

sixteen (16) hours during a normal weekday. All employees must include hours worked on their time sheets.

Payroll Deductions

SCSD is required by state and/or federal law to withhold a portion of an employee's pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions include, but are not limited to, the following items:

1. Federal Income Tax
2. State Income Tax
3. Medicare Deduction
4. Employee's contribution to Social Security
5. Court-Ordered Deductions (such as garnishments) and Tax Liens

Additionally, employees may authorize certain deductions to be made from their paychecks for reasons such as payment of group medical insurance premiums. All deductions, whether they are legally required or voluntary, are itemized on each employee's paycheck stub.

Paycheck Direct Deposit

SCSD offers automatic payroll deposits for employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the Administrative Assistant) and return it to him/her at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Pay Advances (Board Policy)

SCSD does not allow pay advances on either earned or scheduled but not yet worked hours. Employees are therefore not eligible to receive manually processed paychecks for hours worked through an existing pay period in advance of SCSD's normal payday, regardless of the reason for such a request.

Wage Garnishments

A garnishment is a legal levy by a creditor against an employee's pay. SCSD expects all employees to manage their personal finances so as not to involve SCSD. All garnishments and other attachment orders that are required by law will be honored. An employee who suspects this may happen to him/her

should review the situation with the General Manager immediately.

Deductions for Salaried Employees (Board Policy)

Employees paid on a “salary basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, a salaried employee will receive his/her full salary for any workweek in which he/she performs any work, regardless of the number of days or hours worked. A salaried employee may not be paid for any workweek in which he/she performs no work, subject to SCSD benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the salaried employee is ready, willing, and able to work. Deductions from pay are permissible when a salaried employee:

- Is absent from work for one or more full days for personal reasons other than sickness, vacation, or disability;
- Is absent for military duty and performs no work during the time off;
- Works less than a full week during the initial or final week of employment;
- Violates safety rules of major significance; or
- Violates written workplace conduct rules applicable to all employees and is suspended without pay for one or more full days.

It is SCSD policy to comply with these salary-based requirements. Therefore, SCSD prohibits all managers from making any improper deductions from the salaries of exempt employees. SCSD wants employees to be aware of this policy and know that SCSD does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor or to the General Manager.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Regular Employee Merit Wage/Salary and COLA (Board Policy)

The General Manager is responsible for evaluating and administering Merit Salary Adjustments for all authorized positions, excluding the General Manager position.

Merit wage/salary increases for all regular SCSD employees are based on employee performance, contributions, and standards.

Cost-of-living salary adjustments (COLA), when and if provided by the Board of Directors, shall be applied at exactly the same percentage rate to each position and classification in the salary and wage schedule.

Employment Benefits

General Information & Eligibility (Board Policy)

This section of the Handbook is intended to provide a general overview of the benefits currently available to eligible employees of SCSD. State and/or federal laws govern some of these benefits, while others are determined by SCSD or governed by a benefit provider. Should there be a discrepancy between the contents of this Handbook and a provision of an applicable law, benefit plan, or contract, then the law, plan document, or contract will prevail.

All employees should receive information regarding benefit plans during their initial employee orientation. This information includes summary plan descriptions, which are detailed benefit documents. Employees who have questions regarding benefit matters should speak with their supervisor or the General Manager, or the BOD

SCSD reserves the right to change, suspend, or eliminate any benefit at its sole discretion when conditions warrant and following the General Manager's or BOD's approval and communications to employees. Employees will be notified of any changes in employee benefit programs at meetings or through memos.

SCSD has developed a broad, comprehensive set of employee benefit programs to supplement our employees' regular wages. We are continually investigating new opportunities to improve our present programs as organizational funding and budgets permit.

It is our intent that the following pages will provide you with enough information as to their proper use.

Insurance Benefits (Board Policy)

Medical Insurance

Upon becoming a regular full-time employee and on the first of the month following 30 days of employment, all regular full-time employees are covered by the employer's group medical plan. Temporary, Introductory, and Part-Time employees are not eligible for medical benefits. Eligibility requirements and further information concerning medical coverage are described in detail in the medical plan description, which will be furnished to you.

Retirement

SCSD has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for our employees. The CalPERS retirement program is a defined benefit program - "2.0% @ age 60" Formula through CalPERS and "2.0% @ age 62" for new PEPRAs employees.

SCSD pays 100% of both the employee and employer portions of the costs associated with this retirement program. The monthly retirement allowance is determined by age at retirement, years of service credit, and final compensation. The basic benefit is the contracted formula (2%) times the final compensation for each year of credited service upon retirement at age 60 or 62. SCSD's contract with CalPERS provides for calculating the compensation for retirement purposes based on the highest three years. To be eligible for service retirement, a customer must be at least age 50 and have five years of CalPERS credited service. There is no compulsory retirement age.

Holidays (Board Policy)

SCSD provides 12 paid holidays for all regular full-time employees. If a regular part-time employee is normally scheduled to work on a holiday, that employee will be compensated for his or her normally scheduled work hours on that holiday. Temporary employees are not entitled to paid holidays unless otherwise provided by the General Manager.

SCSD observes the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. Whenever an observed holiday falls on a Tuesday, the previous Monday shall also be observed. Whenever an observed holiday falls on a Thursday, the following Friday shall also be observed.

Regular full-time employees who are called in to work on a regularly scheduled holiday or vacation day, and work 4 hours or more, shall be entitled to one of the following:

- Receive the full 8 hours of holiday pay plus the time worked as overtime.
- Receive the full 8 hours of holiday pay plus CTO for the time worked.

Vacation (Board Policy)

Regular full-time employees and regular part-time employees earn vacation for each year of continuous employment (beginning on start date) as follows:

Years of Service	Accrual per PP	Maximum Accrual Days
0 – 4	3.34	10
5 – 9	5.00	15
10 – 14	6.34	19
15 – Thereafter	6.67	20

Vacation accrues on a bimonthly basis on the last day of the pay period, based upon regular hours (not overtime hours) paid.

Vacation can accrue for up to two years (The General Manager can approve an exception on a case-by-case basis). Once this cap is reached, no further vacation will accrue until some vacation is used. An employee may not use vacation in advance of its accrual.

Employees become eligible to take accrued vacation after their trial period ends. SCSD will make every reasonable effort to allow employees to take vacation when requested. In order to ensure minimum staffing levels to meet customer service and workload needs, requests for vacation will be granted only when staffing requirements permit and upon mutual agreement of the employee and their supervisor.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. Vacation will be paid at the employee's regular rate of pay at the time of termination.

Sick Leave (Board Policy)

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. SCSD will not tolerate abuse or misuse of your sick leave privilege.

SCSD offers paid sick leave to regular full-time and part-time employees. Paid sick leave accrues at the rate of .0460 per regular hour worked, up to twelve (12) days per year. Employees who are in unpaid status (i.e., not at work and not using vacation or sick leave benefits) do not accrue sick leave time.

Any unused sick leave will be carried forward from one year to the next. SCSD does not pay employees in lieu of unused sick leave. Any sick leave hours unused at the time of termination cannot be cashed out.

If you are absent longer than three (3) consecutive days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to SCSD may be required.

School Activities Time Off for Children (Board Policy)

California Law allows a parent or guardian to take up to a total of 40 hours of time off each calendar year (but no more than 8 hours in one month) without pay to participate in their children's activities at school (grades K through 12) or licensed day care. The absence is subject to all of the following conditions:

- Employees planning to take time off for school visitations must provide as much advance notice as possible and must be approved by the employees' supervisor.
- If both parents are employed by SCSD, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or

her supervisor.

- Employees must use accrued vacation or compensating time off in order to receive compensation for this time off.
- Employees who do not have accrued vacation time or compensatory time off available will take the time off without pay.

Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

- Employees must use accrued vacation or compensating time off in order to receive compensation for this time off;
- Employees who do not have accrued vacation time or compensatory time off available will take the time off without pay.

Bereavement Leave (Board Policy)

SCSD grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to five (5) consecutive scheduled workdays off with pay with the approval of SCSD. The employee's supervisor may approve additional unpaid time off.

Jury Duty & Witness Leave (Board Policy)

SCSD recognizes and supports its employees' obligations to appear for jury duty or when required by law to appear in court as a witness pursuant to Government Code Section 1230.1. SCSD paid leave is not granted where the employee is a party to the litigation or an expert witness. Therefore, it provides a paid leave of absence for jury duty and witness leave. Under California's Code of Civil Procedure, Section 215, public agency employees (as defined in Section 481.200 - which includes SCSD employees), may not be paid the fee for jurors when they receive regular compensation and benefits while performing jury service. Therefore, SCSD employees are expected to report for work whenever the court schedule permits and to turn into SCSD any compensation, excluding mileage and parking reimbursement, received from the court or the party on whose behalf the employee testifies. In no event shall double pay to the employee result from court duty. SCSD will not compensate the employee for mileage or meal expenses, unless the employee is testifying on a SCSD-related matter. Employees must notify their supervisor immediately upon receipt of a jury duty or witness summons.

If a deferment is deemed necessary after consulting with the employee's supervisor, the employee should then request a letter be sent to the Jury Commissioner stating the reason(s) for deferment.

An employee who is the victim of certain felonies, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a victim may be eligible to take unpaid leave to be absent from work to attend judicial proceedings related to that crime.

Employees should see their supervisors if they have questions about the jury or witness duty policy.

Unemployment Insurance (Board Policy)

Unemployment compensation provides a weekly benefit for a specified period due to a qualifying condition of unemployment. These benefits change periodically and are established by State law. Employees do not contribute to this benefit.

Unemployment insurance benefits are not available to employees who voluntarily quit without good cause or who are terminated for work-related misconduct injurious to the SCSD. At the time of employment separation, employees may, upon request, be provided with a booklet published by the Employment Development Department explaining benefits, eligibility, and claim-filing procedures.

Seminar Attendance & Continuing Education (Board Policy)

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of SCSD or the individual employee. Attendance at such activities may be required by SCSD or requested by individual employees and is subject to their supervisor's approval.

Seminars

Where attendance is required or authorized by SCSD, SCSD will reimburse reasonable expenses that generally include registration fees, materials, meals, transportation, and parking. Employee attendance at such authorized outside activities will be considered time worked, and the employee will be compensated in accordance with normal payroll practices.

Professional Licenses and/or Certifications

Licenses and/or certifications may be required by law as a condition of employment. The Board of Directors and/or General Manager may specify additional licenses and/or certifications for each job classification.

Leaves of Absence

General Information

Employees may need to request a leave of absence for a variety of reasons. A request for a leave of absence should be made with the employee's supervisor. It is the employee's responsibility to ensure that SCSD receives all necessary documentation regarding the leave and any subsequent requests for extension fifteen (15) days prior to the effective date. Employees absent without leave and those who fail to return to work promptly at the end of a leave are considered to have voluntarily resigned their positions.

The employee will remain in paid status with SCSD during the period of leave as long as the employee utilizes appropriate and approved leave benefits (i.e., sick and vacation, depending on the type of leave). The employee will be in unpaid status with SCSD once appropriate accrued leave balances have been exhausted, or in some cases, at the employee's election, accrued leave balances are not being utilized.

Employee benefit accruals, such as vacation, sick time, and holiday benefits, will continue during periods of leave of absence as long as the employee remains in paid status. Employee benefit accruals will be suspended during leaves where the employee is in unpaid status (see, Benefits section), and will resume upon the employee's return to paid status.

SCSD may attempt to accommodate employees returning to work from injuries or illnesses with short-term "modified duty" assignments when practical. Such accommodations may be made depending upon the extent and nature of the work restrictions imposed by the health care provider, the anticipated duration of the restrictions, the availability of modified duty assignments, and other relevant considerations.

Instances may exist where two or more leave of absence policies provide overlapping protection for eligible employees. It is the intention of SCSD's policies to limit employees to the time available under the single most favorable leave of absence policy and to prevent employees from exceeding the limitations of that policy. This means that all leaves of absence run concurrently as provided by law.

Accordingly, any leave of absence that is taken by an employee under any policy that could have been taken under any other policy of SCSD (if the employee had requested to do so) shall be credited against the maximum limit on leaves established in each of the policies that provided the employee a basis to request a leave of absence. The sections below provide more detailed information regarding the different types of leaves of absence. We have attempted to address all issues related to compensation, use of accrued leave balances, and continuation of employee benefit plans. However, additional issues may arise that have not been contemplated. Any unanticipated issues will be addressed as provided by law or on a case-by-case basis.

Pregnancy Disability Leave

Any female employee planning to take Pregnancy Disability Leave (PDL) should advise their supervisor as soon as possible. The employee should also inform their supervisor when such leave is expected to begin and how long it will likely last. The employee should make arrangements with their supervisor regarding the scheduling of any planned medical treatment or appointments in order to minimize disruption to the operations of SCSD.

