 4 cups per hour (32 ounces), when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- ❖ The importance of acclimatization;
- ❖ The different types of heat illness and the common signs of symptoms;
- ❖ The importance to employees of immediately reporting to their supervisor, manager or HR, symptoms or signs of heat illness in themselves or in co-workers;
- ❖ The District's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary;
- ❖ The District's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider; and
- ❖ The District's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

In addition to the training points listed above, Supervisors and Managers will also be trained on:

- ❖ The procedures to follow in order to implement the provisions of the Districts Heat Illness Prevention Program

- ❖ The procedures to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
- ❖ Where to monitor weather reports and how to respond to hot weather advisories.

500.5 *Assigned Responsibilities*

Managers and Department Heads are responsible for:

- ❖ Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur, and identify the Supervisor of the employee.
- ❖ Ensuring all identified employees are trained in the District's heat illness prevention procedures.
- ❖ Ensuring that the requirements in this document are followed.

Designated Persons are responsible for:

- ❖ Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat illness are present.
- ❖ Ensuring that all affected employees are trained on heat illness prevention.
- ❖ Providing a daily brief tailgate like meeting to reinforce heat illness prevention with emergency response procedures.
- ❖ Ensuring that the requirements in this document are followed.
- ❖ Carrying a District provided cell phone and other means of communication, to ensure that emergency medical services can be called and you can communicate with employees. The Supervisor shall ensure the cell phone is working properly prior to each workday.

All employees are responsible for:

- ❖ Complying with the provisions of the District's heat illness prevention procedures, as described in this document and in the training sessions they attend.
- ❖ Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
- ❖ Ensuring they have access to a shaded area
- ❖ Reporting heat related illness symptoms to the supervisor.

Attachment A Glossary of Terms

Acclimatization – Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Environmental Risk Factors for Heat Illness – Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Designated Person – This is the person designated by the Supervisor, Manager/Department Head, or safety personnel who is responsible for carrying out a specific task as it relates to the heat illness prevention procedures.

Heat Illness – A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Heat Wave – Any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit ***and*** at least ten degrees higher than the average high daily temperature in the preceding five days.

Personal Risk Factors for Heat Illness – Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Preventive Recovery Period – A period of time to recover from the heat in order to prevent heat illness.

Shade - Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Once indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a vehicle sitting in the sun does not provide acceptable shade to person inside it, unless the car is running with air conditioning.

Temperature – The dry bulb temperature, as indicated by a thermometer, in degrees Fahrenheit obtained by using a thermometer to measure the outdoor temperature in an area where there is no shade.

Attachment B Heat Illness Prevention Procedures

A copy of this procedure must be on location while working in the field.

The District's Heat Illness Prevention Procedures begins when the temperature meets or exceeds 70 degrees Fahrenheit. The requirements increase as the temperature rises.

The following guide has been established to direct you with the required tasks and precautions that need to be taken:

LEVEL 1 – To be implemented when the temperature reaches or exceeds 70 degrees Fahrenheit:

- Supervisors, Managers/Department head, and assigned safety personnel will begin to monitor the extended weather forecast in preparation to implement the level's 2, 3, or 4 District's heat illness prevention procedures. The District designates the National Weather Service, the Weather Channel TV Network, and the NIOSH and OSHA Heat Index App as the approved places to check for temperatures.
- Shade structures will be available and/or brought to work sites. The structures are not required to be set up. However, they should be opened and set in place upon worker(s) request. **Please Note: The interior of a vehicle may not be used to provide shade, unless the vehicle is air-conditioned and the air conditioner is on.**
- Supervisors will inventory water cooler, containers, disposable cups, ice packs, and shade structure needs. If any supplies are needed the Supervisor shall work with the District's Purchasing Agent to purchase needs items. The water cooler and containers should be cleaned and ready for use.

LEVEL 2 – To be implemented when temperature meets or exceeds 80 degrees Fahrenheit:

In addition to the requirements in Level 1 the following tasks shall also be implemented.

The Supervisor for the work crew will hold a 'tailgate' type meeting at the start of the work day to review the heat illness prevention procedures including:

- Encouraging and reminding employees of the importance of water and to drink plenty of water.
- Informing employees of their right to take a cool-down rest when necessary.
- Reviewing signs and symptoms if heat illness.
- Reminding and encouraging employees to immediately report to their supervisor any signs or symptoms they or fellow employees may be experiencing.
- Reviewing emergency response procedures.
- Informing employees that they are authorized to call for emergency medical services if needed.

Water Requirements:

- The *designated person* will bring *# of container needed* drinking water containers (of 5 to 10 gallons each) to the site, so that at least 2 quarts (64 ounces) of water per employee are available at the start of the shift.
 - The water must be fresh, pure, and suitably cool (cooler than the ambient temperature). Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems as shown on the manufacture's label.
 - The *designated person* may begin the shift with smaller quantities of water if there is an effective procedure to replenish the water during the shift as needed.
 - The *designated person* will check the water level of all containers every 60 minutes. When the water level within a container drops below 50%, water containers will be refilled with cool water and/or ice.
 - The *designated person* will pour some water from the container on their skin to ensure that the water is suitably cool but not so cold as to cause discomfort.
- The *designated person* will bring the necessary number of paper cone rims or bags of disposable cups and the necessary cup dispensers to ensure that enough disposable cups are made available for each worker and are kept clean until used.
- The *designated person* will check the work site and place the water as close as possible to the workers (i.e. no more than 50 feet from the workers).

- If field terrain prevents the water from being placed as close as possible to the workers, the *designated person* will bring bottled water or individual containers (in addition to disposable cups and water containers), so that workers can have drinking water readily accessible.
 - The *designated person* will ensure that the water containers are relocated to follow along as the crew moves, so drinking water will be readily accessible.
- The *designated person* will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the company).

Shade Requirements:

- Each *designated person* will bring *# of structures needed* shade structures to the work site, to accommodate all employees at the site on recovery or rest periods, and those onsite taking meal periods. In addition, the *designated person* will:
- Ensure that the necessary number of shade structures are opened and placed as close as practical to the workers.
 - Ensure that the shade structures are relocated to follow along with the crew and double-check that they are as close as practical to the employees, so that access to shade is provided at all times.
 - Will point out the daily location of the shade structures to the workers.
 - All employees will be notified and encouraged to take a **5-minute cool-down rest in the shade**, in addition to the time needed to access the shade, when they feel the need to do so to protect themselves from overheating.
- Each *designated person* will bring either chairs, benches, sheets, towels or any other items to allow employees to sit and rest without contacting the bare ground. However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.
- In situations where it is not safe or feasible to provide shade (example: portable shade structures in winds of more than 40 mph), the *designated person* will document how this determination was made, and what steps will be taken to provide shade upon request, or other alternative cooling measures with equivalent protection.
- Employees taking a “preventative cool-down rest” must be monitored by an employee as designated by the *designated person* for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response as written in the District’s Heat Illness Emergency Procedures (see Attachment D).
- You will also need to follow the District’s acclimatization procedures (– see Attachment C) if the average of the previous five days has been at least 10 degrees Fahrenheit lower.

LEVEL 3 – To be implemented when temperature meets or exceeds 90 degrees Fahrenheit:

In addition to the requirements in Level 1 and 2 the following tasks shall also be implemented.

- Water replenishment procedures by the *designated person* will be increased to every 30 to 45 minutes to check the water level of all containers.
- The *designated person* will carry ice and ice packs in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.
- The *designated person* will point out daily, the location of the water coolers to the workers, and remind them to drink water frequently.

LEVEL 4 – To be implemented when temperature meets or exceeds 95 degrees Fahrenheit or during a heat wave:

In addition to the requirements in Level 1, 2, and 3 the following tasks shall also be implemented.

- Prior to assigning an employee or crew to a particular worksite, the Supervisor of the employee/crew will:
 - Ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
 - Prior to the start of the shift determine if a language barrier is present at the work site
 - If a language barrier exists assign one person with the responsibility to call emergency medical services (911).
- To ensure that employees can contact a supervisor and/or emergency services, the *designated person* will ensure that effective communication is maintained. This can be done through observation, voice, or electronic device (cell phone, text, truck radio, etc.).
- If an employee is working on their own, regular communication between the sole employee and the *designated person* shall occur via radio or cell phone. If this is not feasible than a buddy system must be used.
- The *designated person* will observe employees for alertness and signs and symptoms of heat illness.
 - If the *designated person* is unable to be near the workers to observe them or communicate with them in person, then an electronic device, such as a cell phone, may be used for this purpose **only if reception in the area is reliable.**
- The *designated person* will ensure employees **increase their cool-down rest period to a minimum 10-minutes in the shade** every two hours and allow more frequent cool-down breaks as necessary for workers to prevent heat illness from occurring.

Attachment C Acclimatization Procedures

Union Public Utility District Operations Department Management, HR, and/or any other designated personnel with safety responsibilities will monitor the weather and in particular be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

- For new employees, the *designated person* will try to find ways to lessen the intensity of the employees work during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening) if the employee is not already acclimated. Steps taken to lessen the intensity of the workload for new employees will be documented.
 - The *designated person* will be extra-vigilant with new employees and stay alert to the presence of heat illness symptoms.
- The *designated person* will assign employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During high heat (temperatures over 95 degrees Fahrenheit), the *designated person* will observe all employees closely (or maintain frequent communication via phone or radio), and be on the lookout for possible symptoms of heat illness.
- If there is a new employee on the crew The *designated person* will closely supervise that person, or assign a "buddy" for the first 14 days of the employee's employment by UPUD, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days, for 4 or more hours per day.

Attachment D
Heat Illness EMERGENCY Procedures

The most important item to note in the procedure is to call 911 if an employee is exhibiting signs of heat illness and is not getting better after drinking water and resting in a shaded place.

Signs and Symptoms of Heat Illness

| Heat Illness Symptoms: | Warning Signs: | Early Warning Signs: |
|--|---|--|
| Dehydration Dizziness Cramps Exhaustion Stroke Rash | High Body Heat Confusion Irrational Actions No Sweating Lack of Stamina Rapid Breathing Nausea Blurry Vision Muscle Pain Loss of Coordination General Discomfort Irritability Poor Concentration Unconsciousness | Cramps Lack of Stamina Headache General Discomfort Dehydration |

Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, an employee trained in first aid will take immediate steps to **keep the employee cool** by:

- Placing the worker in the shade;
- Removing excess layers of clothing;
- Placing ice packs in the armpits and groin area;
- Fanning the victim; and
- **Stay with the employee to continuously check the status of the employee**

The employee observing or administering first aid to an employee will determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers should be called.

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call 911.

While the ambulance is in route, employees should initiate and/or continue first aid.

Where work is being conducted at remote locations such as rural or undeveloped areas, the supervisor or lead person on the job will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall wear their reflective vest or use a flashlight, in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

In no case should an employee be ordered to go back to work until signs or symptoms of heat illness have abated.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

HAZARD COMMUNICATION

Our district intends to provide information about chemical hazards and other hazardous substances and the control of hazards utilizing the following:

The program administrator is responsible for hazard communication procedures.

An inventory of hazardous substances is located at the Treatment Plant and the Corp Yard. Material Safety Data Sheets (MSDS) for all hazardous substances are located at the Treatment Plant and the Corp Yard.

Employees may review MSDSs and the standard by verbal request. MSDSs not on hand which are requested by employees will be requested of suppliers within 7 days by letter.

The MSDS file is updated with new information and new hazards identified by the program administrator.

Containers of hazardous materials entering the premises will be checked by the program administrator to assure they are properly labeled with the chemical name of the contents, the appropriate hazard warning and the name and address of the supplier/manufacturer.

Containers of hazardous materials on the premises will be labeled with the chemical name and hazard warning. The program administrator must approve exceptions.

The following exceptions have been approved: N/A

Non-routine tasks involving hazardous materials are: N/A. Procedures for complying with the standard for these jobs are: N/A

Employee training is provided initially to all employees and for all new employees who are exposed to hazardous materials. This training covers the following areas:

- The basic requirements of the Hazard Communication Standard and their right to information on chemical hazards.
- Our company's program to comply with the standard and procedures to follow to see the standard, company program and MSDSs.
- How to interpret and use the labels on containers of hazardous materials.
- The potential physical hazards and health effects of the hazardous substances and how to use MSDSs for more information.
- How to handle the hazardous substances safely and other protective measures in place.
- What to do in an emergency (emergency evacuation, spills, etc.).
- How the presence of hazardous chemicals can be detected in the work area.
- This training is documented in the following manner: On Employee Training Record.
- Training concerning new hazards (new chemicals or new information on MSDSs) will be provided within 30 days and documented.
- Periodic refresher training will be provided and documented.

Outside employees (contractors and visitors) will be advised of chemical hazards in the following manner: Verbal instruction from the program administrator.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

Our company relies on the information contained in MSDSs as permitted by the OSHA Hazard Communication Standard and does not perform independent hazard determinations.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator: Designated Employee

Poison Control: 911

First Aid: 911

Fire Department: 911

Ambulance 911

Police: 911

Medical Clinic: Angels Camp Medical Clinic 209/736-0813, SaveMart Shopping Center, Angels Camp

Nearest Provider: Angels Camp Medical Clinic 209/736-0813

Minor First Aid Treatment (In All District Vehicles and District Office)

First aid kits are stored in the district office, corporation yard and treatment plant. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

Date Adopted: March 17, 2010

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or clothing.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

- Thermal (Heat)
- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.
- Chemical
- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.

Date Adopted: March 17, 2010

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

ACCIDENT REPORTING AND PROCEDURES FOR MANAGERS AND SUPERVISORS

1. Take appropriate action including first aid when necessary.
2. If the injury is of an immediate and serious nature, the decision should be made to call the Paramedics using the **911** emergency service number.
A person with a serious injury or a spine injury should not be moved or transported in any way except by qualified medical personnel.
3. If injury is not an emergency situation, the employee should be escorted to the medical facility indicated on the Medical Treatment Order. Remember to call the facility to let them know you will be arriving.
4. Fill out the Medical Treatment Order. Send with injured employee.
5. Provide injured employee form DWC-1 "Employee's Claim For Workers' Compensation Benefits. The form is to be completed by employee and returned to the office.
6. Whenever possible, eliminate the hazard if it is safe to do so.
7. Notify the District Office immediately of the injury at 209/728-3651.
8. Complete the Accident Investigation form and give to the General Manager

Remember Use the First Aid Option

Please inform the medical center of our plan.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

This procedure for job related injuries were written to assist you when you have incident. If you follow the step-by-step instructions, it will make managing the incident easier and it will insure that all of the important steps are followed.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

SAFETY RULE VIOLATION

You have been observed behaving in an unsafe manner contrary to district safety rules. We consider the safety of our employees to be very important. In order to prevent accidents, it is our policy to enforce district safety rules strictly.

