
Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Executive Officer

POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Rolling Hills Community Services District and for the Board of Directors.

2000.2 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, the decision of the Board of Directors shall prevail.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager

POLICY NUMBER: 2001

2001.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

- He/she attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.
- He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, subject to approval by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.
- He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.
- He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.
- He/she shall prepare and manage the District budget, conducting studies, making oral and written presentations.

2001.2 Desirable Qualifications: possession of a masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Job Description – Board Secretary/Clerk
POLICY NUMBER: 2002

2002.1 Under the supervision of the General Manager, acts as Secretary and Clerk to the Board of Directors and secretary to the General Manager; attends to administrative detail on special matters assigned by the General Manager and/or Board of Directors; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; acts as Office Manager in the absence of the General Manager.

2002.2 The Board Secretary/Clerk prepares, publishes and distributes the meeting agendas under the direction of the General Manager and Board President; attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of motions or resolutions for agenda items requiring action by the Board; carries out administrative functions for Board business; gives information to organizations and the general public regarding Board business matters; prepares correspondence and maintains files on official actions of the Board and the General Manager; and serves as the Custodian of Records for the District.

5010.3 The Board Secretary/Clerk must possess the necessary clerical, secretarial, bookkeeping, accounting and organizational experience and education necessary to perform the job duties. He/she must possess a valid California driver's license.

5010.4 Throughout these policies and procedures, Board Secretary/District Clerk may be referred to as "Board Secretary" and/or "Clerk".

Revised: December 18, 2012

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Approval of Invoices for Contract Services

POLICY NUMBER: 2005

2005.1 Purpose. The purpose of this policy is to prescribe the manner in which the General Manager and Board Secretary, independent contractors to the District, shall submit invoices for payment of their services.

2005.2 Implementation. The General Manager and Board Secretary shall be paid for their services performed on behalf of the District on a monthly basis. They shall submit their request for payment by no later than the 10th day of each month for services performed during the previous calendar month.

2005.3 Processing. The General Manager shall submit his/her invoice to the Board Secretary who shall forward it to the Board President and Vice President for review and approval. The Board Secretary shall submit his/her invoice directly to the Board President and Vice President for review and approval. Once approved, the Board Secretary shall include such approved invoices on a voucher claim to be submitted to the County Auditor Controller's Office for payment. The billings for services provided to the District shall be sufficiently detailed to ensure the President and Vice President are fully aware of the services provided on the District's behalf.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: District Rights
POLICY NUMBER: 2006

2006.1 The District has the exclusive right, in accordance with applicable laws and regulations, to take certain actions including, but not limited to, the following:

- A. Directing employees in the performance of their duties;
- B. Hiring, promoting, transferring, classifying and assigning employees;
- C. Disciplining or dismissing employees;
- D. Determining the District's purpose, budget, organization, work to be performed and services to be provided;
- E. Determining and effectuating methods of implementing the foregoing; and
- F. Formulating, adopting and implementing work rules, standards of performance and standards of conduct rules relating to employee conduct.

2006.2 These District rights shall be exercised by the Board of Directors acting as a body or by the Board's duly authorized agent such as the General Manager.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Applicability of Definitions
POLICY NUMBER: 2007

2007.1 The definitions set forth in these Policies and Procedures apply to the provisions of the Personnel Policies, no. 2000, et seq., as originally enacted or as later amended, and do not affect any other ordinances or resolutions of the Board. Terms used in this Section shall, unless the context clearly indicates a contrary intent, have the meaning accorded them by the definitions in this Section.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Personnel Related Definitions
POLICY NUMBER: 2008

2008.1 Authorized Position - A specific work position, within a job classification, which is or may be held by an employee.

2008.2 Board - The Board of Directors of the Rolling Hills Community Services District.

2008.3 Continuous Employment - District employment which is uninterrupted except by authorized absences.

2008.4 Contracted Services - Contracted Services refers to work performed for the District by independent contractors who retain the right to control the manner and means by which the work is to be performed while the District controls the result. Independent contractors are not employees of the District.

