

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.085 - WORK RULES

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POLICY:

It is the policy of the Department to meet the need of the community by providing sustainable, high quality water supply and wastewater services in the most professional, environmentally friendly and cost-effective manner possible. This can only be accomplished when orderly and efficient operations are maintained in all Department Divisions.

1. RESPONSIBILITY:

Each employee is expected to provide courteous, professional, reliable, and efficient service to the Department, the community, and others with whom we interact. Staff are expected to treat all colleagues courteously and work cooperatively and effectively while performing assigned duties. The reputation of the Department is extremely important and can be maintained only by the performance of duties according to the highest professional standards and applicable Code of Ethics.

2. GENERAL WORK RULES:

The following rules apply to all employees, regardless of the Division under which they are assigned.

2.1. Attendance / Tardiness

It is vital to the Department for all employees to have reliable attendance. Absenteeism and tardiness negatively impact the Department's ability to provide services. Staff must arrive and be prepared and properly attired to commence work at their scheduled start time, in their designated location, ready to begin performing work immediately. The only exclusion to this policy shall be any donning or doffing periods listed in the employee's Memorandum of Understanding (MOU).

“Leave” of the types listed below shall be addressed in accordance with the employee’s applicable (MOU):

- Holiday
- Sick
- Personal
- Vacation
- Bereavement
- Workers’ Compensation
- Leave of Absence
- Family Medical Leave Act (FMLA)
- Military
- Time off for Association Activities
- Jury Duty
- Child Related Activities
- Victims of Domestic Violence
- Victims of Sexual Assault
- Victims of Stalking

Employees shall notify their direct supervisor of any unscheduled absence, late arrival (tardiness), or unscheduled early departure as far in advance as possible and for each day of occurrence. Notifications for unscheduled absence and late arrival shall be directly to the employee’s assigned supervisor verbally in person or via telephone call or by text message followed by acknowledgement of the supervisor. If a text message is not acknowledged by the supervisor within 30 minutes after the start of the shift, employees shall notify their direct supervisor verbally in person or by phone within that timeframe. Notification for early departure shall be made directly to the employee’s supervisor in person or by phone prior to the early departure. Notifications to other staff members is not sufficient. If the employee’s direct supervisor is unavailable, the employee shall leave a voicemail message and shall contact the alternate assigned contact person for their Division/Section (typically, the Division Head). Notification shall be as far in advance as possible and at the latest within thirty (30) minutes after the time set for the beginning of a workday or prior to the early departure. Notification and acknowledgement by a supervisor of tardiness, unscheduled early departure, or unscheduled absence will not excuse the absence.

Tardiness shall be defined as any arrival to work at the designated location past the employee’s defined start time. Tardiness shall also be defined as unprepared arrival, including but not limited to inappropriate or incomplete attire. Repeated tardiness will result in disciplinary action and may result in termination.

If an employee is tardy for reasons other than illness/injury, Personal Leave shall be utilized to cover the period of the late arrival. If Personal Leave has been exhausted, the employee may use

other accrued leave appropriate for the situation at the Director's discretion. Tardiness cannot be made up by working beyond the normal scheduled workday or by shortened/skipped break or lunch periods.

Employees will be subject to disciplinary action for no call/no show. Absence from duty without authorization for three successive scheduled working days shall be addressed in accordance with Personnel Rule 6-2 "Job Abandonment."

Unit members serving on jury duty are required to report to work on the first day of jury duty, and any subsequent days thereafter while serving on jury duty, if their normal start time is one (1) hour or more before the time they are to report for jury duty. All other jury duty provisions are as stated in an employee's MOU.

2.2. Beginning of Shift:

Fair Labor Standards Act (FLSA) Non-Exempt employees may not clock in for their shift more than seven (7) minutes prior to the actual beginning of shift and may not perform work on behalf of the Department in advance of their clock in period. This includes answering telephone calls and emails. Employees who are observed clocking in early shall be considered to have worked unapproved overtime.

2.3. End of Shift

All employees are expected to use the time just before the end of shift in a constructive manner, and should not wait around the timeclock, break room, or other non-work areas until just before the end of shift. Employees may not clock out before the actual end of shift. Employees observed waiting around the time clock more than five (5) minutes prior to the actual end of shift shall be subject to corrective/disciplinary action.

