

SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, November 18th, 2025
11570 School Street, Redding, CA 96001
AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Approve Agenda pgs 1-2

4. Public Comment Period

This time is set aside for members of the public to address the District on matters not on the agenda, as well as matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot make decisions on matters not included on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

5. Consent Calendar

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the items unless good cause is shown before the Board votes on the motion to adopt.

Financial Reports for October 1st through October 31st, 2025

5-1 SCSD Financial Report pg 3

5-2 SCSD Monthly Bank Transactions pgs 4-5

5-3 SCSD Budget vs Actual pgs 6-9

5-4 October 21st, 2025, meeting minutes pgs 10-17

5-5 November 3rd, 2025, special meeting minutes pgs 18-19

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar.

6. Correspondence:

7. General Business:

7-1 General Manager Report pgs 20-21

8. Old Business:

8-1 Shasta CSD Workplace Violence Prevention Policy pgs 22-45

Discussion/Possible Action

8-2 Committee update on employee handbook and possibly reinstate paragraph on page 48 pgs 46-103

Discussion/Possible Action

8-3 Review of customer electrical pumping fees Compared to the District's electrical bills pgs 104-107

Discussion/Possible Action

8-4 GPS tracking system for all district vehicles pgs 108-133

Discussion/Possible Action

9. New Business:

9-1 Request from customer for relief on water Bill due squatter situation pg 134

Discussion/Possible Action

9-2 Letter from Parker Stanbury LLP requesting Reversal of the outstanding account balance for Customer pgs 135-136

Discussion/Possible Action

10. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

10-1 Board Members:

10-2 Staff Members:

11. Adjourn:

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to participate in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520, Shasta, CA 96087, 48 hours before the meeting. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Shasta Community Services District
Financial Report for October 2025

	Tri Counties Bank		Umpqua
	935	970	839
	General	Money Mult.	State Reimb.
<i>Beginning Cash</i>	\$ 140,058.09	\$ 1,873,545.97	\$ 60,516.06
Voided Checks - Prior Period	203.56		
Reconciling Adjustments			
<i>Revenue</i>			
Customer Payments	43,732.08	70,445.01	
Bad Debt Recovery			
Hydrant Water Sales			
Property Tax Disbursements	980.49		
Capacity Expansion Fee			
Grants			
Scrap Metal			
Asset Disposal			
Vendor Refunds			
Interest		4,230.88	0.51
<i>Total Revenue</i>	\$ 44,712.57	\$ 74,675.89	\$ 0.51
<i>Transfers</i>			
Transfers In			
Transfers Out			
<i>Total Transfers</i>	\$ -	\$ -	\$ -
<i>Disbursements</i>			
Bills Paid	(44,630.92)		
Payroll	(36,459.56)		
Revolving Fund Loan Payment			
USDA Loan Payment			
Customer NSF Returns			
Bank Fees	(87.56)		
<i>Total Disbursements</i>	\$ (81,178.04)	\$ -	\$ -
<i>Ending Cash</i>	\$ 103,796.18	\$ 1,948,221.86	\$ 60,516.57

Shasta Water Department
BANK TRANSACTIONS
10/1/2025 - 10/31/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
131110 • Tric General Fund 935							
Bill Pmt -Check	10/01/2025	EFT	California State Disbursement Unit	Employee Garnishment		349.00	140,261.65
Bill Pmt -Check	10/01/2025	EFT	Humana	October 2025 employee vision/dental		859.18	139,912.65
Bill Pmt -Check	10/01/2025	17222	Christopher Hunter	September 2025		200.00	139,053.47
Bill Pmt -Check	10/01/2025	17223	David Cross	September 2025		200.00	138,853.47
Bill Pmt -Check	10/01/2025	17224	Jo Ann Vayo	September 2025		200.00	138,653.47
Bill Pmt -Check	10/01/2025	17225	Randall Smith	September 2025		200.00	138,453.47
Bill Pmt -Check	10/01/2025	17226	Valerie Coon	September 2025		200.00	138,253.47
Bill Pmt -Check	10/01/2025	17227	Hue & Cry, Inc.	October 2025 fire & burglary alarm monitoring		178.00	138,053.47
Bill Pmt -Check	10/01/2025	17228	Wells Fargo Bank, N.A.	October 2025 copier lease inv 5035976744		116.20	137,759.27
Bill Pmt -Check	10/01/2025	EFT	Western Growers Assurance Trust	October 2025 employee health insurance inv # 2509234289	6,412.62		131,346.65
Bill Pmt -Check	10/01/2025	EFT	Elan Cardmember Services	answering service, refrigerator filter, new office phone, charger & ...	359.08		130,987.57
Bill Pmt -Check	10/01/2025	17229	SDRMA	2024/2025 Work Comp audit invoice	5,504.36		125,483.21
Bill Pmt -Check	10/01/2025	17230	US Bureau of Reclamation	September 2025 adjustment	2,880.80		122,602.41
Deposit	10/01/2025			Batch # 211 CC	363.21		122,965.62
Deposit	10/02/2025			Batch # 212 CC	1,089.97		124,055.59
Paycheck	10/03/2025	17218	Hunt, Joshua E	pay period 9/16/2025 - 9/30/2025	2,475.17		121,580.42
Paycheck	10/03/2025	17219	Koeper, Chris D	pay period 9/16/2025 - 9/30/2025	4,188.24		117,392.18
Paycheck	10/03/2025	17220	Staup, Shawna P	pay period 9/16/2025 - 9/30/2025	2,409.37		114,982.81
Paycheck	10/03/2025	17221	Steele, Justin B.	pay period 9/16/2025 - 9/30/2025	3,102.66		111,880.15
Liability Check	10/03/2025		QuickBooks Payroll Service	Created by Payroll Service payroll taxes on 10/01/2025	6,482.84		105,397.31
Bill Pmt -Check	10/03/2025	17231	Badger Meter	September 2025 mbl hosting	66.71		105,330.60
Bill Pmt -Check	10/03/2025	EFT	TASC (Optilife)	Employee Supplemental Insurance October 2025	607.00		104,723.60
Bill Pmt -Check	10/03/2025	17232	Ed Staub & Sons	September 2025 fuel 2nd half	384.40		104,339.20
Deposit	10/04/2025			Batch # 213 CC	411.00		104,750.20
Deposit	10/05/2025			Batch # 214 CC	697.84		105,448.04
Deposit	10/06/2025			Batch # 215 CC	478.56		105,926.60
Bill Pmt -Check	10/06/2025	EFT	AT&T	September 2025 office internet	107.00		105,819.60
Bill Pmt -Check	10/06/2025	17233	Charles Schwab & Co.	October 2025	375.00		105,444.60
Bill Pmt -Check	10/06/2025	EFT	PG&E	September 2025 office electric	874.00		104,570.60
Bill Pmt -Check	10/06/2025	EFT	PG&E	September 2025 pumps	1,533.20		103,037.40
Bill Pmt -Check	10/06/2025	EFT	verizon	September 2025 scada data filter plant	61.62		102,975.78
Bill Pmt -Check	10/06/2025	EFT	verizon	September 2025 office cell phones	116.58		102,859.20
Bill Pmt -Check	10/06/2025	17234	Shasta County Property Tax	mosquito & disease 2025/2026 tax for district office, keswick park...	78.00		102,781.20
Bill Pmt -Check	10/06/2025	17235	Shasta County Property Tax	mosquito & disease 2025/2026 tax for parcel# 011-710-020 filter ...	31.80		102,749.40
Bill Pmt -Check	10/06/2025	17236	Shasta County Property Tax	mosquito & disease 2025/2026 tax for parcel# 011-710-019 filter ...	31.80		102,717.60
Deposit	10/06/2025			Batch # 216 CC	798.97		103,516.57
Deposit	10/07/2025			Batch # 219 CCM	661.26		104,177.83
Deposit	10/08/2025			Batch # 220 CCM	3,762.75		107,940.58
Bill Pmt -Check	10/09/2025	17237	Waste Management	October 2025 office trash	69.92		107,870.66
Deposit	10/09/2025			Batch # 221 CCM	452.61		108,323.27
Bill Pmt -Check	10/10/2025	17238	Carrel's Office Machines	September 2025 copier fees	57.99		108,265.28
Deposit	10/10/2025			Batch # 222 CCM	263.13		108,528.41
Check	10/12/2025			Batch # 223 CCM	359.89		108,888.30
Deposit	10/12/2025			Service Charge		87.56	108,800.74
Deposit	10/13/2025			Batch #226 CC	234.55		109,035.29
Bill Pmt -Check	10/14/2025	EFT	California Public Employee's Retirement	September 2025		5,364.58	103,670.71
Bill Pmt -Check	10/14/2025	17239	Downey Brand	WIIN Act procedural matters & case update	20.93		103,649.78
Bill Pmt -Check	10/14/2025	17240	Kenny & Norine	September 2025 legal services File # 7014	858.00		102,791.78
Deposit	10/15/2025			AU093025A property taxes			103,772.27
Deposit	10/15/2025			Batch #227 CC	980.49		104,752.76
Bill Pmt -Check	10/16/2025	EFT	California State Disbursement Unit	Batch #227 CC	991.44		104,763.71
Deposit	10/16/2025			Employee Garnishment		349.00	105,112.71
Bill Pmt -Check	10/17/2025	17245	Ed Staub & Sons	Batch # 228 CC	783.42		104,329.29
Check	10/17/2025	17246	CUSTOMER REFUNDS	Fuel October 2025 1st half	421.92		104,776.21
Deposit	10/17/2025			reissued check for deposit refund for closed acct # 1429	66.85		104,709.36
Deposit	10/17/2025			Batch # 229 CC	650.49		105,359.85