Upon the request of an employee and recommendation of the employee's health care provider, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

The following conditions also apply:

1. PDL begins when ordered by the employee's health care provider. The employee must provide their supervisor with a certification from a health care provider containing:
 - A. The date on which the employee became disabled due to pregnancy;
 - B. The probable duration of the period or periods of disability; and
 - C. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
 - D. Return to work from PDL will be allowed only when the employee's health care provider endorses a release that must be submitted to the employee's supervisor.
2. The duration of the leave will be determined by the employee's health care provider, but in accordance with regulations, may be for not more than 88 working days. Regular part-time employees are entitled to leave on a pro rata basis. The 88 working days of available leave include any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
3. The employee will remain in paid status while using appropriate accrued leave (sick or vacation) during a PDL to satisfy any disability waiting periods and/or to supplement disability benefits in order to maintain the equivalent of full salary.
4. The employee will be in non-paid status after exhaustion of appropriate accrued leave balances or at the employee's election not to use accrued leave benefits.
5. During the period of PDL, SCSD will continue payment of all premiums for employee benefit plans in place at the time the leave begins. SCSD will also continue the employer contribution for employee benefit premiums as if the employee were not in leave status, as required by law or regulations. The employee must reimburse SCSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by SCSD within 30 days of the date of the invoice or written notification. If SCSD does not receive the reimbursement from the employee within 30 days, SCSD can cancel any policies and/or plans for which they have not been reimbursed.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a PDL, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

FMLA and CFRA Leave

Employees may need to request a leave of absence that qualifies for the protections under the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA). Generally, FMLA and CFRA provide for up to 12 weeks of unpaid leave resulting from a serious health condition that renders the employee unable to perform the essential functions of their job or a serious health condition affecting the employee's spouse, child, or parent for whom the employee needs to provide care. For an employee to qualify for FMLA or CFRA, the employee must have worked for SCSD for at least 12 months and worked at least 1,250 hours in the past 12 months. In addition, the employee must be employed at a worksite where the employer employs at least 50 employees within 75 miles of that worksite.

An employee requesting a leave of absence pursuant to the provisions of FMLA and/or CFRA must make the request to their supervisor. The following conditions also apply:

1. The employee will remain in paid status while using appropriate accrued leave balances (sick or vacation).
2. The employee will be in non-paid status after exhaustion of appropriate accrued leave balances or at the employee's election not to use accrued leave benefits.
3. If disability insurance is applicable, the employee may elect to coordinate appropriate accrued leave balances, to the extent available, to maintain the equivalent of full salary.
4. During the period of leave, SCSD will continue payment of all premiums for employee benefit plans in place at the time the leave begins. SCSD will also continue the employer contribution for employee benefit premiums, as if the employee were not in leave status, for up to 12 weeks as required by law or regulations. The employee must reimburse SCSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by SCSD within 30 days of the date of the invoice or written notification. If SCSD does not receive the reimbursement from the employee within 30 days, SCSD can cancel any policies and/or plans for which they have not been reimbursed.

Personal Leave

Requests for personal leaves of absence will be considered on a case-by-case basis, typically based on factors related but not limited to staffing levels in the department, existing or projected workload demands, the requesting employee's work record, the basis of the request, and so long as approval of the leave does not cause SCSD to incur additional costs and/or hardship. Personal leaves are generally considered for personal reasons such as a verifiable family or personal emergency not provided for by legally mandated leaves of absence, to complete a short-term educational requirement not associated with a condition of the employee's present job, or to attend to a medical condition not otherwise eligible or qualified under legally mandated leaves of absence.

Employees who are victims of domestic violence, sexual assault, or a violent or serious crime are eligible for leave, which is a form of personal leave, subject to the applicable laws and regulations.

Personal leaves must be approved by the employee's supervisor and the General Manager and shall be for an initial period not to exceed 180 calendar days, unless otherwise approved by the supervisor and the General Manager. Requests for an extension of the initial leave will not be considered unless submitted in writing with reasons for the extension prior to the expiration of the initial period granted and shall not exceed an additional 90 calendar days.

Additional conditions related to approved personal leave are as follows:

1. The employee will remain in paid status while using appropriate accrued leave balances (sick and vacation). Appropriate accrued leave, to the extent available, must be utilized during the period of leave.
2. The employee will be in non-paid status after exhaustion of appropriate accrued leave balances.
3. If disability insurance is applicable, the employee must coordinate appropriate accrued leave balances, to the extent available, to maintain the equivalent of full salary.
4. SCSD will continue payment of premiums for employee benefit plans in place at the time the leave begins. SCSD will also continue payment of the employer contribution for employee benefit premiums, as if the employee were not in leave status, through the end of the month in which the employee is in paid status. The employee must reimburse SCSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by SCSD within 30 days of the date of the invoice or written notification. If SCSD does not receive reimbursement from the employee within 30 days, SCSD can cancel any policies and/or plans for which they have not been reimbursed.
5. Once all appropriate accrued leave balances are exhausted and/or the employee is in unpaid status, and at the employee's election to continue the benefit plans while on leave, SCSD will continue payment of premiums for all employee benefit plans, but the employee must reimburse SCSD for such benefit premiums. Reimbursement must be received by SCSD within 30 days of the date of the invoice or written notification. If SCSD does not receive the reimbursement from the employee within 30 days, SCSD can cancel any policies and/or plans for which they have not been reimbursed.
6. If the employee is absent because of a medical condition or procedure, they must provide a physician's certificate stating that they are fit for duty upon return.

While SCSD may endeavor to allow the employee to return to their same job, SCSD is not required to reserve the job of any employee who takes an authorized personal leave of absence, and such employees do not have a right or expectation to return to the same or similar job upon completion of the leave.

Workers' Compensation Leave

If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be allowed to take an unpaid leave of absence while receiving workers' compensation benefits. Certification from a recognized medical professional confirming the necessity of the leave must be provided to SCSD within fourteen (14) days after the leave begins. The duration of the leave will be determined on a case-by-case basis, considering both the injured employee's medical condition and SCSD's business needs.

The employee may elect during such absence to apply sick leave on a prorated basis to such absence and receive compensation in an amount equal to the difference between compensation received as regular salary and the amount received as Workers' Compensation benefits, not to exceed the amount of accrued sick leave. Similarly, the employee may elect to use any accrued paid leave time and accrued time off after the sick leave is exhausted.

The employee may return to work only after a recognized medical professional certifies that the employee is capable of resuming all of the essential functions of the employee's position. SCSD may, in its discretion, provide modified or light-duty work if the employee's release contains such a limitation. If the employee has been released without limitation, the employee will be offered the same position he or she held previously, unless the job no longer exists or has been filled so that SCSD can operate safely and efficiently or the employment relationship has otherwise been terminated.

Workers' compensation leave will run concurrently with any family and medical leave. During the period of leave, SCSD will continue payment of all premiums for employee benefit plans in place at the time the leave begins. SCSD will also continue the employer contribution for employee benefit premiums, as if the employee were not in leave status, for the duration of the leave. The employee must reimburse SCSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by SCSD within 30 days of the date of the invoice or written notification. If SCSD does not receive reimbursement from the employee within 30 days, SCSD can cancel any policies and/or plans for which they have not been reimbursed.

Military Leave

Military leave is a form of personal leave of absence subject to the applicable laws and regulations. Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable state and federal laws. A copy of the applicable, official military orders for training or active duty must accompany an employee's request for a leave of absence.

An employee who is assigned to a U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two (2) weeks.

The following conditions also apply: The employee may remain in paid status while using appropriate accrued leave balances (vacation) to supplement his/her military pay to maintain the equivalent of full salary.

Returning From a Leave of Absence

When an employee is returning from an approved leave, the employee must notify their supervisor at least seven calendar days prior to the scheduled return date. SCSD, at its discretion and based on anticipated business needs and operational concerns, may or may not be able to hold an employee's position open during a leave of absence.

If the position held no longer exists upon an employee's return, placement in another position, if available, for which such employee may be reasonably qualified, will be made if feasible. If placement in another position cannot be accomplished, such an employee will be laid off. Reinstatement after leaves regulated by law will be in accordance with applicable state and federal laws in effect at that time.

Termination During a Leave of Absence

Employees will be replaced or terminated during a leave of absence for any of the following reasons:

1. Notice of intent to resign or demonstration of intentions not to return to work is given;
2. Employee fails to return to work within the time specified for the leave without having obtained an SCSD-approved extension of the original leave expiration date;
3. Employee fails to supply a doctor's certificate or other requested documentation to substantiate the need for, or an extension of, a leave;
4. Employee fails to accept their former position upon return, or if not available, another position for which they may be reasonably qualified;
5. Employee refuses to undergo a medical evaluation by an appointed doctor at SCSD's expense when requested;
6. Employee accepts other employment at any time during the leave of absence; or
7. Employee's position no longer exists at the conclusion of his/her leave.

Employee Standards

Ethics Policy (Board Policy)

It is the policy of SCSD to carry out its mission in accordance with the strictest ethical guidelines and to ensure that SCSD customers and employees conduct themselves in a manner that fosters public confidence in the integrity of SCSD, its processes, and its accomplishments.

Code of Conduct

SCSD and its employees must, at all times, comply with all applicable laws and regulations. SCSD will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates and bribery. SCSD does not permit any activity that fails to stand the closest possible public scrutiny.

Conducting Personal Business

Employees are to conduct only SCSD business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Conflicts of Interest

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of SCSD, which impairs an employee's ability to exercise good judgment on behalf of SCSD, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, SCSD may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Relationship with Clients and Vendors

Employees must inform the General Manager when they have a financial interest in their own accounts in any business organization that has a contractual relationship with SCSD, or that provides goods or services, or both to SCSD, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of SCSD.

Gifts, Entertainment, or Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which SCSD has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with SCSD might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions

Regarding SCSD's business activities, employees may not receive payment or compensation of any kind, except as authorized under SCSD's remuneration policies. In particular, SCSD strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in disciplinary action, possible termination, and prosecution to the fullest extent of the law.

Funds and Other Assets

Employees who have access to SCSD funds in any form must follow the prescribed procedures for recording, handling, and protecting money. SCSD imposes strict standards to prevent fraud and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty, they shall immediately advise their supervisor or the General Manager or BOD so that SCSD can promptly investigate further.

When an employee's position requires spending SCSD funds or incurring any reimbursable personal expenses, that individual must use good judgment on SCSD's behalf to ensure that good value is received for every expenditure.

Organization Records and Communications

Accurate and reliable records of many kinds are necessary to meet SCSD legal and financial obligations and to manage the affairs of the district. SCSD books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding SCSD, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and legal action may be taken by SCSD.

Outside Employment

While employed by SCSD, employees are expected to devote their energies to their jobs with SCSD. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee’s work schedule, duties, and responsibilities at SCSD;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with SCSD;
- Additional employment that impairs or has a detrimental effect on the employee’s work performance with SCSD;
- Additional employment that requires the employee to conduct work or related activities on SCSD property during the employer's working hours or using SCSD facilities and/or equipment; and

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written notice to SCSD explaining the details of the additional employment. SCSD shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by SCSD. Any violation shall result in disciplinary action, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare, work efficiency, and SCSD operations also may be prohibited.

- Falsifying employment records, employment information, or other SCSD records;
- Falsifying any timecard, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any SCSD property, or the property of any employee or customer;
- Removing or borrowing SCSD property without prior authorization;
- Unauthorized use of SCSD equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on SCSD property;
- Threatening violence or destruction of SCSD property;
- Participating in horseplay or practical jokes on SCSD time or on SCSD premises;
- Carrying firearms or any other dangerous weapons on SCSD premises at any time;
- Engaging in criminal conduct, whether or not related to job performance;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or general manager, or the use of abusive or threatening language or tone toward a supervisor or customer of management;
- Using abusive language at any time on SCSD premises;
- Failing to notify a supervisor when unable to report to work;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Malingering on the job;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional, or inappropriate styles of dress or hair while working;
- Violating any safety, health, security, or SCSD policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing or being involved in any act of unlawful harassment or discrimination against another individual; and
- Discourteous or unprofessional treatment of others.

This statement of prohibited conduct does not alter the SCSD's policy of at-will employment. Either you or SCSD remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Off-Duty Conduct Not in the manual provided at the 2025 meeting

While SCSD does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with SCSD's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect SCSD's or their own integrity, reputation, or credibility. Illegal off-duty conduct by an employee that adversely affects the SCSD's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

Falsification of Records

SCSD strictly and expressly prohibits the falsification of employment applications, personnel records, timekeeping records, customer account information, injury reports, or any other reports, documents, or records pertaining to SCSD employment, operations, or compliance with any applicable laws. Any employee found to have engaged in this form of misconduct shall be subject to immediate disciplinary action and possible termination.