2.4. Break Periods

FLSA Non-Exempt employees will be provided a fifteen (15) minute break period for each four (4) hour working period. Breaks must be taken at the hours designated by each Division, or as close to those hours as the working conditions permit in order to maintain adequate coverage. If the break is to be taken at a period other than the assigned break period, the employee shall notify their direct supervisor in advance of the need to do so and as soon as

the need is recognized. Breaks may not be “saved” or “combined” or added to their meal period.

2.5. Meal Periods

FLSA Non-Exempt employees will be provided a thirty (30) minute or sixty (60) minute (as defined by the Division) lunch period for work shifts of more than five (5) hours, unless the workday will be completed in six (6) hours or less and there is mutual consent to waive the meal period, including during periods of overtime. Employees who work more than ten (10) hours will be provided a second meal period of thirty (30) minutes, unless the total hours worked is no more than twelve (12) hours and there is mutual consent to waive the second meal period and the first meal period was not waived. Meal periods must be taken at the hours designated by each Division, or as close to those hours as the working conditions permit in order to maintain adequate coverage. If the meal period is to be taken at a period other than the assigned meal period, the employee shall notify their direct supervisor in advance of the need to do so and as soon as the need is recognized.

2.6. Unapproved Overtime

For all FLSA Non-Exempt employees, no work on behalf of the Department shall occur prior to the beginning, or following the conclusion of, the assigned work period without advance approval from the supervisor, superintendent, or manager. At no time may an FLSA Non-Exempt employee perform uncompensated work on behalf of the Department. Please note that FLSA Non-Exempt employees should not respond to work emails while off duty unless designated as being “On-Call.” This is to ensure compliance with federal and state regulations, and the only exception would be in the case of emergency such as a natural disaster.

2.7. Department Email

Important and often time sensitive information is disseminated to employees via Department email. Therefore, it is vital that all employees check their Department email periodically. Employees who do not use email routinely in the performance of job duties should check their Department email a minimum of once a week, unless on an extended leave for more than a week. Employees who are FLSA Non-Exempt should not check work emails outside of working hours, except in the case of emergency or on-call assignment.

3. DIVISION-SPECIFIC WORK RULES:

The following rules apply to employees assigned to the specific Divisions or when visiting work sites applicable to those Divisions.

3.1. Water Utility Division

3.1.1. Working Hours

The following information shall serve as a guide to typical working hours and schedules. Hours, days, and durations may be adjusted, as needed, by Department management in order to accommodate alternate temporary or permanent conditions (projects, assignments, etc.).

3.1.1.1. 3010/3020/3040 – Administration

Typical Schedule: A - 0630 to 1600 M-Th; 0630 to 1500 F- 9/80 w/
a Friday off
B - 0630 to 1600 M-Th; 0630 to 1530 F- 9/80 w/
a Monday off

Break Periods: As scheduled between 0915 to 1000 and 1400 to
1445

Meal Periods: 30 minutes (General Unit); scheduled daily
between 1130 to 1300

3.1.1.2. 3021/3023/3024 – Distribution

Typical Schedule: 0630 to 1600 M-Th.; 0630 to 1500 F- 9/80 w/a
Friday off

On-Call: Per MOU

Break Periods: Between 0930 to 1000; 1400 to 1430

Meal Period: 30 minutes between 1130 to 1230

Doffing Period: N/A

3.1.1.3. 3042/3043 – Operations

Typical Schedule: 0630 to 1600 M-Th; 0630 to 1500 F- 9/80 w/ a

Friday off

Break Periods: 0900 to 0915 and 1400 to 1415

Meal Period: 1200 to 1230

Doffing Period: N/A

A Break Period or Meal Period may be subject to occasional change contingent of work activities with Supervisor or Superintendent approval.

3.1.1.4. 3041 – Operations

Typical Schedules:

Day: 0630 to 1600 M-Th; 0630 to 1500 F- 9/80 w/ a Friday off

Break Periods: 0830 to 0845; 1330 to 1345

Meal Period: 1130 to 1200

Doffing Period: N/A

Swing Shift: 1500 to 0030 - 9/80 w/ a Friday off

Break Periods: 1730 to 1745; 2230 to 2245

Meal Period: 2030 to 2100

Doffing Period: N/A

A Break Period or Meal Period may be subject to occasional change contingent of work activities with Lead Worker/Lead Operator, Supervisor, or Superintendent approval.