Shasta Water Department
BANK TRANSACTIONS
10/1/2025 - 10/31/2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	10/18/2025			Batch # 230 CC	130.91		105,490.76
Paycheck	10/20/2025	17241	Hunt, Joshua E	pay period 10/1/2025 -10/15/2025		2,612.26	102,878.50
Paycheck	10/20/2025	17242	Koeper, Chris D	pay period 10/1/2025 -10/15/2025		4,141.55	98,736.95
Paycheck	10/20/2025	17243	Staup, Shawna P	pay period 10/1/2025 -10/15/2025		2,243.23	96,493.72
Paycheck	10/20/2025	17244	Steele, Justin B.	pay period 10/1/2025 -10/15/2025		2,700.67	93,793.05
Liability Check	10/20/2025		QuickBooks Payroll Service	Created by Payroll Service payroll taxes on 10/16/2025		6,103.57	87,689.48
Bill Pmt -Check	10/20/2025	17247	California Special Districts Association	2026 CSDA Membership renewal		4,875.00	82,814.48
Bill Pmt -Check	10/20/2025	17248	Pace Analytical Services LLC	water monitoring HAA5, TTHMs, coliform & E. Coli		782.60	82,031.88
Bill Pmt -Check	10/20/2025	17249	SCP	Chem chlor		95.32	81,936.56
Deposit	10/20/2025			Batch # 231 CC	3,475.77		85,412.33
Bill Pmt -Check	10/21/2025	17250	Hue & Cry, Inc.	November 2025 fire & burglary alarm system monitoring		178.00	85,234.33
Deposit	10/21/2025			Batch # 234 CC	150.67		85,385.00
Deposit	10/22/2025			Batch # 235 CC	543.61		85,928.61
Deposit	10/23/2025			Batch # 236 CC	412.86		86,341.47
Bill Pmt -Check	10/24/2025	EFT	AT&T Mobility	October 2025 office phone		67.59	86,273.88
Bill Pmt -Check	10/24/2025	EFT	Quadrant Finance USA, Inc	September 2025 postage		1,000.00	85,273.88
Deposit	10/24/2025			Batch # 237 ACH	23,533.49		108,807.37
Deposit	10/25/2025			Batch # 238 CC	825.79		109,633.16
Deposit	10/25/2025			Batch # 240 CC	134.21		109,767.37
Bill Pmt -Check	10/27/2025	17251	Amazing Amy's Cleaning	October 2025 office cleaning		275.00	109,492.37
Bill Pmt -Check	10/27/2025	17252	Usalco Modesto Plant LLC	polymer drum		792.36	108,700.01
Bill Pmt -Check	10/27/2025	17253	Ace Payment Processing	hose clamps, gloves, rubbing alcohol, cotton swabs		81.01	108,619.00
Deposit	10/27/2025			Batch # 241 CC	421.53		109,040.53
Deposit	10/28/2025			Batch # 242 CC	381.12		109,421.65
Deposit	10/30/2025			Batch # 244 CC	405.60		109,827.25
Bill Pmt -Check	10/31/2025	17259	Les Schwab	truck 15 new tire & balance		311.56	109,515.69
Bill Pmt -Check	10/31/2025	17260	Ferguson DBA Groeniger & Co.	saddle, meter boxes & lids, brass elbows, hydrant bags, use pain...		1,261.60	108,254.09
Bill Pmt -Check	10/31/2025	17261	Borges & Mahoney	backhoe & generators yearly maintenance		4,708.56	103,545.53
Bill Pmt -Check	10/31/2025	17262	Christopher Hunter	October 2025		200.00	103,345.53
Bill Pmt -Check	10/31/2025	17263	David Cross	October 2025		200.00	103,145.53
Bill Pmt -Check	10/31/2025	17264	Jo Ann Vayo	October 2025		200.00	102,945.53
Bill Pmt -Check	10/31/2025	17265	Randall Smith	October 2025		200.00	102,745.53
Bill Pmt -Check	10/31/2025	17266	Valerie Coon	October 2025		200.00	102,545.53
Bill Pmt -Check	10/31/2025	17268	Badger Meter	October 2025 mbl hosting		66.78	102,478.75
Deposit	10/31/2025			Batch # 245 CC	1,317.43		103,796.18
Total 13110 · TrnC General Fund 935					44,712.57	81,178.04	103,796.18
TOTAL					44,712.57	81,178.04	103,796.18

Shasta Community Services District

Profit & Loss Budget vs. Actual

July through October 2025

	Jul - Oct 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
41000 · Water Sales			
41100 · Water Sales - Res. & Comm.	427,044.92	1,107,500.00	-680,455.08
41150 · Hydrant Water Sales	0.00	500.00	-500.00
41200 · Water Sales/Pumping	3,214.81	9,500.00	-6,285.19
41800 · Late Fees	5,543.79	15,000.00	-9,456.21
42230 · Service Connection Fee/Meters	0.00	0.00	0.00
Total 41000 · Water Sales	435,803.52	1,132,500.00	-696,696.48
42000 · Special Service Fees	464.99	1,500.00	-1,035.01
42160 · Property Tax Revenue - SCSD	984.90	40,000.00	-39,015.10
42220 · Scrap Metal	0.00	0.00	0.00
44000 · Interest Revenue			
44100 · TriC Interest	17,066.76	55,000.00	-37,933.24
44500 · Umpqua Interest	2.04	10.00	-7.96
Total 44000 · Interest Revenue	17,068.80	55,010.00	-37,941.20
47000 · Copies, Faxes, Document Request	0.00	10.00	-10.00
71000 · Gain/Loss Fixed Asset Disposal	0.00	0.00	0.00
Total Income	454,322.21	1,229,020.00	-774,697.79
Gross Profit	454,322.21	1,229,020.00	-774,697.79
Expense			
50500 · Bad Debt Expense	0.00	5,000.00	-5,000.00
51000 · Water Service Expenses			
51010 · Bureau of Reclamation	11,308.00	25,000.00	-13,692.00
51012 · Other Water Purchases/Deficit	0.00	0.00	0.00
51018 · Water Testing Expense	2,122.60	6,300.00	-4,177.40
Total 51000 · Water Service Expenses	13,430.60	31,300.00	-17,869.40
51020 · Pumping Expense			
51021 · Middle Brunswick - PGE 573 #1	350.85	1,400.00	-1,049.15
51022 · Benson - PGE 937 #6	465.82	1,300.00	-834.18
51023 · Bandana Tr. - PGE 337 #7	724.80	2,000.00	-1,275.20
51024 · Highland Cir - PGE 355 #3	30.52	150.00	-119.48
51025 · Highland Circle - PGE 013 #5	653.32	2,500.00	-1,846.68
51026 · Record Heights - PGE 206 #4	1,593.82	5,000.00	-3,406.18
51027 · Lower Brunswick - PGE 936 #2	2,636.84	6,000.00	-3,363.16
51028 · Keswick WTP - 956 #9	42.79	900.00	-857.21
Total 51020 · Pumping Expense	6,498.76	19,250.00	-12,751.24
51030 · Water Treatment Expense			
51031 · W.T. Chemicals	15,112.32	28,000.00	-12,887.68
51032 · W.T. Filter Plant PGE 254 #8	2,017.04	5,500.00	-3,482.96
51033 · W.T. Plant Repair/Maint.	346.29	8,500.00	-8,153.71
51034 · Backwash Sludge Disposal	0.00	5,500.00	-5,500.00
51035 · W.T. Security/Telephone	184.86	750.00	-565.14
Total 51030 · Water Treatment Expense	17,660.51	48,250.00	-30,589.49

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Shasta Community Services District

Profit & Loss Budget vs. Actual

July through October 2025

	Jul - Oct 25	Budget	\$ Over Budget
51039 · Transmission/Distribution			
51040 · Transmission/Distribution-Gen	10,558.32	27,000.00	-16,441.68
51083 · Meters - New & Replacements	4,975.61	7,000.00	-2,024.39
51084 · Pump & Tank Level Telemetry	3,750.44	10,000.00	-6,249.56
Total 51039 · Transmission/Distribution	19,284.37	44,000.00	-24,715.63
51090 · Vehicle Maintenance			
51094 · Backhoe/Trailer/Generator	118.73	5,000.00	-4,881.27
51099 · U12 Ford F350 2016	43.73	500.00	-456.27
51100 · U13 Ford F-150 2018	0.00	500.00	-500.00
51101 · U14 Ford F-150 2021	0.00	500.00	-500.00
51102 · U15 Toyota Tacoma 2025	311.56	500.00	-188.44
Total 51090 · Vehicle Maintenance	474.02	7,000.00	-6,525.98
51093 · Gas & Oil Expense			
51091 · Gas & Oil - Generator	0.00	2,000.00	-2,000.00
51092 · Gas & Oil Ford 150 Truck #13	229.98	3,500.00	-3,270.02
51093.1 · Gas & Oil 2021 F-150 Truck #14	1,700.35	6,000.00	-4,299.65
51093.2 · Gas & Oil - Backhoe	241.97	750.00	-508.03
51093.4 · Gas & Oil 2025 Toyota Truck #15	1,262.36	6,000.00	-4,737.64
51093.9 · Gas & Oil 2016 Ford 350 #12	120.09	1,500.00	-1,379.91
Total 51093 · Gas & Oil Expense	3,554.75	19,750.00	-16,195.25
52000 · Training			
52001 · Training Course Fees	0.00	1,700.00	-1,700.00
52002 · Travel	0.00	500.00	-500.00
52003 · Lodging	0.00	1,500.00	-1,500.00
52004 · Meals	0.00	500.00	-500.00
Total 52000 · Training	0.00	4,200.00	-4,200.00
55010 · Payroll Expenses			
55011 · Manager Salary			
55011.0 · Manager/Salary	41,193.25	141,234.00	-100,040.75
Total 55011 · Manager Salary	41,193.25	141,234.00	-100,040.75
55012 · Maintenance/Hourly			
55012.2 · Maintenance/Hourly	16,797.64	74,776.00	-57,978.36
55012.3 · Maintenance Hourly/Vacation	1,797.50		
55012.4 · Maintenance/Hourly/Sick	3,958.86		
55012.5 · Maintenance/Hourly/Holiday	575.20		
55012.6 · Maintenance/OT	2,733.44	10,000.00	-7,266.56
55012.7 · Maintenance 2 / Lead Operator	24,272.00	85,280.00	-61,008.00
Total 55012 · Maintenance/Hourly	50,134.64	170,056.00	-119,921.36
55013 · Office/Hourly			
55013.2 · Office Hourl/ Vacation	2,013.20		
55013.3 · Office/Hourly/Sick	1,060.53		
55013.4 · Office Hourly	18,118.81	74,776.00	-56,657.19
55013.5 · Office/Hourly/Holiday	575.20		
55013.6 · Office Hourly Overtime	444.92	1,500.00	-1,055.08

