



PALMDALE WATER DISTRICT

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November 13, 2014

***Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Joe Estes
to be held at the District's office at 2029 East Avenue Q, Palmdale
Thursday, November 20, 2014***

10:00 a.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 23, 2014.
- 4.2) Discussion and possible action on continuation of the District's Internship Program. (Human Resources Director Emery)
- 4.3) Discussion and possible action on revisions to Employee Manual – Section VIII.A. (Human Resources Director Emery)
- 4.4) Discussion and possible action on development of a Board mediator. (General Manager LaMoreaux)
- 4.5) Discussion and review of Human Resources Calendar. (Human Resources Director Emery)
- 4.6) Discussion and clarification of customer service 2014 campaign. (Finance Manager Williams)
- 5) Project Updates:
 - 5.1) Status on Organizational Assessment. (General Manager LaMoreaux)
 - 5.2) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.


DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: November 13, 2014 **November 20, 2014**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 - DISCUSSION AND POSSIBLE ACTION ON
CONTINUATION OF THE DISTRICT'S INTERNSHIP PROGRAM***

Recommendation:

Staff recommends that the Committee approve extending the Internship Program for an additional semester.

Alternative Options:

The alternative is to allow our Internship Program to expire.

Background:

The District's first semester of internships began in August, 2014 when the District hosted three interns. These positions consisted of a Service Worker Internship, an IT Internship, and a Customer Service Internship. Our recommendation is to offer Level 2 internships to our three current interns which would allow them to receive further instruction in their respective areas along with allowing the District to receive the benefit of their training. We are also recommending two Level 1 internships to open up for the spring semester/summer semester. The first in the Engineering Department and the second in the Lab at the Plant. Level 1 interns would receive \$10/hr. through August 17, 2015, and Level 2 interns would receive \$10.50/hr. through August 17, 2015.

Additionally, we would look at hiring a team of Level 1 interns for meter installations in a project that would be estimated to last six months. This team would work within the Facilities Department.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative 2: Increased Efficiency.

Budget:

The additional cost for the new plan would be \$32,220 and \$10/hr. per person for the meter project. The number of interns hired for the meter project would be based on the target date for completion with an expectation of 15 meters per 8 hour day per person. The meter project interns would work 20 hours per week.

Supporting Documents:

None

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 12, 2014 **November 20, 2014**
TO: PERSONNEL COMMITTEE **Personnel Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.3 – DISCUSSION AND POSSIBLE ACTION ON REVISIONS TO EMPLOYEE MANUAL – SECTION VIII.A.***

Recommendation:

Staff recommends the Committee concur with staff's recommendation to revise Section VIII.A. – Dress & Grooming Standards of the Employee Manual to require uniforms for all District employees.

Alternative Options:

The alternative is to revise the current Section VIII.A. – Dress & Grooming Standards to provide a detailed list of allowable business casual attire and include stricter, more specific guidelines for disciplinary action.

Impact of Taking No Action:

The current Section VIII.A. – Dress & Grooming Standards will remain in effect.

Background:

The District provides uniforms for all Facilities Department, Operations Department, Customer Service Field staff, and Construction Inspection staff for safety reasons and to make District employees easily identifiable to our customers. A District-wide Customer Service Campaign has been implemented, and providing uniforms to the remainder of the District's employees in the Engineering, Administration, Information Technology, and Customer Service Departments would enhance this Campaign and bring the District to a higher level of professionalism with all employees presenting a neat, business-appropriate appearance. It will allow all District employees to be easily identifiable by department and will eliminate staff time spent disciplining under the current policy.

Strategic Plan Initiative:

This work is part of Strategic Initiative 5 – Exceptional Customer Service.

PERSONNEL COMMITTEE
PALMDALE WATER DISTRICT
VIA: Mr. Dennis D. LaMoreaux, General Manager

November 12, 2014

Budget:

Staff proposes this item be included in the 2015 Budget. The 2014 Budget has a uniform budget of \$33,000.

The District's current cost for providing rented employee uniforms for 40 employees is approximately \$750/year per employee, or an annual cost of \$30,000. Uniforms are rented for this group of employees due to the nature of their job duties with uniforms laundered and repaired by the rental company.

The estimate for providing purchased uniforms for the 46 employees is approximately \$550/year per employee, or an annual cost of \$25,300.

Staff also recommends purchasing safety jackets for appropriate field staff at an approximate cost of \$2,000.00 (15 jackets).

Supporting Documents:

- Section VIII.A. – Dress & Grooming Standards
- Proposed Section VIII.A. – Dress & Grooming Standards
- Organization Chart showing those employees wearing District-provided uniforms
- Organization Chart showing those employees proposed to wear District-provided uniforms

Section VIII — Around the Office

A. Dress & Grooming Standards

The District expects that employees will dress in a manner consistent with a business casual dress code. Employees may be subject to being sent home to dress according to policy.

