

Section	HR-6 Human Resources	Approval Date	9/13/17
Policy	HR-6.1 Employee Compensation and Benefits Policy	Latest Revision	12/16/20

HR-6.1 Employee Compensation Policy

6.1.1 COMPENSATION PHILOSOPHY

It is the intention of the District to recruit and retain talented, results-driven employees to support the District’s mission, values and goals. A compensation program is necessary to provide each employee with fair and equitable compensation for the skills the employee brings to the District and the position in which they serve. In order to provide each employee with fair and equitable compensation, the District has developed a systematic method to establish and maintain a compensation program by defining the process and clarifying the role and responsibility of the General Manager in that process. Pursuant to California Government Code section 61051(d) and 61060(f), the General Manager has the responsibility to determine the compensation of employees subject to approval by the Board as given during the annual budget process.

6.1.2 PROCESS

To ensure consistency in setting compensation, it is necessary to compare the District to other survey agencies in the appropriate labor market. In order to achieve that goal, the District will conduct a compensation survey with oversight and approval by the Personnel Committee at regular intervals (approximately every four years or sooner as deemed necessary or as directed by the Board). Following the methodology prescribed below, the standard process will consist of:

- Selection of a study lead (consultant, agency, staff member, etc.);
- Determination of classes to be surveyed (or all as required);
- Prepare survey criteria and contact survey agencies;
- Collect, analyze and determine comparability of survey data; and
- Present recommendations of study lead.
- Recommendations will be evaluated and implemented at the Board of Directors’ discretion, taking into account the District’s standard methodology criteria as outlined in section 6.1.3.

6.1.3 SURVEY AGENCIES

To ensure consistency from one compensation survey to another the District will utilize the following survey agencies:

Carmichael Water District
Citrus Heights Water District

Elk Grove Water District
Fair Oaks Water District

City of Fairfield
City of Folsom
City of Roseville
City of Vallejo
El Dorado Irrigation District

Placer County Water Agency
Sacramento County
Sacramento Suburban Water District
South San Joaquin Irrigation District
Stockton East Water District

6.1.4 METHODOLOGY

- In order to maintain a fair and equitable compensation program, the District has established a standard methodology to be used in conducting compensation studies. Total compensation program includes: base salary; longevity and other specialized pay (such as, but not limited to auto allowance and incentives); District contribution towards health, dental, or vision insurance(s); and District payment of employee retirement or deferred compensation contribution. In addition, studies may include life insurance, short and long term disability, retirement formula, paid time off (holidays, vacation, sick and administrative leave) and training/educational programs. The total compensation program will be used when comparing the District's pay level to survey agencies as described below, which may include public and private sector when data is available. The intent of utilizing total compensation is to determine modifications other than salary which may be determined necessary.
- Survey agencies will include those providing similar services of similar size (number of employees, connections, population and budget) or otherwise deemed to be comparable within a radius identified based on position to the extent possible.
- Cost of living differences between surveyed agencies and the Sacramento Metropolitan Area will be evaluated to determine if significant wage differences require an adjustment to the data.
- Upon review of the survey results, the Board will determine the desirable labor market position of the top of the range. The target position will be at least equal to market median as calculated in the survey.

6.1.5 AUTHORITY AND RESPONSIBILITY

The General Manager (or his/her designee) is responsible for preparing a compensation budget in accordance with this Policy, as well as all applicable District Policies, which will be included as part of the annual budget review process. The General Manager will have the authority to fix and alter employee compensation in accordance with the intent of this policy and within the budgetary guidelines approved by the Board of Directors.

The General Manager may change or alter the compensation budget during the year by either: 1) requesting the Board of Directors to authorize the General Manager to make such changes at budget adoption; or 2) submitting an amended compensation budget, explaining reasons and recommendations for the change, and receiving Board approval for the change.

The General Manager will have full operational authority to implement this policy up to the limits of the approved compensation budget, which includes:

- Determining staffing requirements, titles, positions, responsibilities and organization structure. All new positions require Board approval.

- Recommending pay/salary ranges and/or total compensation to the Board for approval
- Setting goals and conducting performance reviews.
- Establishing annual pay/salary adjustments, including annual merit increases and cost-of-living adjustments (COLA) in accordance with section 6.1.7 of this policy.
- Implementing and managing Board approved incentive pay programs.
- Creating programs for position upgrades and special assignments.
- Providing pay/salary and benefit benchmarking information and studies for Board review.