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Shasta Community Services District

Profit & Loss Budget vs. Actual

July through October 2025

	Jul - Oct 25	Budget	\$ Over Budget
Total 55013 · Office/Hourly	22,212.66	76,276.00	-54,063.34
55014 · On Call Time	7,675.18	26,327.00	-18,651.82
55010 · Payroll Expenses - Other	479.42	1,850.00	-1,370.58
Total 55010 · Payroll Expenses	121,695.15	415,743.00	-294,047.85
55029 · Employee Benefits			
55030 · Employee Health/Life Insurance	32,258.09	100,000.00	-67,741.91
55035 · Retiree Health Insurance	1,500.00	4,500.00	-3,000.00
55040 · Workers Compensation Insurance	11,269.98	11,300.00	-30.02
55055 · CALPERS	22,030.19	65,000.00	-42,969.81
Total 55029 · Employee Benefits	67,058.26	180,800.00	-113,741.74
55060 · Payroll Tax Expense			
55062 · Employer Medicare Expense	1,757.63	6,000.00	-4,242.37
55063 · Employer Social Security Exp	7,515.37	25,500.00	-17,984.63
55070 · State Unemployment Insurance	0.00	1,736.00	-1,736.00
Total 55060 · Payroll Tax Expense	9,273.00	33,236.00	-23,963.00
55130 · Office Expense			
55110 · Answering Service Expense	763.75	2,136.00	-1,372.25
55121 · Office/Cellular Telephone	349.62	2,200.00	-1,850.38
55125 · Office/Security Expense	534.00	2,136.00	-1,602.00
55131 · Office/PGE 761	3,377.79	9,500.00	-6,122.21
55132 · Office/Telephone	666.20	1,500.00	-833.80
55133 · Office/Supplies	2,566.93	6,500.00	-3,933.07
55134 · Office/Postage	2,251.06	9,000.00	-6,748.94
55135 · Office/Equipment Expense	756.74	2,500.00	-1,743.26
55137 · Office/Employee Background Chec	0.00	0.00	0.00
55138 · Office/Propane	0.00	1,000.00	-1,000.00
55139 · Office/Building Maintenance	1,510.89	5,000.00	-3,489.11
55141 · Office/Safety	0.00	500.00	-500.00
55142 · Employee Pre-emp. Physical	0.00	0.00	0.00
Total 55130 · Office Expense	12,776.98	41,972.00	-29,195.02
55140 · Advertising Expense	0.00	1,000.00	-1,000.00
55145 · Banking Fees	396.66	1,500.00	-1,103.34
55150 · Insurance - Liability & E&O	58,921.97	59,000.00	-78.03
55160 · Professional Services			
55162 · Legal Services	1,529.49	3,000.00	-1,470.51
55163 · Engineering Services	527.50	20,000.00	-19,472.50
55164 · Auditing Services	1,000.00	12,000.00	-11,000.00
55165 · Professional Services Misc.	123.75	15,000.00	-14,876.25
Total 55160 · Professional Services	3,180.74	50,000.00	-46,819.26
55170 · Directors Compensation	3,100.00	6,500.00	-3,400.00
55180 · Dues/Permit Fees	23,210.59	27,000.00	-3,789.41
55182 · maintenance contracts/support	0.00	1,200.00	-1,200.00
60000 · Interest	302.47	11,000.00	-10,697.53
Total Expense	360,818.83	1,007,701.00	-646,882.17

Shasta Community Services District
Profit & Loss Budget vs. Actual
July through October 2025

Net Ordinary Income

Jul - Oct 25	Budget	\$ Over Budget
93,503.38	221,319.00	-127,815.62

SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING
6:00 pm Tuesday, October 21st, 2025
11570 School Street, Redding, CA 96001
DRAFT MINUTES

Board Members Present: President Valerie Coon, Vice President Dave Cross, Director Randy Smith, Director Jo Ann Vayo, and Director Chris Hunter.

Staff Members Present: General Manager Chris Koeper and Secretary to the Board, Shawna Staup.

1. **Call to Order:** President Valerie Coon called the meeting to order at 6:00 PM.

2. **Pledge of Allegiance:** Was led by President Valerie Coon.

3. **Approve Agenda:** Director Jo Ann Vayo motioned to approve the October 21, 2025, agenda with moving up agenda item 8-1, discussion with cross-connection specialist Byron Gibbons to follow public comment. Vice President Dave Cross seconded the motion. The motion passed unanimously.

4. **Public Comment Period**

This time is set aside for members of the public to address the District on matters not on the agenda, as well as matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot make decisions on matters not included on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is given three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the authority of the District.

Jane Heinan, a member of the public, read the following letter to the board:

Good evening, some information that I felt was important for the board to consider recently came to my attention. I attempted to contact you (Valerie) regarding this information, but you refused to meet with me. As a member of the board, and especially as the president, I would have thought you would at least consider what I had to say. I feel that ethically it is the responsibility of the board to at least meet with the ratepayers that they represent. If you do not feel you can meet with the people that you represent, do you even belong in that position? Fortunately, the other members of the board were willing to hear me out and consider the information I had. Thank you.

I did request to remain anonymous, and I do not believe that that request was taken seriously. One of the reasons that other members of the public do not want to speak at these meetings is the fear of retaliation. That is why, when I sat on the board, I would bring up items, and the board would complain that if the customer had an issue, they should bring it up themselves. Not everyone is comfortable doing that, and many people prefer to remain behind the scenes, but they still want to have their concerns addressed.

Initials_____ Initials_____

This board needs to take a hard look at the policies that are in place. There are reasons for those policies, and there shouldn't be an issue with interpreting the meaning of what the policies say. If there is, then you, as board members, need to clean up the language so that it's crystal clear what the meaning and intent is of the policies.

And finally, there seems to be some feeling on the board that I had or have a grievance with the general manager. Nothing could be further from the truth. I have standards that I believe need to be followed, and ethically, I hold myself to similar standards. I have nothing against the general manager, but I believe he needs to do the right things, and if not, there needs to be consequences for actions taken that are not in line with SCSD policies.

There are other members of this community who are aware of the current issues taking place. Some have discussed this with me, and they have mentioned involving the local media. I have stated to them that this is a board issue and should be resolved through them. This is just to give the board a heads up that nothing in a small community stays quiet very long.

I would like to request that this letter be added to next month's board packet as correspondence. Thank you for your time this evening.

5. Consent Calendar

The Board considers matters listed under the Consent Calendar routine and will enact them by one motion in the form listed below. There will be no separate discussion of the subjects unless a worthy cause is presented to the Board before it votes on the motion to adopt.

Financial Reports for September 1st through September 30th, 2025

5-1 SCSD Financial Report

5-2 SCSD Monthly Bank Transactions

Vice President Dave Cross said that he noticed the \$13,000 charge for the new billing software and asked if we had started using it or if the charge was for the data transfer. Secretary to the board, Shawna Staup, stated that it was for the data transfer and that CUSI software is still waiting for gWorks to transfer data so they can build the software to meet our needs, and the annual cost will be paid once we go live. The general manager, Chris Koeper, stated that our contract with gWorks goes to the end of December, and CUSI said that the process usually takes four to six months, but can be done quicker. President Valerie Coon asked if we were going to be able to transition to the new software, so we do not have to renew another year with gWorks. The general manager, Chris Koeper, said that CUSI said that it is possible, but not very likely. President Valerie Coon asked if we would have to pay for another twelve months with the old software. The general manager, Chris Koeper, stated that the guy he spoke with at gWorks did not know and had to speak with his Manager to see if they could bill us month to month and get back to us. President Valerie Coon suggested that we not sign a new twelve-month contract with them.

Initials_____ Initials_____

Secretary to the board, Shawna Staup, stated that we can cut down on some time by doing a data transfer, training, one last data transfer, and then doing a side-by-side billing with the two software to make sure that everything is correct, and then start working directly out of the CUSI software instead of working out of both for some time.

Director Chris Hunter pointed out the Ferguson bill for multiple small parts and the Trinity Aly repair, and asked what portion went to stock parts, what portion went to Trinity Aly, and how often we spend this much on parts. The general manager, Chris Koeper, stated that we do not usually spend that much, and he believed it was for larger parts, but he would have to look at the invoice and get back to him.

5-3 SCSD Budget vs Actual

5-4 September 16th, 2025, meeting minutes

5-5 September 22nd, 2025, special meeting minutes

5-6 October 3, 2025, special meeting minutes

RECOMMENDATION: Approval and adoption of all items on the Consent Calendar. Director Randy Smith motioned to approve and adopt the consent calendar. Director Chris Hunter seconded the motion. The motion passed unanimously.