2008.5 Demotion - A change in job classification to a lower job, salary or salary range.

2008.6 Dismissal - Involuntary termination of employment with the District.

2008.7 District - The Rolling Hills Community Services District.

2008.8 Employee - A person who has been employed to serve in a District job position or who is on an authorized leave of absence from such position.

2008.9 Exempt Employees - Exempt employees are persons who are exempt from the minimum wage and overtime provision of the Fair Labor Standards Act and do not receive overtime pay, e.g. executive, administrative and professional employees. The General Manager will consult with legal counsel and determine and report to the Board each employee's exempt/non-exempt status. Each such employee will be given notice of his or her exempt status.

2008.10 Good Standing - Any currently employed full or part-time employee not under disciplinary action by the District.

2008.11 Grievance - A dispute between the District and one or more employees concerning the application of District employment policies to the terms or conditions of his or her employment.

2008.12 Immediate Family - An employee's father, mother, stepparents, spouse, child, stepchild, foster child, brother, sister, grandparent, grandchild, or those of the employee's spouse.

2008.13 Leave of Absence - When authorized, an absence from duty for a specified period of time. An employee on authorized leave may return to the same or a similar position.

2008.14 Non-Exempt Employees - Non-exempt employees are persons who are not exempt from minimum and overtime provisions of the Fair Labor Standards Act. At the option of the District these employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week.

2008.15 Pay Period – Shall be once per month.

2008.16 Performance Evaluation - A review and evaluation of an employee's performance and demonstrated capabilities in his or her authorized position by the General Manager and Board of Directors.

2008.17 Probationary Period - The probationary period is a step in the District's hiring process. It allows the probationary employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. The District will use the probationary period to continue its assessment of an applicant for regular employment. During the probationary period an employee serves at the will or the pleasure of the District and may be discharged without prior notice and without cause. While normally the first six months of employment, the probationary period may be extended by the General Manager. The probationary employee does not have the Grievance Procedure rights described in Section 2180 of these policies.

2008.18 Regular Full-Time Employee - A District employee who is regularly assigned to work forty (40) hours per week in an authorized position and has successfully completed the probationary period. All Full-Time employees are paid on an hourly basis. The District does not provide benefits, including vacation, holiday, sick leave, or other District-paid benefits to Full-Time Employees or at all.

2008.19 Regular Part-Time Employee - An employee of the District who is regularly scheduled to work fewer than forty (40) hours each week in an authorized position and has successfully completed the probationary period. Part-time employees are paid on an hourly basis.

2008.20 Supervisor – The General Manager has day-to-day direction and responsibility over the work of one or more specific employees.

2008.21 Suspension - A District-mandated temporary leave of absence which may be either paid or unpaid and may be either for disciplinary or investigative purposes.

2008.22 Temporary/Employee - An employee hired for a specific purpose for a limited period of time or an employee who works on an on-call or as-needed basis. A temporary employee has no reasonable expectation that he or she will be called or reemployed by the District in the future. A temporary employee is not a "regular full-time" or "regular part-time" employee regardless of the hours the temporary is scheduled to work.

2008.23 Termination - The conclusion or cessation of employment with the District, whether initiated by the District or the employee.

2008.24 Vacancy - An unfilled authorized position in the District.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Employee Selection
POLICY NUMBER: 2009

2009.1 Employees are selected on the basis of merit, ability, appropriate education, competence, experience and employment references. No employee of the District nor any person seeking employment with the District, shall be unlawfully favored or discriminated against because of political opinion or affiliation, or because of race, color, creed, national origin, sex, age, religious belief or physical or mental handicap. Any technique or procedure used in the selection or promotion of employees shall be designed to measure only the job-related qualifications of the applicants. Hiring shall be done by the General Manager with the approval of the Board of Directors. All employees of the District are "at-will" employees.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Probationary Appointment
POLICY NUMBER: 2010

2010.1 Before employing a person as a full-time or part-time regular employee, the District shall employ that person as a probationary employee for a period of at least six (6) months. The General Manager may extend the probation period beyond six (6) months. Any extension of the probationary period shall also extend the probationary status of the employee.