3.1.1.5. 3060 – Engineering

Typical Schedule: A - 0630 to 1630 M-Th; 0630 to 1530 F- 9/80 w/ a Friday off
B - 0730 to 1730 M-Th; 0730 to 1630 F- 9/80 w/

a Friday off

Break Periods: Scheduled daily, two 15 minutes breaks between 0830 to 1030; 0130 to 1530

Meal Periods: 60 minutes between 1130 to 1330

3.1.2. On-Call Coverage – Voluntary vs Mandatory

On-Call Coverage is required in order to carry out the functions of the Department. Provided sufficient qualified candidates to staff a normalized rotation of a consistent number of staff, this coverage shall be filled voluntarily. In the event that there are not enough qualified volunteers, the On-Call Coverage of that Section shall be mandatory until such time as sufficient volunteers are available.

3.1.3. On-Call Coverage – Change of Coverage

Changes of On-Call Coverage shall occur at the start of the first shift of the workweek.

3.1.4. Security

Maintaining security within all Department Facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work at a facility they are not assigned to shall not enter the Facility without signing in as a visitor and being granted access. This shall include brief entries to drop off employees, materials, or equipment. The exception to this access requirement is during public meetings where the Brown Act applies and only covers access from the administration building entrance to the location of the meeting.

3.1.5. Second Alternate Contact for Unscheduled Absence

Only after attempting to contact the employee's direct supervisor and alternate assigned contact person and leaving a voicemail for each shall the employee contact the section's front office staff and leave a message to be delivered to the employee's direct supervisor, superintendent, or manager.

3.2. Water Reclamation Division

3.2.1. Working Hours

The following information shall serve as a guide to typical working hours and schedules. Hours, days, and durations may be adjusted, as needed, by Department management in order to accommodate alternate temporary or permanent conditions (projects, assignments, etc.).

3.2.1.1. 4010 – Administration

Typical Schedules: A - 0630 to 1600 - 9/80 schedule w/ a Friday off

 B - 0700 to 1630 - 9/80 schedule w/ a Monday off

 C - 0730 to 1700 - 9/80 schedule w/ a Friday off

Admin Coord - 0700 to 1700 - 9/80 schedule

Shifts may be reduced to 5/8 schedule, depending on staffing

Break Periods: Scheduled daily

Meal Periods: 30 minutes (General Unit); scheduled daily
 60 minutes (Administrative Coordinator)

3.2.1.2. 4020 – Operations

Typical Schedules: Day Shift (5/8) 0700 to 1530
 Day Shift (4/10) 0630 to 1700
 Swing Shift (5/8) 1500 to 2330
 Swing Shift (4/10) 1300 to 2330
 Graveyard Shift (5/8) 2300 to 0730
 Graveyard Shift (4/10) 2300 to 0930
 WRP Plant Supervisor 0700 to 1630 (9/80 & Wknd)
 WR Operations Superintendent 0600 to 1600 (9/80)

The Schedule is typically issued monthly. On occasion, employees may be asked to alter their working hours in order to carry out the functions of the Department. In the absence of volunteers to perform the alternate shifts, employees may be assigned to perform the non-voluntary coverage.

Break Periods: Day Shift (5/8) 0930 to 0945; 1345 to 1400
 Day Shift (4/10) 0930 to 0945; 1400 to 1415
 Swing Shift (5/8) 1730 to 1745; 2145 to 2200
 Swing Shift (4/10) 1530 to 1545; 2030 to 2045

Graveyard Shift (5/8) 0200 to 0215; 0600 to 0615

Graveyard Shift (4/10) 0130 to 0145; 0630 to 0645

Meal Periods: Day Shift (5/8 or 4/10) 1130 to 1200
Day Shift (SCADA) 1200 to 1230
Swing Shift (5/8 or 4/10) 1730 to 1800
Swing Shift (SCADA) 1930 to 2000
Graveyard Shift (5/8 or 4/10) 0330 to 0400
Graveyard Shift (SCADA) 0430 to 0500

3.2.1.3. 4040 – Maintenance

Typical Schedule: 0630 to 1600 – 9/80 w/ a Friday off

On-Call: Week-long rotation

Break Periods: 0930 to 0945; 1400 to 1415

Meal Period: 1130 to 1200

Doffing Period: 1550 to 1600

3.2.1.4. 4042 – EI&S

Typical Schedule: 0630 to 1600 – 9/80 w/ a Friday off

On-Call: Week-long rotation

Break Periods: 0900 to 0915 or 1000 to 1015; 1400 to 1415

Meal Periods: 1100 to 1130 or 1200 to 1230

3.2.1.5. 5025 – RIX

Typical Schedule: OPS – 0630 to 1600 – 9/80 w/ alternating days off
MAINT – 0630 to 1600 – 9/80 w/ a Friday off

