

ORDINANCE NO. 24-03

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NOS.
2000 and 5000**

The Board of Directors of the San Juan Water District ordains as follows:

Section 1. Purpose and Authority. The purpose of this ordinance is to amend various sections of Ordinances 2000 and 5000. This ordinance is adopted pursuant to Government Code section 61060, and other applicable law.

Section 2. Amendments. Ordinance No. 2000 (Management of District) and Ordinance 5000 (Rules and Regulations for Employer-Employee Relations) of the District Code of Ordinances are hereby amended as depicted in the redline versions that are attached to this ordinance as Exhibits 1 and 2, respectively, and are incorporated into this ordinance by reference.

Section 3. Effective Date. This ordinance shall take effect 30 days after its adoption.

Section 4. Publication. Within 15 days from the date of adoption of this ordinance, the Board Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 29th day of August 2024.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 18th day of September 2024 by the following vote:

AYES:

NOES:

ABSENT:

MANUEL ZAMORANO
President, Board of Directors

Attest:

TERI GRANT
Board Secretary



Code of Ordinances

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|--------------------------|-----------------------------------|--------------|-----------------|
| Ordinance Type | District Administration | Date Adopted | June 28, 2006 |
| Ordinance Number & Title | 2000 - Management of the District | Date Amended | August 23, 2017 |

2000.00 Authority of the General Manager

Pursuant to the laws of the State of California, the General Manager shall operate and manage the affairs of the District. The General Manager shall have the following specifically enumerated powers and authority:

- 2000.01** To control the administration, maintenance, operation and construction of the waterworks of the District in an efficient manner.
- 2000.02** To employ and discharge all employees and assistants, except for the Assistant General Manager, which shall require Board concurrence, following the guidelines set forth in the District's ~~Policy and Procedures~~ Personnel Manual, and to prescribe their duties and set forth specific rules and regulations for such employees and assistants.
- 2000.03** To make purchases, execute public works agreements and other contracts, and approve other expenditures in accordance with the District's procurement policy, as the same may be amended by the Board of Directors from time to time.
- 2000.04** To approve plans, specifications, maps, and agreements, and any other documentation involving land-development projects in the District.
- 2000.05** To enforce all of the provisions of this Code of Ordinances.
- 2000.06** To review disputes pertaining to any matters for which service may be disconnected and to adjust errors or settle disputes pertaining to such matters.
- 2000.07** To appoint the District's purchasing agent.

Revision History:

| Revision Date | Description of Changes | Requested By |
|---------------|--|--------------|
| 6/25/08 | Ord. 08-001 repealed all prior ordinances | |
| 8/23/17 | Change section 2000.03, delete section 2000.04, and renumber per Ord. 2100 | Donna Silva |
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Code of Ordinances

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|--------------------------|--|--------------|---------------|
| 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~~ Personnel 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.~~

~~The Personnel Manual sets forth rules, regulations and policies that are applicable to all employees of the District. The General Manager shall maintain, publish and enforce the employee Personnel Manual. The Board of Directors delegates authority to the General Manager to update the Personnel Manual from time to time except for Chapter 4 – Wages, Benefits and Salary Plan Administration which requires approval from the Board of Directors via Policy HR6.1 Employee Compensation and Benefits, and Chapter 7 – Employer/Employee Relations, which is subject to Board approval via resolution.~~

5000.03.2 ~~Hours~~ Wages and Benefits, Fringe Benefits and Working Conditions for District Employees

~~Hours, fringe benefits and other working conditions~~ Wages and benefits for all District employees shall be as set forth in the District ~~Policies and Procedures Manual~~ Personnel Manual and the Compensation Schedule, subject to Board approval via Policy HR6.1 Employee Compensation and Benefits and via adoption of the annual budget, which includes the current compensation schedule. ~~for all District employees.~~

5000.03.3 ~~Employer/Employee Relations~~ Wages

~~Employees have the right to join or participate, or decline to join or participate in the activities of any employee organization and shall have the right to represent themselves individually in their employee-employer relations within the District. The procedures for such actions are approved and communicated via resolution of the Board of Directors. The current resolution will be maintained in Chapter 7 – Employer/Employee Relations of the Personnel Manual. 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 | |
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