

7/6/2016

DRAFT MUIR BEACH COMMUNITY SERVICES DISTRICT PERSONNEL POLICIES

Muir Beach is a “tight-knit” community with a small number of staff and a strong tradition of volunteerism from its residents. The Muir Beach Community Services District (CSD) was formed by a Resolution of the Marin County Board of Supervisors to oversee community water distribution and quality, fire protection, roads and easements, and recreation. An elected Board of Directors governs the CSD. The purpose of the CSD is to maintain and enhance the unique quality of life of the Muir Beach community. The CSD is committed to a philosophy of transparency in its functions and actions with the community and its employees.

GENERAL POLICIES

- Employees will be hired after the CSD Board determines the priorities of the District and approves a budget and staffing to achieve those priorities
- Employees understand that the elected CSD board makes policy, and staff is hired to implement the policies and decisions of the board.
- Employees are expected to be collaborative and respectful/civil in their relationships with each other, the community, and volunteers.
- The CSD is dedicated to maintaining a safe workplace for all its employees and volunteers.
- The Muir Beach Community Services District (CSD) is an equal opportunity employer. Employees will not be discriminated against under any circumstances.
- The CSD board and staff will comply with all laws and regulations that apply to it.

LEGAL AND TAX CONSIDERATIONS

- The CSD will regularly review its Personnel Policies to ensure that they conform to all applicable laws and regulations and that they are in the best interest of the Community, the CSD, and its employees.

HIRING AND EMPLOYMENT STATUS

- *Hiring*
 - Position, Title, Duties, Salary, and Job Descriptions will be determined by the Board before hiring begins.
 - Job descriptions shall include general and specific duties, lines of authority, and expectations of a job well done.
 - All employees of the district are hired on an at-will basis.
 - Notices will be posted announcing available positions and job descriptions and qualifications for every position.
 - Hiring of all CSD managers, the Fire Chief, and others who report to the CSD board will follow this process:
 - The Board or its designees will review applications for managerial positions and the other posts that report to the board.
 - The Directors and any advisors it selects will interview the finalists.
 - The Board of Directors will make the final selection for the position.
- *Work Hours*
 - The full-time work week is 40 hours; overtime will be paid according to California regulations.
 - Hours worked must be documented weekly.
 - There can be a variable work schedule if it serves the community's needs and is approved by the staff member's supervisor.
 - Within legal limits, compensatory time will be recommended for overtime work, but the employee may choose to be paid instead of taking compensatory time off. Compensatory time must be used up within one year from the date earned.

- The CSD pay schedule will be every two weeks
- *Basic Hourly Pay*
 - The minimum hourly pay will be \$15 per hour, and it will be indexed.
 - Index Note: The hourly wage shall be indexed to the Consumer Price Index (CPI) and may be adjusted no more frequently than annually on the pay period beginning July 1.
 - The change in the CPI shall be calculated each year based on the year-over-year change in the May 31 Index value.
 - If the annual change in the CPI is less than 3.00%, the wage rate shall not change.
 - However, whenever the cumulative change in the CPI – calculated using the May 31 index value – exceeds 3.00% since the May 31 Index value immediately prior to the last cost-of-living adjustment to the wage rate, the wage shall be increased by the same percentage amount as the increase in the Index value, rounded to the nearest \$0.05.
- *Injuries*
 - However minor, employees must promptly report (within 24 hours) all at-work injuries to their supervisor. If the supervisor is not available, the report should go to the District Manager or someone else in charge
- *Expense Reimbursements*
 - For approved, work-related travel in an employee's vehicle only, the CSD will use the California standard to pay for mileage. It will also pay actual costs for parking and bridge tolls. Travel of this sort must be approved in advance by the staff member's supervisor, and dated receipts are required. Reimbursements are not allowed for employee travel to and from work.

BENEFITS – QUESTIONS & DISCUSSION POINTS FOR THE CSD BOARD

- *NOTE I: Even before benefits are considered, this committee recommends the Board fund a minimum \$15 per hour pay rate.*
- *NOTE II: If the Board sets priorities and a budget for benefits, then this Personnel Committee recommends that the Board create an expert, ad-hoc Benefits Committee. They should consider the priorities and the funds available and develop recommendations that will best support the CSD priorities and serve the staff.*
- *If benefits are allowed, the CSD should consider:*
 - *If it can set up a tax deductible FSA account, or, some related tax-free medical account and then employees get X amount put into the fund for medical needs as they determine.*
 - *How long should a staff member work for the CSD before s/he is eligible for benefits? (This committee recommends three months.)*
- *NOTE III: Below is a preliminary, incomplete list of benefits that might be assessed, prioritized, added to, and deleted if there is a budget to support them. For each of them, the type of offering and plan must be considered. So should the government programs that might be available.*
 - *Medical*
 - *Sick Leave*
 - *Social Security contributions*
 - *Vacation*
 - *Retirement*
 - *Dental*
 - *Vision*
 - *Disability*
 - *Family Leave*
 - *Leaves of absence*
 - *Education advancement support*
 - *Other?*

- *Personnel Files*

- All staff files are confidential. Supervisors/managers will maintain them in a locked, secure manner. Only the employee, his or her supervisor, the District Manager, and the Board shall have access to them. The CSD Board and District Manager will maintain the confidentiality of these files, but will make them available when requested by government officials who have a legal right and are authorization to see them.
- A copy of their Performance Review will be given to each employee.

- *Performance Reviews*

- All district staff will be evaluated in March and September.
- The CSD Board or its designee(s) will perform the review of the District Manager (DM), and the DM will conduct the evaluation of the other managerial staff as well as those who report to the Board.
- Supervisors will assess the people who report to them.
- A summary of all of these evaluations will be provided to the Board; matters that are allowed to be confidential will be covered in closed session.
- All job descriptions, performance standards, and evaluation procedures will be in writing; they will also be reviewed at least every other year.

- *Grievances*

- (*NOTE:* Since the Muir Beach CSD is a small organization with part-time, at-will employees, an elaborate grievance system is inappropriate. To protect CSD employees, this committee suggests that all CSD employees be told when they are hired that if they have a concern about their supervisor, the CSD encourages them to tell their concern to the person who oversees their boss. In small organizations, the threat of a direct supervisor's boss learning about inappropriate behavior usually goes a long way to stopping bad behavior before it begins. If that does not happen, however, the boss's supervisor would be expected to intervene.

- All related correspondence shall be placed in the personnel file of the employee
- *Resignations*
 - Employees desiring to resign are requested to give at least four but no less than two weeks written notice. If such notice is given, the District may end the employee's service at any time. However, the employee shall be paid for two weeks wages – as well as all other payments that are owed the staff member.

NOTE: Below and on the following page are two infographics. The first one summarizes the CSD's role; the second one its operation.



Muir Beach CSD Organizational Structure