Type of Violation:

| |
|--|
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Result of Violation:

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Disciplinary Action:

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| |

I, _____, have read/been read and understand the safety rules of the Union Public Utility District. I agree to act in accordance with the safety rules at all times while working, and understand that the violation of any rule is cause for stern disciplinary action which could include termination of employment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

.File original in employee's personnel file, with a duplicate given to employee.

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

Safety Meeting Report

Date: _____ Instructor: _____

Location: _____

Topics discussed:

Specific safety rules generated or emphasized:

Materials provided:

Suggestions made:

Attendance (signatures required):

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

SUPERVISOR'S REPORT OF ACCIDENT
(Internal Record)

| | | | |
|--|-----------------------------|---------------|-----------------|
| Employee's name: | | | |
| Social Security Number: | | | |
| Job position/title | | | |
| Supervisor's name: | | | |
| Date and time of accident: | | | |
| Location: | | | |
| Task being performed when accident occurred: | | | |
| Date and time accident reported to you: | | | |
| Name(s) of witnesses | | | |
| | | | |
| Accident resulted in: | Injury | Fatality | Property Damage |
| First aid given: | Medical treatment required? | Workdays lost | |
| Describe how the accident occurred: | | | |
| What actions, events or conditions contributed most directly to this accident: | | | |
| | | | |
| | | | |
| Prior to this accident, were any incidents or near hits reported: | | | |
| | | | |
| | | | |
| Could anything be done to prevent accidents of this type? | | If so, what: | |
| | | | |
| | | | |
| | | | |

Signature of Supervisor _____

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

NEW / EMPLOYEE ORIENTATION
SAFETY CHECKLIST

Employee Name _____

Date of Hire: _____ Supervisor: _____

The supervisor and the new employee are to review the following safety concerns, check and discuss those that apply:

| | |
|--|--|
| | District safety policies and programs: |
| | Safety rules, both general and specific to job assignment: |
| | Safety rule enforcement procedures: |
| | Safe use of tools and equipment: |
| | Proper guarding of equipment: |
| | Proper work shoes and other personal protective equipment (safety glasses, gloves, etc.) as needed: |
| | How, when and where to report injuries: |
| | Special hazards of job: |
| | When and where to report unsafe conditions: |
| | Emergency procedures and First Aid locations: |
| | Hazardous Communication program and location of MSDS file. |
| | Fire safety: |
| | Safe operation of following vehicle(s): |
| | Designated Medical Provider policy: |
| | Supervisor will adequately and frequently review performance of new employee, superior behavior will be reinforced and substandard behavior will be corrected. |
| | Employee agrees to cooperate fully with the safety efforts of the employer, follow all safety rules and use good judgment concerning safe work behavior. |
| | Additional comments and notes: |

I hereby acknowledge that I have received instruction in and agree to abide by the rules and procedures that pertain to my job assignment. I understand that I will be subject to disciplinary action for failure to follow these or operate any tool or equipment with the guards or safety devices removed, disconnected or otherwise made inoperable including those designated as "Out of Service".

Signed: _____ Signed: _____ Date: _____
Supervisor
Employee

Date Adopted: March 17, 2010

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

CODE OF SAFE PRACTICES

Compliance with this district Code of Safe Practices is mandatory. Personnel in violation of any or all of these codes are subject to the company progressive disciplinary policies.

1. All persons shall follow these safe practices, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or supervisor.
2. Supervisory personnel shall insist on employees observing and obeying every rules, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. These shall be given at least once per month.
4. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition and is subject to immediate termination.
5. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well being of others shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and working together with equipment.
7. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall be instructed to ensure that all guards and other protective devises are in proper places and adjusted and to report all deficiencies promptly to the foreman or supervisor. At no times will guards be removed or tampered with.
9. All injuries will be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
10. Lifting and carrying injuries are among the most serious of all work related injuries and most frequent. To minimize this potential, do the following:

*Whenever possible, eliminate manual lifting by using mechanical lifting aids.

*Follow this procedure before you start to lift:

Size up the load estimating the weight, size and shape. If the load is too much, get help.
Inspect for silvers, jagged edges, burrs, rough or slippery surfaces, protruding nails.
Hands should be clean and free of oil and grease.
Before handling any object, wipe it clean if it is wet, greasy, slippery or dirty.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

Wear appropriate protective clothing such as slip resistant safety shoes and gloves.
Keep fingers away from pinch points.
Get a firm grip on the object being lifted or carried.
Keep your feet parted one alongside, one behind the object.
Keep your back straight, but not necessarily vertical.
Tuck your chin in.
Grip the object with the whole hand.
Tuck your elbows and arms in.
Keep your body weight directly over your feet.
Stand close to the object, keeping your feet 8-12 inches apart for good balance.
Bend the knees to a comfortable position and get a good handhold.
Using both the leg and back muscles, lift the load straight up. Move smoothly and easily pushing with the legs and keep the load close to the body.
Lift the object to the carrying. Avoid twisting and turning until the lift is completed.

To turn the body, change foot positions and check to see the path of travel is clear before moving.
To set the load down, bend the knees using the leg and back muscles. When the load is securely positioned, release it.

11. Appropriate footwear shall be worn at all times.
12. Do not block aisles, traffic lanes or fire exits.
13. All exits and exit ways shall be free of obstructions and other objects that may impede personnel when exiting.
14. Electrical panels must be accessible at all times.
15. Obey all "No Smoking" signs.
16. Fire extinguishers will be available and accessible at all times.
17. Personal protective equipment like glasses will be worn when there is a potential for flying objects.
18. Power equipment, tools and machinery shall be operated only by trained and authorized personnel.
19. All tools and equipment shall be maintained in good condition.
20. Damaged or defective tools shall be promptly removed from service and tagged "Defective".
21. Portable electric tools shall either be double insulated or equipped with a ground plug to minimize the potential for shock.
22. Electric cords shall not be exposed to damage and shall be adequately covered to prevent tripping hazards.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2210

DATE ADOPTED: January 16, 2008

2210.1 Purpose. The State and Federal law that employees have a right to work in an environment free from all forms of discrimination, including sexual harassment, legally mandate it. Sexual harassment is a form of discrimination prohibited by Title VII of the civil rights act of 1964 and California Government Code Section 12940. Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of Federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves, It is therefore, the policy of the Union Public Utility District that sexual harassment is unacceptable and will not be tolerated.

2210.2 Definition. Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, be they written, verbal, physical, and/or visual, that usually occurs when:

2210.2.1 Submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment.

2210.2.2 Submission to or rejection of that conduct or communication by an employee is used as a basis for employment decisions affecting an employee; or

2210.2.3 Such conduct or communication has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile or otherwise offensive work environment.

2210.3 Definition Examples. Sexual harassment manifests itself in many forms. The following are a few examples of sexual harassment:

2210.3.1 Written: sexually suggestive or obscene letters, notes or invitations

2210.3.2 Verbal: sexually derogatory comments, slurs, jokes, remarks or epithets.

2210.3.3 Visual: leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters.

2210.3.4 Physical: assault, attempted rape, impeding or blocking movements or touching.

2210.3.5 Other:

2210.3.6 Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal.)

2210.3.7 Women in a nontraditional work environment that are subjected to hazing (this may include being dared or asked to perform unsafe work practices, having tools and equipment stolen, etc.) if requests for sexual favors are not met.

- 2210.3.8 Employment benefits affected in exchange for sexual favors (may include situations where an individual is treated less favorably because others have acquiesced to sexual advances.)
- 2210.3.9 Reprisals or threats after negative response to sexual advances.
- 2210.4 Policy Publicizing.** Said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.
 - 2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and the Manager shall discuss said policy's contents with said employee at that time.
- 2210.5 Complaint Process.** Any employee who believes they are a victim of sexual harassment may file a formal or informal confidential complaint without fear or reprisal of embarrassment.
 - 2210.5.1 The employee makes an informal complaint verbally to the Manager. The employee is free to file the complaint with the President of the Board of Directors.
 - 2210.5.2 A formal complaint is made in writing, using details of the incident(s), of and witness(es). The Employee to the Manager should submit complaint. The employee is free to file the complaint with the Chairman of the Board of Directors.
- 2210.6 Complaint Response Process.** Within 72 hours of the filing of a formal or informal complaint, even if it is withdrawn, the Manager shall conduct an investigation.
 - 2210.6.1 The Manager shall maintain a written record of any investigation of an alleged sexual harassment.
 - 2210.6.2.1 The person initiating the complaint has the right to be accompanied by an advocate when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.
 - 2210.6.2.2 The complainant will be informed in writing either: The District's findings support the charges and appropriate action has been taken, or, the District's findings do not support the charges, or the District's findings are inconclusive.
- 2210.7 Disciplinary Procedures and Sanctions.** Upon conclusion of the investigations of an alleged sexual harassment, the Board of Directors against the harasser shall take appropriate action where sexual harassment is found.
 - 2210.7.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.
 - 2210.7.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.
 - 2210.7.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Harassment
POLICY NUMBER: 2215
DATE ADOPTED: January 16, 2008

2215.1 Union Public Utility District prohibits sexual harassment.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 The law requires the District to take action to stop harassment in the workplace once the District becomes aware of it. Failure to notify the District of the problem prevents the District from responding and taking corrective action. The District cannot be legally accountable for a problem in which it is not aware. If any District employee believes that he/she has been harassed, he/she should provide a written complaint to the District as soon as possible after the incident. The complaint should include: details of the incident, the names of individuals involved together with the names of any witnesses. A member of the Board of Directors will undertake an immediate, thorough and objective investigation of the harassment allegations.

2215.4 If it is determined harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. The complainant will be informed in writing of the District findings.

2215.5 If any charges by a District employee are brought against a District Board member, an outside party will conduct the investigation.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Equal Opportunity
POLICY NUMBER: 2225
DATE ADOPTED: January 16, 2008

2225.1 The District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2225.2.1 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Nepotism
POLICY NUMBER: 2230
DATE ADOPTED: December 16, 2009

2230.1 It is the policy of Union Public Utility District to seek for its staff the best possible candidates through appropriate search procedures. All efforts will be exercised to ensure that the best qualified person be hired for a position. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee shall vote, make recommendations, or in any way participate in the selection of a job applicant for an interview or the decision to hire an individual who is a close relative of the employee.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law.

2230.2 Where employees are supervising or managing an individual who is considered a close relative, they may make recommendations about personnel matters related to the close relative, such as appointments to new positions, promotion requests, merit increase requests, or other employment status changes, that are in their area of responsibility in the normal course of the business of the District. Such recommendations must be approved by Board action before they can be implemented.

2230.3 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE APPROVED: 12/20/2024 | MANUAL | POLICY NO. 2240 |
| APPROVED BY: Board of Directors | POLICY TITLE Return-to-Work | Pages 1-2 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the employer and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA). Inquiries about the ADA, CFRA or FMLA should be directed to the human resource department (HR).

ELIGIBILITY

The policy applies to regular full- and part-time employees who are on leave as a result of injury or illness or who are receiving workers' compensation benefits.

TRANSITIONAL WORK

UPUD defines "transitional work" as temporary, modified or alternate work assignments within the worker's physical abilities, knowledge and skills which should typically not exceed 90 days.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. UPUD cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

PROCEDURES

To obtain a transitional work assignment the employee must request a return-to-work form and the employee's job description from HR and provide them to the employee's health care provider for review and completion.

If the health care provider releases the employee to return to work on modified duty and has completed the return-to-work form, the employee should return the form to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release of his or her health care provider.

HR will review the return-to-work form and determine transitional work for the employee if appropriate and if the transitional work falls within business needs.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

Upon completion of the return-to-work form, a written notice will be prepared by UPUD and shared with the employee noting the start date, hours, wage, duration and location of the transitional work assignment. The employee will be asked to sign the notice indicating his or her acceptance or refusal of the transitional work and to return the notice to HR. In the event an employee refuses transitional work and the employee satisfies the restrictions and ability to perform the transitional work, UPUD will notify the worker's compensation insurance carrier of the employee's refusal of the transitional work, if applicable.

UPUD will determine appropriate work hours, shifts, duration and locations of all work assignments. UPUD reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

RESPONSIBILITIES

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

Any employee returning to transitional work must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE APPROVED: 12/20/2024 | MANUAL | POLICY NO. 2245 |
| APPROVED BY: Board of Directors | POLICY TITLE Ergonomics | Pages 1-2 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to foster a safe and healthy work environment for all employees. To ensure workplace safety, UPUD encourages proper work practices and requires all employees to follow established safety instructions and guidelines. This includes adhering to ergonomic standards aimed at minimizing the risk of workplace injuries.

The primary goal of this policy is to reduce exposure to ergonomic hazards by implementing appropriate modifications to equipment, work processes, and employee training. Through these efforts, we aim to prevent and mitigate repetitive motion injuries and other work-related musculoskeletal disorders.

POLICY GUIDELINES

The policy applies to regular full- and part-time employees who are on leave as a result of injury or illness or who are receiving workers' compensation benefits.