The General Manager will ensure the equitable and uniform implementation of this policy including reporting to the Board at least annually, typically during the budget process.

The Board of Directors is responsible for reviewing the compensation budget as part of the District's annual budget and has the authority to consider, amend as needed, and approve that budget.

6.1.6 SALARY RANGES

The District has established pay ranges for the various job classifications. In establishing these ranges, the Board of Directors considered several factors, including the total compensation for similar positions in other comparable agencies, and each position's level of responsibility, technical qualifications and the relative degree of decision-making. Salary ranges may be changed from time to time by the Board of Directors and in accordance with this policy.

6.1.7 MERIT INCREASES

Each position at the District has a salary range. Each salary range allows for placement in the range based on experience and progression through the range based on performance of the employee, at the discretion of the General Manager.

When an employee is not at the top of their salary range, they are eligible for consideration of a merit increase. The amount of the merit increase is determined by their manager, in consultation with the General Manager, based on their performance the previous 12 months. Any merit increase applied to an employee's salary increases the base salary amount for that employee.

Merit increases are provided to eligible employees during the first full pay period in February. Those employees that are paid at the top of their salary range are not eligible for any merit salary increases.

6.1.8 ANTI-SPIKING POLICY RELATED TO SALARIES

The intent of the Board of Directors is to reduce the possibility of increasing the retirement liability of the District, as well as forbid the policy of spiking salaries for the purpose of increasing retirement. The Board of Directors recognizes the benefits of allowing the General Manager the authority to award step increases based on actual work performance and merit. The Board further desires to keep employee salaries at pace with inflation.

The assumptions used by CalPERS in calculating the actuarial projections in retirement costs includes a component related to the amount of increase in salary each employee will receive. The assumptions are based on the age of employee, and number of years of service. Each year, the actuarial valuation is

updated using actual salary costs, so the actuarial assumptions are not interdependent from year to year. The CalPERS table will be used to calculate the assumed base salary increase for each employee. This will form the proposed compensation budget, and will ensure that salary increases do not exceed those assumed by CalPERS

6.1.9 COST OF LIVING ADJUSTMENT

The General Manager has the authority to determine the specific advancement within the salary range for each employee, and to determine and award an Annual Cost of Living Adjustment (generally based on the CPI West B/C index) under the condition that the total increase for all employees does not exceed the total assumed increase used by CalPERS. Upon Board approval of the budget, the General Manager has the authority to award a combination of merit and COLA increases within the total amount of the compensation budget. Should the total increase in payroll costs for recommended step increases exceed the estimated assumed merit increase used by CalPERS, the General Manager will obtain Board approval prior to implementation.

Any COLA awarded will be effective as of July 1st of the new fiscal year.

6.1.10 PUBLIC EMPLOYEES' RETIREMENT SYSTEM

The District is a member of the Public Employees' Retirement System of the State of California (CalPERS) and membership is compulsory for all employees. Full-time employees and those meeting the 1,000-hours per year requirement of CalPERS are covered under CalPERS. This plan requires an employee to make contributions based upon a percentage of their salary depending on their pension tier.

Full vesting occurs after five years of continuous coverage with a CalPERS participating employer; however, a member's accumulated CalPERS contributions will remain on deposit with CalPERS upon a member's separation from CalPERS-covered employment, regardless of the member's years of credited service, until the member requests to withdraw the contributions. In addition, the District contributes a substantial amount to this plan at a rate adjusted annually by CalPERS.

Upon retirement, an employee may elect to convert accumulated sick leave into service credit toward retirement according to the District's CalPERS contract. An employee may either cash out vested sick leave, as described in Chapter 3, Section 3.10 of the Personnel Manual, or convert it to service credit, but not both.

Benefit Tiers

An employee's retirement benefit formula depends upon their length of service in CalPERS, as well as the employee's entry date into CalPERS and hire date with the District, as described below.

Tier One

Employees hired prior to February 14, 2009, are eligible for the 3% at 60 Miscellaneous Retirement Benefit. Final compensation is calculated by utilizing the highest average compensation during any consecutive 12 months of employment.

Tier Two

Employees hired on or after February 14, 2009, and prior to January 1, 2013, are eligible for the 3% at 60 Miscellaneous Retirement Benefit. Employees joining the District on or after January 1, 2013, that were first hired into a CalPERS participating agency, without a break in service of six months or more, are also eligible for the 3% at 60 Miscellaneous Benefit. Final compensation is calculated by utilizing the average full-time pay rate of the employee's 36 highest consecutive months.