Investigations

As conditions warrant, it may be necessary for SCSD to conduct an investigation into an alleged or suspected form of misconduct by an employee or other person. In these cases, employees should understand that SCSD has a legal obligation to conduct, or have conducted, such investigations to ensure that the workplace remains efficient, safe, honest, respectful, ethical, and legally compliant and in other ways professional at all times. Therefore, SCSD has made the reporting of any suspected inappropriate act by any person, and cooperation with any resulting investigation, both an expectation and a condition of employment.

Any employee who has information concerning an act of misconduct, or believes that such an act may have occurred, is required to report all known information about the incident to their supervisor or the General Manager, or the BOD promptly. Thereafter, employees should refrain from discussing the matter reported or under investigation with other persons. Under most circumstances, the results and outcomes of most investigations reported or affected by an act of misconduct shall be informed when the matter is resolved.

Failure to report a known or suspected violation of SCSD's policies, practices, procedures, or administrative directives, or violations of any law, is considered an act of dishonesty and will be subject to disciplinary action and possible termination.

Customer Relations (Board Policy)

Employees are expected to be polite, courteous, prompt, and attentive to every customer. Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the General Manager should be called immediately. If a problem develops, or if a customer remains dissatisfied, ask your supervisor or the General Manager to assist in a resolution.

Employer Property (Board Policy)

Desks and computers are SCSD property and must be maintained according to SCSD rules and regulations. SCSD reserves the right to inspect, by the General Manager, all SCSD property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

SCSD provides tools, supplies, and facilities for the use of the employees in the performance of their work. Employees who use SCSD equipment must be familiar with their proper use and care and shall operate them in accordance with instructions for use. Employees shall notify the General Manager immediately of any maintenance needed for any SCSD facility or equipment.

Employees must report all accidents and/or damage to SCSD equipment as soon as practical to the General Manager. Failure to properly use SCSD equipment or to report accidents and/or damage may result in disciplinary action and possible termination.

No employee shall use SCSD facilities or equipment for personal use without the prior approval of the General Manager.

The General Manager has the right to monitor and/or review voice mail messages and e-mail messages, without notice to the employee at any time, not necessarily in the employee's presence. WAS: Company voice mail and/or electronic mail (e-mail) are to be used for business purposes only. SCSD reserves the right to monitor and/or review voice mail and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

SCSD may periodically need to assign and/or change "passwords" and personal codes for computers. These communication technologies and related storage media and databases are to be used only for SCSD business, and they remain the property of SCSD. SCSD reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Prior authorization with the General Manager must be obtained before any SCSD property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace.

Terminated employees should remove any personal items at the time they leave SCSD. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Housekeeping

All employees are expected to assist in maintaining an overall clean work environment. People using common areas such as lunchrooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Personal Possessions

Each employee is responsible for safeguarding their own items of value, including wallets, purses, etc. SCSD does not reimburse employees for items lost/stolen at work.

Voice Mail, E-Mail & Computer Files (Board Policy)

SCSD uses various forms of electronic communication, including, but not limited to, computers, e-mail, telephones, Internet, and cell phones. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of SCSD and are to be used only for SCSD business and not for personal use unless authorized by the General Manager.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, or not in the best interest of SCSD.

Employees who misuse electronic communications and engage in defamation, discrimination, harassment, or related actions will be subject to discipline and possible termination.

All electronic information created by any employee using any means of electronic communication is the property of SCSD and remains the property of SCSD. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the SCSD's ownership of the electronic information.

SCSD will override all personal passwords if necessary for any reason.

SCSD reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of SCSD policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by SCSD management.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications, are required to use these methods in strict compliance with the confidential communication policy established by the SCSD. These communications tools should not be used for communicating confidential or sensitive information. Whenever any device with SCSD stored data is lost, you must contact the General Manager immediately.

SCSD monitors both the amount of time spent using online services and the sites visited by SCSD personnel. SCSD reserves the right to limit Internet access to include or exclude certain Internet sites and/or services.

Any information about SCSD, its products or services, or other types of information that will appear in the electronic media about SCSD must be approved by the General Manager before the information is placed on a platform that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed

to the General Manager.

Technology Usage & Protection Policy

When using SCSD's Technology Resources, employees must take care to reduce risk to these resources and to the confidentiality of SCSD's information. The following are some examples of behavior that reduces risk:

- Always consider the confidentiality of documents and information transmitted over outside services. This involves faxing, use of e-mail, cellular calls, flash drives, and other technology options. Substantial damage can be done by routing documents to the wrong person or organization, exposing documents or messages to interceptions and theft, transmitting confidential information during cellular calls, etc.
- Change passwords frequently to avoid unauthorized access.
- Always verify addresses such as e-mail and fax numbers before sending information so that it does not fall into the wrong hands.
- Be aware of the rights of others to their own copyrighted information. Do not download and pass on copyrighted materials where the copyright owner has expressly forbidden it. Do not "publish" another person's messages to a larger audience without securing their permission first.
- Remember, when you send an email or contribute to any public forum, such as an Internet newsgroup, while using SCSD's Technology Resources, what you say may be interpreted as the opinion of SCSD. Be courteous and professional in your communications.
- Keep in mind that all information stored on SCSD's Technology Resources may someday be disclosed to outside parties in connection with an investigation or litigation. Accordingly, make sure your communications are professional in tone and content.
- Always use appropriate fax cover pages that contain all the information necessary to see that delivery is made to the proper person.
- When you receive misdirected e-mail or faxes, promptly contact the sender and inform them of the mistake and ask that they redirect their communication. Do not forward the message or fax unless you are authorized to do so.

Smoking

California Labor Code section 6404.5 prohibits smoking in all enclosed places of employment in the state unless there is a specific statutory exemption (none of the exemptions apply to SCSD). In addition, research has repeatedly demonstrated the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within SCSD buildings, facilities, or in confined spaces. Those who smoke are requested to

do so outdoors in designated smoking areas during regularly scheduled rest and meal periods. Extra care should be taken when working around combustible materials.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on SCSD premises share in the responsibility of adhering to this policy. Likewise, all SCSD employees are responsible for advising customers of the public or other visitors who are observed smoking tobacco products on SCSD property of SCSD's policy on the matter.

Dress Code & Other Personal Standards

At SCSD, professional image is important and is maintained, in part, by the image that employees present to customers, visitors, vendors, and others in our business. No one has a second chance at a first impression. In choosing appropriate work attire, employees should consider tastefulness, public contact, the nature of the job, and working conditions.

SCSD expects all employees to use good judgment and taste in matters of personal grooming and dress. Good judgment includes consideration for both SCSD and its clients. Attire should be in keeping with the dignity of a professional public utility. Employees should always be neat and clean in appearance, dressed in reasonably conservative attire, and conduct themselves in a professional manner. Visible piercings must be limited to earrings. Visible tattoos that may be offensive and extreme hairstyles are prohibited.

In all cases, supervisors will help employees determine what is considered appropriate attire for the particular situation.

Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate SCSD's dress code policy and/or grooming standards will be subject to corrective action and possible termination.

Use of Tools & Equipment (Board Policy)

When using equipment or tools in performing tasks, employees are expected to exercise care and follow all operating and maintenance instructions, safety standards, and guidelines. No employee is to attempt to repair any equipment without the express authorization of the employee's supervisor or the General Manager. Use equipment and tools only for the purpose for which they were designed. Do not attempt to operate any equipment or machine until properly trained on the correct use.

If any SCSD equipment, machine, or tool is broken, malfunctioning, damaged, defective, or in need of repair, notify the employee responsible for the equipment, your supervisor, or the General Manager. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment

and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of tools or equipment, including their removal from SCSD premises, can result in corrective action and possible termination.

Prohibited Cell Phone Use While Driving

See the Driver Policy dated September 16, 2025

Disciplinary Action (Board Policy)

Initiation of Disciplinary Action

Disciplinary action may be initiated by the General Manager or **the Board of Directors (if the GM position)** on his/her own initiative or upon written recommendation of the employee's supervisor.

Nature of Disciplinary Action

Disciplinary action may consist of an oral reprimand, a written reprimand, suspension without pay, demotion, and/or reduction in pay. The General Manager or **the Board of Directors** may impose any level of discipline he/she deems appropriate and need not follow a course of progressive discipline.

Grounds for Disciplinary Action

Examples of reasons for the General Manager or **the Board of Directors** to impose discipline include, but are not limited to, the following:

1. False statement of fact or actual or attempted deception, fraud, or misconduct in or with an application, interview, or examination;
2. Violation of any policy of the SCSD;
3. Unauthorized absence;
4. Conviction of a felony or other criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment;
5. Disorderly conduct;
6. An inability to perform the essential functions of the employee's job (with reasonable accommodations);
7. Any act of fraud, dishonesty, misappropriation, embezzlement or similar conduct involving SCSD;
8. Substandard performance or inefficiency;
9. Insubordination;
10. Violation of the alcohol and drug use policy;
11. Neglect of duty;
12. Damage to, waste of, or unauthorized use of SCSD's supplies, equipment or premises;
13. Failure to follow safety instructions or directions;

14. Unauthorized employee use of SCSD equipment for personal use;
15. Discourteous or unprofessional treatment of others; and
16. Engaging in prohibited conduct, as set forth in the Ethics Policy.

Notice to Employee of Disciplinary Action

For all employees, prior to imposing any disciplinary action other than an oral or written reprimand, the employee shall receive a written notice stating the following:

1. The nature of the proposed disciplinary action;
2. The effective date of the action, which shall not be less than seven (7) calendar days after the date of the notice, except in extraordinary cases where it is necessary that the action be immediate in order to protect public health and welfare of the employees of SCSD;
3. A statement of the reasons for the discipline;
4. A statement, in ordinary and concise language, of all specific facts or omissions upon which the discipline is based;
5. A statement advising the employee of his or her right to respond orally or in writing to the General Manager (or the BOD if the position is the GM) prior to the effective date of the disciplinary action;
6. A statement advising the employee of his/her rights to appeal the action, the manner and time within which an appeal must be made, and of the required content of the appeal notice;
7. Following the General Manager's (BOD if the position is the GM) consideration of the employee's response, if any, to the proposed action, the GM or BOD shall issue a Notice of Disciplinary Action,

Appeal of Disciplinary Action

An employee who is not employed at-will and who receives a written notice of disciplinary action (greater than an oral or written reprimand) shall, after following the procedures outlined above, be entitled to appeal the action or proposed action to the Board of Directors of SCSD, or its designee (hereinafter "Board of Directors").

1. The appeal shall be in writing, addressed to the Board of Directors, and mailed to SCSD's office. The appeal must be received by the SCSD no later than ten (10) days from the date of the Notice of Disciplinary Action. If the Board chooses to designate the hearing of the appeal to a hearing officer, the Brown Act shall not apply to the hearing, and any decision of the hearing officer shall be a recommended decision to the Board.
2. The appeal shall contain a copy of the notice of disciplinary action that is being appealed.
3. The appeal shall provide reasons why the employee believes the appeal should be considered by the Board of Directors of SCSD.
4. The appeal shall request a hearing before the Board of Directors, and shall indicate whether the appellant requests a closed or open session.
5. At the next regular meeting of SCSD following receipt of the appeal, but in a period not to exceed sixty (60) days from the date of such receipt, the Board of Directors shall conduct an

appeal hearing, in closed or open session, as requested by the appellant, and shall hear comments from the appellant and the General Manager. The hearing shall not be conducted in strict conformity with the rules of evidence as applied in a court of law, but all parties shall observe the substance of the rules of evidence, to the end that the matter may be fully heard and determined upon evidentiary matter which reasonable people rely on in the conduct of serious business affairs.

6. Following the hearing of comments from the appellant and/or the General Manager, the Board may adjourn to closed session to deliberate, and shall take such action as it deems appropriate, within closed session or outside thereof, based on advice of Council, and in accordance with provisions of the Brown Act.
7. Within five (5) working days following the appeal hearing, written notice of the Board's action on the appeal shall be mailed to the appellant at the appellant's known address.

Effect of Suspension of Benefits

When an employee is suspended without pay for ten (10) or fewer working days by the General Manager, employee and employer contributions to benefits will be continued. However, suspended employees will not earn vacation or sick or be paid for holidays during the suspension period.

No benefits will be paid by SCSD for suspension over ten (10) working days. An employee may continue appropriate benefits by making the necessary payments.

Effect of Termination

Upon the effective date of termination, SCSD shall cease to pay for any benefits for the employee and the Board of Directors shall be notified.