6. Correspondence:

6-1 2025 SDRMA Board Election Results

6-2 LAFCO Notice of Vacancy to serve on Commission

7. General Business:

7-1 General Manager Report

- Water consumption for September 2025 was 52 acre-feet compared to 49 acre-feet in September 2024.
- Water Samples:
 - Total Coliforms & E. Coli (Present/Absent) – Done Monthly
 - Rock Creek Road: Absent for both
 - Hammermill Lane: Absent for both
 - Cindee Lane: Absent for both
 - There are twelve different sites that we sample from, and they are rotated monthly
 - TTHM Max Contaminant Level: 80 ug/L – Done Quarterly
 - Newfound Way: 30 ug/L
 - HAA5 Max Contaminant Level: 60 ug/L – Done Quarterly
 - Weiland Street: 26 ug/L
- Vice President Dave Cross about testing for lead. The general manager, Chris Koeper, stated that we test for lead and copper every three years.
- We had our CUSI billing software kickoff meeting.
President Valerie Coon stated that she would like the board to know if we run into a deadline with renewing the old software, because we may need to get some legal advice.

Director Chris Hunter asked when the next payment would be to our new billing software. General manager Chris Koeper stated that payment would be made once we go live with them.

- The price for the ground penetrating radar pipe locator was reduced from \$18,000 to \$16,590. However, the original quote did not include a tablet, which we will need. The cost of the tablet is \$875, the freight charge is \$475, and the sales tax is \$1,266, bringing the total to \$ 2,616.21. Training is at no cost. This pipe locator will detect any type of pipe, and with as many USA locates the district has been getting lately from PG&E, the pipe locator is something that they will be able to use well into the future.

Director Chris Hunter asked if and what the service agreement and warranty are that come with this equipment. The general manager, Chris Koeper, stated that he was not sure about the warranty, but that it did not come with a service agreement. Director Chris Hunter asked what we would do if it broke. The general manager, Chris Koeper, stated that he would ask them.

President Valerie Coon made the motion to purchase the radar pipe locator for the district. Director Jo Ann Vayo seconded the motion. Motion passed unanimously.

- The General Manager processed 6/30/2025 depreciation, made adjusting entries for our year-end audit, and verified all balance sheet accounts.

8. Old Business:

8-1 Discussion with cross-connection specialist Byron Gibbons

Board President Valerie Coon stated that there was correspondence regarding the agenda item on pages 24-26 and asked Byron Gibbons to give an overview.

Byron Gibbons provided information from the state and recommendations for the cross-connection program. Mr. Gibbons said that cross-connection has been around since the seventies under Title 17, and now the state has created a new policy 3-4 years ago that is now being implemented. He explained that what the new policy says is that the water district is responsible for protecting the community from cross-connection contamination, and so what they do as a cross-connection surveyor is to go out and do a physical survey of the water system to identify possible locations where you can get contamination back into the water system. Reduced-pressure valves are used for hazardous backflow, for example, irrigation, and each valve has a particular installation procedure to make it work properly to protect the system. Statewide, the policy had to be completed by July 1st, which he worked with Chris to get done, and now we have until next July to do the physical hazard assessment. He provided a questionnaire to the district to mail out to the customers so they can assess them before doing physical inspections.

Board President Valerie Coon asked if inspections on all the properties in the district had to be done regardless of what the completed questionnaire says. Mr. Gibbons stated yes, and the questionnaire makes it easier because if it says they have a well, we will just have to verify that it is disconnected. After all, they can have a well, but it cannot be connected to the water system unless they have a backflow device.

Mr. Gibbons explained that, financially, the state says that it is not the district's responsibility to pay for the backflow devices and that it is the property owners' issue.

Board President Valerie Coon asked if it would be billed through the state or through our billing. Mr. Gibbons explained that the property owner would have to find and pay a contractor to install the backflow device.

Director Chris Hunter asked if you have a fire sprinkler system, does that mean you have to have a backflow device? Mr. Gibbons explained that if you have a fire sprinkler system, you have to have a backflow device because state law says that fire sprinkler systems are a non-hazardous contamination location because it is dead water.

Director Chris Hunter said that it is not dead water because his fire sprinklers are plumbed into his toilet, so every time he flushes his master toilet, water goes from the fire sprinklers to the toilet. Vice President Dave Cross stated that it was irrelevant because water from his system could back up into the water system. Director Chris Hunter stated that every single person's system could back up then and asked if everyone would have to have a backflow device. Mr. Gibbons said no, not in California; they decided not to require a backflow at every meter but to have you do assessments. Director Chris Hunter asked if there was a loss of pressure; wouldn't everyone backflow into the system? Mr. Gibbons stated yes, but do you have a hazard? That is why we are doing a hazard assessment, and what the state wants to do with this cross-connection program is to eliminate as many of these cross-contamination issues as possible. Certain properties have to have a backflow device like boilers because they use chemicals, mortuaries, commercial irrigation and large units, in California they say that the residential don't have to have one if it is installed properly under the plumbing code, so an atmospheric vacuum breaker (AVB) has to be installed 6 inches above your highest head and if you have a (PVB) pressure vacuum breaker that is a testable unit and that is what most people go to or a reduced pressure assembly which all your high hazard properties have to have a reduced pressure assembly or an air gap.

Vice President Dave Cross stated that the bottom line is that the inspection has to occur because that is what the state requires, and there is not much we can do about it. The inspection has to be done, and the recommendations will have to be followed. Mr. Gibbons said that he will be making recommendations based on the assessments. Director Jo Ann Vayo stated that not everyone is going to be happy to see someone inspecting their property. Mr. Gibbons stated that the district and he have no jurisdiction past the meter, so if the customer says no access is allowed, then, as the board, you determine if there is a possible hazard there, and you may require them to install a backflow device.

President Valerie Coon stated that if someone doesn't install a backflow device and it is traced back to their property that they caused some sort of contamination problem, then the board would have a liability problem if we didn't turn the water off or push the issue. Mr. Gibbons responded that if you have informed a property owner of a hazard and that they are required to install a backflow device and do not, then they are liable. Vice President Dave Cross stated that the bottom line comes down to safety for the entire system, and he knows that some people do not want people coming onto their property to inspect, but they have a responsibility to not contaminate the system.

Initials_____ Initials_____

Director Chris Hunter asked what the cost would be for the inspection and how long it would take. Mr. Gibbons stated that he has already done the policy for the state and would do the inspections for \$2400, and it should take about six months.

Secretary to the board Shawna Staup asked whether there was a state website we could refer customers to for questions, and whether there was a state program for low-income customers who might be required to install a backflow device. Mr. Gibbons pointed out the website www.waterboards.ca.gov on the paperwork he supplied and stated he was not aware of any assistance for low-income customers.

President Valerie Coon thanked Mr. Gibbons for his time.

8-2 Shasta CSD Workplace Violence Prevention Policy

Secretary to the board, Shawna Staup, stated that she contacted Hue & Cry about the panic buttons for the office, and it would be \$105 an hour for labor, and it should not take more than two hours, and about \$50 per button, for a total of around \$300.

President Valerie Coon motioned for the office staff to proceed with the installation of a mounted panic button and key fob from our alarm company, Hue & Cry. Director Chris Hunter seconded the motion. The motion passed unanimously.

Director Chris Hunter stated that he and Director Jo Ann Vayo thought that all the policies needed to be reviewed by the policy committee, and would like to table the workplace violence prevention policy. Director Jo Ann Vayo stated that the policy committee was her and Vice President Dave Cross. President Valerie Coon said that she would like the board members to get copies of the policies that they have already passed to put into their district binders. President Valerie Coon also wanted to know how these policies were stored in the office and if they were dated when they were revised. Secretary to the board, Shawna Staup, stated that there are policies on the computer, but that some do not have revision dates, and that she has started dating all the revised policies. It was the consensus of the board to have the policy committee review the workplace violence prevention policy and bring recommendations back to the board.

9. New Business:

9-1 Review of customer electrical pumping fees compared to the District's electrical bills

General manager Chris Koeper stated that he reviewed the four different electrical fees charged, and it appears that Highland Circle could see a reduction. Vice President Dave Cross said that when these customers use water, it adds a cost to the district, and they need the pump station because of where they chose to build. Perhaps they should not have to pay the entire cost since it is part of the system, but it must be paid. Director Chris Hunter mentioned that he believes charges should be based on the total number of customers for each pump station, and the district might have to cover costs for customers who are not using water for now. However, he does not think we should penalize customers who are using water. Director Chris Hunter asked if we could determine the monthly increase by taking the average monthly bill and dividing it by the total number of customers for each pump station, and charge the customers that are using water, but not the customers that aren't, until they start using water, then review this at next month's meeting.

Vice President Dave Cross asked, if the PG&E rates go up, do our rates go up automatically to cover the electrical costs? Director Jo Ann Vayo asked if the electrical fees fall under Proposition 215. General manager Chris Koeper stated that it does not fall under Proposition 215, according to RCAC, during our last rate study, but that he would need to check. Agenda item tabled.

9-2 GPS tracking system for all district vehicles

President Valerie Coon stated that this subject has come up previously and asked if the board would like to implement a tracking system on the district vehicles. Vice President Dave Cross said that they should find out what the cost would be and what we would get out of it. President Valerie Coon stated that there are different ones. Director Chris Hunter said that he would like someone from the district office to provide a list of several options of what is covered and the costs. Vice President Dave Cross asked if recording the mileage of the district's trucks twice a month would be sufficient. Director Jo Ann Vayo stated that most government agencies have GPS on their fleets. Director Chris Hunter stated that it is not for monitoring employees every day, but if there is an issue, you can look at the transaction history.