PEPRA Tier

Employees first hired into a CalPERS participating agency on or after January 1, 2013, or those with a break in CalPERS covered service of six months or greater, are eligible for the 2% at 62 Miscellaneous Retirement Benefit, with final compensation calculated by utilizing the average full-time pay rate of the employee's 36 highest consecutive months.

Detailed provisions of the plan are provided in the District's contract with CalPERS and in the CalPERS Law. Employees should contact CalPERS at 1-888-CAL-PERS or the internet website at www.CalPERS.ca.gov for more information.

6.1.11 INCENTIVE AWARD PROGRAM

Program Purpose

The purpose of this program is to further the District's ability to attract and retain the services of the most experienced, motivated and capable group of employees, and to award employees for independent and creative ideas and projects that put downward pressure on water rates. Through recruitment and retention of a superior workforce, the District can better serve the interests of its customers, staff and the broader regional community.

This program is available to those employees who exhibit exemplary performance demonstrated through any of the following:

- The achievement of significant cost savings or new/increased revenue generation
- A significant improvement to efficiency
- A significant improvement in safe work practices
- A significant improvement to the District's operations

It is not the intent of this program to provide awards to employees whose continued and ongoing performance exceeds expectations. General exceptional performance is awarded through merit increases provided in the annual employee evaluation process. The Board intends incentive awards to be considered a one-time recognition of an act of exceptional merit, not as an increase to base salary. This program is funded out of the general salary and benefits annual budget, which is prepared in conformance with the Board's Compensation Policy.

Eligible Participants

This program is available to full or part-time regular employees who have been with the District for at least one year. The General Manager operates under a contract and is considered separately from this policy.

Award Amount and Timing and Process

The incentive award will be a fixed amount up to \$10,000 per award (subject to budget). Awards should be given as soon as possible after the event warranting the award. At the end of each calendar year, the General Manager will review the awards given and determine if additional awards are merited. Nothing in this policy guarantees that the General Manager will expend any portion of the budget for employee incentive awards or that any employee will receive an award.

Process for Determining Award

Managers may recommend an employee for an award at any time. The recommendation should include a detailed description of the basis for the award and a recommended amount. The General Manager will review the recommendation, and either approve, amend or deny the award. In reviewing recommendations, the General Manager will consider the merits of the recommendation, the amount available within the budget, and the overall distribution of awards between management and non-management staff.

Payment of Award

Performance incentives, when awarded, shall be paid in one installment on either the next available payroll or in February in conjunction with the annual performance evaluation process.

6.1.12 UNIFORM ALLOWANCE

Certain positions, described further in Chapter 5.7 of the Personnel Manual, are required to wear district uniforms. Uniforms will be issued on an “as needed” basis during each fiscal year, not to exceed an annual value of \$1,000. The value of the uniforms provided is reported to CalPERS as compensation subject to retirement contributions for employees in classic retirement tiers (not PEPRA). The General Manager has the authority to set or change uniform requirements including brand, quantity, clothing type for each employee as long as the total annual value per employee does not exceed \$1,000 (excluding safety items).

6.1.13 GENERAL INSURANCE

The District provides a wide variety of insurance coverage. It is the employee's responsibility to fill out claim forms and submit them for processing.

The District may delete or change employee insurance and other benefits with or without amending this manual, and with or without notice to employees. The specific terms of the District insurance benefits are set forth in various insurance policy and plan documents. This chapter summarizes the key benefits. In the event of any conflict between this chapter and a policy or plan document, the policy or plan document shall govern.

6.1.14 GROUP HEALTH INSURANCE

Full-time regular employees and their eligible dependents, as defined by CalPERS, are covered under the health insurance plan of their choice from among those offered by CalPERS. Coverage generally begins on the first day of the month following the date of hire. If a new employee is already covered by a CalPERS health plan that plan will likely provide coverage through the month following separation from

the previous employer, resulting in continuous coverage between the former employer and hire with the District. Effective January 1, 2020, the District's contribution is capped at the "Blue Shield Access Plus" rate for CalPERS Region 1. The District will contribute an amount equal to the premium for Blue Shield Access Plus Region 1 for each eligible employee, spouse and any dependents. For example, a single employee, with no children would receive a District contribution towards health care up to the amount of the Blue Shield Access Plan premium for "employee only". If that employee marries, they would receive a District contribution towards health care up to the amount of the Blue Shield Access Plan premium for "employee plus spouse". The specific terms, scope and limitations of the coverage are set forth in the insurance plan documents that are available for review by employees at the District's Finance Department.

