

	Jon Cook	Larry Fausett	John Olsen	Management Comment
Page 4	Why remove Board's right to amend? It seems staff should know that the document can be amended?	Agree with JC	Noted in Section 6.1 - still leave in Introduction	Board right to amend statement was moved to Section 6.1, to avoid redundancy it was removed from introduction
Page 7	none	under 2.1 we should somehow separate out that the paragraph applies to all positions except the General Manager. Maybe in a subsequent section there could be a brief description covering the same procedures for selecting a General Manager. line 8 of section 2.3. insert "the" after "if" So then the sentence will read "six months if the employee". And on line 11 of that same section I think you need to remove the apostrophe in the word "Employee's".	insert "initial" before "probationary" in second sentence of 2.3 A Change 2.3 D to include a reference to a possible 9/80 work week	Added revisions as recommended
Page 8	none		Section 2.3 F - mention 9/80 work schedule	Revised language to match overtime rules as required by the State of California and added language to address rules of an alternative work week
Page 9	none		Section 2.7 - disagree with removal of Trustee approval Section 2.10 - off day Monday or Friday?	section 2.7 - forcing the requirement of the GM to ask permission for all wage increases is contrary to the Trustee-Management form of government. The Board appoints the GM to oversee all daily operations of the District including all hiring, firing and promotional decisions. Requiring the GM to seek approval for these duties undermines the GM's authority and alters the staffs perception of the GM's role. It is appropriate that the GM report these changes to the Board, however there should not be a requirement for permission prior to the action. Section 2.10 - Generally in a 9/80 schedule, Friday is the day that staff take off. I do not see an issue with changing the verbage to allow an option for Monday and allowing the staff which day they would prefer; I have added this language to this section.

Page 10	none		Section 2.13 - needs discussion due to possible windfall or conflicts with PERS Section 2.14 - remove supervisors authority, time cards changes should only be done by GM.	section 2.13 - for discussion section 2.14 - revised as recommended
Page 11	Section 2.15 Payday- insert "to" between "credited" and "the employee's account..." Grammatical correction. Section 2.20 Driving Record - remove extra "the" in 3rd line.	Agree with JC	agree with JC Section 2.20 - change "on a regular basis" to "at least every two years"	Made grammatical changes as recommended Section 2.20 - When on the DMV pull notice program the District will receive notification whenever the employee's driving record is modified, hence the use of the language "on a regular basis" I can add the "at least every two years" language but it would adding an unnecessary requirement.
Page 12	Section 2.22 Resignations - replace "requested" with "required" in 3rd line. We actually have this in the AFSCME MOU.	Agree with JC	agree with JC Section 2.21 - add "and reported to District Trustees at the next scheduled meeting" to the end of the section	Cannot add the word required to section 2.22. California State law dictates that all employees are at will and can quit for any reason, at any time, with or without notice. This right can be waived in a negotiated contract situation such as a MOU; however since the District has no such contract (except for the GM) we must adhere to State law. section 2.21 - adding the reporting requirement may be viewed as micromanaging - perhaps discussion for this item?
Page 13	none		Section 3.6 - needs discussion, confusion from PERS insurance vs 1937 act county retirement. I reject lifetime insurance for retirees Section 3.7 - check if capping sick leave accrual conflicts with County retirement rules	Section 3.6 - this section specifically refers to health care only which is provided to the District by CalPERS. Under this plan you cannot reject health care for retirees, it is a mandatory requirement by CalPERS health. Section 3.7 - waiting for confirmation from County retirement administrator

