



September 03, 2020

TO: LOCSO Board of Directors

FROM: Ron Munds, General Manager
Laura Durban, Administrative Services Manager

SUBJECT: Agenda Item 6E – 09/03/2020 Board Meeting
Adopt Updated Personnel Policy

DESCRIPTION

The District’s current Personnel Policy was last updated in 2013. With new State requirements the District took this time to evaluate and update to make the Personnel Policy consistent with the new regulations. This report provides and 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 2020-19 Amending and Updating the District’s Personnel Policy.

DISCUSSION

The Los Osos Community Services District Personnel Policy has not been updated since 2013. There are new requirements by law that need to be included in the Personnel Policy and updates that have been needed since the last revision.

On July 20, 2020 General Manager Munds and Administrative Services Manager Durban met via Zoom with SLOCEA representatives Pat McNamara and Theresa Schultz to review and make certain there were no conflicts in the policy with the Memorandum Of Understanding (MOU).

The attached ‘Strike-Through Personnel Policy’ is the final policy approved by the SLOCEA representatives Pat McNamara and Theresa Schultz.

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

Items Added to the Personnel Policy	
Chapter 1.1000	Wording that MOU prevails over Personnel Policy
Chapter 2.2005	Nepotism Policy
Chapter 2.2050.3	Property Return Agreement
Chapter 3.3030.2.F	One-Time Merit Stipend for Employees at Step 5 per the MOU
Chapter 3.3035	Training Programs
Chapter 4.4036	Lactation Policy

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Items Updated in the Personnel Policy	
Chapter 2.2000.3	Probationary Employee Definition
Chapter 2.2010	Chain of Command Chart
Chapter 2.2020.2	Regarding Employee Switching to a New Vacancy
Chapter 2.2020.5	Citizenship Verification
Chapter 2.2025	Equal Opportunity Employment
Chapter 3.3000.1	To Include Non-Exempt
Chapter 3.3070.1	To Exempt Employees' Reviews Being During Anniversary Month
Chapter 4.405.1, 3, 7, 8B, 9	To Make FMLA Current
Chapter 4.4034.4 A & B	Regarding Pregnancy Disability Leave
Chapter 4.4080	Update Cafeteria Benefit Plan to match with Current Policy and MOU
Chapter 5.5010.4, 5 & 7	Grievance Procedure Steps, Basic rules, and Expungement of Written Reprimands
Chapter 5.5020	Discipline and Appeals Procedure
Chapter 5.5050	Appearance and Conduct
Chapter 5.5060	Substance Abuse
Chapter 5.5060.4.A	Pre-Employment Drug Testing
Throughout	Formatting Issues and Updates to Verbiage to Help With Better Clarification.

Items Removed from the Personnel Policy	
Chapter 2.2020.3	Employment of Relatives (included in the Nepotism Policy)
Chapter 3.3060.2	Exceptions to Accepting Gifts
Chapter 4.4010.8	Employee Receiving Payment in Lieu of a Paid Holiday
Throughout Policy	Removing Items Regarding Full-Time Fire Department Employees
Chapter 7	Job Descriptions

FINANCIAL IMPACT

There is no financial impact with this update.

Attachment – Resolution 2020-19
 Exhibit A – Clean Draft Personnel Policy
 Strike-Through Draft of the Personnel Policy