It is mandatory that each employee notify the District whenever any additions or deletions occur in their dependent status. Employees are also subject to the eligibility requirements, timing and deadlines determined by the health insurance provider.

Under federal law, if an employee's group health benefits end due to specified qualifying events, the employee or dependent may elect to continue coverage under the District's health plan for a limited period and at the employee's or dependent's expense. A qualifying event is any of the following:

For an employee:

Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage.

For dependents:

Death of the employee;

Divorce or legal separation;

Loss of coverage due to the employee becoming eligible for Medicare;

For a dependent child, ceasing to qualify as a dependent under the Plan.

Employees and dependents who qualify and wish to continue their coverage will receive notification of their rights and will receive the necessary information and forms to initiate the conversion process.

6.1.15 CASH IN LIEU OF MEDICAL INSURANCE

An employee who is eligible for coverage under the District's medical plan specified in Section 6.1.8, but who is covered by another medical plan, may elect not to be covered by the District's medical plan by furnishing the District with proof of such medical coverage and by signing a waiver of benefits. In return for not contributing for an employee's medical coverage, the District shall pay the employee \$450 per month (spread over 24 pay periods). If the employee later elects to reinstate under the District's medical plan, these payments will terminate. Employees may make the coverage election only upon initial hire, annually during CalPERS open enrollment, or in the event of a qualifying event (as defined by CalPERS).

6.1.16 POST-RETIREMENT HEALTH

Full-time regular employees who retire from the District remain covered under a health insurance plan of their choice from among those offered by CalPERS, provided that CalPERS' guidelines are met. In accordance with the policy adopted by the Board effective as of February 14, 2009, employees are

divided into two tiers for purposes of District-paid retiree health benefits premium payments: (1) those hired prior to February 1, 2009, are in the First Tier; and (2) those hired on or after February 1, 2009, are in the Second Tier. Benefits under the two tiers are:

First Tier (hired prior to February 1, 2009)

Employees in the First Tier vest after five years of service in the District’s payment of 100 percent of the District’s current contribution amount (as defined in Section 6.1.8 - Group Health Insurance) toward post-retirement health insurance benefits under the plans offered by CalPERS. To receive this benefit, an eligible employee must formally retire through CalPERS within 120 days of separating from employment with the San Juan Water District. Any future changes to the amount of the District’s contribution for active employees would apply to retired employees receiving the First Tier benefit. The District may, once each year without discrimination, allow employees who are covered under the First Tier to elect to be subject to the provisions of the Second Tier. The District must notify CalPERS which employees made that election.

Second Tier (Hired on or after February 1, 2009)

Employees in the Second Tier, who have worked for the San Juan Water District for at least five years, will vest in an entitlement to District-paid health benefits premiums for CalPERS-sponsored health plans in an amount computed using the 100/90 method as described in Government Code Section 22893 and in accordance with the following vesting schedule:

<u>Years of Service in CalPERS</u>	<u>Percentage of Contribution</u>
Less than 10	0%
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

To receive this benefit, an eligible employee must formally retire through CalPERS within 120 days of separating from employment with the District. However, if an employee in Tier 2 has 20 years of service with the District, they are entitled to the full benefit whether they retire from the District or from any other entity, public or private, unless another entity offers a richer benefit than the District’s, in which case the employee may be eligible for that benefit. See Government Code Section 22893 for further clarification and exceptions.

6.1.17 DENTAL INSURANCE

The District provides dental insurance for full-time regular employees and their dependents. The specific terms, scope and limitations of the coverage are set forth in the insurance plan documents that are available for review by employees at the District's Finance Department.

The District pays 100% of the employee premium for this coverage and 75% of the premium for eligible dependents. Eligible dependents are spouses, domestic partners, dependent children under age 26, and other dependents as required by state or federal law. An employee with dependent coverage contributes the remaining 25% of the premium for their dependents through payroll deductions.

6.1.18 VISION INSURANCE

The District provides vision insurance for full-time regular employees and their eligible dependents. The specific terms, scope and limitations of the coverage are set forth in the insurance plan documents that are available for review by employees at the District's Finance Department.

