Groveland Community Services District

BOARD MEETING AGENDA SUBMITTAL

TO: **GCSD Board of Directors**

FROM: **Peter Kampa, General Manager**

DATE: **September 16, 2020**

SUBJECT: **Agenda Item 6I. Adoption of a Resolution Approving an Amendment to the Vehicle Use Policy to Allow for Modified Conditions and Uses in the Event of an Emergency**

RECOMMENDED ACTION:
Staff recommends the following action:
I move to approve Resolution 44-2020 an Amendment to the Vehicle Use Policy to Allow for Modified Conditions and Uses in the Event of an Emergency.

BACKGROUND:
The District Vehicle Use Policy does not have any restraints or provisions allowing a non-District employee to be transported in district owned vehicles.

The District has limited staff to respond to District emergency situations on the day to day basis. If, or when, the community of Groveland is in its own emergency situation such as a wildfire, flood or other natural or unexpected disasters that could affect the residents and staff in a ways of evacuation, or possible need to shelter in place, the District still needs to maintain a minimum level of staffing to be able to operate the functions of the District.

The Moc fire was a perfect example of the need for the proposed amendments to the vehicle use policy. We want all District employees designated to work during a district designated emergency situation to be safe at all cost and to get themselves and their family to a safe location allowing them the use of the district vehicle for limited travel to and from their place of living during the emergency. Also, the District wants to provide staff limited and necessary transportation to family members when needed to maintain service readiness to resume back to their essential work positions when it is safe to do so. Allowing staff to be able to have the limited use of District vehicles during the event of an emergency, in order to transport family members, will help insure that employees have a piece of mind tending to their family's needs, as well as being able to continue to get back to the District and perform their duties as needed to serve the community.

ATTACHMENTS:

1. Vehicle Use Policy
2. Amended Vehicle Use Policy
3. Resolution 44-2020

FINANCIAL IMPACT:

1. None.

504 Meal Periods

Effective Date: 9/17/2004
Revision Date:

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

505 Overtime

Effective Date: 12/03/2004
Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with applicable law. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

506 Use of Equipment and Vehicles

Effective Date: 12/27/2004
Revision Date: 9/10/2007

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using District property and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employee shall notify the supervisor if any equipment, machines, tools, or vehicles appear to be

damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

District employee's designated to work during a District Designated Emergency may use a District vehicle for travel to and from their place of living during an emergency. ~~Including~~The employee assigned a District vehicle during an emergency also has the ability to use the vehicle for the limited personal ~~use~~purposes needed to maintain readiness to respond to District needs during the situation. This includes the ability to provide limited, necessary transportation to family members when needed to ensure employee and family safety maintain service readiness for the District.

507 Emergency Closings

Effective Date: 9/17/2004
Revision Date:

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

508 Business Travel Expenses

Effective Date: 12/27/2004
Revision Date: 9/10/2007

GCSD will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the General Manager.

By the end of the month during which the travel occurred, the employee must complete and have authorized by his/her supervisor and the General Manager a District Expense Form. Each Expense Form must have attached to it all receipts to back up the requested expense reimbursement.

Employees whose travel plans have been approved are responsible for making their own travel

RESOLUTION 44-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN AMENDMENT TO THE VEHICLE USE POLICY TO ALLOW FOR MODIFIED CONDITIONS AND USES IN THE EVENT OF AN EMERGENCY

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District Vehicle Use Policy does not have any restraints or provisions allowing a non-District employee to be transported in district owned vehicles; and

WHEREAS, any district employee designated to work during a district designated emergency may be permitted the use of the district vehicle for travel to and from their place of living during an emergency; and

WHEREAS, employees have the ability for use of the vehicle during the emergency for limited personal use needed to maintain readiness to respond during the situation; and

WHEREAS, employees have the ability to provide limited, necessary transportation to family members when needed to maintain service readiness.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Groveland Community Services District approves Resolution 44-2020 an Amendment to the Vehicle Use Policy to Allow for Modified Conditions and Uses in the Event of an Emergency.

WHEREFORE, this Resolution is PASSED, APPROVED, and ADOPTED by the Board of Directors of the Groveland Community Services District on September 16, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

_____

Jennifer L. Flores, Secretary

_____

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on September 16, 2020.
DATED: _____