

GCS D POLICY

POLICY TITLE: PERSONNEL POLICY DOCUMENTS

POLICY NUMBER: 301

ADOPTED: October 11, 2010

AMENDED:

RESOLUTION:

301 PERSONNEL POLICY DOCUMENTS

The District's personnel policies are made or amended by the Board of Directors from time to time. These policies are presented in two documents: 1) the GCS D Employee Handbook, and 2) the GCS D Classification and Compensation Plan. These two documents are made part of this Operational Policies and Procedures Manual by reference.

GCSD POLICY

POLICY TITLE: PERSONNEL REPRESENTATION BY LABOR UNION

POLICY NUMBER: 302

ADOPTED: October 11, 2010

AMENDED:

RESOLUTION:

302 PERSONNEL REPRESENTATION BY LABOR UNION

Most District employees are organized and represented by Operating Engineers Local 3 (OE3). Fire Department personnel are represented by OE3 as the Safety Unit. The Operations and Maintenance Department personnel are represented by OE3 as the Maintenance and Operations Unit. Management staff (General Manager, District Engineer, Admin/Finance Manager and Fire Chief) and the Admin/Finance employees are not represented by a labor union.

GCSD POLICY

POLICY TITLE: DISTRICT ORGANIZATIONAL STRUCTURE

POLICY NUMBER: 303

ADOPTED: October 11, 2010

AMENDED:

RESOLUTION:

303 DISTRICT ORGANIZATIONAL STRUCTURE

The District personnel are organized by departments: Fire, Operations and Maintenance, Admin/Finance, and Engineering. The current organizational structure is depicted on Figure 1 of the GCSD Classification and Compensation Plan. The General Manager answers to the Board of Directors. Each department is managed by a department head who answers to the General Manager. The remaining District employees answer to their respective department heads. Supporting this structure are District Counsel, who answers to the Board of Directors, and the Safety Officer, who answers to the General Manager.

GCSD POLICY

POLICY TITLE: Family Medical Leave Act Policy

POLICY NUMBER: 304

ADOPTED: April 14, 2020, Resolution 15-2020

AMENDED:

Policy 304

The Federal Government has made revisions to the Family Medical Leave Act (FMLA) in response to the COVID-19 pandemic; and the District has been directed by legal counsel that a formal policy is not required to be adopted, but rather a declaration that the District will implement any and all changes made to the FMLA by the Federal Government.

POLICY

POLICY TITLE: 9/80 OR 4/10 WORK SCHEDULE PROGRAM

POLICY NUMBER: 305

ADOPTED: AUGUST 16, 2019, RESOLUTION

AMENDED:

Groveland Community Services District recognizes the benefits that an alternative work schedule may offer to employees. The purpose of this policy is to offer work schedules that assist staff in balancing work, family and personal responsibilities while supporting the operational needs of the District and its customers.

It is the policy of the District to offer flexible work hours and schedules to employees while continuing to maintain operating efficiency, productivity, and effective service to the public and other agencies. The District General Manager has the responsibility to implement this policy, and to ensure its success is hereby provided the flexibility modify individual employees' work schedules within legal and employee relations agreements, to provide for employee work/life balance while expecting the highest level of employee productivity, efficiency and accountability. The General Manager is also authorized to provide paid time off for employees in accordance with declarations made by the President of the United States, if the business of the District allows.

Regular full-time employees are eligible to work either the 9/80 or 4/10 alternative work schedule. Eligibility to participate in the alternative program is subject at all times to the needs of the District and may be modified as those needs dictate. Certain positions may be ineligible for participation due to necessary work schedules. All employees within each department of the District will work the same alternative schedule as determined appropriate by the General Manager.

If District Management in its sole discretion concludes that the 9/80 or the 4/10 work schedule is not conducive to District operations, the district will meet and confer on the impact of

SECTION 300 PERSONNEL POLICIES

discontinuing the program. Thirty days' notice will be provided to employees prior to the termination of a 9/80 or 4/10 work schedule.

9/80 Work Schedule

In a standard 9/80 alternative work schedule, employees work nine (9) hours per day Monday through Thursday. On alternating Fridays, employees either work eight (8) hours or are scheduled off which results in 80 hours worked over nine (9) work days versus the customary ten (10) work days. The alternating Friday off is referred to as the employee's flex day.

Supervisors and managers will determine which employees are assigned to Shift "A" and which are assigned to Shift "B" to ensure appropriate coverage. Once employees are assigned to a Shift, it is expected to be followed. Permanent changes between Shift "A" and Shift "B" during the Fiscal year will be considered at the discretion of the General Manager and/or Department Managers.

Temporary trading between flex days may be allowed after proper approval is obtained by the employees' immediate supervisor. Additionally, an approved temporary trade will not entitle the employees to overtime compensation. Furthermore, the trade must occur within the same pay period.

9/80 Work Period

For employees assigned to a 9/80 work schedule, the work week period will begin for Office Staff at 11:30 a.m. and will begin for Field Staff at 10:30 a.m. each Friday. The work week period will end the following Friday at 11:30 a.m. and 10:30 a.m., respectively. With a 9/80 work schedule, an employee shall work the following two week-cycle:

Week One: Monday - Thursday (9 hours each day); Friday (8 hours)

Week Two: Monday - Thursday (9 hours each day); Friday (0 hours)

For purposes of calculating overtime, four hours of the Friday worked in week one will be credited as hours worked in week one; the second four (4) hours of the Friday worked in week one will be credited as hours worked in week two. As a consequence, employees will have forty hours scheduled in each work period.

9/80 Work Hours

Employee work hours shall be established by the District and are subject to change based upon the needs of the District and upon a minimum of two (2) weeks notification to employees. To ensure quality service levels to the District's operations, the following working schedules have been established for staff in the office and field:

Office Staff:

Monday through Thursday: 7:30 am-5:00 pm Alternating

Friday 7:30 am-4:00 pm

SECTION 300 PERSONNEL POLICIES

(Thirty minute lunch)

Field Staff:

Monday through Thursday 6:30 am- 4:00 pm Alternating

Friday 6:30am- 3:00 pm (Thirty minute lunch)

To ensure that a field staff employee is available to respond to service calls during office hours, and in the effort to minimize overtime impacts, the on call employee scheduled will work the same hours as office staff during their on call period.

Work Schedule 4/10

In a standard 4/10 alternative work schedule, employees work four (4) ten (10) hour days in a row and then receive the next three (3) days off.