1. **Workplace Assessments:**
 - UPUD will conduct regular assessments of workstations and job processes to identify and address potential ergonomic risks.
 - Recommendations for ergonomic improvements will be made based on these assessments.
2. **Reasonable Adjustments:**
 - Any necessary and reasonable adjustments to equipment or processes to minimize ergonomic risks will be considered and implemented as needed.
 - This may include providing ergonomic tools or equipment, adjusting workstations, or modifying work tasks.
3. **Employee Training:**
 - Employees will receive training on proper ergonomic practices, including workstation setup, posture, and safe work techniques.
4. **Reporting Concerns:**
 - Employees are encouraged to report any concerns or questions regarding ergonomic issues to their manager or the Human Resources Manager.
 - Prompt reporting helps ensure timely evaluation and resolution of potential ergonomic risks.
 -
5. **Collaborative Efforts:**
 - Managers and supervisors are responsible for supporting employees in maintaining ergonomic safety and addressing reported concerns in a timely and constructive manner.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

EMPLOYEE RESPONSIBILITIES

All employees are expected to:

- Participate in training sessions and apply safe work practices in their daily activities.
- Report any discomfort, potential ergonomic hazards, or required adjustments to their manager or the Human Resources Manager immediately.

By working together, we can create a safer and more comfortable workplace that supports the well-being and productivity of all employees.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE APPROVED: 12/20/2024 | MANUAL | POLICY NO. 2250 |
| APPROVED BY: Board of Directors | POLICY TITLE Anti-Retaliation | Pages 1-3 |

PURPOSE OF POLICY

Union Public Utility District (UPUD) is committed to maintaining a work environment where employees feel safe reporting workplace concerns, injuries, unethical behavior, or violations of law and policy without fear of retaliation. This Anti-Retaliation Policy establishes UPUD’s commitment to protecting employees from any adverse action in response to lawful and appropriate reporting or participation in investigations.

POLICY STATEMENT

1. Zero Tolerance for Retaliation

UPUD strictly prohibits any form of retaliation against employees who:

- Report workplace injuries or safety concerns.
- Raise concerns about discrimination, harassment, or workplace misconduct.
- Disclose violations of laws, regulations, or UPUD policies.
- Participate in an investigation, hearing, or legal proceeding.
- Refuse to participate in illegal or unethical activity.

Retaliation is defined as any adverse action, including but not limited to termination, demotion, loss of pay, reduction in hours, intimidation, harassment, or other negative employment actions, taken against an employee for engaging in protected activity.

2. Protection for Good Faith Reporting:

Employees are protected under this policy even if the reported concerns are ultimately unfounded, provided the report was made in good faith. However, knowingly making false claims or malicious reports is not protected and may result in disciplinary action.

REPORTING RETALIATION

1. How to Report

Employees who believe they have experienced retaliation or witnessed retaliation against others should report the matter as soon as possible. Reports can be made to:

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

- Their immediate supervisor or manager.
- The General Manager of UPUD.
- The Human Resources department (if applicable).
- An anonymous reporting hotline or email (if UPUD provides one).

2. Investigation of Reports

- All retaliation claims will be taken seriously and investigated promptly, fairly, and confidentially to the extent possible.
- The investigation will be conducted by an impartial party, such as HR, management, or an external investigator.

3. Follow-Up

- If retaliation is confirmed, appropriate corrective and disciplinary action will be taken against the responsible party, up to and including termination.
- The reporting employee will be informed of the investigation's outcome, within legal and confidentiality limits.

CONFIDENTIALITY

UPUD will make every effort to maintain confidentiality for individuals involved in retaliation claims. However, some information may need to be disclosed to conduct a thorough investigation or comply with legal obligations.

EMPLOYEE RESPONSIBILITIES

- **All Employees:** Must report retaliation if they witness it and cooperate fully in investigations.
- **Supervisors and Managers:** Are responsible for ensuring a retaliation-free work environment, addressing concerns promptly, and protecting employees from any adverse action related to lawful reporting.

CONSEQUENCES FOR RETALIATION

Retaliation is a serious violation of UPUD's values and policies. Employees found to have engaged in retaliatory behavior will be subject to disciplinary action, up to and including termination.

POLICY REVIEW AND UPDATES

This Anti-Retaliation Policy will be reviewed annually to ensure compliance with applicable laws and

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

regulations and to reflect UPUD's commitment to a safe and fair workplace.

For questions or additional information about this policy, please contact UPUD's General Manager.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2260

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2260.2 Grounds for Discipline.

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage

POLICY NUMBER: 2275

DATE ADOPTED: October 21, 2009

2275.1 Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

2275.1.1 Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2275.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

2275.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

2275.3 Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

2275.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used whenever possible to maximize the employee's attentiveness. Refraining from using cellular telephones in a hand-held position while operating District vehicles and equipment will lower the employee's risk of causing or becoming involved in an accident.

2275.5 Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

2275.6 Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Usage of District Vehicles, Equipment and Materials

POLICY NUMBER: 2290

DATE ADOPTED: January 16, 2008

- 2290.1** Use of District vehicles, equipment, and materials shall be limited to the business of the District and shall not be used by an employee for personal use. Unauthorized persons shall not ride in district vehicles.
- 2290.2** The use of the District copy machine shall be limited to District use. Any unauthorized use will not be permitted and could result in disciplinary action.
- 2290.3** The use of the District telephone shall be limited to District business. Private calls made by an employee may be made during lunch break(s) or rest break(s). Any toll calls must be made on the employee's personal credit card, or charged to the employee's home phone. Any incoming personal calls must be kept to a minimum.
- 2290.4** The District paging system is not to be used for personal calls. The District has contracted with an answering/paging system for District use and the calls are on a limited basis.
- 2290.5** The District provides the tools, equipment, and miscellaneous supplies required to service the District needs. Any unauthorized use will not be permitted and could result in disciplinary action.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Driver Training and Record Review

POLICY NUMBER: 2295

DATE ADOPTED: October 21, 2009

2295.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

2295.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District.

2295.3 Implementation. Union Public Utility District participates in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

2295.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

2295.6 Disciplinary Procedures.

2295.6.1 A driver will provide evidence of completion of a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- (a) they earn two points within 36 months of report date; or,
- (b) they receive any moving violation in a District vehicle within 36 months of report date; or,
- (c) they are involved in an accident within 36 months of report date.

2295.6.2 A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2295.6.3 A driver will be suspended from District driving privileges for 120 days if:

- (a) they earn four or more points within 24 months of report date; or,
- (b) they earn six or more points within 36 months of report date; or,

(c) they receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,

(d) if they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2295.6.4 A driver will be permanently suspended of District driving privileges if:

(a) they receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or,

(b) they receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

2295.6.5 Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Reporting Accidents

POLICY NUMBER: 2296

DATE ADOPTED: January 16, 2008

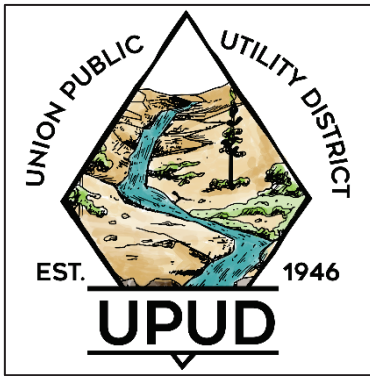
- 2296.1** All accidents occurring during District business involving injuries or property damage must be reported immediately to a manager.
- 2296.2** A written report must be submitted within twenty-four (24) hours and filed with the office.
- 2296.3** The report should outline all important circumstances relating to the incident and should state specifically the place, time, and exact nature of the incident.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Trade Work
POLICY NUMBER: 2297
DATE ADOPTED: January 16, 2008

2297.1 The Board of Directors must approve all trade work in advance. The board members must be aware of any trade outside the District and assured no money or materials are exchanged.



Union Public Utility District
POLICY TITLE: JOB DESCRIPTION
CUSTOMER SERVICE REPRESENTATIVE

I/II/III

POLICY NUMBER: 2330

REPORTS TO: General Manager

Wage Schedule Range: 12/14/22

Date Revised: 4/19/2023

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Customer Service Representative I – Is the entry level class in the series. Under close supervision, an incumbent in this position will perform a variety of customer service duties. This includes answering customer inquiries, payment procedures, maintenance of customer account records, clerical tasks, etc.

Customer Service Representative II is responsible for performing a wide variety of customer service duties. This includes daily cash receipts, deposits, and customer account issues related to payments, customer updates, water service issues, meter reading and billing of customer accounts. This position will assist the front office in daily customer service operations, clerical tasks and other duties as assigned. The Customer Service Representative II level is distinguished from the Customer Service Representative III level by the performance of less than the full range of duties assigned to the Customer Service Representative II level.

Customer Service Representative III receives only occasional instruction or assistance as new, unusual, or unique situations arise and is fully aware of the operating procedures and policies within the work unit. An incumbent in this position will perform the full range of assigned duties which includes more difficult and complex assignments and technical and functional supervision to incumbents in class levels I, and II.

Essential Duties and Responsibilities

Other duties may be assigned.

1. Opens cash terminal at the start of the day.
2. Answers telephone and greets office visitors, providing a wide range of receptionist duties related to office procedures and meeting preparation.
3. Greet customers and visitors at the front desk in a pleasant and courteous manner and provide whatever assistance they may need.
4. Receives, and distributes daily mail.
5. Receives and processes daily cash receipts, posts payments to customer accounts, and prepares bank deposit related to District accounts.
6. Reconcile cash drawer daily at close of business.
7. Performs and resolves a variety of customer related functions regarding the establishment and maintenance of District customer billing, payment, and account related services.
8. Prepares, processes, and resolves delinquent account issues.
9. Discusses account or meter related issues with District staff as needed.
10. Prepares work orders related to District and customer water leaks and maintenance issues.

11. Assists with scheduling customer service requests regarding account services, changes, complaints, and other services.
12. Prepares, records, reviews and processes monthly meter reading and billing statements.
13. Conduct daily opening and closing office procedures.
14. Respond to phone calls, messages, and emails.
15. Answer main phone line, route calls, or take messages for internal and external customers.
16. Serve as cashier using utility billing software, receive and post all forms of payments received via mail, drop box, phone, in person, or in electronic form.
17. Check customer service email address inbox and customer service voicemail frequently and distribute or respond as appropriate.
18. Sort, open, and process customer service mail.
19. Create, track, and process Utility Service Requests (USRs).
20. Prepare and send work orders.
21. Process customer address updates.
22. File and maintain all customer service files, both hard copy and digital.
23. Assist other customer service representatives with tasks as required, including the preparation of form letters, lock-off letters, returned mail, etc.
24. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
25. Maintain customer accounts; includes processing account and leak adjustments, payments, Auto ACH, refunds, return payment items, change in services, secondary bill- to, final bills, lock-offs, restoration of service, collections, general account clean-up, etc.
26. Prepare a variety of letters, account demands, credit references, account updates, possible leaks, etc.
27. Perform other duties as assigned.

Knowledge of:

1. Geography of the District and the location of District facilities.
2. Mathematical methods, practices, and procedures of financial and statistical recordkeeping.
3. Extensive Customer Service skills, procedures, and method for communicating effectively.
4. Ability and knowledge to use Microsoft Office Suite programs for word processing and spreadsheets.
5. Receptionist and office communications and etiquette practices.

Ability to:

1. Follow oral and written direction.
2. Work with minimal supervision to accomplish task as directed.
3. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
4. Respond to and effectively prioritize multiple phone calls and other request or interruptions.
5. Correct English usage, spelling, grammar, and punctuation.
6. Efficiently use computer and financial database programs with sufficient speed and accuracy to perform assigned work, intermediate to advanced skills in Microsoft Office programs.
7. Evaluate and respond appropriately to customer complaints.
8. Handle stressful situations and difficult customers in a calm and professional manner.
9. Plan, coordinate, prioritize and organize multiple work tasks to meet deadlines with accuracy, thoroughness, and attention to detail, sometimes with little supervision.
10. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.

11. Use initiative and independent judgment within established procedural guidelines.
12. Use arithmetic to make basic financial calculations quickly and accurately.
13. Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, check machine, etc.
14. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, teamwork, and good judgment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. Sufficient finger/hand coordination and dexterity to operate and adjust office equipment is essential. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write, or use a keyboard and mouse to communicate through written means.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any related duties, as may be required.

Education and Experience

Customer Service Representative I:

Three years of general clerical and accounting office experience, which has included one year of public contact experience. Previous fee collection experience at a utility or governmental agency is desirable.

Customer Service Representative II:

In addition to the qualifications above, the Customer Service Representative II has four (4) years of increasingly responsible clerical/customer service experience, preferably including experience in working with a water or utility billing agency and a variety of office support work. Administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferable within a public agency.

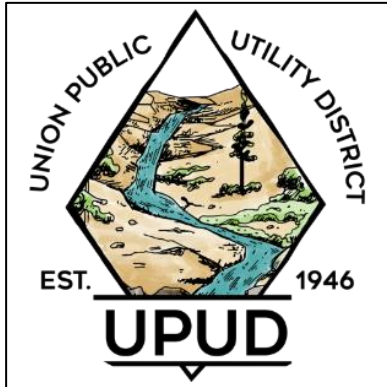
Customer Service Representative III:

In addition to the qualifications above, the Customer Service Representative III has five (5) years of increasingly responsible office administrative or customer service experience. Experience in a municipal setting, experience with utility billing, and experience with Springbrook software are desired. Prior supervisory experience is preferred.

An Associate's degree with coursework in business administration, communication or a related field is preferable.

Certificates, Licenses, Registrations

Possession of a valid California driver's license and a continuing acceptable driving record.



Union Public Utility District
POLICY TITLE: JOB DESCRIPTION
OPERATIONS MANAGER

POLICY NUMBER: 2345

REPORTS TO: General Manager

Wage Schedule Range: 32

FLSA: Exempt

Effective Date: 11/1/2024

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Under the general and administrative direction of the General Manager, the Operations Manager plans, organizes, and directs the water treatment and distribution function of the District. Must have a full range of water treatment and distribution experience, including repairs of the equipment used in the water treatment process, including pumps, motors, electrical, charts and computers for the efficiency of plant operations. Ability to repair, maintain and operate valves, mains, hydrants, storage tanks, meters and related water distribution and transmission facilities and appurtenances in the field, shop, or plant.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

1. Plans, organizes, directs, and coordinates the operation and maintenance of the District's water treatment plant and distribution systems.
2. Leads water systems team to assure efficiency throughout the system.
3. Assesses the performance of all water systems team members.
4. Provides general supervision and administration of the District's water treatment plant and distribution systems (including pipelines, pressure stations, valves and hydrants).
5. Oversees the proper functioning of systems, coordinating repairs with maintenance and operations personnel.
6. Provides training of employees on work procedures, standards, and safety programs.
7. Develops recommendations and assists the General Manager with long-range planning for system improvements and service requirements.
8. Develop, implement and oversee preventive maintenance.
9. Provides field evaluation, inspections, and monitoring to assist and plan jobs.
10. Oversees the water treatment and distribution controls costs.
11. Oversee and inspect plant and distribution systems to ensure proper utilization of staff and equipment.
12. Develop, implement, and manage regulatory operation programs, including water quality program, backflow program, flushing program, hazard mitigation plan, etc.

