

PALMDALE WATER DISTRICT

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November 21, 2013

***Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Gloria Dizmang
to be held at the District's office at 2029 East Avenue Q, Palmdale***

Monday, November 25, 2013

6:30 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

- 4.1) Consideration and possible action on approval of minutes of meeting held October 16, 2013.
- 4.2) Consideration and possible action on removing freeze on merit incentives. (\$45,200.00 – Budgeted but Frozen – General Manager LaMoreaux)
- 4.3) Consideration and possible action on removing freeze on bonus incentives. (\$58,000.00 – Budgeted but Frozen – General Manager LaMoreaux)
- 4.4) Discussion and possible action on Compensation Plan section of Employee Handbook. (Human Resources Manager Emery)
- 4.5) Discussion and possible action on Alcohol-Drug Free Workplace section of Employee Handbook. (Human Resources Manager Emery)
- 4.6) Consideration and possible action on recommending filling three vacant District positions as follows: Service Worker I/II, Service Worker I/II, and Construction Inspector I/II. (Budgeted – General Manager LaMoreaux)
- 4.7) Consideration and possible action on recommending concurrently funding the Assistant General Manager position and defunding the Engineering Manager position. (\$13,000.00 – General Manager LaMoreaux)
- 4.8) Discussion and possible action on annual cost of living adjustment as part of 2014 budget. (\$36,000.00 – General Manager LaMoreaux)
- 5) Project Updates:
 - 5.1) Status on Organizational Assessment. (General Manager LaMoreaux)
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

Q. Compensation Plan

The foundation for the District's compensation is based on the following key principles:

- **Pay for Performance**—You earn your compensation. Superior performance equals superior compensation. If you create results, you will be rewarded.
- **Providing Opportunity**—Career opportunities are available, further education is encouraged, and compensation levels are competitive.
- **Employees Have a Significant Stake in the District**—You have the biggest stake in the District. It is through collective performance that results are created. (i.e., management is looking for image, leadership, behavior, morale, overall performance).

The District provides equitable compensation for each employee based on the individual's position and performance.

1. Salaries

For new hires, factors considered in establishing the base salary are education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to your base salary generally occur as a result of a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

2. Compensation Review and Merit Increase

Performance reviews occur at three months, six months and annually. Your manager will evaluate the performance based on the outcome of the performance appraisal, the position of the salary within the range, and job responsibilities.

Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. All of these factors determine salary changes within the pay range which consists of five incremental steps. **There are no automatic pay increases.** It is the District's objective to adjust a salary level that best represents performance level and responsibilities in accord with current business circumstances.

Note: Any employee on written warning may be ineligible for merit pay increases, incentive/bonus program, promotion, and flex time.

3. Promotional Increase/Demotion

A promotion occurs when an employee accepts a position that is in a higher level grade. A salary increase is generally given to recognize increased job responsibilities.

A demotion occurs when an employee accepts or is transferred to a job at a lower level.

4. Pay Increases

Minimum and maximum salary ranges have been established for each position. These ranges are reviewed using the ACWA survey and may be upgraded annually for inflation. A cost of living increase is considered by the Board of Directors on an annual basis.

After full-time employees reach the maximum pay scale for their specific job classifications and have stayed at that level for at least one year, they are eligible for bonus pay as recommended by their supervisor/manager and approved by the General Manager. Such bonuses are paid in recognition of their achievements and as an incentive for exceptional performance. Decisions as to whether to award a bonus and the amount of such bonus rest entirely with the General Manager. Each employee who satisfies the criteria for merit and incentive bonus will receive their bonus with the first payroll that includes July 1st. The amounts awarded will be determined by approval of the General Manager.

a. Bonus Pay

A bonus pay structure provides an incentive for employees on their top step, or for those that have frozen wage levels, to continue to perform above or beyond expectations. The new structure would apply to employees that have been at the uppermost step of the range at least one year, and to those employees with frozen wage levels. Employees are eligible for a bonus if an overall rating of "Excellent" (4 out of 5) or "Outstanding" (5 out of 5) ranking on the annual review. A bonus recommendation requires approval of the Supervisor, Department Head, and General Manager. The bonus recommendation could range up to 2.5% of the position's annual salary based on the highest step. The bonus will be paid in a lump sum on the next regularly scheduled pay check.