On-Call: MAINT – Week-long rotation

Break Periods: 0930 to 0945; 1345 to 1400

Meal Periods: 1130 to 1200

3.2.1.6. 6020 – Collections

Typical Schedule: 0630 to 1600 – 9/80 w/ a Friday off

On-Call: Week-long rotation

Break Periods: 0930 to 0945; 1400 to 1415

Meal Periods: 1130 to 1200

3.2.2. On-Call Coverage – Voluntary vs Mandatory

On-Call Coverage is required in order to carry out the functions of the Department. Provided sufficient qualified candidates to staff a normalized rotation of an even number of staff, this coverage shall be filled voluntarily. In the event that there are not enough qualified volunteers, the On-Call Coverage of that Section shall be mandatory until such time as sufficient volunteers are available.

3.2.3. On-Call Coverage – Change of Coverage

Changes of On-Call Coverage shall occur at the start of the first shift of the workweek.

3.2.4. Safety

When performing work at the Water Reclamation Plant (WRP), safety glasses (clear or tinted) and safety-toed footwear shall be worn when not inside or walking between the Administrative Building, Annex Building, parking area, or a break area. Operation of golf carts shall be per all California Vehicle Code requirements and speed limits of 10 MPH shall be maintained. Seat belts shall be worn inside the WRP at all times while in a moving vehicle of any type that was originally equipped with seat belts.

When performing work at the RIX, safety glasses (clear or tinted) and safety-toed footwear shall be worn when not inside or walking between the Administrative Building, parking area, or a break area. Operation of slow-speed off-road vehicles (Kawasaki Mule, etc.) shall be per all California Vehicle Code requirements and speed limits of 10 MPH shall be maintained at the UV system and Administration Building area, with speed limits of 20 MPH throughout the remainder of the RIX and RIXES properties. Seat belts shall be worn inside the RIX and RIXES at all times while in

a moving vehicle of any type that was originally equipped with seat belts.

3.2.5. Security

Maintaining security within the WRP and RIX is critical. Non-employees or employees of Sections not typically assigned to or performing work at the WRP or RIX shall not enter the Plants without signing in as a visitor and being granted access. This shall include brief entries to drop off employees, materials, or equipment. The exception to this access requirement is during public meetings where the Brown Act applies and only covers access from the administration building entrance to the location of the meeting.

3.2.6. Second Alternate Contact for Unscheduled Absence

Only after attempting to contact the employee's direct supervisor and alternate assigned contact person and leaving a voicemail for each shall the employee contact the 24-hour WRP SCADA Desk and leave a message to be delivered to the employee's direct supervisor.

3.3. Administrative Services Division

3.3.1. Working Hours

The following information shall serve as a guide to typical working hours and schedules. Hours, days, and durations may be adjusted, as needed, by Department management in order to accommodate alternate temporary or permanent conditions (projects, assignments, etc.).

3.3.1.1. 1050 - Administration

Typical Schedule: A - 0700 to 1700 - 9/80 schedule w/ a Friday off.
B - 0730 to 1730 - 9/80 schedule w /a Friday off.

Break Periods: Scheduled daily

Meal Periods: 60 minutes, scheduled daily

3.3.1.1.1 Security

Maintaining security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work in the Administration building shall not enter without signing in as a visitor and being granted access. This shall include brief entries to drop off employees, materials, or equipment.

3.3.1.2. 1070 – Human Resources

Typical Schedule; 0730 to 1730 – 9/80 schedule w/ a Friday off
Break Periods: Scheduled daily
Meal Periods: 60 minutes; scheduled daily

3.3.1.2.1. Security

Maintaining security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work in the building shall not enter without being granted access. This shall include brief entries to drop off employees, materials, or equipment.

3.3.1.2.2. Second Alternate Contact for Unscheduled Absences

Only after attempting to contact the employee’s direct supervisor and alternate assigned contact person and leaving a text or voicemail for each shall the employee contact the DGM and leave a message to be delivered to the employee’s direct supervisor.

3.3.1.3. 2030 – Information Technology

Typical Schedule: 0730 to 1730 – 9/80 schedule w/ a Friday off
On Call: Emergency situations only, Exempt employees
Break Periods: Scheduled daily
Meal Periods: 60 minutes; scheduled daily

3.3.1.3.1. Security

Maintaining security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work in the building shall not enter without signing in as a visitor and being granted access. This shall include brief entries to drop off employees, materials, or equipment.