2010.2 The probationary period is a step in the District's hiring process. It allows the probationary employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. The District will use the probationary period to continue its assessment of an applicant for regular employment.

2010.3 At any time during the probationary period, the probationary employee or the District may terminate the employment relationship without cause and without recourse to the Grievance Procedure set forth in Section 2180 of these policies.

2010.4 If interrupted by an authorized leave or absence, the probation period will be extended accordingly.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Regular Appointment
POLICY NUMBER: 2011

2011.1 Prior to the completion of the probationary period, the probationary employee shall be evaluated by his or her supervisor. If the probationary employees' performance has been satisfactory, the supervisor shall recommend the probationary employee for a regular appointment. The General Manager shall review the recommendation and if he or she concurs, the probationary employee shall become a regular employee effective the first day of the month following completion of the probationary period.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Emergency Help
POLICY NUMBER: 2012

2012.1 In cases of great emergency, when necessary to protect lives or property from imminent danger, the General Manager may employ a person or persons on behalf of the District as a temporary employee(s) for a period which shall not extend beyond the duration of the emergency or the adjournment of the next regular meeting of the Board, whichever is earlier.

2012.2 Additionally, the General Manager may employ a person or persons on behalf of the District as a temporary employee(s) for a period which shall not extend beyond the adjournment of the next regular meeting of the Board, when circumstances are found to exist as would cause unreasonable damage to or deterioration of District property or the curtailment or impairment of important District operations without such additional employment.

2012.3 Temporary help employed pursuant to this Section shall be at the salary for the appropriate level or work performed. Any such appointment shall be reviewed by the Board at the first regular meeting following the appointment.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Physical Examination
POLICY NUMBER: 2013

2013.1 Prior to making an appointment of any employee, the District may require the potential appointee to pass a physical examination administered by the District's physician. The physician's report shall be submitted to the District before the new employee begins his or her employment. At any time during an individual's employment with the District, if concerns arise about the employee's ability or fitness to perform his or her job, the District may require the employee to have a physical examination. The cost of required examinations will be borne by the District.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Advertising and Filling Vacancies
POLICY NUMBER: 2014

2014.1 If a new or vacant position becomes available, the General Manager shall advertise for the position.

2014.2 Job advertisements shall be posted on the District bulletin boards and shall be published in a general circulation newspaper.

2014.3 The advertisement shall state:

- A. Position title;
- B. Salary or wage range;
- C. Deadline for filing an application;
- D. Where and how application may be obtained.

2014.4 Nothing in this provision shall be interpreted to preclude the District from promoting qualified individuals from within without the necessity of advertising a vacant or newly created position when to do so is in the best interests of the District as determined by the General Manager and/or Board of Directors.

2014.5 Applications - All applications must be in writing and must be submitted on the form provided by the District. Letters of recommendation and references may be required where appropriate.

2014.6 Interviews - Before an applicant is hired, he or she shall be personally interviewed.

2014.7 Applicability of Advertising and Hiring Provisions - Applies to filling regular full-time and regular part-time employee positions. These sections do not apply to appointment of seasonal or temporary employees.

2014.8 Appointment - The position of General Manager shall be filled by Board appointment. The General Manager shall appoint successful candidates to fill all other vacant positions with approval by the Board of Directors.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Salaries
POLICY NUMBER: 2015

2015.1 All compensation shall be determined by the Board of Directors, including Independent Contractors rate of pay and employees' wages or salaries.