5. STANDBY

Employees may be required to be "on standby" at certain times. Your supervisor will inform you if your position requires any "standby" duties and will devise a schedule showing the dates and times you will be "on standby".

P A L M D A L E W A T E R D I S T R I C T
B O A R D M E M O R A N D U M

DATE: November 20, 2013 **November 25, 2013**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Ms. Jennifer Emery, Human Resources Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.5 – DISCUSSION AND POSSIBLE ACTION ON
ALCOHOL-DRUG FREE WORKPLACE SECTION OF EMPLOYEE
HANDBOOK.***

Recommendation:

Staff recommends the Committee approve the revised Alcohol-Drug Free Workplace section of the Employee Handbook and this item be referred to the full Board for consideration.

Alternative Options:

The alternative is to not approve revisions to the Alcohol-Drug Free Workplace section of the Employee Handbook.

Impact of Taking No Action:

The District's current Alcohol-Drug Free Workplace section of the Employee Handbook will remain as-is.

Background:

The Personnel Committee discussed the District's Alcohol-Drug Free Workplace section of the Employee Handbook at their October 16, 2013 meeting and recommended this section be revised to include reference to the recently revised Grievance Policy as well as DOT regulation updates. Attorney Ciampa has reviewed this section of the Employee Handbook and his recommended revisions are attached.

Strategic Plan Element:

This work is part of Strategic Element 4.0 Personnel Management.

Budget:

This item will not affect the budget.

Supporting Documents:

- Draft Alcohol-Drug Free Workplace policy showing Attorney Ciampa's revisions
- Final Alcohol-Drug Free Workplace policy

F. Alcohol-Drug Free Workplace

Substance Abuse Policy.

- 1) General Policy; Purpose. It is the policy of the District to create a drug free work place in keeping with the spirit and intent of the Drug Free Work Place Act of 1988. The use of alcohol and/or controlled substances in the work place is inconsistent with the behavior expected of District employees and subjects all employees, residents and visitors to unacceptable safety risks, undermining the District's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale or use of prohibited substances, as defined in subdivision 3, below, in the workplace or while engaged in the District's business away from the District's premises is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the District's opinion, it impairs an employee's ability to perform his or her on-the-job duties or threatens the District's reputation or integrity.

The District has established this Substance Abuse Policy to provide the greatest degree of protection possible to the public and to District employees. The purpose of this policy is to ensure worker fitness for duty and protect our employees and the public from risks posed by the use of alcohol and controlled substances, to ensure the safe and efficient performance of employee duties, to reduce absenteeism and tardiness, to promote productivity, and to cooperate with the rehabilitation of those employees who seek such help. The District recognizes that drug, alcohol and other controlled substance abuse of employees in the work place is a serious and growing problem of nation-wide proportions. The District is taking this opportunity to reaffirm its commitment to a drug and alcohol free work place. ~~Employees convicted of controlled substance-related violations in the workplace, including pleas of nolo contendere (i.e., no contest) must inform the District within five (5) days of such conviction or plea.~~ Employees who violate any aspect of this policy, either by reason of a positive test under this policy or by their own admission, may be subject to disciplinary action, up to and including dismissal; provided that the employee shall have the grievance rights afforded under Section V.E of this Handbook. At its discretion, the District may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Comment [JC1]: Deleted as redundant to Section 8, below.

- 2) Applicability. As a condition of employment, all employees are required to comply with all applicable personnel policies and rules.
 - a. This substance abuse policy applies to all District employees.