13. Coordinate the activities and communication of the Operations Department with other District departments, outside agencies and the public.
14. Work with the public, developers, utilities, and others to resolve complaints, explain requirements, and coordinate operations and maintenance activities.
15. Establish, implement, interpret, and enforce rules and procedures for operation, maintenance, and safety in a fair and consistent manner.
16. Review, monitor and evaluate workflow, work products, methods and procedures of the operations and maintenance department.
17. Ensure compliance with applicable local, State and Federal laws, regulations, and permits including completion and submittal of required regulatory reports.

Other Duties

1. Oversees, monitors, and maintains employee certification, training, and work safety programs.
2. Provides input and review for the development and administration of new plant and system updates, and projects.
3. May attend meetings related to outside agencies.
4. Effectively represent District water treatment and distribution functions with the public, contractors, and other organizations as directed.
5. Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
6. Must have computer experience including Microsoft Office programs (Word, Excel and Outlook).
7. Performs related duties as assigned.

Ability to:

1. On a continuous basis, analyze budget and technical reports, interpret and evaluate staff reports, know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules, and explain and interpret policy.
2. Identify capital improvement projects to improve efficiency, cost savings, and customer satisfaction and assist the Engineering Department in its planning design, permitting, construction, and commissioning of projects
3. Develop, administer, and control Operations Department budget; capital improvement project budget and special project cost estimates along with Engineering; direct the forecast of additional funds needed for staffing equipment, materials, and supplies.
4. Work with the public, developers, utilities, and others to resolve complaints, explain requirements, and coordinate operations and maintenance activities.
5. Select, train, and motivate personnel including the coordination of staff training, evaluation of staff, and implementation of discipline procedures to maintain high standards necessary for the efficient and professional operation of the department.
6. Attend after-hours meetings and respond to callouts and emergencies, as needed.
7. Maintain a high level of confidentiality with discretionary knowledge.
8. Adapt to changing technologies and learn functionality of new equipment and systems.
9. Plan, develop, and administer department budget; estimate time and costs of projects; perform cost control measures; and prepare budget/cost related reports.
10. Work effectively under time deadlines and within limited financial and staffing resources.
11. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
12. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet and on occasion an integrated accounting software package.

13. Communicate clearly and concisely both orally and in writing with District staff, Board of Directors, consultants and the public in one-on-one and group settings; read, understand, follow, and give written or verbal instructions.
14. Be adaptable to perform under varying levels of stress including frequent workload changes and competing demands.
15. Recognize and resolve conflict situations in the workplace, including planning for them, solving them when they occur, and communicating outcomes reached; and confer with the General Manager on complex personnel matters.
16. Provide leadership and management of the department through coaching and facilitating employees, working in a collaborative team environment.

Qualifications – *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

Knowledge of:

1. Principals, methods, and practices used in water treatment and distribution including installation, operation, maintenance, and repair.
2. Chemical and quality testing of water conditions.
3. Principles, methods, and practices used in water treatment and plant maintenance repair.
4. Rules, regulations, and codes applicable to District water treatment and distribution functions.
5. District policies, rules, regulations, and procedures.
6. Work safety standards and requirements.
7. Principles of expenditure control purchasing.
8. Principles and practices of personnel administration and supervision.
9. Plan, organize, manage and administer the District water treatment and distribution functions.
10. Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
11. Ensure the proper maintenance, construction, operation, and repair of District treatment plant and distribution systems.
17. Assists with reviews of employee effectiveness and performance with General Manager.
18. Provides general coordination of water treatment and distribution activities with other District functions.
19. Prepares and carry out personnel training activities related to proper operation of District facilities, safety, and equipment.
20. Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
21. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
22. Perform other duties as assigned.

Education and Experience - *All levels must have education equivalent to graduation from high school.*

Broad and extensive work experience in supervision of a water treatment plant functions and operations, as well as operations, maintenance, and repair of water distribution system. Work experience must have included substantial experience with water treatment and distribution systems with at least four (4) years in a supervisory capacity.

Licenses and Certifications – *Must possess a valid California Class C Driver's License issued by the California*

Department of Motor Vehicles with a satisfactory driving record. Possession of a valid California Class A Driver's License is preferred but not required.

Possess a State of California Treatment Operator 3 certification and State of California Distribution Operator 3 certification issued by SWRCB within the first year of employment.

Physical Requirements

Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, pump, motor, and electrical. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices.

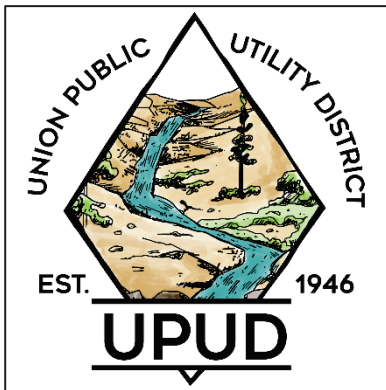
May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

Additional Requirements

- 18 years of age.
- Eligible to work in the United States.



Union Public Utility District
POLICY TITLE: JOB DESCRIPTION
WATER DISTRIBUTION/TREATMENT OPERATOR
Trainee/I/II/III/CHIEF TREATMENT
POLICY NUMBER: 2350
REPORTS TO: Operations Manager
Wage Schedule Range: 10/16/20/24/28
Date Adopted: 4/19/2023

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Under general supervision, learns and performs a variety of semi-skilled and skilled work in support of District water distribution and treatment systems. Have the ability to perform preventative and corrective maintenance and repair activities; assists in performing inspections, servicing and repair of valves, pumps and equipment; reads water meters and records consumptions; cleans, inspects, and repairs water meters; and perform other duties as assigned. Should also have experience in water treatment, operating and maintaining equipment used in the water treatment process. May assist water treatment operators with planned and schedule work and maintenance at water treatment plant.

Supervision Received and Exercised

Direct supervision, and training are given by the Chief Treatment Operator. General supervision, work assignments and leadership are provided by the Operations Manager. The Chief Treatment Operator will be assigned team leader responsibilities, as well as participate in evaluating the performance of staff working within the class.

Class Characteristics:

Water Distribution/Treatment Operator in Training is an entry-level position into this maintenance class series. Under close supervision, incumbents with basic with maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures.

Water Distribution/Treatment Operator I incumbents have the equivalent of one (1) years' experience performing maintenance work on water distribution and treatment systems.

Water Distribution/Treatment Operator II incumbents have additional experience and have or are in the process of obtaining other required certifications. As experience is gained, assignments become more varied and are performed with greater independence.

Water Distribution/Treatment Operator III must possess the required certifications and is capable of performing a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition.

Chief Treatment Operator is capable of performing a wide variety of work in a lead role capacity to ensure that District systems and facilities are maintained in a safe and effective working condition. This level is distinguished from the Water Distribution/Treatment Operator III by time in service and in a lead role capacity.

Essential Duties and Responsibilities

Other duties may be assigned.

1. Complete work orders initiated by office staff or assigned by supervisor, including disconnecting and reconnecting water service.
2. Respond to customer complaints and emergency calls for service regarding complaints for pressure issues and water quality.
3. Set up traffic control and safety equipment when using vehicles on a street or other roadway; and use safety equipment properly and observe all safety procedures as specified by the District.
4. Notify supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities.
5. Ensure that adequate materials and supplies are available for maintenance and repair work.
6. Assist with contacting the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
7. Mark the location of underground water lines in response to USA requests.
8. Locate, exhume, repair, and/or replace sections of water mains or laterals, or hydrants, regulating valves and connections as necessary.
9. Construct or assist in the construction of District facilities including pump, pressure stations, pipelines, laterals, valves, or other system components as directed.
10. With others, inspect underground water pipes and associated appurtenances to locate leaks, breaks on a scheduled preventative maintenance basis or as needed.
11. With others, preform taps, repair water service lines and other system components as directed.
12. Service and maintain mobile equipment in a clean and orderly condition; and make minor repairs as needed; ensure safe operating capability of rolling stock regularly used in the performance of maintenance duties; conduct periodic safety checks of equipment as required.
13. May individually inspect water tanks, and pressure stations on a scheduled basis; reads and records data; and performs servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.
14. Maintain maintenance warehouse in a safe and orderly fashion, in accordance with best management practices and safety regulations for storage of equipment, spare parts, chemicals, and the like.
15. Read water meters on assigned routes and records readings.
16. Inspect meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions.
17. Install, replace, and repair meters and boxes as needed.
18. Perform leak investigations, informs customers of results, make minor repairs in the field, or prepares work orders if needed.
19. May be expected to master computer or control applications related to the work.
20. Maintain accurate records of work performed.

21. May maintain external premises of facilities including use of herbicides for weed control, mowing weeds, painting, basic carpentry, and other tasks as assigned.
22. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
23. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
24. Perform related duties as assigned or required for the ongoing operation of the District's business.
25. Assists in the construction, maintenance, and/or repair of the District's distribution, treatment systems and associated facilities.
26. Operates various hand and power tools, including but not limited to jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines and pumps of various types.
27. Assists with the inspection and plant operational equipment and facilities as required; and reads and records data of pumps, chemical feed and other treatment and pumping equipment.
28. Assists with the maintenance of water treatment facilities.
29. Learns to properly collect water quality samples for laboratory testing.
30. Assists the Treatment Plant Operator with performance of preventive maintenance on a variety of treatment plant equipment.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Principles, practices, tools, equipment, and supplies required to maintain and repair water distribution and treatment systems.
2. Basic principles and practices of mobile equipment servicing and repair.
3. Basic safety practices related to the work, including confined space entry.
4. A variety of meters and meter reading equipment and their respective functions.
5. Basic knowledge of materials and equipment used in water service installation, maintenance, and operational practices of electrical motors, pumps, and circuitry.
6. Applicable laws, codes, and regulations, including District policies and regulations.
7. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
8. Microsoft Office Suite programs for word processing and spreadsheets. Use of a variety of office equipment.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
10. English language usage, spelling, grammar, and punctuation.
11. Proper work safety standards.
12. Geography of the District and the location of District facilities.

Ability to:

1. Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground water lines and pump stations.
2. Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
3. Safely using hand and power tools related to the work and driving and operation of trucks and equipment including backhoe.
4. Respond effectively to emergency situations and troubleshooting such situations.
5. Reading meters and gauges efficiently and recording accurate consumption information and interpret data and/or results.
6. Read maps, manuals, and specifications.
7. Perform basic adjustments and troubleshooting for electrical motors and controls as assigned.
8. Prioritizing own work and using independent judgment within procedural guidelines.
9. Maintain accurate records of work performed.
10. Adapt to changing technologies and learn functionality of new equipment and systems.
11. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
12. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
13. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
14. Operate a computer for the effective operations including work processing, spreadsheet, e-mail, and internet.
15. Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants, and the public in one-to-one and group settings.
16. Perform other duties as assigned.

Education and Experience:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. All levels must have education equivalent to graduation from high school.

Water Distribution/Treatment Operator In Training: Within the first year of employment must obtain a California Water Treatment Operator Grade T1 certification and current California Water Distribution Operator Grade D1 issued by SWRCB.

Water Distribution/Treatment Operator I: One (1) year of experience in the operation and maintenance of a water treatment/distribution system or in the electrical, plumbing or construction related fields. Current California Water Treatment Operator Grade T1 certification and current California Water Distribution Operator Grade D1 issued by SWRCB.

Water Distribution/Treatment Operator II: Three (3) years of semi-skilled maintenance experience, including two (2) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator I**. In addition to the qualifications above, the Water Treatment Operator Grade 2 has current California Water Treatment Operator Grade T2 certification and current California Water Distribution Operator Grade D2 certification issued by SWRCB.

Water Distribution/Treatment Operator III: Six (6) years of skilled maintenance experience, including three (3) years in water distribution at a level equivalent to that of Distribution Worker II. In addition to the qualifications above, the Water Treatment Operator Grade 3 has current California Water Treatment Grade T3 certification and current California Water Distribution Operator Grade D3 certification issued by

SWRCB.

Chief Treatment Operator: Nine (9) years of skilled maintenance experience, including four (4) years in water distribution and treatment at a level equivalent to that of **Water Distribution/Treatment Operator III**. Must have current California Water Treatment Grade T3 certification and current California Water Distribution Operator Grade D3 certification issued by SWRCB.

Operators must complete the designated number of contact hours (i.e., continuing education/training requirements) as determined by the California State Water Resources Control Board (SWRCB) to maintain the required certifications.

Certificates, Licenses, Registrations

All levels must possess a valid California Class C driver's license issued by the California Department of Motor Vehicles with a satisfactory driving record. Possession of a valid California Class A Driver's License is preferred but not required.

Water Distribution/Treatment Operator I: Possess a State of California Distribution Operator D1 and Treatment Operator T1 certificate, with the ability to obtain Treatment Grade 2 certificate within 1 year and Distribution Grade 2 within 2 years. Incumbents may also be required to obtain a backhoe certification within 1 year of employment.

Water Distribution/Treatment Operator II: Possess a State of California Distribution Operator D2 and Treatment Operator T2 certificate, with the ability to obtain a Treatment Grade 3 certificate within 2 years. Incumbents may also be required to obtain a backhoe certification within 1 year of employment.

Water Distribution/Treatment Operator III: Possess a State of California Distribution Operator D3 and Treatment Operator T3 certificate. Incumbents may also be required to obtain a backhoe certification within 1 year of employment.

Chief Treatment Operator: Possess a State of California Distribution Operator D3 and Treatment Operator T3 certificate, with the ability to obtain Distribution Grade 4 and Treatment Operator T4 certificate. Incumbents may also be required to obtain a backhoe certification within 1 year of employment, and possess additional certification or endorsement, i.e., Class A Driver's License, Qualified Applicators License for Pesticide Spraying, Back Flow and Water Use Efficiency Practitioner.

