



WEST VALLEY WATER DISTRICT
855 W. Base Line Road, Rialto, CA 92376
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**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

MONDAY, SEPTEMBER 13, 2021 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the District Headquarters, 855 W. Base Line Road, Rialto, CA 92376.

Teleconference Notice: In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial (888)475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact the Executive Assistant at administration@wvwd.org.

BOARD OF DIRECTORS

Director, Dr. Michael Taylor, Chair
Director, Channing Hawkins

- 1. CONVENE MEETING**
- 2. PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

- 3. DISCUSSION ITEMS**
 - a. Updates to Human Resources Committee
 - b. Update on Employees on COVID-19 Leave
 - c. Update on Employees on FMLA and Medical Leave

- d. Update on Liability Claims
- e. Update on Workers Compensation Claim
- f. Update on Recruitments
- g. Update on Union Negotiations - IUOE, Local 12
- h. Update on Vehicle Use and Fleet Replacement Policy
- i. RUSD & Harbor Freight Fellowship Program

4. **ADJOURN**

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee meeting agenda at the District offices on September 9, 2021.



Peggy Asche, Board Secretary

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

I. PURPOSE AND SCOPE

West Valley Water District (District) provides vehicles to employees who are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary in order to continue to drive a District-provided vehicle to conduct District business. Drivers shall comply with all federal, state, and local laws and regulations at all times when driving a District vehicle.

This policy covers the assignment and usage of District vehicles for conducting official District business and communicates the requirements relative to assignment, utilization, and control of District-owned vehicles. This policy also details the criteria for replacement of older vehicles in service. Employees remain subject to other District policies as appropriate, including but not limited to use of District vehicles, equipment, and tools.

Drivers abusing or misusing District vehicles or failing to comply with the provisions of this policy, will be subject to the disciplinary process as outlined in the Human Resources Policies and Practices Manual. Employees shall have no expectation of privacy as to the use or contents of any District-owned vehicle or equipment.

II. RESPONSIBILITY

Employees are required to comply with the requirements of this policy and other established procedures regarding the assignment and use of District vehicles. For purposes of this policy, the actual driver and/or operator of the District vehicle is considered the responsible employee.

III. USE OF DISTRICT-OWNED VEHICLE OR EQUIPMENT

Employees are provided a District vehicle primarily to assist in the performance of their job duties. Its use is strictly limited to business purposes and may not be used for personal reasons.

Any employee operating a District vehicle must meet the following requirements:

- Possess a valid California driver's license with a license class that permits operation of the District vehicle being used.
- No driver shall operate a vehicle under the influence of alcohol or drugs, including over-the-counter or prescription medication known to impair one's ability to drive or operate machinery.
- Maintain an acceptable driving record as determined by the District.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

- Follow the guidelines stated in this policy at all times.

District vehicles shall not be loaned to any other person, contractors, cities, other agencies, other companies, or organizations without authorization from the General Manager or Assistant General Manager.

On-call or stand-by employees may, at the discretion of the Director, take a District vehicle home during the on-call or stand-by period. With the permission of the Director, the on-call or stand-by employee may use the District vehicle for transportation to and from the District worksite to facilitate availability during their authorized duty time but at no time may they transport non-District employees in the District vehicle.

IV. USE OF PERSONAL VEHICLE FOR DISTRICT BUSINESS

The General Manager, or appointee, may authorize certain classifications to receive business use mileage reimbursement for use of private vehicles to conduct District business. Mileage will be reimbursed at the District rate not to exceed the rate allowed by the Internal Revenue Service.

When a private vehicle is used for District business, the employee's insurance on that vehicle is the primary insurance and the District will not be responsible for the replacement, or repair of any private vehicle.