It was the consensus of the board that a list of options with speed, mileage, location, and costs be brought back to next month's meeting for review. Agenda item tabled.

9-3 Update employee handbook

Director Jo Ann Vayo recommended that the employee handbook be reviewed by the policy committee because some sections should be removed, like the driver policy, since the board has already passed a policy for that. Director Jo Ann Vayo also recommended that the General Manager job description be reviewed as well, because she has three versions. Agenda item tabled for next month's meeting.

10. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

10-1 Board Members: All board members will be at the next board meeting.

10-2 Staff Members: Secretary to the board, Shawna Staup, wanted to ensure that all the board members received the email of SDRMA coverage for the district. She also stated that Tri Counties Bank will not talk to Chris or her regarding bank transactions and had drafted a letter allowing them to talk to them to be signed by the Board President. Secretary to the board Shawna Staup stated that the DOJ updated some laws regarding ADA and website accessibility, and has a meeting with Civic Plus to get more details. Director Chris Hunter suggested contacting our current website provider to see if they offer help with compliance.

Initials_____ Initials_____

11. Adjourn: 7:30 PM.

In compliance with the Americans with Disabilities Act, the Shasta Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, for that person to take part in the public meeting. A person needing assistance should contact the district office by mail at PO Box 2520, Shasta, CA 96087, 48 hours before the meeting. Accommodation may include, but is not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act

Board President

Secretary to the Board

**SHASTA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING
8:30 am Monday, November 3rd, 2025
11570 School Street, Redding, CA 96001
DRAFT MINUTES**

Board Members Present: President Valerie Coon, Vice President Dave Cross, Director Randy Smith, Director Jo Ann Vayo.

Board Members Absent: Director Chris Hunter.

Staff Members Present: General Manager Chris Koeper, Secretary to the Board, Shawna Staup.

1. Call to Order: President Valerie Coon called the meeting to order at **8:30 AM**

2. Approve Agenda Director Jo Ann Vayo motioned to approve the November 3, 2025, special meeting agenda. Vice President Dave Cross seconded the motion. The motion passed unanimously.

3. Public Comment Period

This time is set aside for members of the public to address the District on matters not on the agenda and matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open to public comments. By law, the Board of Directors cannot decide on matters not on the agenda. The Board will customarily refer these matters to the General Managers' Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

None present.

4. Closed Session:

Closed the open session: President Valerie Coon closed the open session at **8:31 AM**.

Open the closed session: President Valerie Coon opened the closed session at **8:31 AM**.

4-1 "Closed Session. (Gov. Code 54957)

Public Employee Evaluation"

Closed the closed session: President Valerie Coon closed the closed session at **9:42 AM**.

Open the open session: President Valerie Coon reopened the open session at **9:42 AM**.

Report on closed session: No action taken.

5. Oral Communications:

These Comment sessions are for information and reporting purposes only. Board action cannot be taken. If it becomes apparent that action is necessary or desired, the matter(s) will be scheduled on a subsequent board agenda.

5-1 Board Members: None.

5-2 Staff Members: None.

6. Adjourn: 9:42 AM.

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General Manager Report

November 2025

- Water consumption for October: This Year – 49 Acre Feet
Last Year – 48 Acre Feet
- Water Samples:
 - Total Coliforms & E Coli (Present / Absent) – Done Monthly
Victoria Highlands: Absent for both
Newfound Way: Absent for both
Valparaiso Way: Absent for both
 - TTHM Max Contaminant Level: 80 ug/L – Done Quarterly
The next sample will be done in December
 - HAA5 Max Contaminant Level: 60 ug/L – Done Quarterly
The next sample will be done in December
- We have been working on the CUSI business requirements and academy.
We think we will be able to switch over by January 1st.
- The price for the ground penetrating radar pipe locator was reduced from \$18,000 to \$16,590. However, the original quote didn't include a tablet which we will need. The cost of the tablet is \$875, freight charge of \$475 and sales tax of \$1,266 brings the total to \$19,206.21. Training is at no cost. It comes with a one year warranty.

- I reviewed the draft watershed sanitary survey. We are required to have a watershed sanitary survey done every 5 years. PACE Engineering does one for all of Shasta County and the agencies pay based on the number of connections they have.
- We had our annual chlorinator system service.

Shasta Community Services District Workplace Violence Prevention Plan

November 18, 2025

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
- C. Workplace Violence Emergency Response Scenarios & Procedures
 - Workplace Violence Act or Threats
 - Active Shooter
 - Bomb Threat
 - Civil Unrest
 - Medical Emergencies
 - Suspicious Package

Policy

Shasta Community Services District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6401.9. Our written Plan is located at 11570 School Street, Redding, CA, 96001.

Definitions

Emergency: Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The Workplace Violence Prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules that are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The District's General Manager is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

General Manager

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees to discuss the identification of workplace violence-related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigation of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

The general manager is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management, staff, and contractors about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Contractors

The District will implement the following effective procedures to coordinate the implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling contractor.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Board of Directors. In the

event a supervisor or manager is not available, the employee can report an incident directly to the Board of Directors. A strict non-retaliation policy is in place. An anonymous reporting form will be available for employees to report to the general manager or Board of Directors.

Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the general manager, supervisor, and Board of Directors.
- Call the Shasta County Sheriff Department

Upon being notified of a workplace violence emergency, the general manager or designated “person-in-charge” will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the general manager and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year’s workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The general manager will implement the following procedures to correct the identified workplace violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.

- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the general manager or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras, if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.

- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation, and correction, and incident investigations will be maintained for 5 years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, contents, or a summary of the training sessions, and names of persons conducting the training, will be maintained for a minimum of 3 years

Cal/OSHA Reporting of Work-Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment at (833) 579-0927.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section, as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID #*:	Date and Time of Incident:	Department:
-----------------	----------------------------	-------------

* Do not identify the employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

--

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	☐ 1	☐ 2	☐ 3	☐ 4
	☐ 1	☐ 2	☐ 3	☐ 4

Where Incident Occurred:

☐ Workplace	☐ Parking lot	☐ Outside of Building	☐ Outside of workplace
------------------------------------	--------------------------------------	--	---

Type of Incident (check as many apply):

☐ Robbery	☐ Grabbed	☐ Pushed
☐ Verbal threat/harassment	☐ Kicked	☐ Scratched
☐ Sexual threat/harassment/assault	☐ Hit with an object	☐ Bitten
☐ Animal attack	☐ Shot (or attempted)	☐ Slapped
☐ Threat of physical force	☐ Bomb threat	☐ Hit with a fist
☐ The threat of the use of a weapon or object	☐ Vandalism (of the victim's property)	☐ Knifed (or attempted)
☐ Assault with a weapon or object	☐ Vandalism (of employer's property)	☐ Arson
☐ Robbery	☐ Other:	

Workplace violence committed by:

☐ Family or friend	☐ Client	☐ Coworker
☐ Partner/Spouse	☐ Family or friend of the client	☐ Manager/Supervisor
☐ Former Partner/Spouse	☐ Customer	☐ Stranger w/criminal intent
☐ Parent/Relative	☐ Family or friend of the customer	☐ Other:

Circumstances at the time of the incident:

☐ Employee performing normal duties	☐ Working in poor lighting	☐ Employee rushed
☐ Employee is isolated or alone	☐ Unable to get help or assistance	☐ Working during low staffing levels
☐ Working in a community setting	☐ Working in an unfamiliar/new location	☐ Other:

Consequences of the incident:

Law enforcement/Security called? ☐ Yes ☐ No. If yes, explain:
Were actions taken to protect employees from continuing threats or other hazards? ☐ Yes ☐ No. If yes, explain:
Any injuries? ☐ Yes ☐ No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? ☐ Yes ☐ No. If yes, explain:
Did the severity of injuries require reporting to Cal/OSHA? ☐ Yes ☐ No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

Appendix B

WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM

Assessed by: Chris Koeper	Title: General Manager
---------------------------	------------------------

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action Plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
X		Does staff have contact with the public?	We have contact with the public both in the district office and out in the Field.
X		Does staff exchange money with the public?	We receive payments in the district office.
X		Does staff work alone?	Staff sometimes work alone in the district office.
X		Is the workplace often understaffed?	The workplace is sometimes understaffed. The workload is not consistent. Emergencies and other unforeseen circumstances play a big factor in this.
	X	Is the workplace located in an area with a high crime rate?	
	X	Does staff enter areas with high crime rates?	
X		Does staff have mobile workplaces?	Operators generally are required to travel around the district in order to complete job duties.
	X	Does staff perform public safety functions that might put them in conflict with others?	
X		Does staff perform duties that may upset people?	Occasionally staff shuts off water to customers for non-payment. Water to customers can also be shut off due to emergencies.
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Building Interior	Comments:
	X	Are employee ID badges required?	Employees do have shirts and sweaters that identify them as District employees.
X		Are employees notified of past workplace violence events?	The staff is notified of workplace violence events.
	X	Are trained security personnel or staff accessible to employees?	
X		Are bullet-resistant windows or similar barriers used when money is exchanged with the public?	We do have a barrier where money is exchanged with the public. Access beyond the district lobby is restricted by locked doors. The front counter also has a barrier when exchanging money with The public.
X		Are areas where money is exchanged visible to others?	Cash being exchanged is visible to the lobby through a plexiglass Barrier.
	X	Is a limited amount of cash kept on hand with appropriate signage?	
X		Could someone hear an employee who called for help?	This is not always the case as employees occasionally work alone.
X		Do employees have a clear line of sight of visitors in waiting areas?	
X		Do areas used for client or visitor interviews allow co-employees to observe problems?	
X		Are waiting and work areas free of objects that could be used as weapons?	
X		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
X		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
	X	Are private, locked restrooms available for employees?	Restrooms are located behind doors that lock to the public, but do not keep other employees out.
X		Do employees have a secure place to store personal belongings?	