- b. This policy applies at all times while District employees: (i) are on Palmdale Water District premises, (ii) are off-District premises but engaged in an activity that is related to or may affect the District's business, reputation or public relations, including, but not limited to, activities during work hours, including lunch and other breaks, and attendance at seminars as a participant or speaker; and (iii) are traveling on behalf of the District.
 - c. This policy applies to District employees while off-duty and off-premises, to the extent that such employees engage in conduct prohibited by this policy and such conduct tends to create a risk to persons or property, or to District efficiency upon the employee's return to work.
- 3) Prohibited Substances. As used in this policy, "prohibited substances" include, but are not limited to, the following:
- a. Drugs: marijuana, amphetamines, cocaine, opiates, and phencyclidine.
 - b. Alcohol. The use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated below while actually performing, ready to perform, or immediately available to perform any District business, is prohibited. "Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.
- 4) Prohibited Conduct.
- a. Possession, Use, Manufacture and Trafficking. No employee shall engage in the unlawful manufacture, distribution, dispensing, possession, receipt, sale, purchase or use of a prohibited substance or alcohol on District premises, in District vehicles, or while conducting District business off the premises.
 - b. Drug Paraphernalia. No employee shall engage in the possession, distribution, sale, manufacture or use of paraphernalia normally used for consumption or use of prohibited substances on District premises, in District vehicles, or while conducting District business off the premises.
 - c. Impairment. All employees are prohibited from being under the influence of alcohol or other prohibited substances during working hours. The use of prescription drugs is prohibited in the work place by any person other than the person for whom they are prescribed.

Such prescribed drugs will be used only in the manner, combination and quantity prescribed, and the employee shall advise their supervisor that they are taking such medication prior to operating machinery, vehicles or equipment ~~that they are taking such medication~~. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or otherwise not fit for duty due to substance abuse shall be removed from their duties and be subject to a reasonable suspicion prohibited substance or alcohol test, as hereinafter provided. If such a test is positive, the employee will be subject to discipline in accordance with this policy and the other provisions of this Article V.

d. Alcohol. No employee may report for duty or remain on duty when his or her ability to perform assigned function is adversely affected by alcohol or when his or her breath alcohol concentration is 0.04% or greater. No employee shall use alcohol while on duty or while performing safety sensitive functions. As used herein, the term "safety sensitive functions" shall mean all time from the time any driver on District business begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

(i) All time at a District facility waiting to be dispatched, unless the driver has been relieved from duty by the District;

(ii) All time inspecting equipment as required by applicable federal regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

(iii) All time spent at the driving controls of a commercial motor vehicle in operation;

(iv) All time, other than driving time, in or upon any commercial motor vehicle;

(v) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments of material or supplies being loaded or unloaded; and

(vi) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

____ No employee performing safety sensitive functions shall use alcohol within four hours of reporting for duty nor during hours that he or she is on-call. Violation of this provision is prohibited and will subject the employee to removal from his or her duties and referral to a Substance Abuse Professional ("SAP"), ~~as set forth below~~.

- 5) Testing Procedures. Analytical urine controlled substance testing and breath testing for alcohol will be conducted based on reasonable suspicion, as hereinafter described, and all employees will also be tested prior to returning to duty after failing a prohibited substance and/or alcohol test. In addition, random testing of employees who perform safety sensitive duties as part of their job requirements may occur. Employees who have returned to duty will be subject to unannounced follow-up tests as determined by a SAP.

[insert Reasonable Suspicion Testing from Section 6(b), below]

Testing shall be conducted in the manner designed to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which meet all applicable standards. All testing will be conducted consistent with established procedures, including those in the Department of Transportation ("DOT") guidelines.

The prohibited substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial prohibited substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory gas chromatography/mass spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). If the initial test indicates an alcohol concentration of 0.02% or greater, a confirmation test will be performed to confirm the results of the initial test. An employee who has a confirmed alcohol concentration of 0.02%, but less than 0.04%, will be removed from his or her position for at least twenty-four hours unless a re-test results in an alcohol concentration of 0.02% or less. However, unless the alcohol concentration is 0.04% or greater, the fact that an employee was removed from duty in the interests of safety shall not form the basis for any discipline. An alcohol concentration of 0.04% or greater will be considered a positive alcohol test and in violation of this policy.