Failure to File Notice of Appeal

If an employee, against whom an action of termination or discipline has been imposed, fails to file or continue an appeal with the General Manager within the time specified above, the disciplinary action or termination shall become final without further action.

Grievance (Board Policy)

Purpose of Grievance Procedure

The grievance procedure is available for all employees and is intended for use solely to address disputes about the application or interpretation of the policies in the Employee Handbook and does not apply to disciplinary action or overall performance evaluations of "satisfactory" or better.

The grievance procedures set forth below are designed to resolve grievances informally at the lowest possible level and to provide an orderly procedure for prompt review and resolution of grievances. As used in this procedure the term "immediate supervisor" means the individual who assigns, review and directs the work of an employee(s) and the term "party" means a unit employee, SCSD, or its authorized representative.

Time Limits

Each party involved in a grievance shall act quickly so that the grievance may be solved promptly. Every effort shall be made to complete the action within the time limits contained within these grievance procedures, but with the written consent of the parties involved, the time limits of any step may be extended.

If SCSD fails to meet any time limit, the grievance is deemed to be denied at that level on the date the response was due, and the employee must proceed to the next level of the grievance procedure.

If an employee fails to meet any time limit, the grievance is deemed to be withdrawn.

Presentation of Grievance

An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum.

First Step of Grievance Procedure (Informal Discussion-Grievance)

A grievance initially shall be personally discussed between the employee and his/her immediate supervisor. The employee shall initiate the informal grievance process within five (5) calendar days after the event or circumstance that gave rise to the grievance. The employee shall have a decision or response from the immediate supervisor within five (5) calendar days following the discussion.

Second Step of Grievance Procedure (Formal Grievance)

1. If an informal grievance is not resolved to the satisfaction of the grievant, then a formal grievance shall be initiated in writing. A formal grievance shall be initiated no later than:
 - a. Seven (7) calendar days after the event or circumstance giving rise to the grievance:
or
 - b. Within five (5) calendar days of the decision rendered in the informal grievance procedure, whichever is later.
2. The formal grievance shall be filed with the General Manager or his/her designated representative. If the grievance is against the General Manager, the President of the Board of Directors shall be notified, and the investigation, if required, will be performed by an outside agency.
3. If the employee is to be represented by anyone other than himself or herself, the employee shall file a written notice designating the representative along with the formal grievance. The General Manager has the discretion to render a decision on the formal grievance with or without an interview. During the interview process (if applicable), as conducted by the General Manager, the employee may bring in a witness of his or her choice who would be able to respond to the circumstances leading to the grievance.
4. Within ten (10) calendar days after receipt of the grievance or the interview with the grievant, the General Manager shall issue a written decision concerning the formal grievance.

Third Step of Grievance Procedure (Appeal)

If the grievant is not satisfied with the decision rendered by the General Manager, the grievant may appeal the decision in writing within five (5) calendar days after the decision was rendered; otherwise, the issue will be considered settled. The appeal shall be filed with the Board of Directors.

Hearing of Appeal

The grievant's appeal shall be heard at a meeting of the Board of Directors or by a Board-designated hearing officer for a recommended decision to be scheduled not more than sixty (60) days after the date the appeal is filed with the Board of Directors.

Decision on Appeal

Within ten (10) calendar days after hearing the appeal, the Board shall issue a written decision concerning the employees' appeal. The decision shall be final.

Health and Safety

Drug & Alcohol Abuse

SCSD is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to SCSD. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes SCSD to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and may seriously impair the employee's value to the SCSD.

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

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

Violation of these rules and standards of conduct will not be tolerated. SCSD may also bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, SCSD reserves the right to conduct searches of SCSD property by the General Manager or the BOD designee and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off SCSD property will not be tolerated because such conduct, even though off duty, reflects adversely on SCSD. In addition, SCSD must keep people who sell or possess controlled substances off SCSD premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the General Manager of such use immediately before starting or resuming work. The employee is not required to disclose the medical condition requiring the use of the drugs.

SCSD will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave prior to having been found in violation of SCSD policy. SCSD is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is SCSD obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation but fail to successfully overcome their dependency or problem will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect SCSD's treatment of employees who violate the regulations

described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Health & Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or the General Manager.

Necessary safety equipment will be purchased by SCSD and used by all employees who require such equipment on the job. It is the employee's responsibility to utilize, protect, and safeguard such equipment from damage. An employee who continually loses or damages equipment will be subject to disciplinary action and possible termination.

In compliance with Proposition 65, SCSD will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Workers' Compensation

All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work-related illness, injury, or accidental death. SCSD pays the full cost of this coverage. If an employee sustains a work-related illness or injury, they must report the illness or injury to SCSD's General Manager or the employee's supervisor the day the injury or illness occurs or not later than 24 hours after the occurrence. Failure to do so could result in a delay of benefits.

Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact SCSD's General Manager or your supervisor.

SCSD provides medical treatment for work-related injuries and illnesses through pre-determined clinics that provide medical care to injured employees. These clinics are selected due to their experience in treating work-related injuries.

Employees who are injured in a work-related accident will be referred to the designated clinic unless SCSD has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor prior to any injury.

Workers' Compensation Fraud

Employees and former employees may be encouraged by outside persons, including attorneys or other professionals, to file fraudulent Workers' Compensation claims. California law makes it a crime to knowingly file a false or fraudulent claim for Workers' Compensation benefits, or to knowingly submit false or fraudulent information in connection with any Workers' Compensation claim. Filing a false or fraudulent Workers' Compensation claim is also a violation of SCSD policy and will result in immediate termination. SCSD's policy is to investigate all questionable Workers' Compensation claims and to refer them to the Bureau of Fraudulent Claims.

Recreational Activities & Programs

SCSD or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises from an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security/Workplace Violence(Board Policy)

See the SCSD Workplace Violence Prevention Plan
Dated TBD

This Policy supersedes all previous Policies and any and all amendments thereto. No changes to this policy will be made without Board approval.

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

Confirmation of Receipt

Employee Handbook Signature Page

Confirmation of Receipt

I hereby acknowledge that I have received a copy of the SCSD EMPLOYEE HANDBOOK dated June 2021. Promptly read its contents, then sign, date, and return this page to my supervisor within two (2) weeks of receipt. I understand that if I have any questions about the Handbook or its contents, I am to discuss them with my supervisor or the General Manager. I acknowledge that I am expected to read, understand, and adhere to SCSD's policies documented in this Handbook.

I recognize that this Handbook supersedes and replaces any previous handbooks, and to the extent that provisions of this Handbook conflict with previously issued policies or practices, whether or not such policies and practices were contained in an employee handbook, this Handbook shall prevail. I agree that changes in the policies set out in the Handbook are not valid unless approved by the Board of Directors at the monthly Board of Directors meeting.

Employee's Name (print or type)

Date: _____

Employee Signature

Electrical 1 - Highland Circle

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference
21	12	9	\$ 18.97	\$ 398.37	\$ 197.85	\$ 200.52

Electrical 2 - Upper Brunswick

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference
3	1	2	32.05	\$ 96.15	\$ 100.40	\$ (4.25)

Electrical 3 - Brunswick

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference
30	22	8	14.00	\$ 420.00	\$ 518.02	\$ (98.02)

Electrical 4 - Record Heights

Total Customers	Using Water	Not Using Water	Monthly Fee	Monthly Total	Average PG&E bill	Difference
10	10	0	26.07	\$ 260.70	\$ 371.80	\$ (111.10)

Subject **RE: Geotab Inc**
From Randy Thomas <randy@fleetwolf.com>
To Shawna Staup <sstaup@shastacsd.org>
Date 2025-11-13 11:20 am



- geotab-go-focus-plus-sales-brochure-1737801853-web-geotab-EN-NA-2025-WEB-final-Sept25-AODA.pdf(~2.0 MB)
- GO Focus.pdf(~5.5 MB)
- Geotab Interest Brochure.pdf(~3.5 MB)

36-Month Agreement • Quarterly Billing Plan Options

1. GO Plan

- **\$26.00 per vehicle / per month**
- **Billed Quarterly**
→ *\$78.00 per vehicle per quarter*
- Includes full telematics suite (GPS tracking, engine data, faults, maintenance, safety scoring, reporting, etc.)

2. GO Focus Plan

- **\$32.00 per vehicle / per month**
- **Billed Quarterly**
→ *\$96.00 per vehicle per quarter*
- Includes everything in GO Plan + **Forward-Facing Sensor with Video**
 - Collision detection video
 - Tailgating alerts
 - Harsh event footage
 - Cloud-stored event clips

3. GO Focus PLUS Plan

- **\$55.00 per vehicle / per month**
- **Billed Quarterly**
→ *\$165.00 per vehicle per quarter*
- Includes everything in GO Focus + **Dual-AI Camera**
 - Forward + Cab AI detection
 - Distracted driving, drowsiness, phone use
 - Real-time in-cab coaching
 - Complete video visibility & footage retention

Agreement Terms

- **36-Month Service Term**
- **Quarterly Billing (every 3 months)**
- Equipment covered under warranty while service remains active

Randy Alan Thomas

randy@fleetwolf.com

626.384.9013 | www.fleetwolf.com

Quote # 1



From: Shawna Staup <sstaup@shastacsd.org>
Sent: Thursday, November 13, 2025 9:53 AM
To: Randy Thomas <randy@fleetwolf.com>
Subject: Re: Geotab Inc

Good morning,

I am sorry to bother you again, but I am going to be putting board packets together tomorrow for our board members and was wondering if your quote would be coming over today.

Thanks,

Shawna Staup
Administrative Assistant
Shasta Community Services District
530-241-6264

On 2025-11-12 12:53 pm, Randy Thomas wrote:

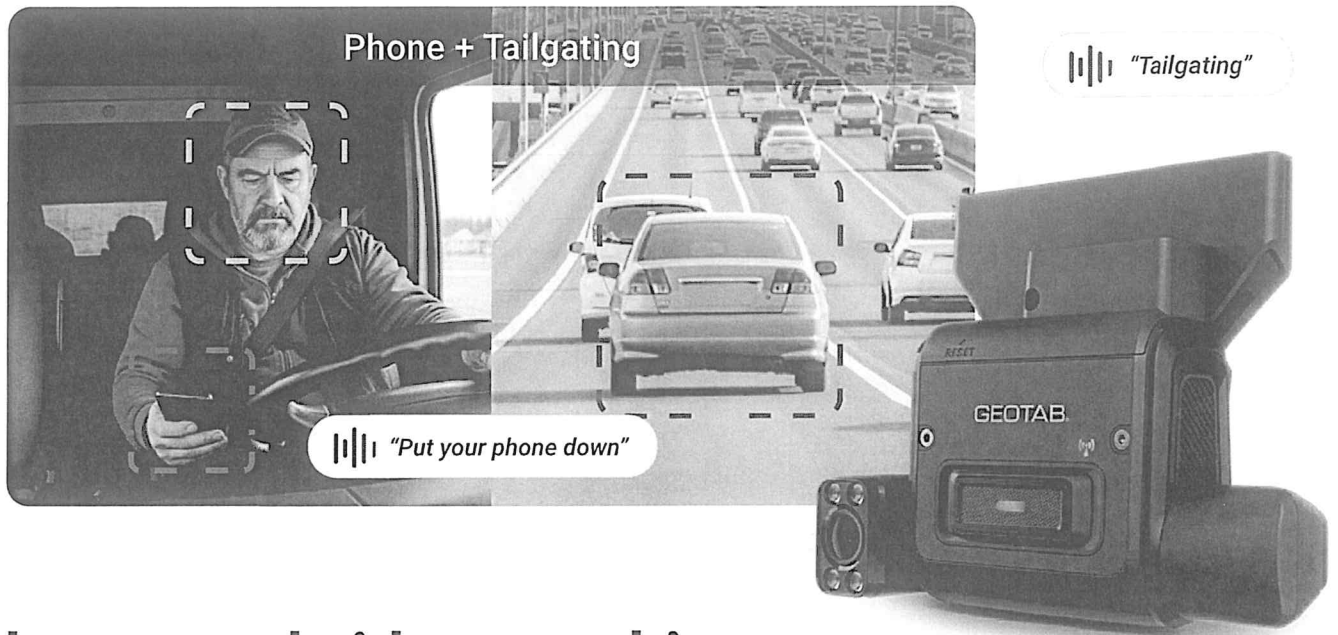
Hello Shawna, I am so sorry that this inquiry has gotten lost in the shuffle. I can send you over pricing right away. Can you please remind me how many vehicles you are looking at?

Randy Alan Thomas

randy@fleetwolf.com

626.384.9013 | www.fleetwolf.com





Dash cam and video coaching to enhance your safety programs

Introducing GO Focus Plus, delivering instant in-cab verbal feedback when distracted driving, tailgating, rolling stops or other risky behaviors are detected.