Yes	No	Building Exterior/Parking Lot	Comments:
X		Do employees feel safe walking to and from the workplace?	
X		Are the entrances to the building clearly visible from the street?	
X		Is the area surrounding the building free of bushes or other hiding places?	
	X	Are security personnel provided outside the building?	There are barriers between the public and staff.
X		Is video surveillance provided outside the building?	
X		Is there enough lighting to see clearly?	
	X	Are all exterior walkways visible to security personnel?	All walkways are visible, but we don't have security personnel.
X		Is there a nearby parking lot reserved for staff?	
	X	Is the parking lot attended and secure?	
X		Is the parking lot free of blind spots, and landscape trimmed to prevent hiding?	
X		Is there enough lighting to see clearly?	
X		Are security escorts available?	

Yes	No	Security Measures	Comments:
		Is there a response Plan for workplace violence emergencies?	
X		Are there physical barriers? (between staff and clients)	Staff are behind locked doors. There is also a barrier between the lobby and the clients.
X		Are there security cameras?	
	X	Are there panic buttons?	The district is in the process of getting them installed.
X		Are there alarm systems?	
	X	Are there metal detectors?	
	X	Are there X-ray machines?	
X		Do doors lock?	
X		Does the internal telephone system activate emergency assistance?	
	X	Are telephones with an outside line programmed for 911?	It would be faster to dial 911.
X		Are there two-way radios, pagers, or cell phones?	All employees have cell phones
	X	Are there security mirrors?	
X		Is there a secured entry?	
	X	Are there personal alarm devices?	
X		Are there "drop safes" to limit available cash?	
	X	Are pharmaceuticals secured?	We do not have pharmaceuticals.
X		Is there a system to alert staff of the presence, location, and nature of a security threat?	We use cell phones.

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: *BI* – Building Interior, *BE* – Building Exterior, *PA* – Parking Area, *SM* – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge, like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict that violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the General Manager to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle, quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at the shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives, remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons, if known.

Training resource:

- Department of Homeland Security
- DHS Active Shooter Preparedness Video

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase it and immediately notify the General Manager.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM	
Time call received:	Time call ended:
Document any information from the phone display window:	
Engage caller as long as possible and document their words:	
Attempt to obtain information about the device:	
When will the device detonate or activate?	
Where is the device located?	
What kind of device is it?	
What does the device look like?	
Voice Description	
☐ Male	☐ Young
☐ Female	☐ Adult
	☐ Senior
☐ Calm	Accent? ☐ Yes ☐ No
☐ Nervous	Describe:
Did you recognize the voice? Who?	
Did the caller have knowledge of the building?	
Unusual phrases:	
Any background noise or distinctive sounds?	
Name of the person who received the call	

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place, the Administrator or person-in-charge will advise employees and guests of the emergency. Please note that employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

Non-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move the person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, a face mask if comforting a person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves and, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide personal information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/or title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil, or oil stains are visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

This Policy supersedes all previous Policies and any and all amendments thereto.

Passed and adopted by the Shasta Community Services District at a regular meeting thereof held on November 18th, 2025, by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:

Secretary to the Board
Shawna Staup

Board President
Valerie Coon

Employee Handbook

Shasta Community Services District

Revised June, 2021

DRAFT November 2025

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Introduction

Introduction

Welcome! As an employee of Shasta Community Services District (SCSD), you are an important member of a team effort. We hope that you will find your position with SCSD rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of SCSD.

This employee handbook **explains** the terms and conditions of employment of all full- and part-time employees, **the General Manager**, and supervisors. Written employment contracts between SCSD and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. If you have any questions about our policies and practices that are not answered by this handbook, please feel free to ask your supervisor or the General Manager.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Contract Disclaimer ?

This Employee Handbook is not a contract. Accordingly, it should not be interpreted to create any expressed or implied contractual rights between SCSD and any employee. It is expressly understood that the contents of this Handbook do not constitute the terms of a contract of employment or benefits. Thus, this Handbook should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid and should not be relied upon by current or prospective employees.

SCSD reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be made in writing and must be approved and signed by the **Board of Directors**.

Employment Practices

SCSD Rights (Board Policy)

SCSD Board of Directors (BOD) shall oversee the General Manager in the same way the GM oversees the employees.

The Board of Directors, through its General Manager (GM), has the exclusive right, in accordance with applicable laws and regulations, to maintain the efficiency of SCSD operations and take all necessary action to prepare for and carry out SCSD's mission, Board Policy, and to take certain actions, including, but not limited to, the following:

1. Hire, train, promote, direct, classify, and assign employees, offer overtime work, relieve employees from duty, determine the content of job classifications, and establish just compensation for employees;
2. Discipline or dismiss employees;
3. Determine SCSD's budget and organization;
4. Determine the methods, means, and personnel by which SCSD operations are to be conducted, and determine and effectuate methods of implementing the foregoing;
5. Have full charge and control of the maintenance and operation of SCSD;
6. Discharge those duties prescribed by law; and
7. Have the right to reallocate funds when a position becomes vacant.

Equal Employment Opportunity (Board Policy)

SCSD is an equal opportunity employer and makes employment decisions on the basis of merit. SCSD's policy prohibits unlawful discrimination based on race, color, creed, age, gender, gender identity, sexual orientation, national origin or ancestry, religion, marital status, military service, pregnancy, physical or mental disability, medical condition, including genetic characteristics, or any other consideration made unlawful by applicable federal, state, or local laws. It also includes a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. SCSD maintains a zero tolerance of violations of this policy by any employee or other persons doing business with SCSD, and will take prompt and appropriate measures to enforce an atmosphere of non-discrimination in the workplace.

Any employee with questions or concerns about discrimination in the workplace should bring these issues to the attention of the General Manager or Board of Directors of SCSD. Employees can raise concerns, report problems, or make complaints without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, or submitting a fraudulent complaint will be subject to corrective action up to and including termination.

Accommodations for Disability (Board Policy)

The employment-related provisions of the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) apply to all employees and job applicants seeking employment

with SCSD. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

SCSD will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform SCSD to request an evaluation of such an accommodation. Generally, an interactive process meeting will be scheduled to discuss accommodations.

Contact your supervisor or the General Manager for further information.

Unlawful Harassment Including Sexual Harassment (Board Policy)

Policy Statement

SCSD strictly prohibits unlawful harassment. This includes harassment on the basis of sex, race, color, ancestry, religious creed, disability, medical condition, marital status, or any other protected class under applicable law.

Application

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

This policy applies to all officers and employees of the SCSD, including, but not limited to, full-time and part-time employees, the **General Manager**, per diem employees, temporary employees, and persons working under contract for the SCSD.

Harassment Defined

Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex in one of the above-described protected classifications, and:

1. Submission to the offensive conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
3. The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of what may constitute prohibited harassment include, but are not limited to, the following:

1. Kidding or joking about sex in one of the protected classifications;
2. Hugs, pats, and similar physical contact;
3. Assault, impeding or blocking movement, or any physical interference with normal work or movement;
4. Cartoons, posters, e-mails, and other materials referring to sex in one of the protected classifications;

5. Threats intended to induce sexual favors;
6. Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
7. Degrading words or offensive terms of a sexual nature in one of the protected classifications;
8. Prolonged staring or leering at a person;
9. Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity or any other protected classification under applicable law.

Procedure

Internal Reporting Procedure

1. Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others should immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable contacting. **If an employee needs to report to the GM, the report shall be made to any SCSD Director, depending on which Director the employee feels most comfortable contacting.**
2. Additionally, supervisors or **directors** who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

External Reporting Procedure

1. Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others may file a complaint with the California Department of Fair Employment & Housing (DFEH) or the Fair Employment & Housing Commission (FEHC). The phone number for DFEH is located in the phone book under government agencies.

Investigation

Upon filing a complaint with the SCSD, the complainant will be provided with a copy of this policy. The General Manager or **the BOD is who will be designated** to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors, and the Board will assume the role of the General Manager throughout the process.

Charges filed with the DFEH are investigated by the DFEH.

Internal Documentation Procedure

When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager **or the BOD**.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the

results shall be given to the complainant, the alleged harasser, the General Manager, and the Board of Directors.

Based on the report and any other relevant information, the General Manager or the BOD shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the General Manager or the BOD shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the General Manager or the BOD.

Confidentiality

All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

Remedies

Disciplinary Action

1. If the General Manager or the BOD determines that the complaint of harassment is founded, the General Manager or the BOD shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.
2. Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the SCSD's operations.

In the event a complaint is filed with the DFEH, and the DFEH finds that the complaint has merit, the DFEH will attempt to negotiate a settlement between the parties. If not settled, DFEH may issue a determination on the merits of the case.

1. Where a case is not settled and the DFEH finds a violation to exist, it can prosecute the charging party's case before the FEHC. Legal remedies available through DFEH and FEHC for a successful claim by an applicant, employee, or former employee include possible reinstatement to a former job; award of a job applied for; back pay; front pay; attorneys' fees; and, under appropriate circumstances, actual damages and/or administrative fines.
2. In the alternative, DFEH may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

Retaliation

Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the SCSD, DFEH, or FEHC is strictly prohibited by the SCSD and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including termination of employment.

Employee Obligation

Employees are not only encouraged to report instances of harassment, but they are also obligated to report instances of harassment.

Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

1. Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and
2. Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a SCSD investigation of alleged harassment.

Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including termination of employment.

Immigration Law Compliance (Board Policy)

SCSD employs only United States citizens and non-citizens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility no later than three (3) days following the date of hire. If appropriate documentation is not received within this time, the employment relationship will be terminated.