Physical Requirements:

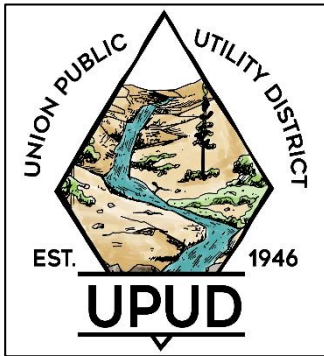
1. Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds.
2. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech, and English language skills to communicate successfully in person and over the telephone or other electronic devices.
3. May be exposed to inclement weather conditions, including working in sun, water, and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

Additional Requirements

1. 18 years of age.
2. Eligible to work in the United States.
3. Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.



**Union Public Utility District
Executive Administrative Coordinator**

POLICY NUMBER: 2360

REPORTS TO: General Manager

Wage Schedule Range: 24

Start Date: June 26, 2024

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Under the direction of the General Manager, this position is responsible for all duties related to Clerk to the Board. In addition, this position is responsible for updating District policies and communication practices, supporting various professional development and administrative activities. It involves providing highly responsible, confidential, and complex support to the General Manager, assisting in day-to-day administrative functions, and supporting the implementation and monitoring of departmental programs. The role includes customer service duties, accounting functions such as accounts payable and general ledger tasks.

Essential Duties and Responsibilities

Other duties may be assigned.

1. Assist the General Manager in implementing the Agency's rules, regulations, and policies. Participate in developing the Agency's work plan, lead office activities, assign tasks, oversee projects and programs, monitor workflow, and evaluate work products, methods, and procedures. Additionally, assist the General Manager and support field operations by handling public information requests, work orders, and other essential tasks to ensure effective and efficient district operations.
2. Researches, complies, and analyzes data for special projects, various reports, and presentations.
3. Researches and assists in administration of grants.
4. Generate and manage content posted on the District's website and social media accounts.
5. Conducts community and customer outreach, legislative advocacy, and other communications roles as assigned.
6. Answer's telephone and greets office visitors, providing a wide range of receptionist duties related to office procedures and meeting preparation.
7. Receives, processes, and maintains accounts payable records.
8. Allocates and maintains proper posting to general ledger accounts.
9. Prepares a wide variety of financial reports including, but not limited to, Budget, Investment, Workers Compensation, annual Government Compensation Report, and monthly accounts receivable reconciliation.
10. Prepares, calculates, and reports annual 1099's and 1096 submittals.

11. Researches and assists General Manager with document preparation, technical information and research of assignments as directed.
12. Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
13. Perform other duties as assigned.

Knowledge of:

1. District operations, procedures, policies, precedents, and rules and regulations.
2. Agenda preparation and distribution requirements.
3. The functions and operating procedures of local governance bodies and committees.
4. Grant writing, administration, and state and federal solicitation processes.
5. Customer Service skills, procedures, and method for communicating effectively.
6. Adobe Acrobat for professional document finishing, indexing and compilation.
7. Modern office practices, procedures, and computer equipment/software.
8. Principles and practices of effective customer service.
9. Microsoft Office Suite programs for word processing and spreadsheets.
10. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
11. English language usage, spelling, grammar, and punctuation.
12. Pertinent Federal, State, and local laws, codes and regulations for Special Districts, including the Brown Act, California Public Records Act, and Political Reform Act, etc.

Ability to:

1. Under minimal supervision, perform a variety of administrative and analytical support work involving the use of sound independent judgment and personal initiative for the General Manager to effectively carry out operations of the District.
2. Analyze situations carefully and adopt effective courses of action.
3. Maintain confidential data and information for appropriate personnel.
4. Independently prepare correspondence and memorandums.
5. Successfully adapt to changing workload and task assignments.
6. Adapt to changing technologies and learn functionality of new equipment and systems.
7. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
8. Establish, communicate, and maintain cooperative working relationships with co-workers, members of the public and outside agencies.
9. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
10. Operate a variety of automated office machines typical of a work environment such as a multi- function printer/copier/scanner machine, and fax machine.
11. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet, and an integrated accounting software package.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write, or use a keyboard and mouse to communicate through written means.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.

Experience and Education:

At least six (6) years of administrative support experience that includes providing direct support to management and executive level staff and Board of Directors, preferably within a public agency.

Associate's degree with coursework in business administration, communication or a related field.

Certificates, Licenses, Registrations:

Possession of a valid California driver's license and a continuing acceptable driving record.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE ADOPTED: 02/28/2024 | MANUAL | POLICY NO. 3010 |
| APPROVED BY: Board of Directors | POLICY TITLE Purchasing | Page 1-7 |

I. PURPOSE OF POLICY

1.1 It is the policy of Union Public Utility District to establish procedures in accordance with the regulations outlined in the State of California Government Code. Additionally, the District adheres to the guidelines governing the contracting of public projects and consulting services, as specified in the State of California Public Contract Code and the Uniform Public Construction Cost Accounting Act. This policy is designed to regulate expenditures proactively, ensuring control before committing to payment for goods or services.

II. AUTHORIZATION

2.1 By adoption of this Policy, the Board is authorizing the General Manager to exercise certain duties and responsibilities that are essential for the day-to-day operation of the District.

2.2 The General Manager may delegate the procurement of services and materials and the provision of public works projects to those staff members given specific authority, consistent with the terms of this Policy.

2.3 Delegation of purchasing authority may be through the authorized use of purchase orders, check requests, or other written authorization. All such purchases will be made in conformity with the policies and procedures prescribed within this Policy.

2.4 The Board-established procurement limits that are listed in Table 1 below. These limits are applicable on a per-expenditure/per-contract basis, not on an aggregated basis, for unrelated activities.

2.5 The Contract signatory authority is the Board and General Manager.

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

Table 1

| Procurement Limits and Approval Authorization | | |
|--|-------------------------------|-------------------------------------|
| Title | Expenditures | Approval Authorization |
| Office Administrators | \$1,000.00 or under | General Manager's Approval Required |
| Water Operators | \$5,000.00 or under | Supervisor's Approval Required |
| Operations Manager | \$15,000.00 or under | General Manager's Approval Required |
| General Manager | \$150,000.00 or under | No Approval Required |
| <i>Board of Directors</i> | <i>\$150,001.00 and above</i> | <i>Approval Required</i> |

III. GENERAL PROCUREMENT POLICIES

3.1 Procurement practices shall comply with laws, regulations and guidelines of the State and any other applicable law, and the provisions of grant or funding contracts, if applicable.

3.2 Any employee/individual effecting any procurement action outside of the policies and procedures established by this Policy and without General Manager or Board authorization to do so, shall be subject to disciplinary action and/or termination in accordance with District policies.

3.3 Expenditures and Contract awards must be authorized by the appropriate authorization level indicated in Table 1.

3.4 Purchase amounts include taxes and the cost of shipping, freight fees and any other charges billed by the supplier or contractor for purposes of the authorization limits under this Policy.

3.5 Purchase authorization and expenditure limits in Table 1, and competitive solicitation requirements in Table 2 and as further set forth in this Policy, are on a per purchase/per contract basis and shall not be applied as an aggregate limit to any vendor, supplier, or contractor.

3.6 With the exception of the General Manager, in the absence of an authorized signatory for a given request, authorization will be obtained from the next highest authority in Table 1.

3.7 The District may use electronic commerce whenever practicable or cost-effective. The District may accept electronic signatures and records in connection with District procurement, as permitted by applicable law.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

IV. PROCUREMENT METHODS

The following methods are available to initiate a purchase request or to pay for materials, services, and infrastructure development.

4.1 Purchase Order: Staff that require materials or services to carry out the defined duties of their positions shall receive authorization in advance, for purchases in accordance with this Policy and other applicable procedures and policies of the District. A purchase order will then be generated with approval of Department Manager.

4.2 Purchasing Cards: Designated staff may be assigned a purchase card for miscellaneous purchases that fall within the authorization limits in Table 1. Purchases are subject to the terms and conditions of the District Cardholder Acceptance Agreement.

4.3 Contracts: Provisions shall be made, either through specifications or procedures established by the District, for verification of the references and financial responsibility of the contracting parties prior to the award of a contract. After award, all contracts shall be executed on behalf of the District by the appropriate authorized signatory indicated in Table 1. In no case shall any contract be made if sufficient funds are not budgeted and appropriated and not available to make payment promptly upon delivery or completion, or in accordance with a progress payment schedule, unless otherwise authorized and approved by the General Manager or Board.

V. EXCEPTIONS TO PRE-AUTHORIZATION

5.1 Non-Discretionary Purchases do not require Board approval for payment, including those that exceed the General Manager limit. Initial engagement in all software license agreements and cloud-based service agreements are subject to the purchasing limitations as set forth in Table 1.

5.2 Emergency Work/Services: California Public Contract Code Sections 20806, 22035, and 22050, as applicable, govern procurement procedures when emergencies exist. When the Board of Directors declares an emergency by a four-fifths vote, when repair or replacements for services and materials are necessary to permit the continued conduct of District operations or services or to avoid a danger to life health or property, the General Manager may then proceed, at once, to replace or repair District facility(s) or infrastructure and/or procure the necessary goods and/or services without the benefit of competitive purchasing, either informal or formal. The General Manager shall report to the Board at the next regular board meeting stating the justification for the emergency work.

5.3 Purchase requests to replenish the District's warehouse inventory within established inventory re-order levels require no prior authorization or signatory approval under Table 1.

VI. INFORMAL AND FORMAL BIDDING PROCEDURES

6.1 Public projects are defined under this policy as construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any District owned, leased, or operated facility.

A competitive selection process for procurement of services and materials, and for Public Works projects, is required in accordance with the limits as set forth in Table 2 below (subject to certain exceptions,

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

qualifications or limitations as further set forth below).

Table 2

| Informal and Formal Thresholds | |
|---------------------------------------|--|
| Threshold | Method |
| \$60,000 or ≤ | To be performed by District employees by force account, negotiated contract, or purchase order |
| \$60,000 - \$150,000 | Informal Bid |
| ≥ \$150,000 | Formal Bid |

6.2 General Provisions for Informal and Formal Bidding Procedures. The following provisions shall apply in contracting for public projects under both informal and formal bidding procedures:

- a. Material changes to the bid: If a material change to the bid specification is issued by the District later than seventy two (72) hours prior to the opening for bids, the date and time shall be extended by no less than seventy-two (72) hours. The term “material change” means a change with a substantial cost impact on the total bid as determined by the District.
- b. Base Contract: Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- c. Bid opening procedures: Sealed bids shall be submitted to the Authorized Purchasing Agent or designee and shall be identified as bids on envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.
- d. Records of bid documents: Bid documents received by the District shall be maintained by the District in accordance with the District’s records retention schedule.
- e. Award of contracts: Contracts shall be awarded by the District to the responsive and responsible bidder that submits the lowest bid.
- f. No bids received: In the event no bids are received, the District shall have the option of any of the following:
 - i. Abandoning the purchase or project;
 - ii. Rebidding the purchase or project; or
 - iii. Perform the work by employees of the District.
- g. Tie Bids: If two (2) or more bids are received from responsive and responsible bidders for the same total amount of unit price, and are the lowest, the District may accept the bid it chooses.
- h. Written Contracts: Written contracts in the form approved by the Districts Legal Counsel shall be used in the award of bids.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

- i. Bonds: Bidders for construction contracts shall give a payment bond and a bond for the faithful performance of the construction contract that are each in an amount that is equal to 100% of the contract price.

6.3 Informal Bidding Procedures. Bids may be authorized by both District Managers and the award of contracts for public projects with an estimated value in the amount of One Hundred Fifty Thousand Dollars (\$150,000) or less in accordance with the requirements of the Public Contract Code section 22032, and the following informal bidding procedures.

- a. Budgetary authorization: Unless required by and emergency or as otherwise approved by the Board the bid items shall have been authorized as part of an approved budget of the District, and the purchase or contract shall not exceed the amount authorized without Board approval.
- b. Contractors List: A list of contractors shall be developed and maintained in accordance with the provisions of section 22034 of the Public Contract code and criteria promulgated from time to time by the California Cost Accounting Commission.
- c. Notices Inviting Bids: Notices inviting bids shall be prepared describing the bid items in general terms referencing how to obtain more detailed information about the bid items; and starting the time, date, and place for submission of sealed bids.
- d. Mailing of Notices: Notices inviting informal bids shall be mailed, faxed, or emailed at least ten (10) calendar days before the due date of the submission of bids as follows:
 - i. Mailed, faxed, or emailed to all firms on the bidders list or contractors list for the category of work being bid;
 - ii. For bid items defined as public projects, mailed, faxed, or emailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission; and
 - iii. Other mailings, advertisements, and notifications as deemed appropriate by both District Managers.
 - iv. Bids received more than One Hundred Fifty Thousand (\$150,000), the Board may award the contract to the lowest responsive and responsible bidder by adoption of a resolution by a four-fifths vote if the cost estimate was reasonable and the low bid does not exceed One Hundred Sixty Two Thousand and Five Hundred Dollars (\$162,500).

6.4 Formal Bidding Procedures. The solicitation of bids and award of contracts for public projects with an estimated value in excess of One Hundred Fifty Thousand Dollars (\$150,000) shall be made in accordance with the requirements of the Public Contract Code section 22030 et seq., and the following formal bid procedures:

- a. Plans and specifications: The Board shall adopt any plans, specifications, and working details as appropriate for the bid items prior to solicitation for formal bids
- b. Notices: Notices inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.
- c. Sending, mailing, and publishing of notices: Notices inviting formal bids shall be published, sent, and mailed as follows:
 - i. For bid items defined as public projects, sent electronically, by either facsimile or electronic mail and mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission at least fifteen (15) calendar days before the date of the bid opening.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

- ii. Sent electronically, by facsimile or electronic mail, or mailed to all firms on the bidders list at least fifteen (15) calendar days before the date of the bid opening;
- iii. Published at least once in a newspaper of general circulation, printed, and published in the District, at least fourteen (14) calendar days before the date of the bid opening, or in a manner as authorized by Public Contract Code section 22037 if there is no newspaper of general circulation; and
- iv. Other mailings, advertisements, and notifications deemed appropriate.