2015.2 All employees shall be paid on an hourly basis once per month.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Pay Deductions, Final Check
POLICY NUMBER: 2016

2016.1 Pay checks are generated on behalf of the District through the El Dorado County Auditor Controller's Office

2016.2 As required by law, the District makes payroll deductions from each employee's wages and salaries for federal withholding taxes, Social Security taxes, California State withholding taxes, and State Disability Insurance and wage garnishment.

2016.3 A final paycheck shall be issued to a dismissed employee or an employee who has been laid off due to lack of work at the time of separation from employment.

2016.4 A final paycheck shall be issued within 72 hours to an employee who has resigned unless the employee has given 72 hours notice, in which case the check will be issued at the time the resignation becomes effective.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Annual Performance Evaluation
POLICY NUMBER: 2017

2017.1 Each supervisor should prepare a written annual performance evaluation for each employee he or she directly supervises and give the employee a copy. The purpose of the evaluation is to provide an opportunity for District supervisors to meet with their employees to discuss their job performance and future development. Written evaluations shall become a permanent part of the employees personnel file.

2017.2 The employee's performance evaluation is confidential. During the evaluation process and any subsequent use of the evaluation materials, all verbal discussion and documentation shall be protected from unauthorized persons.

2017.3 The supervisor conducting the performance evaluation shall discuss the employee's job performance and provide the employee an opportunity to comment on any aspect of the evaluation.

2017.4 The employee shall sign the evaluation acknowledging that it has been read, and the performance has been discussed with the supervisor. The employee's signature does not necessarily indicate agreement with the evaluation.

2017.5 The employee shall be given the opportunity to make written response to the evaluation. An employee's written response must be received within five (5) working days, after the evaluation is signed by the employee.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Workers' Compensation
POLICY NUMBER: 2018

3025.1 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. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they must report the illness or injury to the General Manager or the employee's supervisor in the absence of the General Manager, 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.

3025.2 All payments for lost wages or salary due to a legitimate work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. 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 the General Manager or your supervisor.

3025.3 The District provides medical treatment for work-related injuries and illnesses through pre-determined hospitals or clinics that provide medical care to injured employees. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations. The senior employee in attendance at an incident shall make an initial determination of a facility to be identified and used for first treatment pending added review by the General Manager.

3025.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless the District 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.

Adopted: March 16, 2010

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Personal Vehicle Usage

POLICY NUMBER: 2100

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.4 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Gift Acceptance Guidelines

POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver and is reported to the Board of Directors by the receiver.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation - General Manager

POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.2 The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The Clerk of the Board shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

2175.3 The Board of Directors will agree upon an evaluation form to be provided to the Board and completed prior to the formal performance review session. Board of Directors shall be encouraged to prepare input on the form prior to the Board of Directors meeting.

2175.4 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.5 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Grievance Procedure

POLICY NUMBER: 2180

2180.1 This policy shall apply to all regular employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II, General Manager. If the grievance has not been resolved at Level I, the grievant may present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement shall include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2180.4.2.2 The General Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Directors' Personnel Committee. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors' standing Personnel Committee within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Personnel Committee shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Committee's decision shall be announced in open session immediately after the closed session in which it was made.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2180.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM

[DISTRICT NAME]

Employee's Name: Date:

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2210

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions, subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

2210.5 Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees reinforcing them of the District's sexual harassment policy.

2210.6 Complaint Process. Any employee who believes he/she is the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to the immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit a formal complaint with any supervisory employee, or with the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the division manager, or to the General Manager if the division manager is unavailable or personally involved in said complaint.

2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the division, in cooperation with the Personnel Manager, within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the division manager is unavailable or personally involved in said complaint.

2210.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board if one exists or the entire Board of Directors.

2210.7.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found, including mandatory sexual harassment training to prevent future incidents. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

2210.8.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.