Job Duties & Job Descriptions

SCSD maintains job descriptions for each job classification. Such job descriptions contain a general summary of the job duties and background, essential job functions, and physical/environmental factors associated with performance of the job. Job descriptions are used for such purposes as employment advertising, pay rate assignment, selection testing, including pre-employment medical assessments, work-related injury assessments, and performance evaluations.

An employee's job responsibilities that are within the general scope, responsibilities and skills required may change at any time during employment. From time to time, an employee may be asked to work on special projects or to assist with other work if necessary or important to the operation of the department or SCSD. An employee's cooperation and assistance in performing such additional work is expected. Additionally, work hours and/or schedules may be subject to change at any time during employment. Employees are expected to cooperate and perform additional work or work a different schedule as requested.

Responsibilities

Employees of SCSD may expect that:

- They will be fully informed of their duties and responsibilities;
- They will be provided with adequate administrative and supervisory direction;
- Their work performance will be regularly appraised, and they will be encouraged and helped to improve their level of performance;

- Their eligibility for promotion will be dependent on demonstrated merit and availability of positions;
- Their treatment in all aspects of personnel administration will be impartial and without regard to race, religious creed, color, ancestry, sex, age, marital status, gender identity, sexual orientation, pregnancy, childbirth or related medical condition, national origin, cancer-related medical condition, or disability, and with proper regard for their privacy and constitutional rights as citizens; and
- Mediocrity and incompetence will not be tolerated.

SCSD expects that its employees will:

- Perform the duties and responsibilities contained in their job description;
- Be courteous and professional;
- Provide faithful and effective performance;
- Effectively contribute to SCSD's mission and purpose;
- Respect proper protocol and the normal chain of command;
- Display proper personal conduct for the position; and
- Not abuse the rights, privileges, and benefits provided by the employment with SCSD.

Temporary Reclassifications

The General Manager may temporarily assign an employee to perform work normally performed by another employee at a different level or salary.

An employee temporarily assigned to perform work of a lower paid employee shall not have his or her salary reduced, and an employee temporarily assigned to perform work of a higher paid employee shall receive compensation equal to the lowest salary step for that position that would provide for an increase in pay for all time spent in the acting position in excess of four (4) consecutive work weeks and continuing only until such time as the employee is returned to his or her original job duties. Temporary assignments to a higher-paid class need to be in writing and approved by the General Manager.

Probationary Period (Board Policy) The first one hundred eighty days (180) of continuous employment at SCSD is considered a probationary period. During this time, you will learn your responsibilities and get acquainted with fellow employees. Upon completion of the trial period, the General Manager (or the BOD if the position is the GM) will conduct a performance evaluation. If the General Manager considers your performance satisfactory and decides to continue your employment, he/she will advise you of any improvements expected from you verbally and on the performance evaluation itself. Completion of the trial period does not entitle you to remain employed for any definite period of time. Employees are eligible for health insurance on the 1st of the month after 60 days of employment.

Categories of Employment

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Regular Full-Time

Regular full-time employees are those who are scheduled for and do work 40 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook.

Regular Part-Time

Regular part-time employees are those who are scheduled for and do work fewer than 40 hours per week, but not fewer than 20 hours. Regular part-time employees are eligible for the following SCSD benefits: pro rata vacation, sick leave, and holidays.

Temporary

Temporary employees are hired for a limited period or for a specific purpose (such as emergencies). All temporary employees serve at the will of the General Manager and may be dismissed without cause or right of appeal, grievance, or hearing.

The General Manager shall determine the terms and conditions of employment for temporary employees on a case-by-case basis. Temporary employees are not entitled to employee benefits beyond those required by federal and state laws.

Hiring of New, Re-Employed, or Reinstated Employees

This process will apply to all staff positions except the General Manager, who shall be hired by the Board of Directors.

Employees who wish to be considered for posted jobs should submit a written request to that effect to the hiring manager. All employees applying for any posted position must meet at least the minimum qualifications of the position description. The field of candidates is not limited to in-house employees. In the selection process, SCSD may consider a number of factors, including the employee's applicable skills, knowledge, and education, performance and conduct record, time in current position, length of service, and other factors deemed relevant by SCSD.

Former employees who resigned their employment with SCSD may be eligible for re-employment, and those employees who were laid off may be eligible for reinstatement. Consideration will be given to factors concerning prior work experience, the former employee's work record, and circumstances involving the prior separation from SCSD. At SCSD's discretion, former employees being considered for re-employment or reinstatement may be subject to the same pre-employment testing processes as potential new hires.

The General Manager or (or the BOD if the position is the GM) must review each candidate before a final determination is made with respect to rehiring any former employee. Under normal circumstances, employees will not be eligible for rehire more than one time. The General Manager or (or the BOD if the position is the GM) must give final approval on all rehires.

Terms of Employment (Board Policy)

Driver's License

A candidate for employment must possess and maintain a valid California motor vehicle driver's license at the required level if driving is required in the duties of a position. If driving is not required, a California Identification Card is required. Insurability and compliance with established SCSD vehicle operation standards are a condition of employment.

Background Security Check

Within ten (10) days of the initial offer of employment, a background authorization form shall be completed for processing on each new employee who has passed his/her interview. Background checks for former employees are performed at the discretion of the General Manager.

No person shall be employed by SCSD who has been convicted of a violent crime or felony.

Performance Evaluations

Each employee's supervisor will prepare, in writing, a performance evaluation for each employee. All performance evaluations become a permanent part of the employees' records. Each employee shall sign and receive a copy of all written evaluations. Performance evaluations will be prepared in the following instances:

- a. When an employee has worked an initial six (6) month period in his or her new job classification (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job positions);
- b. Upon completion of the employee's first eighteen (18) months of service and annually thereafter, on or before July 1;
- c. Whenever the employee's supervisor believes there has been a significant change in the employee's performance;
- d. Whenever requested by the General Manager or (or the BOD if the position is the GM).

Advancement within a salary range shall not be automatic but shall be given only upon affirmative recommendation of the employee's supervisor and approval of the General Manager or (or the BOD if the position is the GM). Based upon progress and productivity, employees may be considered for increase in salary according to the following schedule:

- a. After the first six (6) months of employment, the General Manager (or the BOD if the position is the GM) may grant such step increases as deemed appropriate, based on appropriate evaluation and the supervisor's recommendation, without the approval of the Board of Directors. Such step increases may be single-step increases or multiple-step increases.
- b. Merit step increases within the salary schedule shall be consistent throughout the salary ranges.

Employee Records (Board Policy)

Each employee has a right to inspect all documents in his/her personnel file, as provided by law, in the presence of an SCSD representative at a mutually convenient time. If you wish to inspect your file, please schedule an appointment with the General Manager. If you wish to make copies of any document, a reasonable fee may be charged.

SCSD will restrict disclosure of your personnel file to authorized individuals within SCSD. Any request for information contained in personnel files must be directed to the General Manager. Only the General Manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, SCSD will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employee References

All requests for references must be directed to the General Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, SCSD discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, SCSD will also inform prospective employers of the amount of salary or wage you last earned.

No other employee may provide information about a current or former employee without prior written authorization of the General Manager. Violation of this policy may result in disciplinary action up to and including termination.

Employee Information / Emergency Data

It is important that employees promptly notify SCSD of any changes to their personal information, including:

- Name
- Home and/or Mailing Address
- Telephone Numbers
- Email address
- Quantity, Names, and Status of Dependents
- Educational Accomplishments
- Marital or Registered Domestic Partner Status
- Payroll Deductions
- Benefit Plan Beneficiary

Employees are responsible for notifying the General Manager in the event of a name or address change.

Business Related Travel (Board Policy)

All business-related travel must receive prior approval from the General Manager. Employees will be reimbursed for the cost of authorized travel to any business-related meeting or attendance at training or seminar programs, or attendance at an out-of-area conference. Reimbursement will only be made when accompanied by appropriate receipts.

Covered Expenses

Examples of typical allowable costs include coach airfare, bus fare, train fare, or direct mileage at the rate established by the State of California, hotel, meals, transportation to and from hotel and airport, tips, and parking fees. Meals will be reimbursed based on California government rates. The meal may not include alcoholic beverages. Only original receipts will be accepted for reimbursement. Only employees of the Shasta CSD who are part of the specific business excursion are eligible for meal reimbursement. Copies of receipts will be rejected, and the employee will be responsible for payment of the bill. Reimbursable costs deemed excessive by the General Manager will not be reimbursed. Travel expenses for spouses or guests of staff customers will not be reimbursed.

Use of Personal & Rental Vehicles (Board Policy)

See the Driver Policy, dated September 16, 2025

Use of District Credit Card (Board Policy)

SECTION 1:

District credit cards shall be available to those employees for whom such assignment has been specifically approved. District credit cards are issued strictly for business purposes. Completed records must be submitted to the secretary with original receipts attached within five business days of availability. Only original receipts will be accepted.

Employees are expressly prohibited from making non-business-related purchases on the corporate credit card account. The credit card shall be revoked for misuse and/or abuse at any time and at the sole discretion of the General Manager or the Board of Directors. The monthly spending limit on the card shall not be exceeded. In addition, if an employee makes non-business-related purchases on the corporate credit card, the employee is responsible for paying SCSD for those amounts spent and is subject to disciplinary action and possible termination.

SECTION 2:

Prohibited Purchases

- *Construction materials of non-approved projects.*
- *Purchases that create personal benefits of any type, including, but not limited to: "Club Cards" from grocery stores, hardware stores, home improvement stores, or warehouse stores, or any business entity.*

- *Purchases that generate personal rebates of any sort.*
- *Items that are not completely justifiable as business purchases, as determined by the General Manager.*

SECTION 3:

Purchases Permitted

- *Business Travel* – coach rate airfare only, hotel accommodations, rental car/parking, meals, and other travel-related miscellaneous expenses, as described in the “Business Related Travel” section of this Employee Manual.
- *Conference Registration/Dues* – conference registration fees and/or corporate dues as approved by the supervisor and within the annual budgeted amount.
- *Periodicals/Publications* – subscriptions, guides, magazines as approved within the applicable department budget amount.
- *Miscellaneous* – any other business-related purchases not named above which have been approved by the supervisor, or within budget authority.
- *Motor Fuel* – Gasoline or Diesel.
- *Snacks* – specifically designated for meetings must be approved by SCSD.
- *Purchases in excess of \$500.00* – require a purchase order approved by the General Manager.

SECTION 4:

Credit Card Authority

1. It is the responsibility of the General Manager of the District to review every purchase and receipt to ensure compliance with all of the District's purchases.
2. The General Manager shall have the discretion, on SCSD's behalf, to apply for such credit cards and allocate a dollar limit per card **with Board notification**.
3. Such credit cards approved for use for SCSD shall be issued only to those employees authorized by the General Manager.
4. Any violation of the “Use of District Credit Card Policy” shall result in disciplinary action and possible termination.

Attendance & Punctuality

As an employee of SCSD, you are required to be punctual and regular in attendance. Regular attendance and being on time are critical to the operation of providing excellent customer-focused services. When you are absent, your assigned work must be performed by others.

Employees are required to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized SCSD business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

1. If you are unable to report for work on any particular day, you must, under all but the most extenuating circumstances, call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call less than one hour before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated and shall result in disciplinary action, up to and including termination.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three (3) days, SCSD will consider that you have abandoned your employment.

Approved Time Off

Employees who know in advance they will be absent or late are required to make the necessary arrangements with their supervisor. Planned time off includes any situation that might prevent an employee from reporting to work on time for any scheduled workday or that needs to be scheduled (e.g., vacations, doctor's appointments, personal obligations, leaves of absence, etc.).

If prior arrangements have not been made, employees must discuss an absence or inability to be at work on time directly with their supervisor.

Separation of Employment (Board Policy)

Separation of employment can be either voluntary or involuntary and may be initiated either by the employee or SCSD.

Voluntary Separation

When an employee resigns, the separation is considered voluntary. Employees are requested to give advance written notice, including all of the reasons for the resignation, to their supervisor. Generally, at least two weeks' notice is required in order to reflect that the employment separation was in good standing.

Involuntary Separation/Dismissal

An involuntary separation/dismissal is one that is initiated by SCSD for any reason other than a reduction in force.

Job Abandonment

An employee who has been absent for three (3) consecutive scheduled workdays without notification to his/her supervisor, and without extraordinary extenuating circumstances that can be verified, will be considered to have abandoned his/her job and voluntarily terminated his/her employment without notice. The last day worked will be the date of separation.

Failure to return from an approved leave of absence or vacation within the time limits established will also be considered as a voluntary termination of employment without notice. The date of the expiration of the leave or vacation will be the separation date.

Exit Interviews

Whenever possible, exit interviews will normally be conducted for all separating employees. This interview allows employees to communicate their views on working at SCSD as well as the job requirements, operations, and training needs of the position. At the time of the interview, or not later than the last day of employment, employees will be required to return all SCSD property issued or in his/her possession.

Final Pay

All accrued vested benefits that are due and payable will be paid upon separation of employment. The employee's final pay will be available either on the last day of employment or no later than the next payday following the processing of the normal pay period.

Return of Property

It is the responsibility of any separating employee to return all property issued to them by SCSD. All such property, including any keys, laptop computer, cell phone, manual, documents, and other items that the employee may have in his/her possession, must be returned on or before the last day of work.

Continuation of Group Health Insurance (Cal-COBRA)

Cal-COBRA is a state law that requires most employers sponsoring group health plans to offer covered employees and qualified beneficiaries the opportunity for a temporary extension of health coverage (called "continuation coverage") in certain instances where coverage under the plan would otherwise end. A similar federal law is applicable to SCSD. This extension of coverage is offered at group rates plus an administrative fee, the cost of which is fully borne by the employee or beneficiary.

Employees and dependents covered by SCSD's health insurance plan may have the right to choose continuation coverage if they lose group health coverage for certain reasons. These may include termination of employment, reduction in hours or leave of absence, death, divorce or legal separation of an employee, employee's entitlement to Medicare, or a dependent child who no longer meets eligibility requirements. In order to ensure rights to benefit continuation, it is the employee's responsibility to notify SCSD in writing within 60 days of certain qualifying events. Questions concerning COBRA qualifying events and eligibility requirements should be addressed to the General Manager.

Notification of Reductions in Work Force (Board Policy)

Under some circumstances, SCSD may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, SCSD will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, SCSD will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Compensation and Time Keeping

Salary Schedule (Board Policy)

With the exception of the General Manager and temporary employees, all SCSD employees shall receive the compensation in the basic salary schedule adopted by the Board, except that the Board may, at any regular meeting or special meeting duly called for that purpose, adjust the salaries or salary ranges by minute order or resolution.

Employees shall be employed at the first step of the salary range for the particular position to which the appointment is made. In the event an applicant is found to possess extraordinary qualifications for the position the applicant is being hired for, the General Manager may authorize the employment of such applicant anywhere within the appropriate salary range. For the purposes of this section, “extraordinary” means that the applicant has education, experience, and/or skill superior to that commonly required and expected for the position.

Work Schedule

Normal business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Employees are required to be ready to work at their scheduled starting time. To accommodate emergencies and/or special work assignments, working hours of all personnel may be adjusted as approved by the General Manager.

The workweek begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight. The workday begins at 12:01 a.m. and ends at midnight.

Employees shall be scheduled to work regular work shifts with regular starting and quitting times. SCSD may make temporary assignments to different or additional locations, shifts, or duties for the purpose of meeting an emergency or for special work assignments.

Pay Periods & Paydays

Pay periods are semi-monthly. Paychecks are normally available no later than the 5th and the 20th of the month at the SCSD office. If you observe an error on your check, please report it immediately to your supervisor.

Paychecks, or pay stubs if payroll is made by electronic deposit to the employee’s bank, are provided on pay days to employees at work or, upon written request of an employee, mailed to the home address of employees on payday. If a regular payday falls on a weekend or holiday, employees will be paid on the last day worked before the weekend or holiday.

Timekeeping / Time Records

It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require SCSD to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

Overtime work must always be approved before it is performed. In accordance with federal law, SCSD rounds this time to the nearest one-quarter hour/fifteen minutes.

It is the employee's responsibility to sign his/her time records certifying the accuracy of all time recorded.

All employees must include hours worked overtime on their time sheets.

Rest & Meal Periods

All regular, full-time employees may take periods of rest during the workday consisting of a ten-minute rest period in the morning, another ten-minute rest period in the afternoon, and a half-hour meal period.

Employees are required to notify their immediate supervisor at the beginning of any break or meal period. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.

Normally, employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time. Employees are responsible for making sure they take their breaks and meal periods.

Overtime for Non-Exempt Employees (Board Policy)

Employees may be required to work overtime as necessary. When necessary, overtime is mandatory, not voluntary. Employees who refuse to work overtime shall be subject to corrective action, up to and including termination, depending upon the circumstances.

Only actual hours worked in a given workday or workweek can apply in calculating overtime. SCSD will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must have prior authorization by a supervisor. The maximum compensation for overtime worked shall be one and one-half times the employee's regular rate of pay.

SCSD provides compensation for all overtime hours worked by non-exempt employees in accordance with federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.
- Compensation for hours in excess of eight hours in one workday or 40 in one workweek shall be paid at a rate of one and one-half times the employee's regular rate of pay;

- Holiday hours worked shall be paid at the overtime rate; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.
- No overtime shall be granted to employees off work due to illness, vacation, or compensatory time taken.

Overtime Exemption Status (Board Policy)

Based upon an employee's job duties and responsibilities, each employee is classified as either "exempt" or "non-exempt" for payroll purposes. These two terms refer to whether or not an employee is exempt from the overtime and minimum wage provisions of applicable federal wage and hour laws.

Exempt Status

Employees who are designated as "exempt" from overtime laws do not receive any compensation for overtime work. However, exempt employees are authorized to take a reasonable time off for personal use during normal working hours without loss of compensation. Exempt employees will have no time deducted for partial-day absences. However, exempt employees are expected to work whatever time reasonably is required to perform the duties of their position.

Positions currently designated by SCSD as exempt are:

- General Manager

Non-Exempt Status/Compensatory Time Off Option

Employees whose positions do not meet certain legal requirements necessary for exemption from applicable federal overtime laws are classified "non-exempt." Any questions regarding exemption status should be directed to the employee's supervisor or the General Manager.

Non-exempt employees may be provided with compensatory time off (at the rate of 1.5 hours of compensatory time off for each 1.0 hours of overtime work) for each hour of weekly overtime work performed, as requested and approved in advance by their supervisor. Employees will be allowed to utilize compensatory time off within a reasonable period after it is requested. However, requests that constitute an undue disruption to SCSD may be deferred (i.e., use of the compensatory time off may be on a day other than requested by the employee).

At termination of employment, any unused compensatory time off will be paid to the employee at their current hourly rate.

On-Call Pay

SCSD provides on-call (standby) compensation for water operators. Employees who are on-call must be able to respond to work within thirty minutes. Employees who cannot meet this requirement will be removed from the standby rotation. Employees who are required to be on-call during non-duty hours shall receive compensation at the rate of two (2) hours regular pay for every twenty-four (24) hour day during the weekend and holidays, and at a rate of one and a quarter hours (1.25) regular pay for every