Safer habits start immediately, not after the fact - unlocking a new level of effective fleet management.



Automates pairing & self-calibrates

No manual procedures required for installation and setup, other than a simple pointing adjustment at installation



Driver risk profile

Easily identify repeat offenders and risky behavior patterns with severity-based event review



Proactive collision management

Verbal safety alerts in real time support changes to driver behaviour before incidents occur



Enhanced coaching with AI

Automated workflows, AI generated insights and recommendations of specific grouped behaviors for coaching sessions



Fewer false positives

Our AI for DMS and ADAS helps predict risks on the road and in the cabin with the highest levels of confidence



Privacy first design

In-cabin privacy options designed to be enabled with a flick of the switch

110



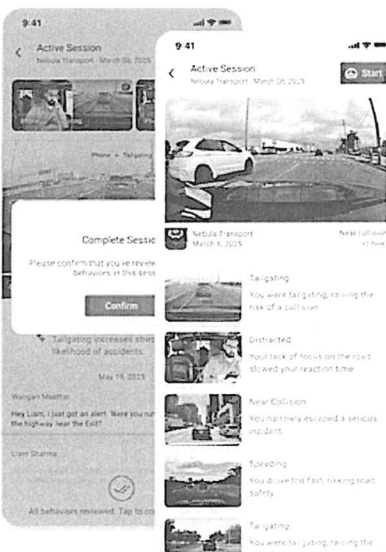
Why add to your fleet

The new coaching workflow turns every alert into an individualized coaching opportunity, letting managers **follow up, track progress and recognize safe driving in one seamless platform**. Advanced AI models continuously improve detection and coaching, so your system gets smarter automatically and your team stays ahead of risk. Privacy options, data security and regional compliance are built in from the start.

Helping fleet managers simplify coaching

For managers, patterns and urgent cases rise to the top for fast review and targeted coaching, all in one workflow that tracks follow-up and results. Spend less time searching and more time supporting every driver, addressing risk, encouraging improvement and recognizing safer habits.

- Prioritized list of drivers and behaviors
- Review full event footage for context and personalized driver training
- Log notes to create full driver coaching records
- Coaching and event history, with trend analysis



Helping drivers become safer on the road

GO Focus Plus gives drivers real-time voice prompts as soon as risky behavior is detected to encourage correction on the spot and support for safer driving on every route.

- In-cab coaching for self-correction to avoid unnecessary escalations
- Real-time verbal alerts in cab, not just beeps
- In-cab event trigger button to mark footage
- Driver-friendly mobile app for two-way communication and self-coaching

Geotab

**Powering safe, sustainable, and efficient
connected fleets and assets**

GEOTAB

The #1 commercial telematics platform global fleets depend on

23+ Years

of fleet experience

With over two decades of fleet management experience, Geotab has proven itself as an industry leader.

50,000+

companies use Geotab

We build lasting customer relationships without lengthy contracts. Our long-term focus sets us apart.

4 Million +

subscriptions

Millions of connected vehicles mean powerful data insights to help improve operations.

75 Billion +

data points

Billions of processed data points equal better benchmarking, predictions and insights for your fleet.

200+

Marketplace and partner integrations

Tap into our extensive ecosystem of Marketplace and partner integrations to amplify your innovation.

700+

partners around the world

Strategic partnerships provide powerful end-to-end telematics solutions for enterprise businesses.

Randy Alan Thomas

randy@fleetwolf.com

626.384.9013 | www.fleetwolf.com



GEOTAB
Authorized Geotab Reseller

Authorized
Geotab Reseller

What can the Geotab Platform do for your fleet?

Keep your fleet safe, productive and profitable with one integrated platform

Your fleet includes multiple vehicle types, drivers, assets and data that you need to manage towards operational excellence. Geotab simplifies every step of your journey to total fleet digitisation. Securely consolidate data from multiple sources into one agnostic platform that delivers the insights you need to build a better business.

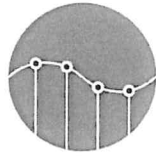


An open platform for safe, sustainable and cost-effective mobility powered by AI and data intelligence.

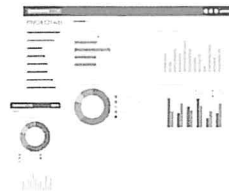


Multiple Data Sources

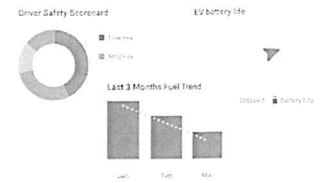
Connect the things that matter most to your business.



Curve Logic Algorithm



Geotab Platform



Insights

One flexible platform to meet your unique needs

Rich data and actionable insights enable your fleet to evolve to be more safe, productive, and sustainable.



Productivity

- Customer service times
- Identify unexpected stops
- Accurate arrival and departure times
- Optimized routes
- Reduce time waste and inefficiencies
- Automated billing



Operations

- Manage vehicle maintenance
- Proactively detect electrical and other issues
- Advanced diagnostic data
- Integrate into ERPs and other systems



Safety

- Collision alerts and reconstruction
- Driver risk management
- In-vehicle coaching
- Track speeding
- Seat belt use
- Risks from reverse driving



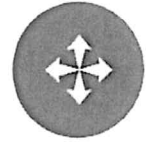
Sustainability

- Increase fuel efficiency
- Decrease Idle
- Track CO2 emissions
- Fleet electrification
- EV performance monitoring and reporting



Compliance

- Electronic driver logs
- Tax reporting
- Vehicle inspection reports DVIR



Expandability

- Hardware Add-Ons & Software Add-Ins
- System integration (Software Development Kit)
- Ecosystem
- Marketplace

Reduce insurance premiums

- Scorecards for behavioral-based insurance savings
- Automated insurance workflows
- Repair workflows
- Collision reconstruction

Collision detection and reconstruction

- High frequency collision detection engine
- Incident reconstruction to support claims

Secure cargo and reduce risk of theft

- Track assets with low power, durable tracking hardware
- See and manage all your assets in one place
- Stolen vehicle recovery

Enhance driver safety

- Driver trend analysis
- Driver safety reporting
- Driver coaching
- Dangerous route avoidance
- Video-based safety with advanced ADAS & DMS functionality
- Driver panic button

Open Platform Fleet Management Solutions

Boost Productivity & Control Costs

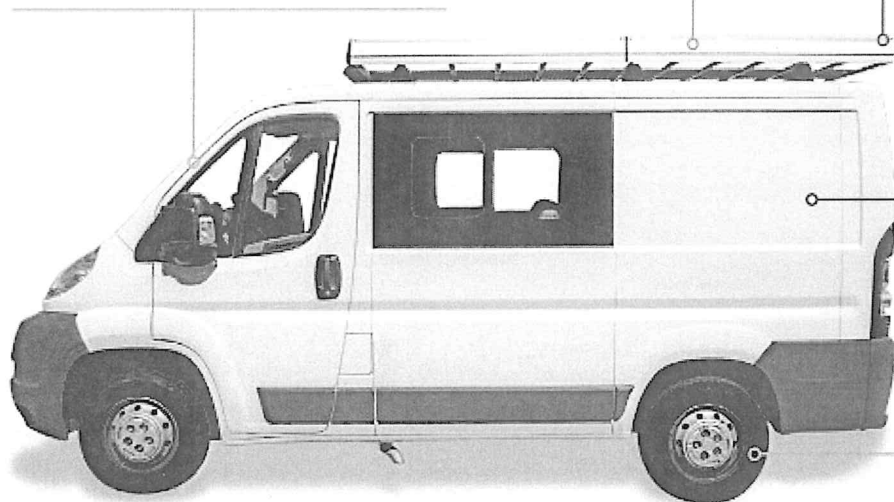
- + Live tracking of fleet vehicles (real-time location)
- + Create customer zones / geofences
- + Dispatch nearest / best driver for the job
- + Accurate ETA's
- + Reduce labor costs and overtime
- + Increase jobs completed per day

Improve Driver Safety

- + Risk and safety reports
- + Driver feedback
- + Instant accident notifications
- + Monitor seat belt use
- + Detect reverse driving

Manage Compliance

- + Improve worksite compliance
- + DVIR (Vehicle inspections)
- + Set policy rules and alerts



Expandability

- + IOX technology
- + SDK & APIs
- + Asset Tracking
- + Driver ID

Cut Fuel Costs & Optimize Fleet

- + Fuel consumption tracking
- + Reduce speeding and unnecessary idling
- + Reduce after-hours usage
- + Route optimization (review planned vs. actual)
- + Detect engine issues
- + Predictive maintenance



Geotab Telematics Device

- + Fast GPS acquisition time
- + Rich, second-by-second data
- + Ultra-accurate engine diagnostics
- + Self-calibrating accelerometer

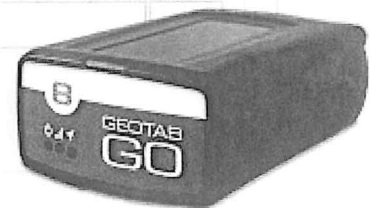
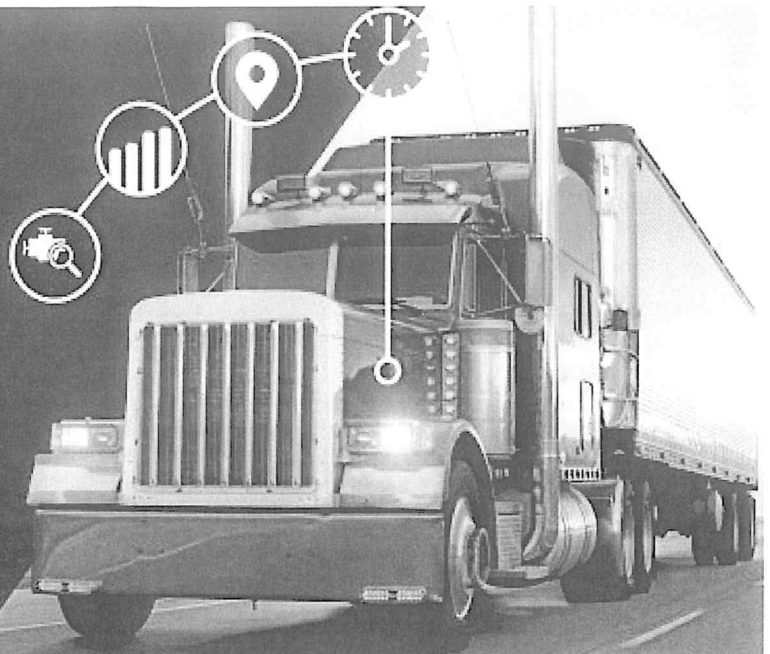
Drive Productivity and Sales With Real-Time Visibility

Field sales and service teams face increasing pressure to find new customers while keeping existing ones happy. Gaining a competitive edge without hiring additional staff can be a challenge. Geotab's fleet management solutions provide the insight, visibility, and actionable alerts to increase productivity, reduce costs, and boost customer service.

Your ELD Solution

GEOTAB DRIVE

ALL-IN-ONE DRIVER
COMPLIANCE SOLUTION



Electronic Logging, Simplified

Geotab's electronic logging device (ELD) solution — Geotab Drive — streamlines Hours of Service, Driver Vehicle Inspection Reporting and Driver Identification, saving time and money. This smart mobile app works with the Geotab GO telematics device to help you meet compliance regulations, keep your fleet productive and your drivers safe.

Download Geotab Drive free on the
Google Play Store and Apple App Store.