Page 14	Section 3.9 Vacation Leave Donation - at end of current text, add language stating that eligible EE must not have had any attendance-related problems in last 12 months. Without this, an excess consumer of SL is still eligible for donations, this is not fair to those who carefully save their SL for medical emergencies. Section 3.10, Holiday Leave - Remove proposed Good Friday 1/2 day, religious holiday out of sync with general governmental separation of church and state. Remove Day after Christmas, end up with no more than 13 total days.	Agree with JC	Section 3.7 - again confirm no conflict with county retirement system Section 3.8 - too vague Disagree with JC comments on section 3.9, I feel restrictions are overdone, this will self regulate, delete last sentence of section Agree with removal of Good Friday holiday, I feel that drafting of policy is not the time to add vacation days	Section 3.7 - waiting for confirmation from County retirement administrator Section 3.8 - discussion needed Section 3.9 - I tend to agree with JO on this point, I added the "subject to the approval of the General Manager" language to address this issue without overstating restrictions, I do recommend that the remaining language be left intact to eliminate abuse Section 3.10 - removed good friday
Page 15	Section 3.11 Workers' Compensation - Item B add ".. or if Supervisor deems necessary." This is in those cases where EE does not want treatment, but you think it is warranted; i.e., stitches needed, possible back injury, or other condition that may lead to later claim wherein "timely medical treatment" can affect WC case outcome.	Agree with JC	Exchange floating holiday for Columbus Day, omit Day after x-mas, I would like to stay at eleven holidays per year at this time. In the future, in better times, I would consider adding a day requested by employees Section 3.11 - agree with JC	currently performing a survey of other vector districts to determine what is offered elsewhere will report to Board section 3.11 - added language
Page 16	none	last paragraph of section 3.11 I think it should be "the District" rather than "this District" but there may be something that you know that makes "this District" the appropriate terminology.		amended
Page 17	none		Section 3.16 - add "report status to District Trustees at next regular meeting"	I personally would always report this information to the Board as standard practice
Page 18	Section 4.2 Bereavement Leave - In last sentence where EE may take either SL or VAC for additional time off, need to specify how many days of SL, or they will take it all as SL to save vacation. UCSB allows 3 days of SL for an immediate family member.	Agree with JC	Section 4.2 - use of word "granted" is vague, suggest sick leave be used at onset Section 4.3 - question the use of word "serving," should attend at court Section 4.5 - Leave the old wording, why not vote in AM?	section 4.2 - revised verbage Section 4.3 - revised verbage Section 4.5 - morning verbage was removed due to the fact that the District work day begins prior to the opening of the polls
Page 20	first paragraph - replace all instances of "your" with "employee" to be consistent with rest of document	Agree with JC	Agree with JC	amended

Page 22	explain what type of absences qualify for this, otherwise, there can be abuse of LWOP. We currently allow LWOP for non-industrial medical cases where EE has a FMLA certification by treating physician on file, and has consumed all available SL and VAC, then they can use "FMLA LWOP."	Agree with JC	Disagree with JC - Leave current wording, not all LWOP will be medical. Maybe set a max of 60-90 days for all LWOP in a year time frame to allow filling of position. Again report event and status to Trustees at next regular meeting Generally - reporting events, status, pay raises, etc to Trustees is important because Trustees should be aware of issues that affect budget or District functions. This reporting may be important as an issue unfolds into a bigger issue. CYA	I partially agree with JO - leave the current wording since LWOP may not be medically related; however, I disagree with setting a max timeframe, as LWOP should not be seen as a benefit, but rather something that is there in rare circumstances. I added the "all requests must be authorized" comment to address this issue I also agree with JO commentary on reporting to the Board. It is very important that the Board remain informed of all of these issues. We must keep in mind however, that this document is meant to be a guideline for staff, not a manual on proper management protocol. I understood at the onset that the Board was blindsided by the actions of a previous GM and it is my intent to share any and all information possible with the Board. Perhaps these concerns would be better suited for the GM's annual review?
Page 29	none	Last sentence in general description section, remove "and" before the word State, insert comma after the word policy and insert "of California" after the word State. First sentence in Essential Functions section, remove "duties" change "listed" to "list" and change "are intended to list" to "contains" Second to last bullet point, change "relations" to "good community relations"?	Add - language related to changing time cards to essential functions	amended general description and essential functions section. The word "relations" in the bullet point referred to by LF applies to employee relations. Time card modifications would be included in the bullet point discussing "human resources functions" unless the Board would like this to specifically call out time card modification as an essential function
Page 30	none		Add - Report and inform Trustees of all events that might effect the District budget, operations, etc. to end of essential functions section	This would fall under the bullet point stating that the GM "acts as chief administrative officer for the Board," again unless the Board wishes to specifically call out this item
Page 50	none	Ensure all instances of "meeting" are changed to "hearing" to remain consistent second to last sentence of fifth paragraph, remove "in"		amended