

DATE: August 9th, 2021
TO: Board of Trustees
FROM: Lara Florea
SUBJECT: Proposed Updates to Current Personnel Policy

4.1 & 6.2: Change work week from Thursday through Wednesday, to Monday through Sunday

5.1: Heading changed to include “requirements”. Information changed to include the possibility of a uniform provided by the District (possibly a service), and removed outdated items.

5.2: Update Personal Protective Gear to include Hazard rated safety toe boots. Change eye protection information to include prescription glasses or lenses only. The District provides non-prescription safety glasses.

8.2: Update Personal Appearance. Add “see section 5.1 for specific uniform information” and remove denim shorts from the list.

4.1: WORK WEEK:

CURRENT: The workweek begins on Thursday and ends on Wednesday for all employees of the District.

PROPOSED: The workweek begins on Monday and ends on Sunday for all employees of the District.

6.2: OVERTIME:

CURRENT: District employees in this Class shall maintain time sheets that commence on Thursday and end on Wednesday for each week in the bi-weekly pay period.....

PROPOSED: District employees in this Class shall maintain time sheets that commence on Monday and end on Sunday for each week in the bi-weekly pay period...

CURRENT 5.1: CLOTHING ALLOWANCE:

The District manager will determine which employees shall be eligible for, and required to wear uniform clothing in the performance of their duties. Employees required to wear uniform clothing, specifically those individuals readily visible to the general public, will be provided with an initial allocation of six shirts (long or short sleeve), six summer weight (tee or knit style) shirts, two jackets and one jacket liner. An employee required to wear standard dark blue denim jeans on the job shall receive six new pairs each year. The employee will reimburse the District 30% of the cost of the jeans. In addition, employees required to do outside work in inclement weather shall be provided a maximum of one hundred (\$100) per year per individual towards the purchase of insulated coveralls or a heavy polar type coat. The District will allow eligible employees to have a two-year accumulation of the inclement weather clothing allowance. All uniform items and winter wear will be purchased by the District and approved by the general manager in order to maintain clothing uniformity. The employee shall be required to wear the uniform clothing, to maintain the garments in a clean and maintained fashion, and to return the full allocation of garments upon separation from District service (or be docked the fair value of missing articles from the final paycheck). The District shall replace uniform clothing damaged through natural wear on the job on a replacement (turn-in) basis, but not due to negligence by the employee. The employee shall wear uniform clothing only in route to and from work and while on duty. (Rev. 12/17/2013)

PROPOSED 5.1: CLOTHING REQUIREMENTS AND ALLOWANCE:

The District manager will determine which employees shall be eligible for, and required to wear uniform clothing in the performance of their duties. Employees required to wear uniform clothing, specifically those individuals readily visible to the general public, may be provided with a pre-approved District uniform. If a complete District uniform is not provided by the District, the following clothing allowances shall apply:

Jeans - If not already provided as part of the District uniform, an employee who is required to wear standard dark blue denim jeans on the job may receive up to six new pairs each year. The employee will reimburse the District 30% of the cost of the jeans.

Winter Weather Gear - Employees required to do outside work in inclement weather shall be provided a maximum of one hundred (\$100) per year per individual towards the purchase of insulated coveralls or a heavy polar type coat, if not part of the District uniform.

The District will allow eligible employees to have a two-year accumulation of the inclement weather clothing allowance. All uniform items and winter wear will be approved by the general manager in order to maintain clothing uniformity.

The employee shall be required to wear the uniform clothing, to maintain the garments in a clean and maintained fashion, to return the full allocation of garments upon separation from District service (or be docked the fair value of missing articles from the final paycheck). The District shall replace uniform clothing damaged through natural wear on the job on a replacement (turn-in) basis, but not due to negligence by the employee. The employee shall wear uniform clothing only in route to and from work and while on duty.

5.2: PERSONAL PROTECTIVE GEAR

Footwear Allowance: The District Manager will determine which employees shall be eligible for, and required to wear personal protective footwear in the performance of their duties. Employees required to wear protective footwear shall be reimbursed up to a maximum of one hundred twenty-five dollars (\$125.00) for the safety-portion cost of the footwear per year per individual for securing appropriate and approved **Electric Hazard rated and safety toe boots** or shoes. The District will allow eligible employees to have a two-year accumulation of the safety shoe allowance.

Eye Protection: The general manager may establish policies concerning needed eye protection and allow up to a maximum of fifty dollars (\$50.00) per person per year for prescription safety glasses or lenses. The District will allow eligible employees to have a four-year accumulation of the eye protection allowance.

8.2: PERSONAL APPEARANCE:

Each employee's appearance is a reflection of the District. In addition, dress, grooming, and personal cleanliness standards contribute to the morale of all employees. Therefore, employees are encouraged to dress in an appropriate and professional manner consistent with their position.

Supervisors may establish specific dress codes **or uniforms. (See section 5.1 for uniform information)**. In the absence of an established dress code, the following items are considered inappropriate attire:

- * Short shorts
- * Cut-offs
- * Clothing with large holes or frayed edges
- * Hats, T-shirts or sweatshirts with slogans that could be considered crude, contain racial slurs, Etc.
- * Flip-Flop (thong style) rubber shoes

Employees should consult their supervisor or the general manager if they have questions regarding appropriate attire.