Key Features:

- FMCSA compliant
- User-friendly dashboard
- Hours of Service reporting
- Automatic duty status changes
- Alerts for violations and drivers not logged in
- End-to-end vehicle inspection workflow
- Driver Identification
- Plug-&-Play installation
- Over-the-air (OTA) software and firmware updates
- Compatible with off-the-shelf Android and iOS devices (BYOD)*
- Open and flexible solution for adding apps or integrating with other systems



Simplify compliance



Increase productivity and efficiency



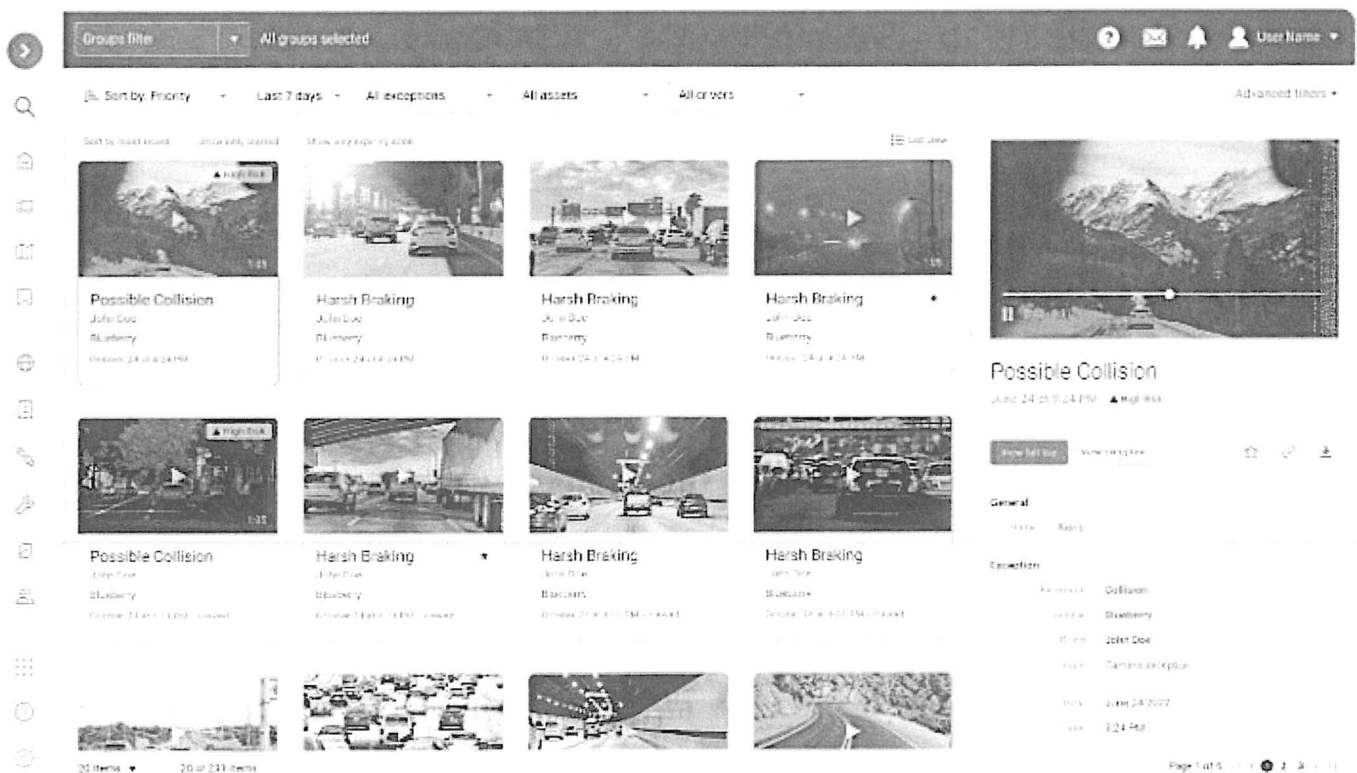
Track arrival and departure times
and delivery status



Increase accuracy of records

How do fleet dash cams work

- 1. Dash cam starts recording video.** Our dash cams operate using power from vehicle batteries via a wired connection. Cameras will only start recording when a vehicle engine is turned on and in motion to avoid unnecessary battery drain.
- 2. AI connected sensors capture risky driving events.** HD footage is recorded constantly when a vehicle is in motion. Footage is captured day or night with infrared LEDs for clear quality video and wide angle lenses for both road facing and driver facing cameras.
- 3. High-definition footage and alert data are saved to the cloud.** Driver journey footage and alerting data are uploaded to the cloud, so fleet managers can view video and image data at any time.
- 4. Fleet managers can easily review pictures and videos within MyGeotab.** You'll be alerted when video is available to watch and download on the MyGeotab platform. See HD dash cam footage alongside GPS data so you know who the driver was, how fast they were going and where they were located.



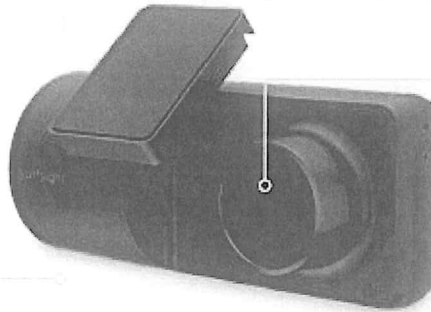
Surfsight road-facing camera

4G/LTE connectivity

Built-in GPS

Battery for parking mode

Sensors detecting driving conditions



Built for all vehicle types

1080P HD adjustable 140° wide angle road-facing camera

Protective cover for SIM and SD card slots, secured with safety screws

Built-in Wi-Fi hotspot provides connectivity to IoT devices

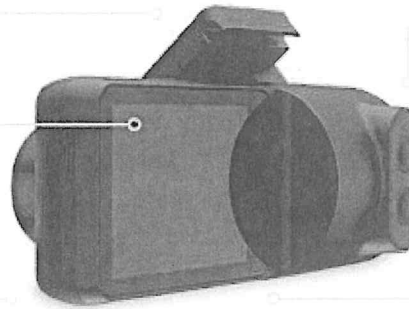
Surfsight driver-facing camera

Fast and simple installation that includes a locking bracket

Touchscreen to assist in installation, view camera and provide driver coaching

Heat and cold resistant

Built-in speaker for alerts and coaching



720P HD adjustable wide-angle color and IR cabin-facing cameras for assisting distracted drivers

Ability to rotate, set, and lock the position of the camera

Event trigger button

Allow your drivers to travel with confidence. Improve driver and vehicle safety and gain peace of mind with full fleet visibility, both in-cab and on the road. The Surfsight solution's user-friendly technology integrated with Geotab's robust software is an all-in-one video telematics solution.



Innovative and scalable

Grows with your fleet needs. Obtain OTA software upgrades without needing a hardware upgrade.



Improve safety

Industry-leading machine vision and artificial intelligence offers insight to reduce risky driving behaviors fleet-wide.**



Live video streaming

Live video streaming from dual, road- and driver-facing cameras provides real-time insight across your fleet.*



Alerts and coaching

Set up custom audio and visual alerts to improve overall fleet performance.



Wi-Fi hotspot

Connect additional IoT devices using a built-in camera hotspot.



Easy installation

Fast install with harnesses provided by Geotab.



Here for you

Take advantage of Geotab's 24/7 support team and available training.



Cost effective

A premium solution at a competitive price, available exclusively for Geotab Customers.

Improve safety with dash cams for trucks and fleets

Our dash cams can help you minimize risk and improve driver performance by capturing risky events, including:

- Cell phone use
- Smoking
- Tailgating
- Driver fatigue

Review real-time vehicle trip information, as well as images and video, right from the MyGeotab platform.

Fleet-wide Rules

Configure the exception events that will appear in MyGeotab for this camera.

Recommended

- ☒ **Tailgating (customizable)**
Detects when a driver is tailgating by tracking the distance between the two vehicles.
- ☒ **Possible Collision**
Detects when a potential collision has occurred.
- ☒ **Removing Seatbelt while Driving**
Detects when the seatbelt is undone while the vehicle is moving at a speed above 5 mph.
- ☒ **Camera is shaken**
Detects when the camera has been shaken.
- ☒ **Incorrect pin code**
Detects when the wrong password has been used to connect to the camera.
- ☒ **Device button is pressed**
Detects when the button on the camera has been pressed which is generally an emergency of some kind.

General

- ☒ **Food and Drink**
Detects when a driver has been eating or drinking.
- ☒ **Distracted driving**
Detects when a driver is distracted while driving.
- ☒ **Smoking**
Detects when a driver is smoking while in the vehicle.
- ☒ **Seatbelt undone**
Detects when the seatbelt is undone.
- ☒ **Device unplugged**
Detects when the device has been manually unplugged.
- ☒ **Lens obstruction**
Detects when the interior camera lens has been obstructed.

GO Anywhere™

Easily manage and track all critical assets

The Geotab GO Anywhere asset tracker helps proactively manage all of the critical assets involved in your day-to-day operations.

Just like you may currently track vehicles and construction equipment, you can now manage all of your powered and non-powered assets through the same platform.

Rugged

IP68 and IP69K rated

Long life

Up to 10 year*
battery lifespan

Asset management

Know where your assets
are and where they've been

Asset recovery

Alarm notification if stationary
asset changes location

Easy to install

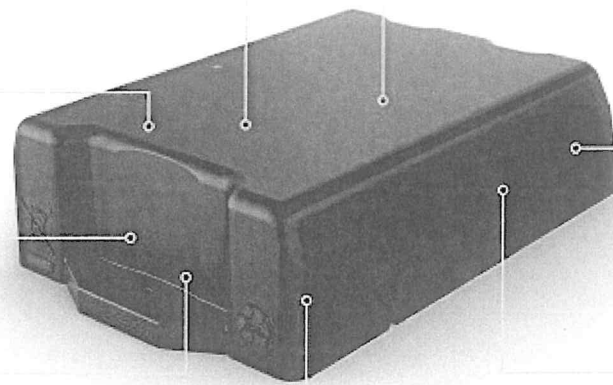
Self install to get up
and running quickly

View assets and vehicles

Manage assets and
vehicles together in
same platform

Asset utilization

Know which assets are
available for use



Daily update

Location data collected every
15 minutes/up to 3 pings every 24 hours

The GO Anywhere is the first Geotab-built device specifically to manage and track your critical assets. Whether you have trailers, shipping/intermodal containers, or equipment in the construction, airline operations, mining or delivery services, Geotab can help. Track valuable assets and your vehicles in the same trusted platform.

The GO Anywhere provides visibility into the current location of all of your assets

Once you know where your assets are located, you can ensure that you are maximizing the usage of your assets. No more need to rent replacement assets because you didn't know where certain assets were located.

GO Anywhere: Features and benefits



Asset utilization

Know which assets are being
utilized/non-utilized.



Daily updates

Location data collected every 15 minutes
and up to 3 pings per 24 hours.



Long life

Up to 10 year* battery lifespan.



Compliance

NDAA & TAA compliant.



Self-install

Attach via screws or magnets
in minutes.



Rugged

IP68 and IP69K rating to thrive in
harsh work environments.



Coverage

If the asset tracker is outside of cellular
coverage, it will continue to save its messages
and send them out on its next call in time.

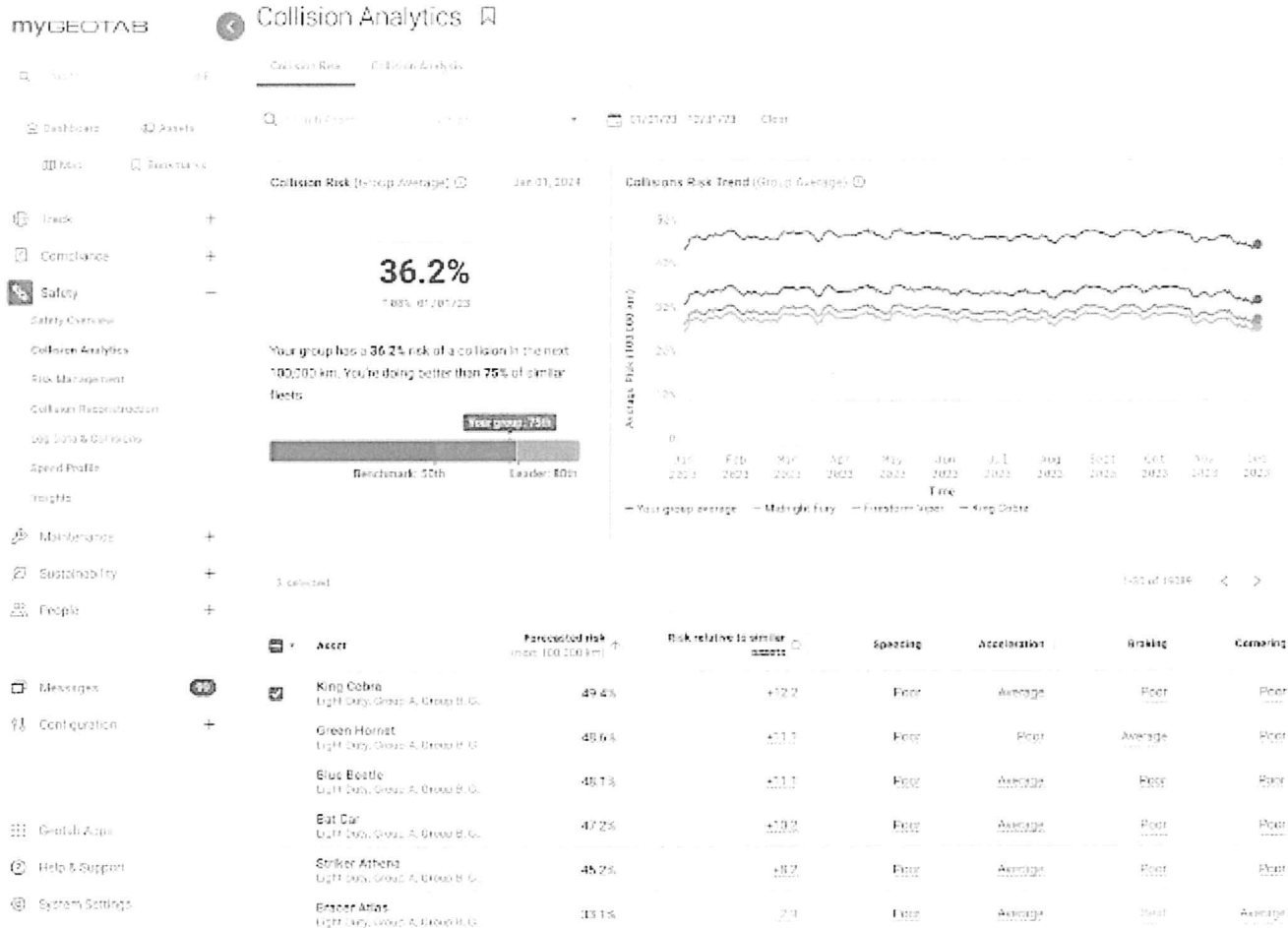


Asset recovery

Alarm notification if stationary
asset changes location.