The following guidelines were discussed and approved by the Employee Manual Committee:

- Professional clothing (coats, ties, dresses and nylons) is not required on a daily basis. The standard is business casual but District t-shirts/polo shirts with jeans and tennis shoes are also acceptable.
- Employees working in the field are expected to wear assigned uniforms/clothing and personal protective equipment as supplied by the District.
- The following are not appropriate during normal working hours:
 - ♦ mini-skirts
 - ♦ shorts (walking shorts are ok for field and facilities staff)
 - ♦ halter/tube/crop type tops (including tank top t-shirts, and any backless tops)
 - ♦ athletic clothing
 - ♦ sheer clothing
 - ♦ thongs/flip flops/Birkenstock type sandals/tennis shoes
 - ♦ t-shirts
 - ♦ facial piercing
 - ♦ torn, cut or frayed clothing
 - ♦ clothing with obscene messages or artwork
 - ♦ hats or headgear indoors (except those worn for acceptable religious reasons)
- The basic rule is: "Nothing too tight, short, revealing, ragged or dirty. If in doubt, don't wear it!"

- p r o p o s e d -

Section VIII – Around the Office

A. Dress & Grooming Standards

All employees will be assigned a District-provided uniform appropriate for their position and department. All employees must wear this District-provided uniform during working hours and must wear the appropriate safety footwear, if required for their position, as well as the appropriate personal protective equipment supplied by the District. If safety footwear is not required for a position, men must wear black loafers or dress shoes and women must wear black loafers or dress sandals/pumps with a maximum heel height of three inches.

No tennis shoes, jeans, or previously purchased District t-shirts or polo shirts are acceptable.

LEGEND

- * ASSUMES THE ROLE OF GENERAL MANAGER IN HIS/HER ABSENCE
- TOTAL POSITIONS: 86
- TOTAL INTERNS: 3
- JUNE 2014

VOTERS

BOARD OF DIRECTORS

- ROBERT E. AMARALDO, DIVISION 1
- JOE ESTES, DIVISION 2
- GLORIA URBANO, DIVISION 3
- KATHY MAC LAREN, DIVISION 4
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GENERAL MANAGER / CEO

FINANCE MANAGER / CFO

ASSISTANT GENERAL MANAGER / COO *

FINANCIAL ADVISOR

AUDITOR

ATTORNEY

ADMINISTRATIVE ASSISTANT

EXECUTIVE ASSISTANT

ADMINISTRATIVE ASSISTANT

OPERATIONS MANAGER

ENGINEERING / GRANT MANAGER

FACILITIES MANAGER

INFORMATION TECHNOLOGY MANAGER

INFORMATION TECHNOLOGY TECHNICIAN II

INFORMATION TECHNOLOGY INTERN

SENIOR ACCOUNTANT

ACCOUNTING ASSISTANT III

SENIOR FIELD CUSTOMER SERVICE REP.

CUSTOMER SERVICE SUPERVISOR

ASST. SERV. SUPERVISOR

CUST. SERV. REP. II

CUST. SERV. REP. I

CUST. SERV. INTERN

PUBLIC INFORMATION OFFICER / CONSERVATION DIRECTOR

HUMAN RESOURCES DIRECTOR

WATER CONSERVATION AIDE

WATER & ENERGY RESOURCES DIRECTOR

DEPUTY WATER & ENERGY RESOURCES DIRECTOR

PLANT OPERATOR III

PLANT OPERATOR III

PLANT OPERATOR III

PLANT OPERATOR III

PLANT OPERATOR III

SENIOR PLANT MAINTENANCE MECHANIC

PLANT MAINTENANCE MECHANIC I

TREATMENT PLANT SUPERVISOR

LAB ANALYST III

LAB ANALYST III

WATER QUALITY SUPERVISOR

SYSTEMS SUPERVISOR

ELECTRONIC TECHNICIAN III

ELECTRONIC TECHNICIAN III

ADMINISTRATIVE TECHNICIAN

CONSTRUCTION INSPECTOR III

CONSTRUCTION INSPECTOR III

CONSTRUCTION INSPECTOR III

ENGINEERING DESIGN TECHNICIAN III

ENGINEERING TECHNICIAN III

G.I.S. COORDINATOR

CROSS CONNECTION CONTROL SPECIALIST

SENIOR SERVICE WORKER

SENIOR SERVICE WORKER

SENIOR SERVICE WORKER

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER III

SERVICE WORKER INTERN

EQUIPMENT MECHANIC SUPERVISOR

EQUIPMENT MECHANIC III

EQUIPMENT MECHANIC III

EQUIPMENT MECHANIC III

EQUIPMENT MECHANIC III

EQUIPMENT MECHANIC III

ELECTRICIAN III

ELECTRICIAN III

PUMP TECHNICIAN III

PUMP TECHNICIAN III

WAREHOUSE TECHNICIAN

WAREHOUSE TECHNICIAN

PROPOSED TO WEAR DISTRICT-PROVIDED UNIFORMS (PURCHASE BASIS) \$550/PERSON/YEAR