6.5 Contracts for Professional and Consulting Services (Architectural, Landscape Architectural, Professional Engineering, Environmental, Land Surveying, and Construction Management Services) Contracts for consultant/professional services shall be made pursuant to the provisions of this policy.

- a. Procurements for architectural, landscape architectural, professional engineering, environmental, land surveying, and construction management services contracts shall comply with this section.
- b. Selection. Contracts for architectural, landscape architectural, engineering, environmental, land surveying, and construction management services are subject to the provisions of this article and shall be awarded in accordance with the California Government Code sections 4525 et seq and 4529.10 et seq et seq. A fair and competitive process will be designed to select the most competent and qualified firm to provide the desired services at a reasonable price. Selection will not be solely based on price; however, price may be a factor in selecting a firm. If price will be a factor, it will be discussed in the RFP, along with the method used to consider price.
- c. Maximum Participation of Small Business Firms.
 - i. Definition of Small Business. "Small business," as used in this section, shall have the same definition in Government Code section 14837(d)(1).
 - ii. Quotes. The District shall attempt to obtain at least two (2) quotes or proposals from a small business, where this article requires quotes or RFPs.
- d. Prohibition of Unlawful Activity. The District specifically prohibits practices which might result in unlawful activity, including but not limited to rebates, kickbacks, or other unlawful consideration. The District also prohibits its employees from participating in the selection process when those employees have a financial interest with an individual or business entity seeking a contract under this Section and would be subject to the prohibition of Government Code sections 1090 and 87100.
- e. Procurement of Professional and Consultant Services: \$45,000.00 or Less.
 - i. Informal Request for Proposal Procedure. Except as set forth herein, the procurement of consultant or professional services with a value of Forty Five Thousand Dollars (\$45,000.00) or less shall be made following the procedure prescribed below:
 - 1. Solicitation of Proposals. A District Manager may solicit proposals by written (including e-mail) request to prospective consultants. Informal requests for proposals shall attempt, whenever feasible, to obtain at least three (3) proposals.
 - 2. Award of Contracts. Approval by both District Managers shall award contracts pursuant to this subdivision to the best qualified and most responsible proposer, which may not necessarily be the lowest priced proposal. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

3. Signature Authority. The Administration Manager shall have the authority to execute a contract granted pursuant to this section. Such contracts shall be formal written agreements executed by the Administration Manager on behalf of the District.
- ii. Exceptions. The District Managers may dispense with the informal RFP procedure, whether the informal RFP procedure has been initiated or not, for the reasons set forth below:
1. In an emergency;
 2. When the services can be obtained from only one (1) source which has been reviewed and approved in writing by the District Managers;
 3. When, in the judgment of the District Managers, compliance with the procedure is not in the best interest of the District; or
 4. When processed through a cooperative purchasing agreement with another public agency, whose procurement process is substantially consistent with the provisions of this article

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE ADOPTED: 01/24/2024 | MANUAL | POLICY NO. 3020 |
| APPROVED BY: Board of Directors | POLICY TITLE Public Records Act Policy | Page 1-3 |

PURPOSE OF POLICY

This Public Records Act Policy is established to ensure compliance with California’s Public Records Act (PRA) and to provide guidelines for the management, retention, and disclosure of public records maintained by Union Public Utility District. Union Public Utility District is committed to transparency and accountability in its operations, and this Policy aims to facilitate the public's right to access public records while safeguarding sensitive information.

CALIFORNIA PUBLIC RECORDS ACT

3020.1 The California Legislature has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state. The California Public Records Act, Government Code Section 6250 et seq., requires public records to be available to the public upon request. Union Public Utility District has established the following guidelines to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect and obtain copies of public records.

3020.2 “Public records” include any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by the District, regardless of physical form or characteristics. “Writing” means handwriting, typewriting, printing, photography and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols or any combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents. “Member of the public” means any person, except a member, agent, officer or employee of federal, state, or local agency acting within the scope of his or her membership, agency, office, or employment.

3020.3 Records in Electronic Format - Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested, if the requested format is one that has been used by the District to create copies for its own use or for provision to other agencies.

POLICY

3020.4 All requests for public records can be made on The District’s **Public Records Act Request**, with a verbal request or with a written request. The District will provide the requested information or an explanation as to why it cannot be disclosed as soon as possible, consistent with the California Public Records Act.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

3020.5 The District has 10 calendar days in which to respond to the request and a reasonable amount of time to produce the documents.

RECORDS NOT OPEN FOR INSPECTION:

3020.6 The following records are not open for public inspection:

1. Preliminary drafts, notes or interagency or intraagency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.
2. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.
3. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
4. Geological and geophysical data, plant production data, and similar information, relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.
5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
6. The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.
7. Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
8. Statements of personal worth or personal financial data required by the District acting in the capacity of a licensing agency and filed by an applicant with the District to establish his personal qualifications for the license, certificate, or permit he seeks.
9. Memoranda, correspondence, and writings submitted to the District or its Board of Directors by District's legal counsel pursuant to the attorney-client privilege.
10. The District is prohibited from allowing public access to "trade secrets." "Trade secrets" as used in this context may include, but is not limited to, any formula, plan, pattern, process, tool mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.
11. Records pertaining to a utility customer, except to an agent or authorized family member of the customer in question, governmental or law enforcement agencies when appropriate, or unless disclosure is specifically required by law.
12. Documents related to Vulnerability Assessment.
13. The District also possesses the discretion to claim an exemption in those instances where the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

CHALLENGE TO THE DISTRICT'S DETERMINATION NOT TO DISCLOSE RECORDS:

3020.7 Under the California Public Records Act, Government Code Section 6258, any person may seek injunctive or declarative relief in any court of competent jurisdiction to enforce the right to inspect or to receive a copy of any public record.

3020.8 Retention of all District documents is governed by Policy #3090, Records Retention.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE ADOPTED: 02/28/2024 | MANUAL | POLICY NO. 3025 |
| APPROVED BY: Board of Directors | POLICY TITLE Financial Reserves | Page 1-2 |

PURPOSE OF POLICY

3025.1 The Union Public Utility District shall maintain reserve funds from existing unrestricted funds as designated by the District’s Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

1. Funding infrastructure replacement.
2. Economic uncertainties and other financial hardships.
3. Loss of significant revenue sources such as property tax receipts or connection fees.
4. Local disasters or catastrophic events.
5. Future debt or capital obligations.
6. Cash flow requirements.
7. Unfunded mandates including costly regulatory requirements.

RESERVE CATEGORIES

3025.2 The Union Public Utility District shall maintain the following reserve categories:

1. Emergency Reserve Fund: Financial assets held for continued operations during times of severe economic distress due to events requiring immediate and/or significant cash use. Such severe economic situations may include otherwise insurable events for which the timely receipt of cash may be delayed. The District shall target a balance of three percent (3%) of its prior year-end total assets in this fund. Conditions for utilization of such reserves and a plan for fund replenishment will be determined by the Board.
2. Capital Reserve Fund: Capital reserves will be accumulated to fund infrastructure projects and will be an integral part of the District's capital plan documented in its Ten-Year Forecast. The minimum amount of capital reserves will equal one year's capital spending. The maximum amount of capital reserves will equal two times the accumulated depreciation balance.
3. Operating Reserve Fund: The operating reserve will vary over time with a goal of maintaining three months average operating expenses excluding depreciation. This reserve is considered a working cash requirement. It bridges the gap between the time expenses are paid and the time revenues from the same service are collected from customers. Amounts are established annually when the annual budget and financial plan are adopted.
4. Irrigation Improvement Reserve Fund: Financial assets held for purposes of sustaining and improving the irrigation infrastructure.
5. UWPA Reserve Fund: Financial assets held for UPUD's involvement in the Utica Water and Power Authority to support the maintenance of UWPA water conveyance infrastructure and water supply.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

AUTHORITY

3025.3 The General Manager is responsible for the appropriate accounting and regular reporting of the District's reserve fund balance. Board oversight will be accomplished through regular reporting and review of this Policy.

PROCEDURE FOR MONITORING RESERVE LEVELS

3025.4 The District shall perform a reserve analysis to be submitted to the Board of Directors upon the occurrence of the following events:

1. Board of Directors' deliberation of the annual budget.
2. Board of Directors' deliberation of a service charge rate increase.
3. When a major change in conditions threatens the reserve levels established within this policy.
4. If the analysis indicates projected or actual reserve levels falling 10% below or above the levels outlined in this policy, at least one of the following actions shall be included with the analysis: An explanation of why the reserve levels are not at the targeted level, and/ or an identified course of action to bring reserve levels within the minimum and maximum levels prescribed.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE ADOPTED: 03/27/2024 | MANUAL | POLICY NO. 3030 |
| APPROVED BY: Board of Directors | POLICY TITLE Developer Deposits | Page 1-2 |

PURPOSE OF POLICY

The Union Public Utility District mandates that parties (whether developers or owners) embarking on development projects within the District's boundaries and seeking services from the District must cover all costs and expenses related to providing service to the development project. This includes activities such as reviewing, evaluating, processing, and approving service requests, assessing water system changes or additions, and conducting other pertinent studies, evaluations, reports, or plans ("Development Related Services"). These costs and expenses encompass consultant services, legal counsel fees, and District administrative staff costs, among others. Existing Union Public Utility District customers will not bear the burden of paying for or subsidizing services provided to new development projects. To enforce this policy, the following procedures have been established:

BASIC POLICY AND OBJECTIVES

1. Each developer requesting services from the District will receive a copy of this policy upon their initial request. Before commencing any Development Related Services for development projects, District staff will assess the project scope and estimate the District's costs for providing these services.
2. Subsequently, District Staff will inform the developer in writing of the estimated cost for the required Development Related Services, providing reasonable and available documentation, and seek the developer's approval of the service scope.
3. A Developer Deposit Agreement will be established between the District and the developer or owner. This agreement mandates the developer to deposit the full estimated cost of Development Related Services and cover any additional actual costs incurred beyond the initial deposit.
4. Once the deposit agreement is executed by the District's General Manager and the developer or owner, along with receipt of the developer's initial deposit, the District can proceed with providing the necessary Development Related Services. If the initial deposit falls below an agreed minimum balance without additional funds being deposited as per the agreement, the District will suspend all Development Related Services until sufficient funds are deposited.
5. If any changes to the service scope are required or requested, the District will notify the developer in writing, presenting the extent of the change, a revised budget estimate, and a request for additional funds if necessary. Work will only resume upon completion of this process, written agreement by the developer as an amendment to the Deposit Agreement, and receipt of the necessary funds by the District.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

6. Upon finishing the Development Related Services, the District will refund any remaining funds to the developer or owner after ensuring all outstanding liabilities are settled.
7. In cases where the District incurs costs for developer-initiated projects without adequate deposits, such as construction inspection, the developer must bring the account current before the District authorizes any service extensions or additional water/sewer services for the project. Work will commence only after completion of this process, written agreement by the developer, and receipt of the required funds by the District.

Any exception to this policy requires Board action.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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| DATE ADOPTED: 03/27/2024 | MANUAL | POLICY NO. 3035 |
| APPROVED BY: Board of Directors | POLICY TITLE Procedure for Approval and Acceptance of Developer Improvements | Pages 1-2 |

PURPOSE OF POLICY

The purpose of this policy is to establish certain procedures for the construction of improvements by developers and acceptance of such improvements by the District.

1. District Staff and the District Engineer shall review developer prepared improvement plans and associated documents for conformance with District Standards and the conditions of approval of the Facilities Extension Agreement of the project.
2. District Staff and District Engineer shall approve developer prepared improvement plans when the developer has:
 - a. Provided improvement plans and associated documents that conform to the District Standards and the conditions of approval of the Facilities Extension Agreement of the project.
 - b. Paid all applicable plan checking and inspection fees.
 - c. Posted a Faithful Performance Bond for 100% of the estimated value of District improvements to be constructed.
 - d. Provided insurance certifications and endorsements as required by the Facilities Extension Agreement.
 - e. Provided the necessary easements and right of entry authorizations.
3. Upon completion of the improvements, the developer shall request a formal inspection (“walk-through”) of the project by District Staff and the District Engineer for identification and listing of deficiencies. The General Manager shall also direct that a notice of completion to be filed in accordance with the requirements of the Public Contract Code.
4. Upon the developer's completion of the items of work identified in the listing of deficiencies and posting of the one (1) year warranty bond in the amount of at least 10% of the value of the improvements, District Staff and the District Engineer will recommend the completed improvements be accepted.
5. Any easements or dedications having been delivered in recordable form to the District and developer having provided evidence that there are no liens or other encumbrances on the improvement or the property.
6. Prior to expiration of the one (1) year warranty period, District Staff and the District Engineer will perform an inspection (“walk-through”) of the project for identification and listing of deficiencies.
7. Upon the applicant’s completion of the items of work identified in the listing of deficiencies found on the one (1) year warranty period inspection, District Staff and the District Engineer will request that the

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

One (1) Year Warranty Bond be released.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Records Retention

POLICY NUMBER: 3090

DATE ADOPTED: April 15, 2009

3090.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Union Public Utility District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The Office Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Union Public Utility District.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3090.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3090.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3090.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3090.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicated (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirements.