2210.8.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Harassment

POLICY NUMBER: 2215

2215.1 The Rolling Hills Community Services District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that he/she has been harassed, the employee should provide a written complaint to the supervisor, a division manager, the Administrative Assistant to the General Manager, or the General Manager as soon as possible after the incident. The complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Staff receiving harassment complaints will refer them immediately to the General Manager or the President of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2220

2220.1 It is the policy of Rolling Hills Community Services District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 This policy contains two major commitments:

2220.2.1 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

2220.2.2 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

2220.3 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Equal Opportunity

POLICY NUMBER: 2225

2225.1 The District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement; and all other matters of employment.

2225.2.1 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Nepotism

POLICY NUMBER: 2230

2230.1 It is the policy of Rolling Hills CSD to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

2230.3 When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall not be granted.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Outside Employment

POLICY NUMBER: 2240

2240.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Separation from District Employment

POLICY NUMBER: 2250

2250.1 Resignation. To leave District service in good standing, an employee must file a written notice of resignation with the General Manager at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Directors, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or offered the option of moving to another position within the District, if a position is available and if the employee is qualified.

2250.2.1 Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.3 In order to retreat to a former or lower position, an employee must request displacement action in writing to the General Manager within five working days of receipt of the layoff notice.

2250.2.3.1 Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2250.2.4 If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, provisional, probationary, and regular. Temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the General Manager. In cases where there are two or more regular positions with the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

2250.2.4.1 First, all employees having ratings of "Unsatisfactory;"

2250.2.4.2 Second, all employees having ratings of "Marginal;"

2250.2.4.3 Third, all employees having ratings of "Less Than Satisfactory;"

2250.2.4.4 Fourth, all employees having ratings of "Satisfactory;"

2250.2.4.5 Fifth, all employees having ratings of "Commendable;"

2250.2.4.6 Sixth, all employees having ratings of "Superior;" and,

2250.2.4.7 Seventh, all employees having ratings of "Exceptional."

2250.2.4.8 Employees within each of the rating categories shall be laid off in order of least seniority first.

2250.2.5 The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. The re-employment list shall be used by the General Manager when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.6 Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the General Manager, the list may be extended for an additional year.

2250.3 Dismissal of Regular Employees. A regular employee may be dismissed at any time by the General Manager for cause, and after consulting with District Legal Counsel.

2250.3.1 The following shall constitute sufficient cause for dismissal:

2250.3.1.1 Conviction of a felony;

2250.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2250.3.1.4 Intentional or gross misconduct; and,

2250.3.1.5 Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.3.1.7 Severe physical or mental disability.

2250.3.2 A probationary employee may be terminated at any time during a probationary period without right of appeal or hearing. In case of such termination, the General Manager shall notify the probationary employee in writing that he/she is being separated from District service.

2250.3.3 Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

2250.4 Notice of Dismissal. All regular employees shall be provided with a notice of dismissal. This notice shall be prepared by the General Manager after consultation with District Counsel and shall contain the following:

2250.4.1 A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

2250.4.2 A statement of the acts or omissions upon which the action is based;

2250.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.4.4 In the case of a regular employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

2250.5 Procedures for Disciplinary Action and Dismissal of Regular Employees.

2250.5.1 A regular employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five working days of the date of the notification. The General Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The General Manager shall issue his/her opinion and decision within ten working days of the hearing and may, if the General Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Confidentiality Regarding Resignations

POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation

POLICY NUMBER: 2255

2255.1 The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.

2255.1.1 The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than him/her. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

2255.1.2 At his/her discretion, the General Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2260

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2260.2 Grounds for Discipline.

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 Rolling Hills Community Services District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited.)

2270.3.2 Employees and contractors do not have any right to privacy in any District computer resources, including internet sites visited, downloads and e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software. To maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

Rolling Hills Community Services District

POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage

POLICY NUMBER: 2275

2275.1 Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

2275.1.1 Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2275.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

2275.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

2275.3 Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

2275.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used whenever possible to maximize the employee's attentiveness. Refraining from using cellular telephones in a hand-held position while operating District vehicles and equipment will lower the employee's risk of causing or becoming involved in an accident.

2275.5 Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

2275.6 Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor.