



June 6, 2024

TO: LOCSD Board of Directors
FROM: Ron Munds, General Manager
Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 8K – 06/06/24 Board Meeting**
Adopt Updated Personnel Policy

DESCRIPTION

The District’s current Personnel Policy was last updated in 2020. With the update to the Districts Memorandum of Understanding (MOU), the District took this time to evaluate and update the Personnel Policy. This report provides an 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 2024-12 Amending and Updating the District’s Personnel Policy.

DISCUSSION

The Los Osos Community Services District Personnel Policy has not been updated since 2020. There are some Personnel Policy updates that have been needed since the last revision.

On May 28, 2024 Administrative Services Manager Durban communicated with SLOCEA representatives Emily Landis and Theresa Schultz, and they approved the proposed changes to the Personnel Policy.

The attached ‘Strike-Through Personnel Policy Chapter 4.4000.8 and 4.4080’ is the final policy approved by the SLOCEA representatives.

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

Items Updated in the Personnel Policy	
Chapter 4.4000.8	Update Leave Request information to match with Current Policy and MOU
Chapter 4.4080	Update Cafeteria Benefit Plan to match with Current Policy and MOU effective July 1, 2024

FINANCIAL IMPACT

There is no financial impact with this update.

Attachment – Resolution 2024-12
Exhibit A - Clean Draft Personnel Policy Chapter 4.4000.8 and 4.4080
Strike-Through Draft of the Personnel Policy Chapter 4.4000.8 and 4.4080

President
Marshall E. Ochylski

Vice President
Christine M. Womack

Directors
Charles L. Cesena
Matthew D. Fourcroy
Troy Gatchell

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RESOLUTION NO. 2024-12

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT AMENDING
AND UPDATING THE PERSONNEL POLICY**

WHEREAS, the Board desires to provide for prudent management of the LOCSD's Personnel Resources; and

WHEREAS, the Personnel Policy was last updated September 20, 2020; and

WHEREAS, the District and SLOCEA negotiated changes to the employee Memorandum of Understanding (MOU) which were approved by the Board on April 4, 2024; and

WHEREAS, to remain consistent with the MOU, the District is proposing amendments to the Personnel Policy; and

WHEREAS, the Board reviewed the proposed amendment to the District Personnel Policy to update the District's Personnel Policy at a public meeting;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. The Personnel Policy is hereby amended as specified in Exhibit A and incorporated by reference herein.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 6th day of June, 2024.

Marshall E. Ochylski
President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Ron Munds
General Manager and Secretary to the Board

Thomas D. Green
District Legal Counsel



Personnel Policy

Los Osos Community Services District Personnel Policy effective 2024

This document provides guidance to employees of the Los Osos Community Services District

CHAPTER FOUR – BENEFITS

4000 – VACATION/ADMINISTRATIVE LEAVE/FLOATING HOLIDAYS/COMP TIME

8. Vacations, Administrative Leave, Floating Holidays and Comp Time may be scheduled at any time during the year upon approval of the employees' immediate supervisor. It is recommended that employee submit a time-off request one week prior to the date the leave begins.
 - A. The request may be made less than one week prior to the leave with supervisor or manager approval and sufficient coverage.
 - B. Employees are encouraged to submit time-off requests with as much advance notice as possible, as requests are approved on a first come, first served basis.

Priority approval for time-off requests shall be given to employees who are coming off stand-by duty.

Time off is not approved until a leave request is signed by the supervisor and returned to the employee.

Upon return to work after an absence due to emergency or illness, the employee shall complete a time-off request the day of their return to work.

4080 – CAFETERIA BENEFIT PLAN

4. Unless modified by a fully executed Memorandum of Understanding or other agreement approved by the Board of Directors, the District agrees to contribute the following monthly cafeteria benefit payments, effective July 1, 2024 to both exempt and non-exempt employees; it is to be noted that these amounts include any District's mandated portion of the program costs that are billed by CalPERS as described in Section 9.2.1:
 - a) Employee only shall receive an amount equal to the full cost of the lowest medical plan, dental, and vision coverage.
 - b) Employee plus one (1) dependent and Employee plus two (2) shall receive the equal amount as an Employee only, plus 50% of the dependent cost for medical, dental, and vision coverage on the lowest cost medical plan.
 - c) Employee who opts out of CalPERS medical shall receive seven hundred and twenty-five dollars (\$725.00).
5. Employees currently on the Employee-Only plan will be grandfathered in to their current rate if it exceeds the amount equal to the full cost of the lowest medical plan, dental and vision. This rate will remain the same until such time that the cost exceeds the amount.



Personnel Policy

~~*Los Osos Community Services District Personnel Policy effective 2020*~~
Los Osos Community Services District Personnel Policy effective 2024

This document provides guidance to employees of the Los Osos Community Services District

CHAPTER FOUR – BENEFITS

4000 – VACATION/ADMINISTRATIVE LEAVE/FLOATING HOLIDAYS/COMP TIME

8. Vacations, Administrative Leave, Floating Holidays and Comp Time may be scheduled at any time during the year upon approval of the employees' immediate supervisor. It is recommended that employee submit a time-off request one week prior to the date the leave begins. Vacation requests must be submitted in writing, and may not be approved if not submitted at least three weeks in advance, or if the request conflicts with other vacation requests.
- A. The request may be made less than one week prior to the leave with supervisor or manager approval and sufficient coverage.
- B. Employees are encouraged to submit time-off requests with as much advance notice as possible, as requests are approved on a first come, first served basis.

Priority approval for time-off requests shall be given to employees who are coming off stand-by duty.

Time off is not approved until a leave request is signed by the supervisor and returned to the employee.

Upon return to work after an absence due to emergency or illness, the employee shall complete a time-off request the day of their return to work.

4080 – CAFETERIA BENEFIT PLAN

4. Unless modified by a fully executed Memorandum of Understanding or other agreement approved by the Board of Directors, the District agrees to contribute the following monthly cafeteria benefit payments, effective July 1, ~~2014-2024~~ to both exempt and non-exempt employees; it is to be noted that these amounts include any District's mandated portion of the program costs that are billed by CalPERS as described in Section 9.2.1:

- ~~A. Employee plus two (2) or more dependents shall receive one thousand dollars (\$1,000.00).~~
- ~~B. Employee plus one (1) dependent shall receive eight hundred and twenty five dollars (\$825.00).~~
- ~~C. Employee only shall receive seven hundred and fifty dollars (\$750.00).~~
 - a) Employee who opts out of CalPERS medical shall receive six hundred and twenty five dollars (\$625.00); only shall receive an amount equal to the full cost of the lowest medical plan, dental, and vision coverage.
 - b) Employee plus one (1) dependent and Employee plus two (2) shall receive the equal amount as an Employee only, plus 50% of the dependent cost for medical, dental, and vision coverage on the lowest cost medical plan.
 - a)c) Employee who opts out of CalPERS medical shall receive seven hundred and twenty-five dollars (\$725.00).

5. Employees currently on the Employee-Only plan will be grandfathered in to their current rate if it exceeds the amount equal to the full cost of the lowest medical plan, dental and vision. This rate will remain the same until such time that the cost exceeds the amount. The District agrees to share any increases imposed by CalPERS Medical during the term of this agreement, with a cost sharing of 50/50. The District will cover 50%, with the employee covering 50% of the increases imposed by CalPERS.

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