3090.4.8 All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

3090.4.9 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3090.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3090.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Check Requests
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to check stubs in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Expenditures (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)
 - f. JOURNAL ENTRIES
 - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

- 3. LIFE. The inclusive or operational or valid dates of a document.
- 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
- 5. RECORD COPY. The official District copy of a document or file.
- 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
- 7. RECORDS CENTER. The site selected for storage of inactive records.
- 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- 10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
- 11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of a disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

| | |
|------|--|
| (1) | Agreements |
| (2) | Annexations and detachments |
| (3) | As-built drawings |
| (4) | Audits |
| (5) | Contract drawings |
| (6) | Customer statements |
| (7) | Deeds |
| (8) | Depreciation schedule |
| (9) | Disposal of surplus & excess property |
| (10) | Disposal of scrap materials |
| (11) | District insurance records |
| (12) | District water rights |
| (13) | Employee accident reports, injury claims & settlements |
| (14) | Employee earning records |
| (15) | Employee fidelity bonds |
| (16) | Employee insurance records |
| (17) | Encroachment permits (by others) |
| (18) | Encroachment permits (by OWID) |
| (19) | Facility improvement plans |
| (20) | Improvement districts |
| (21) | Individual water rights |
| (22) | Individual claims/settlements |
| (22) | Inventory |
| (24) | Journal vouchers |
| (25) | Ledgers |
| (26) | Licenses & permits (to operate) |
| (27) | Loans & grants |
| (28) | Maps |
| (29) | Minutes of Board meetings |
| (30) | Payroll register |
| (31) | Policies, Rules & Regulations |
| (32) | Purchase orders & requisitions |
| (33) | Restricted materials permits |
| (34) | Rights of ways & easements |
| (35) | Spray permits |
| (36) | Statements of Economic Interest |
| (37) | State surplus acquisitions |
| (38) | Warehouse requisitions |
| (39) | Check/Voucher register |
| (40) | Check Stubs (with backup) |
| (41) | Water rights history |

Appendix B
Records Retention & Storage Summary

| Group No. | Title or Description | Original | Duplicate | Retention Periods | | |
|-----------|---|----------|-----------|-------------------|---------------|-------------------|
| | | | | Office | Record Center | Retain or Destroy |
| 1 | Records affecting title to real property or liens thereof. | X | | 2 yrs. | OP | ES |
| 2 | Records required to be kept permanently by statute. | X | | 2 yrs. | OP | ES |
| 3 | Minutes, ordinances & resolutions of Board. | X | | 2 yrs. | OP | ES |
| 4 | Documents with lasting historical, administrative, legal, fiscal, or research value. | X | | 2 yrs. | OP | ES |
| 5 | Correspondence, operational reports and information upon which District policy has been established. | X | | 2 yrs. | 10 yrs. | 12 yrs. |
| 6 | Duplicates of 5, above, when retention is necessary for reference. | X | | 2 yrs. | | 2 yrs. |
| 7 | Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value. | X | | 2 yrs. | 13 yrs. | 15 yrs. |
| 8 | Duplicates needed for administrative purposes for five to fifteen years. | | X | 2 yrs. | 13 yrs. | 15 yrs. |
| 9 | All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8. | X | | 2 yrs. | 1 yr. | 3 yrs. |
| 10 | Duplicates and other documents not public records required to be maintained for administrative purposes. | X | X | 2 yrs. | 3 yrs. | 5 yrs. |
| 11 | Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming. | | X | 3 yrs. | | 3 |
| 12 | Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work). | | X | 1 yr. | | 1 yr. |
| 13 | Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed. | X | X | 3 mos. | | 3 mos. |
| 14 | Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation. | X | | 2 yrs. | 3 yrs. | 5 yrs. |

| | | | | | | |
|----|--|--|---|---|--|---|
| 15 | Policy files and reference sets of publications. | | X | I | | I |
| 16 | Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action. | | X | I | | I |

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Check Retention
POLICY NUMBER: 3095
DATE ADOPTED: August 18, 2010

- 3095.1** Checks that are received as payments to customer accounts are scanned and deposited remotely to the District's bank account at Union Bank.
- 3095.2** Once checks have been scanned, they are placed in a locked file cabinet and retained until the deposit that they are in has cleared on the bank statement.
- 3095.3** Upon clearing on the bank statement, checks will be shredded.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010
DATE ADOPTED: April 15, 2009

4010.1 The Board of Directors of Union Public utility District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006.(copy attached as reference)

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to management staff.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, See Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to management staff or legal counsel.

4010.1.9 If approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate management staff. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Directors should develop a working relationship with management staff wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020
DATE ADOPTED: April 15, 2009

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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|------------------------------------|--|--------------------|
| DATE REVISED: 01/24/2024 | MANUAL | POLICY NO. 4025 |
| APPROVED BY: Board of Directors | POLICY TITLE Expenditure Reimbursement | Page 1 |

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests ~~on a~~ through the UPUD reimbursement form. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.4.1 The General Manager will review and approve reimbursement requests.

4025.4.2 All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures lodging will be moderate and reasonable.

4025.4.5 Per Diem - Reimbursement for per diem will be at the applicable IRS-approved rate. This per diem shall not include the purchase of alcoholic beverages.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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|------------------------------------|--|--------------------|
| DATE APPROVED: 11/20/2024 | MANUAL | POLICY NO. 4030 |
| APPROVED BY: Board of Directors | POLICY TITLE Distracted Driver | Page 1-2 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to ensure the safety of all employees while operating vehicles in the performance of their duties. This policy addresses the dangers of distracted driving and sets forth guidelines to minimize risks and encourage safe driving behaviors.

DEFINITION OF DISTRACTED DRIVING:

Distracted driving is any activity that diverts attention from operating the vehicle. This includes, but is not limited to:

1. Visual Distractions – Looking away from the road (e.g., texting, reading, adjusting GPS).
2. Manual Distractions – Taking hands off the wheel (e.g., eating, reaching for objects).
3. Cognitive Distractions – Diverting mental focus from driving (e.g., phone calls, conversations unrelated to driving).

PROHIBITED ACTIVITIES:

- Use of Mobile Phones: Employees are prohibited from using mobile phones to text, talk, or engage in any activity while driving unless the vehicle is safely parked. Hands-free devices may be used for calls, but drivers are encouraged to minimize phone use while driving.
- In-Vehicle Distractions: Eating, reading, adjusting entertainment systems, or engaging in any activities that could divert attention from driving are prohibited while the vehicle is in motion.
- Personal Distractions: Conversations, personal activities, or any non-driving-related activities that impair focus on the road are prohibited.

EXPECTATIONS FOR DRIVERS:

- Employees must prioritize driving safely over any non-essential activities.
- If a driver needs to use their phone or perform any other distracting activity, they must pull over to a safe location before doing so.
- Employees are responsible for reporting any instances of distracted driving or unsafe behaviors observed in District vehicles.

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

ENFORCEMENT AND CONSEQUENCES:

- Violations of this policy may result in disciplinary action, which could include suspension, termination, or legal consequences if necessary.
- Employees who repeatedly violate this policy or engage in severe violations may face further review and corrective action.

EXCEPTIONS:

- **Emergencies:** In emergency situations, employees may use a phone or engage in other necessary tasks, but only when it is safe to do so and will not endanger others.
- **Authorized Communication Devices:** Certain vehicles may be equipped with communication devices that are essential for work. In such cases, employees should use hands-free systems to avoid distractions while driving.

TRAINING AND AWARENESS:

UPUD will provide ongoing training to employees about the risks of distracted driving and safe driving practices. Employees are expected to comply with this policy to ensure their safety and the safety of others.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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|------------------------------------|---|--------------------|
| DATE APPROVED: 11/20/2024 | MANUAL | POLICY NO. 4035 |
| APPROVED BY: Board of Directors | POLICY TITLE Out of Class Pay | Page 1-2 |

PURPOSE OF POLICY

It is the policy of Union Public Utility District to establish guidelines and procedures for providing out-of-class pay to Union Public Utility District (UPUD) employees when they are temporarily assigned to perform duties outside their regular job classifications. This policy ensures consistent application of out-of-class pay and supports the fair compensation of employees who assume higher-level responsibilities.

POLICY STATEMENT

Employees temporarily assigned to perform the duties of a higher classification (out-of-class assignment) will receive a 5% increase to their base salary for the duration of the assignment, subject to the conditions outlined below.

ELIGIBILITY

- Employees must be assigned out-of-class duties by their department head or General Manager.
- The employee must be performing the majority of duties associated with a higher-level classification for at least 5 consecutive working days.
- The out-of-class assignment must be authorized in advance by their department head or General Manager and documented with written approval.

OUT-OF-CLASS PAY STRUCTURE

- The employee will receive a 5% increase in their base salary for the duration of the out-of-class assignment.
- The 5% salary increase will be calculated based on the employee's current base salary at the time the out-of-class assignment begins.
- The increase will apply only to the period during which the employee is performing out-of-class duties. Once the assignment ends, the employee's salary will revert to their original base pay.

DURATION OF OUT-OF-CLASS ASSIGNMENT

- Out-of-class pay will apply when an employee is assigned to higher-level duties for a period of 5 consecutive working days or more.
Out-of-class pay will cease immediately upon completion of the assignment, and the employee will

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

return to their regular pay rate.

AUTHORIZATION PROCESS

1. The General Manager or department head will determine if an out-of-class assignment is required.
2. The employee must be notified in writing of the out-of-class assignment and its anticipated duration.

EXCLUSIONS

Out-of-class pay will not apply under the following circumstances:

- Assignments that do not require duties outside the scope of the employee's current classification.
- Assignments lasting fewer than 5 consecutive working days.
- Temporary or incidental tasks performed in addition to an employee's regular duties.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Board President
POLICY NUMBER: 4040
DATE ADOPTED: April 15, 2009

4040.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4050

DATE ADOPTED: April 15, 2009

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the Office Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the District Manager or the Office Manager.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

DATE ADOPTED: April 15, 2009

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following shall be standing committees of the Board:

4060.2.1 Planning Committee;

4060.2.2 Ordinance Committee;

4060.2.3 Personnel Committee;

4060.2.4 Finance Committee; and,

4060.2.5 Public Relations Committee.

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

4060.6 The Board's standing Irrigation Committee shall be concerned with matters relating to the irrigation system and its customers.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Basis of Authority
POLICY NUMBER: 4070
DATE ADOPTED: April 15, 2009

4070.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

4070.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

DATE ADOPTED: May 20, 2009

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The Office Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Office Manager, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum and within the approved budget amount and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Ethics Training

POLICY NUMBER: 4095

DATE ADOPTED: May 20, 2009

4095 All directors and designated management staff of Union Public Utility District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curricula has been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

4095.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.6 Any director of Union Public Utility District that serves on the board of another agency is only required to take the training once every two years.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

| | | |
|------------------------------------|--|-------------------------|
| DATE REVISED: 01/24/2024 | MANUAL | POLICY NO. 5010-5020 |
| APPROVED BY: Board of Directors | POLICY TITLE Board Meetings and Board Meeting Agenda | Page 1-4 |

I. PURPOSE OF POLICY

The purpose of this policy is to establish guidelines for the conduct of Board Meetings and the preparation of Board Agendas for Union Public Utility District. The efficient and transparent functioning of the Board is essential for the effective governance and management of UPUD.

II. Board Meetings

5010.1 Regular meetings of the Board of Directors shall be held on the fourth (4th) Wednesday of each calendar month at 5:30 p.m. in the UPUD office, 339 main Street, Murphys, CA 95247. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

5010.2 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21,

POLICY AND PROCEDURE

UNION PUBLIC UTILITY DISTRICT

above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

Closed session may be held during an Emergency meeting by a unanimous vote of the members present, and all other rules governing Special meetings shall be observed with the exception of the 24-hour notice. The minutes of the Emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President, Secretary and Treasurer from among its members to serve during the coming calendar year, and will appoint the Office Manager as the Board's Clerk.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the Office Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

5010.8 Standing Committee Meetings. The meetings of Standing Committees (comprised of four Board members less than a quorum), are subject to the notice and open meeting provision of the Brown Act.

**POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT**

III. Board Meeting Agenda

5020.1 The General Manager, in cooperation with the Union Public Utility District (District) Board of Directors (Board) Chair, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950). Any Director may request any item to be placed on the agenda by contacting the General Manager at least fourteen business days prior to the date of the meeting.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the Office Manager together with supporting documents and information, if any; at least fourteen business days prior to the date of the meeting.

5020.2.2 The Office General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from receiving public comments at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting, other than providing brief general directions to staff regarding the matter, if appropriate.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

5020.5 The General Manager of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board, subject to re-ordering of the agenda by the Board at the meeting.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030
DATE ADOPTED: May 20, 2009

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

DATE ADOPTED: May 20, 2009

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

5040.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the management staff.

5040.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

DATE ADOPTED: May 20, 2009

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

DATE ADOPTED: May 20, 2009

5060.1 The Secretary or Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all expenditures approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

Union Public Utility District

POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070
DATE ADOPTED: May 20, 2009

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

5070.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule,

though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

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|------------------------------------|--|--------------------|
| DATE APPROVED: 1/24/2024 | MANUAL | POLICY NO. 6010 |
| APPROVED BY: Board of Directors | POLICY TITLE Domestic Residential Opportunity Program Policy | Page 1-2 |

PURPOSE OF POLICY

This policy governs the Domestic Residential Opportunity Program (DROP) for the Union Public Utility District. The DROP will assist a limited number of eligible low-income households with their water utility costs.

POLICY

6060.1 DROP Credit: The DROP credit is set at \$10 per bill (12 bills per year), per qualifying water customer for up to 50 customers per fiscal year. The District will maintain a waitlist to accommodate additional customers if the District receives additional community contributions. If there are no waitlist customers or if the program is not filled, the General Manager may increase the credit amount for the enrolled customers. This will allow for all District and community contributions to be dispersed within each program year. UPUD will apply credits to qualifying customers' accounts on a monthly basis. The DROP credit will be applied to the first billing cycle following application approval.

6060.2 Program Year: The program will launch on July 1, 2024. The program will run on each fiscal year, from July 1 through June 30 of the following year. Funds will be distributed to eligible customers on a first-come, first-served basis, until program revenues for the fiscal year are depleted or the maximum number of customers has been reached.

6060.3 Program Funding: The District's contribution of non-rate revenue to the program will not surpass \$6,000 annually. This budget enables UPUD to support 50 customers each year. Moreover, UPUD customers will have the opportunity to contribute a fixed amount to this program, potentially facilitating the inclusion of more customers into DROP. Any unused balance as of June 30 of each program year shall not roll forward to the following fiscal year(s). The UPUD Board of Directors will approve the DROP credit amount and funding source as part of the annual budget process. The District may also receive community donations to fund the DROP. Any community donations received by the District will be accounted for separately from other District funds and used solely for funding the DROP credit.

6060.4 General Eligibility Requirements: When initially applying for the program, the applicant's account must be in good standing with UPUD, meaning the account is not currently locked off.

