



WEST VALLEY WATER DISTRICT
855 W. Base Line Road, Rialto, CA 92376
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**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

TUESDAY, NOVEMBER 21, 2023 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

**Director Kelvin Moore, Chair
Director Channing Hawkins**

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

III. DISCUSSION ITEMS

1. Updates to the Human Resources Committee
2. Update on Employees on COVID-19 Leave
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. Potential Holiday Closure 2023.

IV. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee Agenda at the District Offices on November 16, 2023.

Elvia Dominguez

Elvia Dominguez, Board Secretary



**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
STAFF REPORT**

DATE: November 21, 2023
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources and Risk Manager
SUBJECT: POTENTIAL HOLIDAY CLOSURE 2023

BACKGROUND:

For the past five (5) years, in recognition of dedicated service provided by District employees, the Board of Directors has approved the closure of the District from its normal business hours during the time between Christmas and New Year's Day.

Staff will ensure that essential water treatment, supply and meter reading services will be maintained by the operations staff per the standard operating procedures appropriate for night, weekend, and holiday operations. All staff will return to normal work schedules on Wednesday, January 3, 2024. Any emergency that could arise will be handled following existing callback protocol.

DISCUSSION:

This year, a repeat of the holiday closure will result in three days of closure, December 27 to December 29 (Wednesday through Friday) that would otherwise be business days. Staff would be paid as normal for these days.

Staff will discuss the proposed closure with the representatives of the International Union of Operating Engineers, Local 12, to communicate the District's intent to authorize the Holiday Closure.

Staff plans to reevaluate the holiday closure as part of the Classification and Compensation Study to help determine if the practice should continue.

FISCAL IMPACT:

The FY 23-24 Budget includes salary and benefits for all staff for the entire fiscal year, therefore; the District will not incur any additional cost for the holiday closure, other than minor, if any, emergency callbacks that could arise.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for Committee consideration, and then forwarded to the Board of Directors for action as presented, and authorize the General Manager to execute all necessary documents.

Respectfully Submitted,

John Thiel

John Thiel, General Manager

JT:hs