



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 14, 2025

SUBJECT: **Agenda Item 6A:** Adoption of a Resolution Approving the District's Revised Employee Handbook

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 01-2025 approving the District's revisions to the Employee Handbook.

BACKGROUND:

The Employee Handbook serves as a vital introduction to the District for new hires, providing insight into the agency's mission and values. It outlines policies and expectations, helping employees understand their roles and responsibilities. The handbook also serves as a reference guide throughout their tenure, protecting the District from potential legal claims, such as wrongful termination, harassment, and discrimination. Additionally, it enhances communication among staff and ensures compliance with current employment laws and regulations.

The last revision of the District's Employee Handbook was in 2016. Since then, updating the handbook has been a major focus for staff. This comprehensive update began in 2019 but was interrupted by the COVID-19 pandemic. Recently, District Management completed an internal review and update, and the handbook has been thoroughly reviewed by legal counsel. We are now ready to finalize this essential document for both management and staff.

Attached is the redlined draft version, which incorporates edits from management and legal counsel. Should the Board approve these revisions, staff will implement the changes and ensure that the policies align with current practices and legal requirements. Staff is still working through extensive comments from legal counsel and it is anticipated that additional language changes and clarifications will result and if so, a final revised version will be placed on the February 2025 agenda.

ATTACHMENTS:

1. Resolution 01-2025

2. DRAFT Employee Handbook Hyperlink
<https://www.gcsd.org/files/884980032/Item+6A+DRAFT+GCSD+Employee+Handbook+redline+from+2016+version.pdf>

RESOLUTION 01-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S REVISED EMPLOYEE HANDBOOK

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District's Employee Handbook has not been updated since 2016; and

WHEREAS, staff and Management have completed a thorough update; and

WHEREAS, District legal counsel has reviewed the Employee Handbook and made revisions where necessary to be in compliance with District policies and procedures and to ensure the handbook is compliant with the laws; and

WHEREAS, a redline track-changes version of the revised, updated and legal counsel reviewed Employee Handbook is attached hereto.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY adopt Resolution 01-2025 approving the District's revised Employee Handbook.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on January 14, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Robert Swan, Board Chair

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 14, 2025.

DATED: _____