



June 4, 2026

TO: LOCSD Board of Directors
FROM: Greg Kwolek, General Manager
SUBJECT: **Agenda Item 8H – 06/04/2026 Board Meeting**
Adopt Updated Personnel Policy

DESCRIPTION

The District’s current Personnel Policy was last updated in 2024. With the update to the Districts Memorandum of Understanding (MOU), the District took this time to evaluate and update the Personnel Policy. This report provides an overview of the updated Personnel Policy for the Board to review.

STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board adopt Resolution 2026-13 Amending and Updating the District’s Personnel Policy.

DISCUSSION

The Los Osos Community Services District Personnel Policy has not been updated since 2024.

The attached ‘Strike-Through Personnel Policy Chapter 4.4000.4.c and 6000 is to align the personnel policy with some of the changes that were approved in the the MOU that was adopted on tonight, May 7th, 2026.

The following table notes the changes made to the current policy and in the attached strike through draft:

Items Updated in the Personnel Policy	
Chapter 4.4080.4.c	Update Cafeteria Benefit Plan to match with Current Policy and MOU effective July 1, 2026
Chapter 4.4080.5	Remove as there are no longer employees that fall under this category, and with the benefit structure this is no longer relevant to the policy.
Chapter 6.6000	Update date for the adopted Travel & Reimbursement Policy

FINANCIAL IMPACT

There is minimal financial impact of approximately \$300 per fiscal year per unrepresented employee if they opt out of medical insurance through the District.

Attachment – Resolution 2026-13
Exhibit A - Clean Draft Personnel Policy Chapter 4.4080.4.c, 4.4080.5 and 6000
Strike-Through Draft of the Personnel Policy Chapter 4.4080.4.c, 4.4080.5 and 6000

President
Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
Tom Cross
Richard Hubbard
Christine M. Womack

General Manager
Greg Kwolek

District Accountant
Robert Stilts, CPA

Unit Chief
John Owens

Battalion Chief
Joshua Lorenzo

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcsl.org

RESOLUTION NO. 2026-13

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT AMENDING
AND UPDATING THE PERSONNEL POLICY**

WHEREAS, the Board desires to provide for prudent management of the LOCSD's Personnel Resources; and

WHEREAS, the Personnel Policy was last updated June 6, 2024; and

WHEREAS, the District and SLOCEA negotiated changes to the employee Memorandum of Understanding (MOU) which were approved by the Board on May 7, 2026; and

WHEREAS, to remain consistent with the MOU, the District is proposing amendments to the Personnel Policy; and

WHEREAS, the Board reviewed the proposed amendment to the District Personnel Policy to update the District's Personnel Policy at a public meeting;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. The Personnel Policy is hereby amended as specified in Exhibit A and incorporated by reference herein.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 4th day of June, 2026.

Matthew Fourcroy
President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Gregory Kwolek
General Manager and Secretary to the Board

Craig Steele
District Legal Counsel



Personnel Policy

Los Osos Community Services District Personnel Policy effective July 1, 2026

This document provides guidance to employees of the Los Osos Community Services District

CHAPTER FOUR – BENEFITS

4080 – CAFETERIA BENEFIT PLAN

4. Unless modified by a fully executed Memorandum of Understanding or other agreement approved by the Board of Directors, the District agrees to contribute the following monthly cafeteria benefit payments, effective July 1, 2024 to both exempt and non-exempt employees; it is to be noted that these amounts include any District's mandated portion of the program costs that are billed by CalPERS as described in Section 9.2.1:
 - a) Employee only shall receive an amount equal to the full cost of the lowest medical plan, dental, and vision coverage.
 - b) Employee plus one (1) dependent and Employee plus two (2) shall receive the equal amount as an Employee only, plus 50% of the dependent cost for medical, dental, and vision coverage on the lowest cost medical plan.
 - c) Employee who opts out of CalPERS medical shall receive seven hundred and twenty-five dollars (\$750.00).

CHAPTER SIX - GENERAL

6000 - BUSINESS TRAVEL & REIMBURSEMENT

Please refer to the Travel & Reimbursement Policy adopted November 5, 2020.



Personnel Policy

~~*Los Osos Community Services District Personnel Policy effective 2024*~~
Los Osos Community Services District Personnel Policy effective July 1, 2026

This document provides guidance to employees of the Los Osos Community Services District

CHAPTER FOUR – BENEFITS

4080 – CAFETERIA BENEFIT PLAN

4. Unless modified by a fully executed Memorandum of Understanding or other agreement approved by the Board of Directors, the District agrees to contribute the following monthly cafeteria benefit payments, effective July 1, 2024 to both exempt and non-exempt employees; it is to be noted that these amounts include any District's mandated portion of the program costs that are billed by CalPERS as described in Section 9.2.1:
 - a) Employee only shall receive an amount equal to the full cost of the lowest medical plan, dental, and vision coverage.
 - b) Employee plus one (1) dependent and Employee plus two (2) shall receive the equal amount as an Employee only, plus 50% of the dependent cost for medical, dental, and vision coverage on the lowest cost medical plan.
 - c) Employee who opts out of CalPERS medical shall receive seven hundred and twenty-five dollars (\$~~725~~750.00).

5. ~~Employees currently on the Employee-Only plan will be grandfathered in to their current rate if it exceeds the amount equal to the full cost of the lowest medical plan, dental and vision. This rate will remain the same until such time that the cost exceeds the amount.~~

CHAPTER SIX - GENERAL

6000 - BUSINESS TRAVEL & REIMBURSEMENT

Please refer to the Travel & Reimbursement Policy adopted ~~April 7~~November 5, 2020~~16~~.