3.3.1.3.2. Second Alternate Contact for Unscheduled Absences

Only after attempting to contact the employee's direct supervisor and alternate assigned contact person and leaving a text or voicemail for each shall the employee contact the Customer Service receptionist and leave a message to be delivered to the employee's direct supervisor.

3.3.1.4. 2045 - Fleet

Typical Schedule: 0630 to 1600 - 9/80 schedule w/ a Friday off

On Call: Emergency situations only - no on call list/rotation

Break Periods: 1000 to 10:15 and 1400 to 1415

Meal Periods: 1200 to 1230

3.3.1.4.1. Security

Maintaining security within Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work at the garage shall not enter the facility without being granted access and escorted to the garage by a Fleet employee.

3.3.1.4.2. Second Alternate Contact for Unscheduled Absences

Only after attempting to contact the Fleet Supervisor and the Equipment Mechanic Lead Worker and texting or leaving a voicemail for each shall the employee contact the Deputy General Manager and leave a message to be delivered to the employee's direct supervisor.

3.3.1.5. 2050 – Customer Relations

Typical Schedule: 0730 to 1730 – 9/80 schedule w/ a Friday off

Break Periods: Scheduled daily

Meal Periods: 60 minutes; scheduled daily

3.3.1.6 2060 – Customer Service

Typical Schedules: A – 0730 to 1730 – 9/80 schedule w/ a Friday off
B – 0730 to 1730 – 9/80 schedule w/ a Tuesday off
C – 0730 to 1730 – 9/80 schedule w/ a Wednesday off
D – 0730 to 1730 – 9/80 schedule w/ a Thursday off
E – 0730 to 1630 – Monday through Friday
F – 0830 to 1730 – Monday through Friday

Shifts may be changed depending on staffing levels and customer volume. 9/80 day off assignments are by seniority and there are limitations on how many staff may be assigned a 9/80 schedule due to the section's operating hours and need to ensure adequate coverage.

Break Periods: Scheduled daily
AM – between 0930 and 1115
PM – between 1430 and 1615

Meal Periods: 60 minutes; scheduled daily
30 minutes on Friday only for staff w/ Tuesday, Wednesday, or Thursday 9/80 schedule

3.3.1.7. 2070 – Billing and Collection

Typical Schedule: 0730 to 1730 – 9/80 schedule w/ a Friday off

Break Periods: Scheduled daily

Meal Periods: 60 minutes; scheduled daily

3.3.1.8. 2055 – Water Conservation

Typical Schedule: 0700 to 1700 hours - 9/80 schedule w/ a Friday off

Break Periods: Scheduled daily

Meal Periods: 60 minutes; scheduled daily

3.3.1.9. 2090 – Field and Meter Services

Typical Schedule Field and Meter Supervisor

0730 to 1630 Monday through Friday

Typical Schedule Field Representatives

A - 0800 to 1630 Monday through Friday

B - 0830 to 1700 Monday through Friday

C - 0900 to 1730 Monday through Friday

Typical Schedule Meter Readers

A - 0700 to 1530 (fall/winter)

B - 0600 to 1430 (spring/summer)

Break Periods: Scheduled daily

Meal Periods: 30 minutes - Non-Exempt employees; scheduled daily

60 minutes - Exempt employees; scheduled daily

3.3.2. Security

Maintaining security within all Department facilities is critical. Non-employees or employees of sections not typically assigned to or perform work at a particular facility shall not enter that facility without signing in as a visitor and being granted access. This shall include brief entries to drop of employees, materials, or equipment.

3.3.3. Second Alternate Contact for Unscheduled Absence

Only after attempting to contact the employee's direct supervisor and alternate assigned contact person and leaving a text or

voicemail for each shall the employee contact the section's reception desk to leave a message to be delivered to the supervisor or manager.

3.4. Finance Division

3.4.1. Working Hours

The following information shall serve as a guide to typical working hours and schedules. Hours, days, and durations may be adjusted, as needed, by Department management in order to accommodate alternate temporary or permanent conditions (projects, assignments, etc.).