The District pays 100% of the premium for full-time regular employees and their eligible dependents.

6.1.19 GROUP LIFE INSURANCE

Full-time regular employees are covered by group life insurance in the amount of one-times annual salary or wages. The specific terms, scope and limitations of the coverage are set forth in the insurance plan documents that are available for review at the District's Finance Department.

6.1.20 EMPLOYEE-PAID INSURANCE

Supplemental insurance may be available to full-time regular employees. Premiums are paid by employees through payroll deductions. See the Director of Finance/Human Resources for more details.

6.1.21 DISABILITY

Full-time regular employees are covered by short-term and long-term disability insurance. Premiums are paid by the District. The specific terms, scope and limitations of the coverage are set forth in the insurance plan documents that are available for review by employees at the District's Finance Department.

Short-term and long-term disability coverages provide weekly benefits to partially replace lost income for employees who are unable to work as the result of a disability. The nature of the disability can be injury or illness and can be work-related or non-work-related.

Physician certification is required to apply for disability benefits. While receiving disability benefits, employee leave accruals are discontinued, except to the extent the employee is integrating leave balances to augment disability payments. Safety Days earned by full or part-time regular employees will be prorated for an employee who is out on disability based upon the amount of time they worked during the Safety Day accrual period. Any Floating Holidays granted while the employee is on leave will be added to their leave bank upon their return. The District will continue to pay health and dental

benefits for employees for one year from the date of injury, while on short and long-term disability. After the one-year period, the employee may continue coverage by paying the portion of the District's insurance premium attributable to the employee's coverage. See Section 6.1.16 – Workers' Compensation Insurance for additional information about disability for work-related injuries.

6.1.22 WORKERS' COMPENSATION INSURANCE

It is the employee's responsibility to report immediately to their Department Manager any work-related injuries or illness, regardless of severity.

This coverage protects employees if injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for a portion of lost earnings that result from work-related injuries. Compensation payments begin from the first day of employee's hospitalization or after the third day following the injury if employee is not hospitalized. The cost of this coverage is completely paid for by the District. Time spent going to the District's current District Workers Compensation Medical Provider for immediate/initial treatment, up to the end of the employee's regular work day, should be reported and paid as regular time worked. However, accumulated sick, vacation or other earned time-off will need to be used for the three-day waiting period to bring the employee's compensation up to, but not greater than, the employee's regular gross pay. Disability benefits may be able to be coordinated with workers' compensation benefits, depending on the determination of both the disability and workers' compensation insurance providers. Employees needing follow-up medical appointments will be charged the time-off from their accumulated sick or vacation leave. Any overpayment of benefits will require reimbursement to the District.

Employees may choose to integrate their leave balances with their workers' compensation benefit, to bring compensation to 100%. While out on workers' compensation leave, health, dental and vision will continue to be paid for up to one year, as if the employee were working. Sick and vacation leave time will accrue for 90 days. Beyond 90 days, leave will accrue in proportion to the amount the employee is using leave balances to augment the workers' compensation insurance. Any Floating Holidays granted while the employee is on leave will be added to their leave bank upon their return.

Questions regarding workers' compensation coverage should be directed to the Director of Finance.

6.1.23 UNEMPLOYMENT INSURANCE

Unemployment insurance coverage may be available to employees in the event of separation or layoff from employment with the District. To apply for benefits or to determine eligibility, employees should contact their nearest Employment Development Department Office.

6.1.24 EDUCATION PROGRAM

The District encourages employees to participate in educational and training activities. In addition to increasing employee job proficiency, this education should improve work force stability and the District's ability to attract and retain outstanding employees. The education program is available to all employees after the six-month probationary period has been completed.

On-Duty Education

Employees may, with prior approval, attend seminars, conferences, workshops, cross-training activities or meetings that provide specific training in subjects related directly to water operations, to the employee's position, or to one they may reasonably aspire to, and that will provide benefit to the District.

All departments will annually review and identify areas of training required to maintain employees' technical and administrative capabilities. Specific schools, conferences and/or seminars are to be listed on budget submission requests wherever applicable and available. The District will pay all fees, tuition and expenses for approved training. Supervisor and/or Department Manager approval for all requests for this training must be obtained prior to enrollment.