Pursuant to the California Vehicle Code Sections 16020 and 16050, an employee using his/her private vehicle for District business shall have automobile insurance coverage that meets or exceeds the minimum requirements of the DMV for public liability and property damage. Out-of-pocket expenses, not covered by the employee's insurance, incurred due to an accident while using a private vehicle for District business, will be reimbursed by the District. Such expenses include a deductible and rental car expenses and are limited to a maximum of \$5,000 for each accident. Proof of payment will be required.

V. USE OF DISTRICT POOL VEHICLES

Pool vehicles are provided and maintained by the Purchasing Department for use by an authorized employee requiring transportation to conduct District business. If overnight use of District vehicle is required, prior approval by Director level or above must be authorized. The Director should consider all options and choose the one least costly to the District. An employee whose District business requires early morning departure may be allowed to check out the pool vehicle the night before the travel day with their supervisor's approval.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

Vanpoolers and carpoolers may check out a pool vehicle in the event of an emergency which is defined as an illness to the carpooler, carpool driver, or carpooler's immediate family, or for unscheduled overtime requested by the carpooler's immediate supervisor.

VI. PARKING OF DISTRICT VEHICLES

District vehicles shall be parked and locked. The assigned District employee shall maintain possession of the vehicle keys at all times.

When parked in public areas the vehicle shall be parked off street whenever possible.

Unless the employee is required to be at the location in order to perform District services as part of their job duties, at no time shall the District vehicle be parked at or near bars, casinos, adult entertainment establishments or at any other location that may reflect poorly on the District.

VII. VEHICLE CARE AND MAINTENANCE

All District-provided vehicles are designated as "non-smoking" areas and employees are expected to keep the vehicles in clean, well-maintained condition.

Neglecting to maintain a vehicle could result in costly repairs to the District. Unusual wear-and-tear above industry average or neglecting to properly maintain a District-provided vehicle may result in the loss of use of the vehicle and the employee may be subject to further disciplinary action.

It is the driver's responsibility to ensure that maintenance is performed at the designated intervals as determined by the Purchasing Department to ensure maximum vehicle safety, performance, efficiency, and extended life of the vehicle. These responsibilities include:

- Vehicles are to be kept clean and orderly.
- Tires are to be properly inflated and checked for unusual wear.
- Mechanical deficiencies are to be immediately reported to the Purchasing Department.
- Vehicle inspections for proper operation and safety prior to each day's use.
- Drivers should inspect and immediately report any safety-related issues prior to operating the vehicle such as headlights, taillights, wiper blades, turn signals, running lights, and other similar or vehicle-specific functions.

Modifications of any kind to a District vehicle may only be performed by the Purchasing Department. A vehicle failing its safety or operational inspection should not be driven off District property under any circumstances.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

The Purchasing Supervisor, or his assigned designee, in the normal course of vehicle repair or service duties, shall report violations of this section to the responsible employee's supervisor/Director.

The California Air Resources Board prohibits the driver of a diesel-fueled motor vehicle with a gross vehicle weight rating (GVWR) greater than 10,000 pounds from idling the engine for more than 5 minutes at any location with the exceptions as noted in Section XV below.

VIII. COMMERCIAL VEHICLES

The District is required by State and Federal regulation to maintain a file of Driver Vehicle Inspection Reports (DVIR) for commercial vehicles.

Drivers who operate District vehicles that require a valid commercial driver's license must complete a pre-trip and post-trip inspection and sign the Driver Vehicle Inspection Report (DVIR) daily for each commercial vehicle operated. Any deficiencies are to be immediately reported to the Purchasing Department and recorded on the DVIR.

Before operating a commercial vehicle, the driver must review the previous driver's DVIR and verify that the Purchasing Department has certified, by way of signature, that the defect or deficiency has been repaired or corrected, or that repair is unnecessary before the vehicle may be operated again.

IX. TRAFFIC ACCIDENTS

A valid insurance card, vehicle registration, and an "accident reporting procedures" card shall be carried in the vehicle at all times. Copies of these documents can be obtained from the Purchasing Department. In the event of an accident, immediately notify your supervisor or Director, the IOC, and follow the procedures outlined in the "accident reporting procedures" card.