3.4.1.1. 2010 – Finance and Accounting

Typical Schedules: A - Between 0630 to 1700 - 9/80 schedule w/ a Friday off
B - Between 0700 to 1730 - 9/80 schedule w/ a Friday off
C - 0900 to 1730 - 5/8 schedule

Break Periods: Scheduled daily

Meal Periods: A - 60 minutes; scheduled daily
B & C - 30 minutes; scheduled daily

3.4.1.2. 2040 – Purchasing

Typical Schedule: A - 0630 to 1600 - 9/80 schedule w/ a Monday off
B - 0630 to 1600 - 9/80 schedule w/ a Friday off
C - 0630 to 1500 - 5/8 schedule

Break Periods: Scheduled daily

Meal Periods: 30 minutes all schedules; scheduled daily

3.4.2. Security

Maintaining security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work in the Finance building shall not enter without ringing the bell on the entry door and granted access. This shall

include brief entries to drop off employees, materials, or equipment.

3.4.3. Second Alternate Contact for Unscheduled Absence

Only after attempting to contact the employee's direct supervisor and alternate assigned contact person and leaving a text or voicemail for each shall the employee contact the Administrative Coordinator leaving a message to be delivered to the employee's direct supervisor.

3.5. Environmental & Regulatory Compliance Division

3.5.1. Working Hours

The following information shall serve as a guide to typical working hours and schedules. Hours, days, and duration may be adjusted, as needed, by Department management in order to accommodate alternate temporary or permanent conditions (projects, assignments, etc.).

3.5.1.1 1060 – Environmental and Regulatory Compliance

Typical Schedules: A - 0700 to 1630 - 9/80 schedule w/ a Monday off
B - 0730 to 1700 - 9/80 schedule w/ a Friday off
C - 0730 to 1730 - 9/80 schedule w/ a Friday off

Break Periods: Scheduled daily

Meal Periods: 30 minutes scheduled daily
60 minutes (Director) scheduled daily

3.5.1.1.1. Security

Maintaining security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work at the WRP shall not enter the Plant without signing in as a visitor and being granted access. This shall include brief entries to drop off employees, materials, or equipment. The exception to this access requirement is during public meetings where the Brown Act applies and only covers access from the administration building to the location of the meeting.

3.5.1.1.2. Second Alternate Contact for Unscheduled Absences

Only after attempting to contact the employee's direct supervisor and alternate assigned contact person and leaving a message by text or voicemail for each shall the employee contact the Administrative Coordinator and leave a message to be delivered to the employee's direct supervisor.

3.5.1.2. 3063 - Water Quality and Backflow Control

Typical Schedule: 0700 to 1630 - 9/80 schedule w/ a Friday off
0630 to 1600 - 9/80 schedule w/ a Friday off

Break Periods: 1000 to 1015 and 1400 to 1415

Meal Periods: 1200 to 1230

4.5.1.2.1 Security

Maintaining Security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work in Water Quality shall not enter the facility without checking in at the Distribution Gate and signing in on a log sheet inside the facility. This shall include brief entries to drop off employees, materials, or equipment.

3.5.1.2.2. Second Alternate Contact for Unscheduled Absences

Only after attempting to contact the Water Quality Control Officer and the Water Quality Control Lead Worker by text or leaving a voicemail for each shall the employee contact the ERC Administrative Coordinator leaving a message to be delivered to the employee's direct supervisor.

3.5.1.3 4050 - Environmental Control

Typical Schedule: A - 0630 to 1700 - Mon through Thurs (EC Officer)
B - 0700 to 1700 - 9/80 schedule w/ a Friday off (Admin)
C - 0700 to 1630 - 9/80 schedule w/ a Friday off (Field)

D - 0700 to 1630 - 9/80 schedule w/ a Monday off (Field)

Break Periods: Scheduled daily

Meal Periods: A - 1200 to 1230
B - 1130 to 1230
C - 1100 to 1130
D - 1200 to 1230

3.5.1.3.1 Second Alternate Contact for Unscheduled Absences

Only after attempting to contact the Environmental Control Officer by text or email shall the employee contact the Administrative Coordinator and leave a message to be delivered to the employee's direct supervisor.

3.5.1.3.2 Security

Maintaining security at all Department facilities is critical. Non-employees or employees of Sections not typically assigned to or performing work at the WRP shall not enter the Plant without signing in as a visitor and being granted access. This shall include brief entries to drop of employees, materials, or equipment. The exception to this access requirement is during public meetings where the Brown Act applies and only covers access to and from the administration building entrance to the location of the meeting.

Policy Review

Board Approved:	<u>8/25/2020</u>
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