- 6) Procedures Applicable to a Positive Testing for a Prohibited Substances.

a. Post Offer Testing. Any employee who has a confirmed positive prohibited substance or alcohol test will be removed from his or her position, informed of education and rehabilitation programs available, will be subject to discipline in accordance with this Section F and other provisions of this Handbook and may be evaluated by a SAP, to be selected from a list of SAP names, addresses and telephone numbers to be provided by the District pursuant to subdivision F, below. The District will make every effort to, and affirms the need to, provide individual employees with dignity, privacy, and confidentiality throughout the testing process.

Comment [JC2]: Added to comply with DOT Regs.

b. Reasonable Suspicion Testing. All employees shall be subject to urine and/or breath testing when there is a reason to believe that prohibited substances or alcohol use is adversely affecting job performance. Reasonable suspicion testing will be based on written documentation of specific observations concerning the appearance, behavior, speech or body odor of the employee. Referral for testing of the employee will be made on the basis of such documented observations.

Comment [JC3]: I recommend moving this up to Section 5, above.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and abuse and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to prohibited substance abuse or misuse.

c. Return-to-Duty Testing. All employees who previously tested positive on a prohibited substance or alcohol test must test negative (for alcohol, the blood alcohol concentration must be less than 0.02) and be evaluated and released for duty by the SAP before being allowed to return to their jobs. Employees will be required to undergo unannounced follow-up prohibited substance and/or alcohol breath testing following return to duty, as determined by the SAP. The duration of the period during which the employee is subject to such testing, and the frequency of such testing, will be as determined by the SAP. However, it shall not be less than six tests during the first 12 months following return to duty, nor longer than 60 months total, following return to duty.

d. Employee Requested Re-Testing. Any employee who questions the result of a prohibited substance abuse test may request that an additional test be conducted. The additional test may be conducted at the same laboratory or at a different certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to

Comment [JC4]: I recommend moving this subsection to before subsection c.

be paid by the employee, unless the second test invalidates the original test, in which event, the cost of testing will be paid by the District. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT Regulations found at 49 CFR, Part 40. The employee's request for a re-test must be made to the doctor responsible for analyzing the original laboratory results within 72 hours of receiving notice of the initial test result. Requests after 72 hours will be accommodated only where the employee can establish that the delay was due to circumstances beyond the control of the employee, or otherwise at the District's discretion.

- 7) Compliance with Testing Requirements. All employees are subject to prohibited substance testing and breath alcohol testing in accordance with this policy. Any employee who refuses to comply with a request for testing, who provides false information in connection with the test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include inability to provide a urine specimen or breath sample without a valid, medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Failure to comply with testing requirements or failure to comply with a referral to a SAP will result in immediate termination.
- 8) Notifying the District of Criminal Conviction. Any employee convicted of a crime involving the manufacture, distribution, possession or use of a prohibited substance, or convicted of driving under the influence of alcohol or drugs, shall notify the District of such conviction not later than five (5) days after such conviction. A plea of no contest shall constitute a conviction for purposes of this rule, and for purposes of imposing discipline under District rules and regulations governing employee conduct. Upon conviction of a crime involving alcohol or drugs as specified above, the employee shall be referred to a SAP for rehabilitation assessment. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree and sign a Return-To-Duty Agreement, pass a return-to-duty prohibited substance and/or alcohol test, and be subject to unannounced follow-up tests as determined by the SAP. The cost of any rehabilitation and subsequent prohibited substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

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business, reputation or public relations, including, but not limited to, activities during work hours, including lunch and other breaks, and attendance at seminars as a participant or speaker; and (iii) are traveling on behalf of the District.

- c. This policy applies to District employees while off-duty and off-premises, to the extent that such employees engage in conduct prohibited by this policy and such conduct tends to create a risk to persons or property, or to District efficiency upon the employee's return to work.

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4) Prohibited Conduct.