Off-Duty Education

Educational assistance is available to employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments. Assistance for off-duty educational expenses is at the discretion of the General Manager and subject to availability of budgeted funds.

This education may occur after regular working hours at a college, vocational trade school or through a self-study correspondence course, which leads to a certificate, license or diploma related to the general functions of the District.

Under special circumstances, employees may attend classes during business hours if (1) the course is not available (and will not be) at night or through a correspondence course, (2) the course pertains to a District-approved degree program, and (3) the employee arranges a flexible time schedule with their supervisor to make up time spent in class during normal work hours.

Eligibility for Off-Duty Education Assistance

Only full-time regular employees, who are performing their jobs satisfactorily, are eligible for this program.

The following off-duty education may qualify for financial assistance:

- A. Post-secondary Degree (Associates, Bachelors, Masters, other as approved).
- B. Specific courses taken for credit relating to water service functions of the District.
- C. Specific courses taken for credit relating to support functions of the District (i.e., accounting, administrative, welding, chemistry, etc.).
- D. Specific courses resulting in certificates or professional licenses.
- E. Self-study/correspondence courses from reputable institutions with final exam and certificate in subjects that relate to District functions.
- F. Other programs deemed appropriate by the General Manager for District personnel.

Conditions for Financial Assistance

- A. District financial assistance is limited to \$1,000 per fiscal year and \$5,000 career maximum per employee.
- B. Every course that the employee desires to attend must be approved in advance by submitting an Off-Duty Education Assistance Request Form.
- C. Any District financial support under this provision shall be implemented by a contract between the District and employee.
- D. Completion of the course with a minimum final grade of “B” or equivalent.
- E. Funds received from outside sources, such as scholarships or Veteran's Education Benefits, must be applied to the cost of the program first. Then, the remaining cost, up to the maximum available, will be eligible for payment by the District.
- F. Total financial assistance for Degree programs require a commitment by the employee to continue District employment for a minimum of three years following completion of the program.

If the employee leaves the District after two years, but less than three years following completion of the degree requirements, financial assistance from the District will be one-half of the cost of the degree program, with the remaining one-half the employee's responsibility. If the District has already paid the full amount, the employee will be required to re-pay the District for their half of the expense.

If the employee leaves the District less than two years following completion of the degree requirements, the employee is responsible to reimburse the District in full for its financial assistance toward the cost of the degree program.

- G. Unless arrangements have been made to pay the costs directly to the school, the assistance check is issued to the employee after they furnish evidence of expenses incurred (i.e., receipts, canceled checks, etc.).
- H. The employee will furnish the District proof of their successful completion of the course, and final grade, as soon as possible after the end of the class. Reimbursement for subsequent enrollment requires evidence of grade B or better on previously reimbursed courses.

Procedure

The Degree program is approved by the General Manager on a case-by-case basis. Employees desiring to obtain a degree should submit their written request stating goals and objectives, institution that they plan to attend and schedule of estimated expenditures via their Department Manager to the General Manager. If approved, the District's financial assistance may be used only to pay for tuition, books, fees and parking.

6.1.25 PROFESSIONAL CERTIFICATION

The District encourages employees to pursue professional certifications that are necessary to perform in their positions or to obtain promotions, or otherwise will be beneficial to themselves and the District.

The District will pay for the first testing cost for a certification that benefits the District. If the employee does not pass on the first attempt, subsequent testing fees will be paid by the employee. Certification and recertification fees will be paid by the District.

6.1.26 CREDIT UNION

All District employees are eligible for membership in various local Credit Unions. Employees should check with their Credit Union of interest to determine eligibility.

6.1.27 EMPLOYEE ASSISTANCE PROGRAM

All District employees have access to a variety of support services through the District Employee Assistance Program. Services include a limited amount of counseling, financial and legal consultation, and more. Information on the program can be found in the brochure located in the hallway of the Administration Building, or by contacting a staff member in the Finance/Human Resources Department.

Revision History:

Revision Date	Description of Changes	Requested By
8/28/19	Added section 6.5.3 Survey Agencies and renumbered sections accordingly; changed Section 6.5.4 “average” to “median” in last bullet; and Section 6.5.8 moved paragraph 2 to 1, added last sentence in paragraph 2, and changed last sentence to reflect COLA effective date.	Donna Silva, Finance Director
12/16/20	Incorporated all compensation and benefits policies as seen in the Finance Committee staff report from December 15, 2020	Donna Silva, Finance Director