

Ordinance Type	Personnel Practices	Date Adopted	June 28, 2006
Ordinance Number & Title	5000 - Rules and Regulations for Employer-Employee Relations	Date Amended	June 25, 2008

## 5000.00 Purpose

It is the purpose of these rules and regulations to promote full communication between the District and its employees by providing a reasonable method of resolving matters regarding wages, hours and other terms and conditions of employment and to promote the improvement of Personnel management and employee relations by providing a uniform basis for District employees to join or not to join any employee organization of their choice. It is also the purpose of these rules and regulations to conform in full with the provisions of the law and to provide orderly procedures for the administration of employer-employee relations.

### 5000.01 Board of Directors' and General Managers' Rights

It is the exclusive right of the Board of Directors to oversee the operation of the District, and to set standards of services to be offered. Under the Board of Director's oversight, the General Manager shall operate and manage the affairs of the District. Subject to Section 5000.03, it is also the exclusive right of the General Manager to direct the work force, to hire, fire, discharge, promote, demote, transfer, take disciplinary action, to determine the methods, means and Personnel by which District operations are to be conducted, to lay off for budgetary considerations or lack of work, to subcontract, and to maintain discipline and efficiency of employees consistent with the provisions of these rules and regulations and of the law.

The above rights of the Board and General Manager are not all-inclusive, but do describe the type of rights that belong to and are exclusively the prerogative of the Board of Directors and General Manager.

### 5000.02 Employee Rights

Each individual employee shall have the following rights, which the employee may exercise in accordance with the law:

- A. The right to form, join and participate in the activities of an employee organization of the employee's own choosing for the purpose of representation on matters of the employee's relations with the District, or to refuse to join or participate in the activities of any employee organization.
- B. The right to be free from interference, intimidation, restraint, coercion, discrimination or reprisal on the part of the District, other employees or employee organizations with respect to the employee's membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.

**5000.03 Employee Working Conditions**

**5000.03.1 District Policies and Procedures Manual**

The Policies and Procedures Manual dated May 15, 2002, with amendments, which has been approved by the Board of Directors, sets forth rules, regulations and policies that are applicable to all employees of the District. All amendments or modifications to the manual must be approved by the Board of Directors.

**5000.03.2 Hours, Fringe Benefits and Working Conditions for District Employees**

Hours, fringe benefits and other working conditions for District employees shall be as set forth in the District Policies and Procedures Manual for all District employees.

**5000.03.3 Employee Wages**

The Board of Directors must approve employee wage rate ranges and adjustments to ranges.

**Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	