It is the driver's responsibility to notify any state and/or local agency of the accident and to file the appropriate written report as required by state law.

Contact Human Resources before discussing an accident with anyone other than the responding officer.

X. SAFE DRIVING HABITS AND VEHICLE SAFETY PRACTICES

District policy has been designed to enforce safe operation of District-owned vehicles and includes the following:

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

- Overloading and overcrowding a vehicle is prohibited (number of occupants should be equal to or less than the available restraints).
- Do not insist on the right-of-way and assume that the other driver will yield.
- Operate vehicle at a speed appropriate to the road, traffic and weather conditions.
- Secure loose items that may blow out, fall off a vehicle, or cause injury in the event of an accident.
- Prior to backing up a vehicle, the driver should walk around the vehicle to look for obstructions.
- Roll down a window, turn off the air conditioner and radio while backing up to improve situational awareness.
- Turn signals should be used for parking, lane changes, and all turns, even in parking lots.

XI. DRIVING RECORD

Drivers shall maintain a driving record acceptable to the District and its automobile insurance provider. The Driver shall provide written notification to the Driver's supervisor/Director within one (1) working day of receiving any of the major violations listed below.

Minor violations:

Three (3) minor violations in a 12-month period or five (5) minor violations in a three-year period (e.g., failure to wear a seatbelt) will result in loss of District-provided vehicle use and loss of privilege of driving for District business. The driver may be subject to disciplinary action.

Major violations:

A major driving violation conviction (e.g., reckless driving, eluding a police officer, street racing, hit and run, driving under the influence, or driving with a suspended or revoked license) will result in loss of District-provided vehicle use and loss of the privilege of driving for District business. The driver may be subject to disciplinary action.

XII. MOBILE DEVICE USAGE

The District requires that Drivers practice safe driving habits. Drivers shall not initiate calls while driving a District vehicle, and must use a hands-free device or safely pull off the road to take and engage in the call.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

- Hands-free mobile device equipment may be used to answer business related calls while driving if compliant with current applicable local, state, or Federal laws. Devices must meet all legal requirements and positioned as required by law, with no exceptions. Safety must always be first priority. Drivers are to keep these calls brief. If, because of weather, traffic conditions, or any other reason, the employee is unable to concentrate fully on the road, either end the conversation or pull over and safely park the vehicle before resuming the call. Navigation applications on mobile devices may be used for District related business. **They must be programmed before the trip is started, not while the motor vehicle is in operation.**
- E-mail, text, and picture messages may not be read, listened to, or responded to when operating a vehicle.
- Personal calls should be avoided while driving. Such calls should be made during the employee's rest breaks or meal periods.

XIII. MOTOR VEHICLE RECORD CHECK

Continued eligibility to drive a District-provided vehicle, or driving on District business in any manner, requires each driver to maintain a safe and clean driving record as determined by the District. The District reserves the right to have its insurance broker, or their representative, review driving records on a periodic basis.

XIV. GPS

Global Positioning System (GPS) telematics devices are installed on District fleet vehicles and provides information on trip routes, vehicle location, fuel consumption, idle time, and safe operation. GPS enhances employee safety and security; lowers maintenance costs through better preventative and predictive maintenance schedules; improves fuel economy and idle compliance; and optimizes customer service and vehicle utilization.

The GPS system data is monitored and regularly reviewed. GPS system data may be used in the course of any disciplinary action or corrective action as covered by District policy to ensure the vehicles are used in an appropriate and business-related manner. Employees shall have no expectation of privacy in the GPS system data.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

XV. ON-ROAD AND OFF-ROAD VEHICLE IDLING

Any vehicle or engine subject to the in use off-road diesel regulation or in use on-road diesel regulation may not idle for more than 5 consecutive minutes. This applies to all self-propelled diesel-fueled vehicles greater than or equal to 25 horsepower that were not designed to be driven on-road. Examples of off-road vehicles include backhoes, skip loaders, forklifts, trenchers, and similar types of equipment.

