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| Ordinance Type | Personnel Practices | Date Adopted | June 28, 2006 |
| Ordinance Number & Title | 5000 - Rules and Regulations for Employer-Employee Relations | Date Amended | September 18, 2024 |

5000.00 Purpose

It is the purpose of these rules and regulations to promote full communication between the District and its employees by providing a reasonable method of resolving matters regarding wages, hours and other terms and conditions of employment and to promote the improvement of Personnel management and employee relations by providing a uniform basis for District employees to join or not to join any employee organization of their choice. It is also the purpose of these rules and regulations to conform in full with the provisions of the law and to provide orderly procedures for the administration of employer-employee relations.

5000.01 Board of Directors' and General Managers' Rights

It is the exclusive right of the Board of Directors to oversee the operation of the District, and to set standards of services to be offered. Under the Board of Director's oversight, the General Manager shall operate and manage the affairs of the District. Subject to Section 5000.03, it is also the exclusive right of the General Manager to direct the work force, to hire, fire, discharge, promote, demote, transfer, take disciplinary action, to determine the methods, means and Personnel by which District operations are to be conducted, to lay off for budgetary considerations or lack of work, to subcontract, and to maintain discipline and efficiency of employees consistent with the provisions of these rules and regulations and of the law.

The above rights of the Board and General Manager are not all-inclusive, but do describe the type of rights that belong to and are exclusively the prerogative of the Board of Directors and General Manager.

5000.02 Employee Rights

Each individual employee shall have the following rights, which the employee may exercise in accordance with the law:

- A. The right to form, join and participate in the activities of an employee organization of the employee's own choosing for the purpose of representation on matters of the employee's relations with the District, or to refuse to join or participate in the activities of any employee organization.
- B. The right to be free from interference, intimidation, restraint, coercion, discrimination or reprisal on the part of the District, other employees or employee organizations with respect to the employee's membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.

5000.03 Employee Working Conditions

5000.03.1 Personnel Manual

The Personnel Manual sets forth rules, regulations and policies that are applicable to all employees of the District. The General Manager shall maintain, publish and enforce the employee Personnel Manual. The Board of Directors delegates authority to the General Manager to update the Personnel Manual from time to time except for Chapter 4 – Wages, Benefits and Salary Plan Administration which requires approval from the Board of Directors via Policy HR6.1 Employee Compensation and Benefits, and Chapter 7 – Employer/Employee Relations, which is subject to Board approval via resolution.

5000.03.2 Wages and Benefits for District Employees

Wages and benefits for all District employees shall be as set forth in the District Personnel Manual and the Compensation Schedule, subject to Board approval via Policy HR6.1 Employee Compensation and Benefits and via adoption of the annual budget, which includes the current compensation schedule.

5000.03.3 Employer/Employee Relations

Employees have the right to join or participate, or decline to join or participate in the activities of any employee organization and shall have the right to represent themselves individually in their employee-employer relations within the District. The procedures for such actions are approved and communicated via resolution of the Board of Directors. The current resolution will be maintained in Chapter 7 – Employer/Employee Relations of the Personnel Manual.

Revision History:

| Revision Date | Description of Changes | Requested By |
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| 6/25/08 | Ord. 08-001 repealed all prior ordinances | |
| 9/18/24 | Change 5000.03.1 Policy & Procedure Manual to Personnel Manual; change & revise 5000.03.2 Hours, Fringe Benefits and Working Conditions for District Employees to Wages and Benefits for District Employees; and change & revise Employee Wages to Employer/Employee Relations | Donna Silva |
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