6060.4.1 To apply for DROP, you must meet the following criteria:

1. You have only one water account with UPUD.
2. Your water bill is in your name.

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

3. You are a full-time resident at the address where the discount will be received.
4. You are not claimed as a dependent on another person's tax return. To stay in the program, participants will be required to reapply for the program annually.
5. Your total combined household gross income does not exceed the program income guidelines.

6060.5 **Income Verification (Required):** The income eligibility level shall be verified and in effect at the beginning of the program year. Applicants must show proof that you are currently enrolled in the PG&E CARE Program, CalWORKs, CalFresh, General Assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children.

6060.6 **Participant Eligibility Verification:** To maintain eligibility for financial assistance in the upcoming program year, participants in the current program must ensure their UPUD accounts remain in good standing. They are also required to reapply for the program annually between April 1 and May 31. During the reapplication process, participants must submit a new application along with income verification. Participants will retain their position in the program if they reapply within the specified time frame and continue to meet eligibility criteria. However, failure to verify eligibility by May 31 each year, starting in 2025, will result in removal from UPUD's DROP. Any available openings in the program will then be filled on a first-come, first-served basis.

6060.7 **Eligibility Status Change:** Customers enrolled in the program must inform the UPUD Customer Service Department if they are unenrolled from the program used to verify their income. Failure to report the change may result in permanent removal from the DROP.

6060.8 **Disputes:** The UPUD General Manager has sole discretion to resolve any disputes or claims that may arise from the administration of this program.

6060.9 **Adoption of the Policy:** This policy shall be reviewed on an annual basis and the Board must approve modifications, if any. This policy is subject to revision and any other changes as may be determined by the Board from time to time.

UNION PUBLIC UTILITY DISTRICT DEBT MANAGEMENT POLICY

This Debt Management Policy (the “**Debt Policy**”) of the Union Public Utility District (referred to collectively in this Debt Policy as the “**District**”) was approved by the Board of Directors of the District (the “**Board**”) on October 23, 2024. This Debt Policy may be amended by the Board, or any provision may be waived by the Board in connection with a particular financing, as the Board deems appropriate from time to time in the prudent management of the debt of the District. Any approval of debt by the Board that is not consistent with this Debt Policy shall constitute a waiver of this Debt Policy.

This Debt Policy has been developed to provide guidance in the issuance and management of debt by the District and is intended to comply with Government Code Section 8855(i). This Debt Policy is essential to ensure that the District maintains a sound debt position while providing flexibility and maintaining financial stability.

1. OBJECTIVE

Unless waived by the District, this Debt Policy shall govern the issuance and management of all debt undertaken by the District. The District recognizes that a fiscally prudent debt policy is required in order: (i) to maintain the District’s sound financial position and achieve the lowest cost of capital; (ii) to ensure that the District has the flexibility to respond to changes in future service priorities, revenue levels and operating expenses; (iii) to protect the District’s credit-worthiness and maintain high credit ratings and access to credit enhancement; (iv) to ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District and ensure ratepayer and taxpayer equity; (v) to ensure that the District’s debt is consistent with the District’s planning goals and objectives and capital improvement program or budget, as applicable; and (vi) to encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

2. POLICIES

A. Purpose and Use of Debt

The District will consider the use of debt financing for capital improvement projects primarily when the project’s useful life will equal or exceed the term of the financing and when resources are identified which are sufficient to fund the debt service requirements. Prior to the issuance of new debt, the Board will review the debt to be financed. If required by law, such review will occur at a public hearing. This requirement does not apply to the refinancing of existing debt for debt service savings. An exception to this section’s focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below.

i. Long-Term Debt. The issuance of long-term debt is a valuable funding resource for the District. Used appropriately and prudently, long-term debt can minimize the District’s charges and rates over time. To minimize dependency on debt financing for capital projects, annual renewal and replacement capital projects will be adequately funded from rates. Funding levels for capital investments will be sufficient to meet capital improvement projections needed as outlined in the District’s capital improvement plan. Long-term debt will be considered only for large capital

improvement projects or greater-than-normal capital plans. The District will be managed so that it can at least meet, and potentially exceed, the minimum and target debt service coverage requirements as imposed by bond covenants. To the extent permitted by law, long-term debt may be issued to finance or refinance the construction, acquisition and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the District, water rights and supplies of water. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

The use of long-term debt will be minimized. The District may consider the use of long-term debt when it appears that a capital project, or other expenditure as deemed appropriate by the Board, is of such a magnitude that it will negatively impact the District's rates in the short-term. The benefit of long-term debt financing is that it will spread the costs of the capital asset over a longer period of time and will, therefore, approximate the useful life of the asset, and over time, charge those customers that benefit from that asset more equitably.

Long-term debt financings are appropriate when the following conditions exist:

- The project to be financed is necessary or desirable to provide basic services.
- The project to be financed will provide benefits to constituents over multiple years.
- The total debt does not constitute an unreasonable burden to the District and its ratepayers.
- The debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

The District may use long-term debt financings subject to the following conditions:

- When debt issuance is determined to be necessary, the District will assess the market conditions and timing for debt issuance to include issuing debt – 1) in times of favorable market conditions; 2) when bond ratings would qualify District issuances to be investment grade; and 3) when revenues, including anticipated increases, are sufficient to adequately cover expected debt service and issuance costs.
- The project to be financed has been or will be approved by the Board.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- The District estimates that sufficient income or revenues will be available to service the debt through its maturity. The District will issue debt only in the case where there is an identified source of repayment. Bonds will be issued to the extent that: (i) projected existing revenues are sufficient to pay for the proposed debt service together with all existing debt service covered by such existing revenues; or (ii) additional projected revenues have been identified as a source of repayment in an amount sufficient to pay for the proposed debt.
- The District determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
- The District will meet all bond covenants associated with the long-term debt. Bond covenants are legal obligations of the District.

- Long-term debt issuances typically contain legal covenants regarding debt service coverage (a “DSC”). A DSC ratio is an important financial measure of the District’s ability to repay an outstanding debt obligation, and is reviewed for adequacy by banks and rating agencies. Generically, the DSC ratio is the District’s net operating income, as specifically defined by the relevant bank or rating agency, divided by the total annual debt service payment. For financial planning purposes, the targeted annual DSC ratio will be greater than or equal to 1.10 on all outstanding debt that carries such a covenant.

- The District will fully adhere to all applicable Governmental Accounting Standards Board requirements and recognized best practices for the accounting treatment and disclosure of debt obligation transactions in its audited financial statements and other relevant publications.

- Bond credit enhancements, such as insurance against default, will be considered when necessary for market acceptance and when costs are favorable to the District.

ii. Short-Term Debt. The District may utilize short-term debt financing (including leases) to finance certain essential equipment and vehicles. These assets can range from service vehicles to equipment. The underlying asset must have a minimum useful life of one year or more. Short-term financing, including leases, on bill financing and capital lease purchases are executed to meet such needs. The Board must approve any such short-term financing for assets costing more than \$25,000 by resolution. In addition, to the extent permitted by law, short-term debt may be issued to generate funding for the District’s operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

B. Types of Debt

For purposes of this Debt Policy, in order to maximize the financial options available to benefit the public, it is the policy of the District to allow for the consideration of issuing all generally accepted types of debt, including but not exclusive to the following:

- General Obligation Bonds
- State or Federal loans, including State Revolving Fund loans
- Lease revenue bonds, certificates of participation and lease-purchase financings
- Installment purchase agreements
- Bond or grant anticipation notes
- Other revenue bonds and certificates of participation
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- Refunding bonds, notes, loans and other obligations

The District may from time to time find that other forms of debt to, the extent permitted by law, would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. The District may also consider joint arrangements with other governmental agencies and will communicate and coordinate with other governmental agencies regarding cost sharing in potential joint projects and will only be liable for its share of the debt service.

From time to time, the District may elect to issue debt on a negotiated sale, competitive sale or private placement basis. Such methods will be considered if they are demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance, or if it is determined that access to the public market is unavailable or prohibitively expensive and timing considerations require that financing be completed. The District recognizes that negotiated sales and competitive sales are public transactions that require a securities disclosure, and that competitive sales require public advertising prior to sale in compliance with California law.

Interest Rate Swaps

The incurrence or carrying of variable-rate debt obligations by the District involves a variety of interest rate payments and other risks that interest rate swaps are available to offset, hedge or reduce. It is the policy of the District to utilize such interest rate swaps to better manage its debt portfolio. The District will consider executing an interest rate swap transaction if it expects the swap transaction to result in any of the following:

- a. Reduce exposure to changes in interest rates on a financial transaction;
- b. Result in a significantly lower net cost of borrowing with respect to the District's debt consistent with an established target; or
- c. Manage variable interest rate exposure consistent with prudent debt practices and guidelines as approved by the Board.

Savings Target

Interest rate swaps will require a significant financial benefit or savings versus traditional fixed-rate debt. For an interest rate swap intended to produce the effect of a synthetic fixed rate transaction, the swap transaction must generate 3% or greater net present value savings compared to standard fixed-rate bonds which have the same optional redemption features.

Restrictions

The District will not enter into any swap transaction:

- a. for speculative purposes.
- b. if the swap presents an extraordinary risk to the District's liquidity to terminate the agreement due to unforeseen events.
- c. if there is insufficient price transparency to allow for fair market valuation.

Provider Requirements

The swap provider will have a credit rating of AA (or equivalent) or better from at least two nationally recognized credit rating agencies (at the time of agreement execution). The swap provider will have a demonstrated record of successfully executing derivative transactions and have a minimum capitalization of \$2 billion.

Use of Independent Advisor

The District will use a professional advisor or designated swap representative (a "**Swap Advisor**") to assist in the assessment, structuring, and pricing of proposed or existing interest rate swaps. The Swap Advisor will be a firm which:

- a. is a Municipal Advisor registered with the Securities and Exchange Commission;
- b. has sufficient knowledge to evaluate the swap transaction and risks;
- c. is not subject to a statutory disqualification;
- d. is independent of the swap dealer or major swap participant;
- e. undertakes a duty to act in the best interests of the District;
- f. provides appropriate and timely disclosures to the District; and
- g. evaluates fair pricing and the appropriateness of the swap.

C. Relationship of Debt to Capital Improvement Program and Budget

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

D. Policy Goals Related to Planning Goals and Objectives

The District is committed to financial planning, maintaining appropriate reserve levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operating budget.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Refundings

When refinancing debt, it shall be the policy goal of the District to do so either for the purpose of realizing debt service savings or for the purpose of restructuring debt in a manner which is in the best financial interests of the District. Any refinancing of debt for the purpose of realizing debt service savings must achieve a minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount or such lesser amount as shall be designated in the resolution adopted by the Board of Directors which authorizes the refunding proceedings.

There are three key concepts that must be taken into consideration when evaluating a debt for refunding:

- a. Financial and Policy Objectives
- b. Financial Savings/Results of Financing
- c. Bond Structure and Escrow Efficiency

Financial and Policy Objectives – The District may undertake a refinancing for a number of financial and/or policy objectives, including to achieve debt service savings, eliminate restrictive debt/legal covenants, restructure the stream of debt service payments or achieve other policy objectives. Although in most circumstances the District may undertake a refunding to obtain economic savings, it may refund an issue to restructure its debt portfolio in order to obtain budgetary/cash flow relief or to address exposure to other costs/liabilities and to extend the maturity.

Financial Savings/Results of Financing – The financial framework regarding the evaluation of refunding opportunities is to be developed and evaluated by the District’s General Manager, typically with the assistance outside financial advisors.

Bond Structure and Escrow Efficiency – The District’s debt management practices should anticipate the potential for future refundings. When debt is issued, careful attention should be paid to the bond structure to address features that may affect flexibility in the future. To that end, upon debt issuance, the District shall consider: optional redemption provisions, bond coupon characteristics giving up call rights for certain maturities in exchange for a lower interest rate on the bonds, call provisions that permit the redemption of bonds in any order of maturity or on any date, call provisions that permit the issuer to call bonds at the earliest date without incurring a significant interest-rate penalty and coupons on callable bonds priced as close to par as possible at the time of original issue.

Escrow Efficiency – The lower the cost of the escrow, the more efficient the escrow. Also, in order to be efficient, escrow securities need to mature or pay interest when debt service payments of the refunded escrow are due.

Current vs. Advance Refunding – There are two types of refundings, as defined by Federal tax laws; a current refunding in which a refunding takes place (i.e., refunding bonds are sold) within 90 days of the optional call date, and an advance refunding in which refunding bonds are sold more than 90 days prior to the first call date and are issued on a taxable basis. Because advance refundings are only permissible on a taxable basis under current federal tax law, they should be carefully considered to ensure that sufficient debt service savings or other justification exists.

E. Internal Control Procedures

When issuing debt, the District will comply with any applicable policies and covenants in debt documents regarding maintenance of the tax status of debt, initial bond disclosure, continuing disclosure, post-issuance compliance and the investment of bond proceeds. The District will obtain expert advice with respect to bond and tax counsel and/or financial advisors as needed.

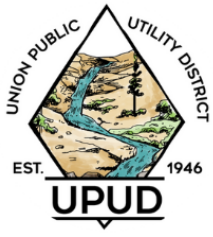
The District will periodically review the requirements of and will remain in compliance with: (i) any continuing disclosure undertakings under SEC Rule 15c2-12 (relating to initial and continuing disclosure for publicly issued debt (and privately issued debt when the District has other publicly issued debt outstanding)); (ii) any federal tax compliance requirements; (iii) any required reporting to be filed with the California Debt and Investment Advisory Commission; and (iv) the District’s investment policies as they relate to the investment of bond proceeds.

Any Director of the Board, the General Manager or any designee thereof can recommend future changes to this Debt Policy as deemed necessary.

The General Manager is responsible for adherence to this Debt Policy and regular reporting of the

District's financial status. Board oversight will be accomplished through regular reporting of financial status and review of this Debt Policy.

This Debt Policy will be reviewed at least biennially.



UNION PUBLIC UTILITY DISTRICT

UPUD RECEIPT OF EMPLOYEE HANDBOOK

I _____ have received, read and agree to abide by the rules and regulations set forth in the UPUD Employee Policy and Procedure Manual.

Employee

Date

General Manager

Date