Idling off-road diesel vehicles for more than 5 minutes is allowed under the following conditions:

- When queuing
- To verify that the vehicle is in safe operating condition.
- For testing, servicing, repairing, or diagnostic purposes.
- Idling necessary to accomplish work for which the vehicle was designed such as operating a crane.
- Idling required to bring the machine system to operating temperature.
- Idling to provide air conditioning/heat to ensure the health and safety of the operator.

This policy also applies to all heavy-duty diesel-fueled motor vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 10,000 lbs.

Idling of on-road heavy duty diesel vehicles for more than 5 minutes is allowed under the following conditions:

- When stuck in traffic.
- When necessary for inspecting or servicing the vehicle.
- When operating a power take-off device (i.e., operating a lift, crane, pump, or other auxiliary equipment).
- When the operator cannot move because of adverse weather conditions or mechanical failure area).
- When the truck's engine meets the optional NOx idling emission standard and is located beyond 100 feet from any residential area.
- When necessary to provide air conditioning/heat to prevent a safety or health emergency.

Gasoline vehicles may be idled in excess of 15 minutes under the following conditions:

- Up to 30 minutes during lunch breaks unless located at a facility with a break room.
- To avoid cases of heat illness, employees may idle gasoline vehicles as needed.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE VEHICLE USE AND FLEET REPLACEMENT POLICY	EFFECTIVE DATE

The following idle time standards will be applied in evaluating any proposed disciplinary action.

Idling diesel-powered vehicles more than 5 minutes is not permitted unless allowed under section XV.

Gasoline-powered vehicle is permitted for up to 15 minutes. Idling gasoline-powered vehicles longer than 15 minutes may subject the employee to disciplinary action.

XVI. VEHICLE REPLACEMENT AND REQUEST SCHEDULE

The District needs to have a vehicle replacement schedule to ensure that vehicles and equipment are replaced in a timely manner. The plan should be uniformly applied throughout the individual departments of the District.

- A. The District will run cars, SUVs, and light-duty trucks for a maximum of 10-years or 100,000 miles, whichever comes first.

On medium and heavy-duty trucks, the District will run a 15-year or 100,000-mile replacement schedule.

On trailers or construction equipment, the District will run 20-years or until the unit is outdated, unsafe to operate or no longer used by the District.

- B. When a vehicle is up for replacement, the Purchasing Supervisor will evaluate the condition of the vehicle and will recommend the following actions:
1. Leave the vehicle in service.
 2. Replace the vehicle and move it to the shop equipment pool to be used as a loan vehicle when regular vehicles are in for repair. Equipment pool vehicles also serve as an emergency source of vehicles when departments are expanded.
 3. Replace the vehicle and send it to the surplus auction.
- C. A summary of this action will be reviewed by the General Manager. A report of vehicle disposition will be prepared at the end of each fiscal year that will be presented to the Board of Directors.

This fleet replacement plan incorporates a good check and balance system. The program will be used as a guideline to assist the District in making a decision to replace vehicles and equipment. Under certain

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
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circumstances, vehicles and equipment may be left in service for longer periods of time due to additional knowledge of the vehicle history, usage pattern or other key factors outside of the plan listed above.

Any new vehicles requested to be added that will increase the size of the fleet will be addressed at each Fiscal Year during the budget preparation process. The Department requesting a new vehicle added will be required to provide a written justification for the request which at a minimum will answer the following questions:

- What will be the use of the requested vehicle?
- How is staff currently performing the use without it?
- What is the Make and Model of the requested vehicle?
- What is the approximate cost of the new vehicle?

The General Manager, or appointee, will review the written justification and if in agreement with adding the vehicle recommend it to the Board of Directors for approval during the budget at each Fiscal Year.