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- c. Impairment. All employees are prohibited from being under the influence of alcohol or other prohibited substances during working hours. The use of prescription drugs is prohibited in the work place by any person other than the person for whom they are prescribed. Such prescribed drugs will be used only in the manner, combination and quantity prescribed, and the employee shall advise their supervisor that they are taking such medication prior to operating

machinery, vehicles or equipment. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or otherwise not fit for duty due to substance abuse shall be removed from their duties and be subject to a reasonable suspicion prohibited substance or alcohol test, as hereinafter provided. If such a test is positive, the employee will be subject to discipline in accordance with this policy and the other provisions of this Article V.

- d. Alcohol. No employee may report for duty or remain on duty when his or her ability to perform assigned function is adversely affected by alcohol or when his or her breath alcohol concentration is 0.04% or greater. No employee shall use alcohol while on duty or while performing safety sensitive functions. As used herein, the term "safety sensitive functions" shall mean all time from the time any driver on District business begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

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(v) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments of material or supplies being loaded or unloaded; and

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subject the employee to removal from his or her duties and referral to a Substance Abuse Professional ("SAP").

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Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and abuse and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to prohibited substance abuse or misuse.

Testing shall be conducted in the manner designed to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which meet all applicable standards. All testing will be conducted consistent with established procedures, including those in the Department of Transportation ("DOT") guidelines.

The prohibited substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial prohibited substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory gas chromatography/mass spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the DOT guidelines.

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confirm the results of the initial test. An employee who has a confirmed alcohol concentration of 0.02%, but less than 0.04%, will be removed from his or her position for at least twenty-four hours unless a re-test results in an alcohol concentration of 0.02% or less. However, unless the alcohol concentration is 0.04% or greater, the fact that an employee was removed from duty in the interests of safety shall not form the basis for any discipline. An alcohol concentration of 0.04% or greater will be considered a positive alcohol test and in violation of this policy.

6) Procedures Applicable to a Positive Test for a Prohibited Substance.