Safety Center

Your one-stop shop to manage fleet safety



GEOTAB

- Benchmark your fleet to similar fleets with relevant safety scoring
- Seize opportunities to enhance fleet safety with actionable insights
- Utilize advanced Data Intelligence features like enhanced collision detection to detect and recoup costs from minor collisions

Maintenance Center

All things fleet maintenance in one centralized view

The screenshot displays the 'Maintenance Center' interface within the myGeotab application. The top navigation bar includes 'myGEOTAB', 'Maintenance Operations', and buttons for 'Setup', 'Add Work Request', and '+ Work Order'. Below the navigation bar, there are tabs for 'Work Requests' and 'Work Orders'. The main content area shows a summary of maintenance requests categorized by status (Scheduled, Geotab Insight, Fault, Critical, Medium) and severity (Low, Medium, High). A table lists specific maintenance requests for various vehicles, including details like Asset ID, Asset Name, Source, Type, Severity, and Action.

Asset	Status	Source	Type	Severity	Action
Van 001 - Metro Express	Scheduled	Geotab Insight	Geotab Insight	Low	See More
Van 001 - Metro Express	Scheduled	Scheduled Maintenance	Tire Rotation	Low	See More
Van 008 - Inter City Log.	Fault	Fault	Coolant Level Critical	Critical	See More
Van 001 - Metro Express	Scheduled	Scheduled Maintenance	Oil Change	Medium	See More
Van 014 - Inter City Log.	Scheduled	Scheduled Maintenance	Tire Rotation	Medium	See More
Van 017 - Secure Packa.	Geotab Insight	Geotab Insight	Lights Issue	Medium	See More
Van 015 - Bulk Order Fr.	Fault	Fault	Check Engine Light On	Low	See More
Van 017 - Secure Packa.	Geotab Insight	Geotab Insight	Engine Oil Life Remaining Low	Low	See More
Van 017 - Express Transi	DVR Reported	DVR Reported	Cracked Window	Low	See More
Van 010 - Suburban Del.	Scheduled	Scheduled Maintenance	10K Service	Unknown	See More

- Analyze maintenance cost per vehicle and vehicle downtime
- Focus on the most severe faults/insights first and leverage Geotab to drive work order completion
- Optimize fleet costs and understand vehicle reliability
- Leverage predictive maintenance insights

Subject **Motive Pricing Proposal for Shasta Community Services District**
From Todd Richardson <todd.richardson@gomotive.com>
To <contact@shastacsd.org>
Cc Ivan Webster <ivan.webster@gomotive.com>, Shay Newman <shay.newman@gomotive.com>
Date 2025-10-22 1:18 pm



Hi Shawna,

Thanks for your interest in Motive's **Vehicle Gateway**. Below is a quick overview of what it can do, along with pricing and an annual estimate for your fleet. We would be happy to showcase our product through a 30-minute online demonstration and answer any questions you may have.

Key capabilities:

- Live GPS tracking with updates as fast as every two seconds.
- Real-time vehicle diagnostics, including speed, fuel, and fault codes, to monitor health and performance.
- Electronic Logging Device (ELD) functionality that automatically syncs driving time with the Motive Driver App for up-to-date compliance records.
- Seamless **AI Dashcam** integration that combines video and telematics for a complete view of on-road events.
- Built-in 4G LTE WiFi hotspot (400 MB) for in-cab connectivity.
- Automatic over-the-air software updates to keep devices current without manual intervention.
- Plug-and-play solution that can be installed within 5-15 minutes.

Pricing:

- **\$20 per month per vehicle.**

Annual estimate:

- For 4 vehicles: **\$960/year** (4 vehicles × \$20/month × 12 months).

Terms and Conditions:

- Hardware and Shipping Costs Waived Off!
- Minimum 1-year agreement.
- Monthly, annual, or semi-annual billing options available.
- Net-30 Day Payment Period on Check or Bank Transfer

Please let me know if you'd like me to include next steps, Such as a product demonstration, free trial details, or installation guidelines.

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Regards,
Todd Richardson

Manager - PubSec

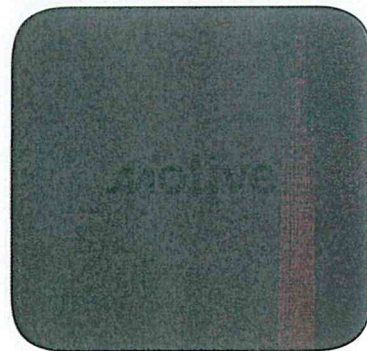
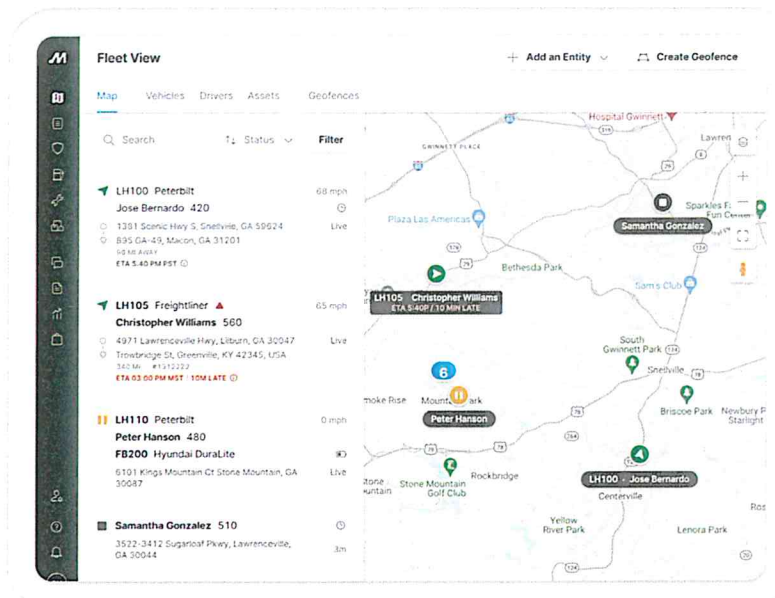
+1 615 257 3403

todd.richardson@gomotive.com

motive



Quote #2



Vehicle Gateway

Motive's Vehicle Gateway uses built-in cellular connectivity to continuously sync driver and vehicle data with the Motive's Driver App and Fleet Dashboard. Other Vehicle Gateway capabilities include live GPS tracking, real-time maintenance monitoring, and up-to-date compliance records.

Key benefits

All-in-one

The Vehicle Gateway is one part of Motive's integrated solution to manage your vehicles, assets, drivers, and equipment.

Durable hardware

Built to perform even in harsh environments and remote working conditions. Backed by a 5-year warranty.

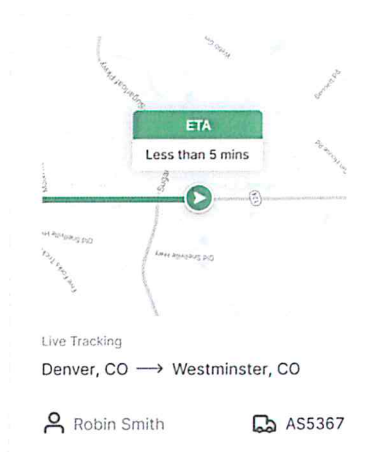
Accurate, reliable

Designed to power your central fleet management dashboard with accurate, live operational data from day one.

Key features

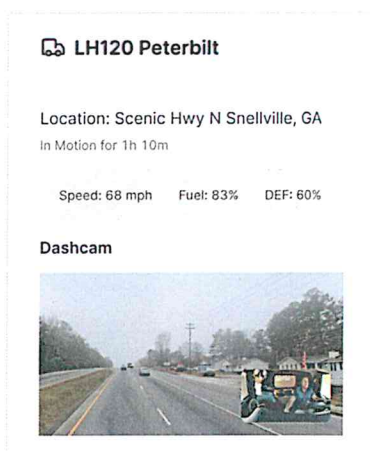
Live GPS tracking

With live updates as frequent as every two seconds, you can follow your crew as they move down the road.



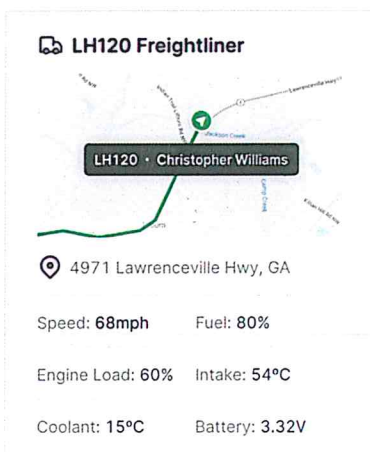
AI Dashcam and Smart Dashcam integration

Use one tool to manage driver safety and compliance. Combining video and telematics data, you get a complete picture of what happened on the road.



Telematics

Captures speed, fuel, fault codes, barometric pressure, battery voltage, coolant temp, engine intake temp, engine load, and more to the Motive platform



Electronic Logging Device (ELD)

Built-in cellular connectivity to continuously sync driver and vehicle data with the Motive Driver App and dashboard to give you up-to-date compliance records.

Logs

Wednesday, Dec 02



D Driving

WiFi hotspot

Connect to the 4G LTE hotspot built directly into the Vehicle Gateway for 400 MB of free, in-cab WiFi per month.

WiFi Hotspot

Motive ELD

Connected | Active

My Headphones

Not Connected

Motive WiFi Hotspot



Jose Bernardo's Phone

Connected

Automatic software updates

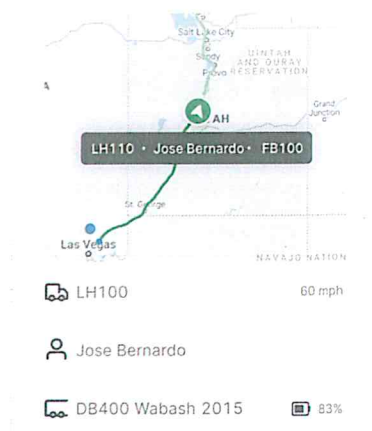
Updates are sent over-the-air (OTA) directly to the vehicle gateway without any interaction from drivers.

Software Update



Asset Gateway pairing

Motive's Asset Gateways and Vehicle Gateways pair automatically so you can see which vehicle is hauling a particular asset in real-time.



Vehicle Gateway connectivity

Smartphone/tablet/ driver logbook app

Bluetooth connectivity to support compliance without cellular reception

Cellular network

AT&T and other networks

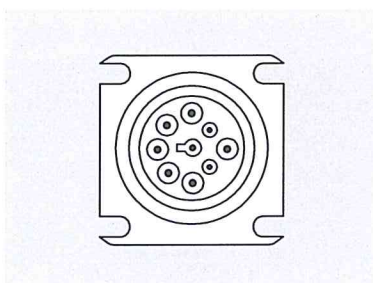
GPS location services

GNSS location support with industry-leading location update frequency of 2 sec.