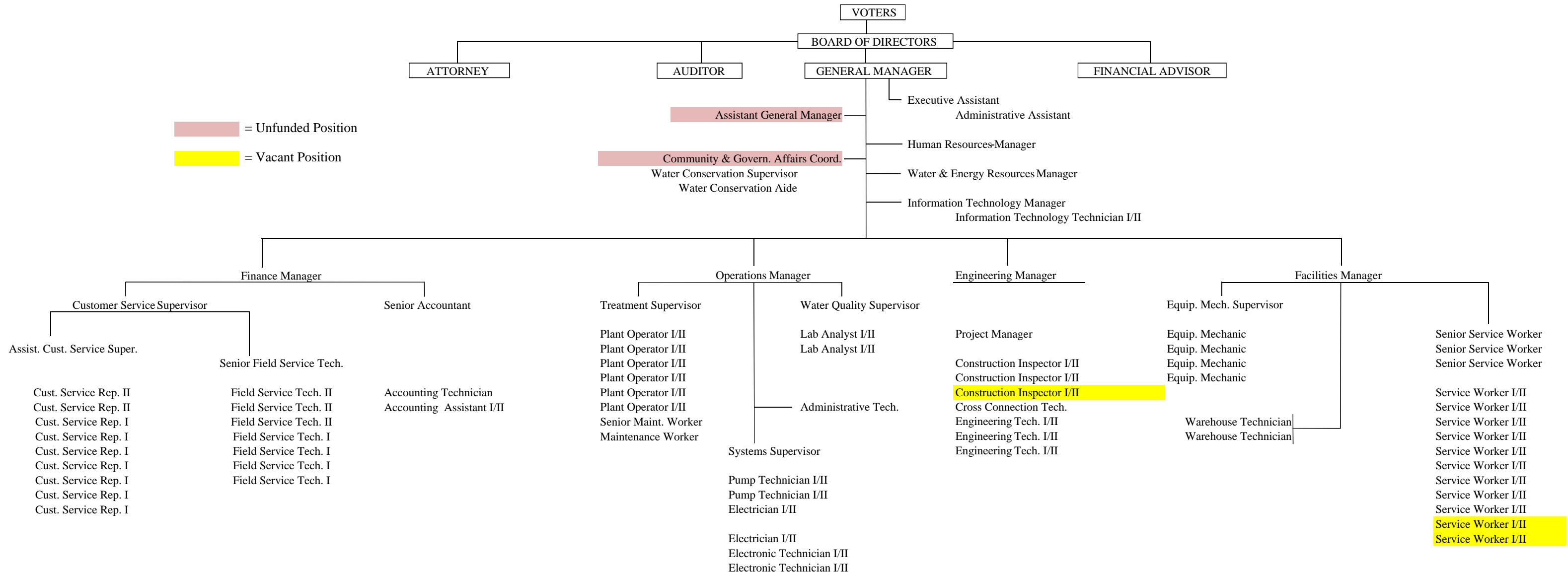
- a. Post Offer Testing. Any employee who has a confirmed positive prohibited substance or alcohol test will be removed from his or her position, informed of education and rehabilitation programs available, will be subject to discipline in accordance with this Section F and other provisions of this Handbook and may be evaluated by a SAP, to be selected from a list of SAP names, addresses and telephone numbers to be provided by the District. The District will make every effort to, and affirms the need to, provide individual employees with dignity, privacy, and confidentiality throughout the testing process.
- b. Employee Requested Re-Testing. Any employee who questions the result of a prohibited substance abuse test may request that an additional test be conducted. The additional test may be conducted at the same laboratory or at a different certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee, unless the second test invalidates the original test, in which event, the cost of testing will be paid by the District. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT Regulations found at 49 CFR, Part 40. The employee's request for a re-test must be made to the doctor responsible for analyzing the original laboratory results within 72 hours of receiving notice of the initial test result. Requests after 72 hours will be accommodated only where the employee can establish that the delay was due to circumstances beyond the control of the employee, or otherwise at the District's discretion.
- c. Return-to-Duty Testing. All employees who previously tested positive on a prohibited substance or alcohol test must test negative (for alcohol, the blood alcohol concentration must be less than 0.02) and be evaluated and released for duty by the SAP before being allowed to return to their jobs. Employees will be required to undergo unannounced follow-up prohibited substance

and/or alcohol breath testing following return to duty, as determined by the SAP. The duration of the period during which the employee is subject to such testing, and the frequency of such testing, will be as determined by the SAP. However, it shall not be less than six tests during the first 12 months following return to duty, nor longer than 60 months total, following return to duty.

- 7) Compliance with Testing Requirements. All employees are subject to prohibited substance testing and breath alcohol testing in accordance with this policy. Any employee who refuses to comply with a request for testing, who provides false information in connection with the test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include inability to provide a urine specimen or breath sample without a valid, medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Failure to comply with testing requirements or failure to comply with a referral to a SAP will result in immediate termination.
- 8) Notifying the District of Criminal Conviction. Any employee convicted of a crime involving the manufacture, distribution, possession or use of a prohibited substance, or convicted of driving under the influence of alcohol or drugs, shall notify the District of such conviction not later than five (5) days after such conviction. A plea of no contest shall constitute a conviction for purposes of this rule, and for purposes of imposing discipline under District rules and regulations governing employee conduct. Upon conviction of a crime involving alcohol or drugs as specified above, the employee shall be referred to a SAP for rehabilitation assessment. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he or she must agree and sign a Return-To-Duty Agreement, pass a return-to-duty prohibited substance and/or alcohol test, and be subject to unannounced follow-up tests as determined by the SAP. The cost of any rehabilitation and subsequent prohibited substance and/or alcohol testing is to be paid by the employee. Employees may use accumulated sick leave, vacation and floating holidays, if any, to participate in a prescribed rehabilitation program.

AGENDA ITEM NO. 4.6



SUMMARY TABLE

Hiring Authorizations		Filled By		Status
Date	Position			

Palmdale Water District
Position Vacancy and Hiring Process Status

Organization Chart Approved by Board Action Nov. 14, 2012

Date: November 7, 2013

DDL