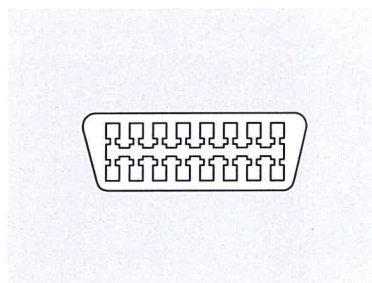
Supported AUX lines

2 Digital inputs

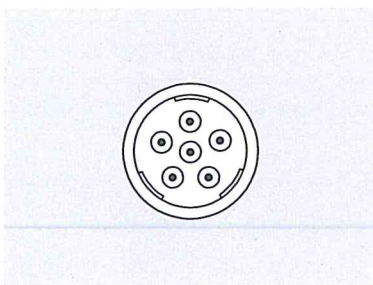
Vehicle diagnostic port



J1939 (9-pin)

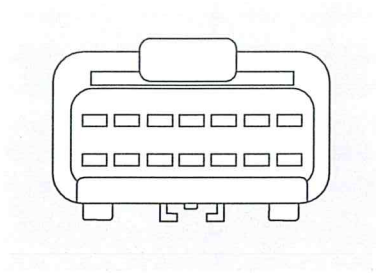


J1962 (OBD-II)

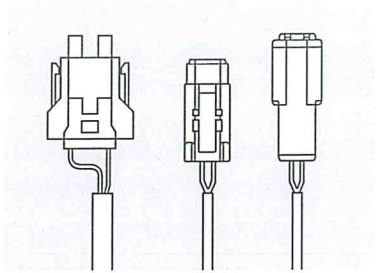


J1708 (6-pin)

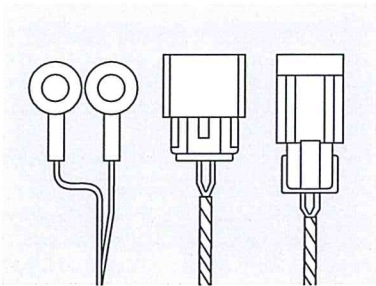
Supported vehicle-specific connections



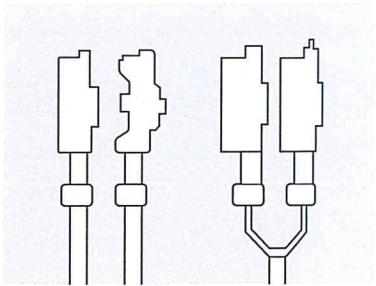
TMC RP 1226



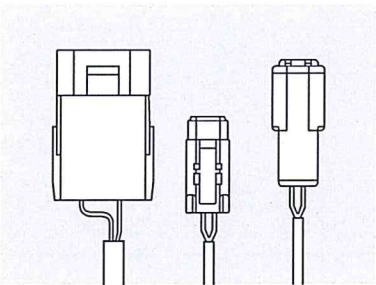
Proprietary Volvo 2013-2018



Proprietary Mack 2013-2018



Proprietary Volvo and Mack 2018+



Proprietary Freightliner
(varies by model and year)

Environmental

Operating temperature
-40°F–185°F (-40°C–85°C)

Automotive conditions
SAE 1455

Software

Features

- All log data transmitted via Bluetooth® or USB for compliance without cellular reception
- All traffic encrypted to the cloud
- Access to Motive cloud platform
- All updates are pushed over-the-air seamlessly
- Support Android and iOS via mobile app
- SAE: J1708/J1587, J1939, J1962, J1979, J1850 (Autotap)

Hardware

Unit lifetime

5-year warranty

Memory

Up to 4 Months of Log Data

Battery

- Internal Li-Ion battery for improved reliability when the gateway is unplugged, or power is interrupted.
- Real-time disconnect alerts if the gateway is unplugged or power is interrupted (LBB 3.6 only)

GNSS

Supports most systems including GPS and GLONASS

Accessories

- Motive Asset Gateway
- Motive Smart Dashcam
- Motive AI Dashcam
- Motive Cables
- Motive Autotap
- SafetyDirect by Bendix CVS Cable
- Motive AUX/PTO cable

Dimensions

- Size 111 mm x 106 mm x 25 mm (4.4 in x 4.2 in x 1 in)
- Weight 257 gm (9 oz)

Power

Voltage (power)

8V–32V

Power consumption (vehicle on)

1.55W–5.5W

Sleep mode

<30mA

Voltage (AUX inputs)

2.2V–48V

Motive



gomotive.com



855-434-3564



sales@gomotive.com

Subject **GPS Tracking \$12.00/month + 3 Months Free**
From Jeffrey Holtom <jeffrey.holtom@quartix.com>
To Shawna Staup <contact@shastacsd.org>
Date 2025-10-22 11:15 am



Shawna

As per our cxall just now, please find below an overview of the Quartix GPS Tracking Solution. If you have any questions, please feel free to reach out at any time.

 Straightforward Pricing

- \$12.00/month per vehicle (billed quarterly)Shawna
- Devices included, zero activation fees, no hidden costs
- 3 months free (your 2nd quarter on us!)
- Simple 12-month agreement, no auto-renewal surprises

 Features That Make a Difference

- Live GPS tracking via Google Maps (mobile & desktop)
- Route history & mileage reporting
- Maintenance reminders
- Geofencing, speeding & idle detection

See it for yourself here:

- [Vehicle Tracking Video](#)

 Call me directly: **(843) 250-7411**

 Book a quick call: [Book a 30-minute Meeting with Jeffrey Holtom](#)

 Or just hit reply with any questions.

Looking forward to helping make GPS tracking **simple, affordable, and stress-free** for Shasta Community Services District.

All the best,

Jeffrey Holtom
Sales Executive - USA
(843) 250-7411
2293550156



[Quartix Website](#)

Quote # 3

Subject **Verizon Connect Service Order**
From Estrada, Michael <michael.estrada@verizonconnect.com>
To <contact@shastacsd.org>
Cc Holbrook, Yvonne M <yvonne.holbrook1@verizonwireless.com>
Date 2025-10-23 12:41 pm



-
- Shasta Community Services District PA - Government 10 _ 23 _ 2025 V1.pdf(~62 KB)
-

Hi Shawna,

Thank you for taking my call today.

Please see the attached quote for 4 vehicles and 2 powered assets. I also recommend adding a road-facing camera to each vehicle that would increase the cost from \$18.95 to \$46.60 per vehicle. This would help protect your drivers from false claims.

As a reminder, all equipment and onsite installation will be provided at no cost.

Let me know if you have any questions or need adjustments.

Best regards,



Michael Estrada

Client Executive

Government Sales

<https://www.verizonconnect.com/>

M 480-294-4501



Quote # 4

For Public Sector Customer Assistance please contact your customer success manager or customer support.

Fleet for Government	800 906 9316	fleet.govt@verizonconnect.com
Reveal	800 906 9545	reveal.support@verizonconnect.com
Networkfleet	866 227 7323	NWFSupport@verizonconnect.com

PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

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5055 North Point Pkwy
Alpharetta, GA 30022-3074
Fax: (781) 577-4793

SERVICES ORDER FORM

Customer Service: 1-844-617-1100
Customer Service:
www.verizonconnect.com



GENERAL INFORMATION

Order Date: October 23, 2025	Customer Reference Number:	VCF Salesperson Name: Michael Estrada	Region: VZT
Company Name: Shasta Community Services District		Officer or Owner: Shawna Staup	Telephone: (530) 241-6264
Address (Mailing or Invoicing Address): 11570 SCHOOL ST		Officer/Owner Email Address: contact@shastacsd.org	Cell Phone:
City: REDDING	State: CA	Zip Code: 96001-9606	Installation Contact if other than Officer/Owner: Telephone:
Please advise your VCF scheduler if there are multiple shipping or installation addresses			Accounts Payable Contact, if other than Officer/Owner: Telephone:
Email:			

SUBSCRIPTION SERVICES:

QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
4	Vehicle Tracking Subscription	18.95 USD	75.80 USD
2	Powered Asset Tracking Subscription	12.95 USD	25.90 USD

TOTAL MONTHLY AMOUNT

101.70 USD

Agreement Length: 12 Months from the Subscription Start Date.

The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.

Excludes Applicable Taxes and Fees

ONE-TIME FEES (per Occurrence):

QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE
Total One-Time Fees			0.00 USD
COVERT INSTALLATION: Unknown		EXCLUDES APPLICABLE TAXES AND FEES	

ORDER TERMS:

Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect NWF Inc.(VCN) (formerly Networkfleet, Inc.) and Sourcewell (formerly NJPA) (Contract #020221-NWF) that are in effect as of the date the order was received by VCN ("Sourcewell Contract"). The Sourcewell Contract terms and conditions are available at <https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf>. If, in accordance with the terms of the Sourcewell Contract, Customer and VCN have executed an additional separate written agreement ("Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order. Unless otherwise specified, this Order Form is valid for 30 days after the Order Date. Please remit a signed copy of this Order Form to your VCF Salesperson within the validity period.

INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):

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5055 North Point Pkwy
Alpharetta, GA 30022-3074
Fax: (781) 577-4793

SERVICES ORDER FORM

Customer Service: 1-844-617-1100
Customer Service:
www.verizonconnect.com



Customer Name: Shasta Community Services District		
By (signature)	Date:	

11/3/2025

To whom it may concern

I am writing this letter in hopes that the board may reduce my last bill after reviewing and considering my unfortunate case.

I have only recently been relieved of a situation that occurred for over a month on my property at 9915 Swasey Dr. Redding, CA in which a squatter seized and occupied my residence. In response to this, I followed the proper legal course and placed an eviction. I was advised by my attorney to live elsewhere during the eviction window.

I resided with my family member during the month of his tenancy and had no control of the inordinate amount of water he was using. He was heavily under the influence of alcohol and not vigilant or concerned about his surroundings. I had no warning when I received a bill of over \$900.

Eventually, he did comply with the eviction and left the property.

The amount of alcohol intake and its impact on his sensorium to the extent that he did not pay attention to or care about his surroundings is not an exaggeration. He had admitted later that he had lost consciousness while the water had been running. Further, I did go to the property later in the month wondering if he had left only to find him having withdrawal seizures. I called ambulance and he was taken to Mercy Hospital.

I am uncertain of how often or days in a row he—in his stupor—left the water running aside from his one recall.

I can provide you with any available documentation to support my case: Eviction notice, letter from my attorney, etc.

I do appreciate your consideration of my situation and hope that you may be willing to forgive this enormous bill that has been accrued without my fault. I kindly thank you for taking your time to read this.

Highest regards,

Jastej Dhillon -Owner of Property
9915 Swasey Dr.
Redding, CA
96001

PARKER · STANBURY LLP

ATTORNEYS AT LAW

444 SOUTH FLOWER STREET

NINETEENTH FLOOR

LOS ANGELES, CA 90071-2901

TELEPHONE (213) 622-5124

FAX (213) 622-4858

E-MAIL: LA@PARKSTAN.COM

DOUGLASS H. MORI
JOHN D. BARRETT, JR. *
J. LUIS GARCIA †
DAVID E. COWAN
GEORGE A. HUNLOCK
RICARDO A. MERCADO
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MATTHEW T. SALABEN
JACQUELINE PHAM
CLEMENT K. CHIH

OF COUNSEL:

SANAM NAVAB
MEGAN E. GALLAGHER
LARS F. KUSHNER
PATRICIA MILLER
KYLE C. BENKIE
LINDA H. MUCHAMEL
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* ASSOCIATE IN AMERICAN BOARD OF TRIAL ADVOCATES
† MEMBER OF AMERICAN BOARD OF TRIAL ADVOCATES

HARRY D. PARKER (1891-1976)
RAYMOND G. STANBURY (1904-1966)

November 6, 2025

Shasta Community Services District
c/o Chris Koeper
P.O. Box 2520
Shasta, CA 96087
Email: office@shastacsdsd.org

Dear Members of the Board:

Re: Request for Reversal of Charges
Our File No.: ID-D6S-8B8

Our office consulted with James A. Hamilton, the owner of property located within your service area. The account number is FRS12644919. Please note that we have not been retained by Mr. Hamilton for purposes of litigation. We mention this due to ethical considerations, to keep the line of communication between both parties open, and to underscore his good faith and intent to see this matter resolved amicably without further escalation.

We are writing to respectfully request the Board's consideration to forgive or otherwise cancel the outstanding account balance currently assigned to Nationwide Recovery Service in the amount of \$919.92.

This property was completely destroyed in the 2018 Carr Fire, a disaster that displaced countless residents and caused widespread devastation throughout the region. Since the date of that event, no habitable structure has existed on the parcel, and no water service has been used or available. made payments for a period following the loss but ceased doing so when it became clear that continued charges were being assessed for a property that no longer had functional service.

Given these extraordinary circumstances, we respectfully request that the Board exercise its discretion to forgive this balance in full as a humanitarian measure. The obligation at issue arises from a period when the property was uninhabitable due to no fault of the owner, and enforcing collection now would impose an undue hardship while providing no corresponding service benefit.

Mr. Hamilton continues to carry the emotional and financial burden of losing their home in the Carr Fire and asks only for understanding and compassion from the District. We appreciate your attention

to this request and would be happy to provide any additional documentation the Board may require to confirm the facts of the loss.

Thank you for your time and consideration.

Very truly yours,

PARKER · STANBURY LLP

By 

Carl H. Starrett II

cc: James A. Hamilton