



New Employee Overview

Zone 7 Water Agency





Welcome to Zone 7 Team!

Statement of Purpose

This employee orientation handbook has been created to give you information about the employment practices, benefits and programs that are available to you as a Zone 7 employee.

The Material in this handbook is only a summary. If you have any questions about your job, benefits, or Zone 7 policies and programs, please contact your supervisor or the Employee Services Section for further information.



Agenda/Topics To Be Covered

- History and Services
- Mission Statement
- Board of Directors
- Who's Who – Executive Staff and Organization
- Political Activity – The Hatch Act
- Company Policies
 - EEO / Affirmative Action
 - Reasonable Accommodation
 - Workplace Violence Prevention
 - Drug-Free Workplace
 - Policy Prohibiting Sexual Harassment
 - Computer Use Policy and Procedures



Agenda/Topics To Be Covered (*continued*)

- Ergonomics
- Family and Medical Leave
- Workers' Compensation
- Temporary Modified Duty
- Benefits Overview
- Leave Overview
- Probation Period
- Performance Reviews
- Payroll
- Employee Rights and Responsibilities



Agenda/Topics To Be Covered (*continued*)

- Illness & Injury Prevention Program (IIPP)
- Employee Safety Handbook
- Hazard Communication
- Emergency Awareness
- Safety Training
 - Target Safety
- Safety Committee
- Del Valle Water Treatment Plant (DVWTP) Access Road
- Personal Protective Equipment (PPE)
- Summary



History and Services

- On June 18, 1957, Livermore-Amador Valley voters overwhelmingly approved the creation of Zone 7 Water Agency in order to place the flood protection and water resources management under local control.
- Zone 7 supplies treated drinking water to retailers serving nearly 200,000 people. We also supply agricultural water to farms and vineyards, and provide flood protection to all of eastern Alameda County.
- Zone 7's service area includes the City of Pleasanton, the City of Livermore, the water-service portion of the Dublin San Ramon Services District, and the California Water Services Company.



Mission Statement

Zone 7 is committed to providing a reliable supply of high-quality water and an effective flood control system to the Livermore-Amador Valley. In fulfilling our present and future commitments to the community, we will develop and manage the water resources in a fiscally responsible, innovative, proactive, and environmentally sensitive way.



Board of Directors

- Zone 7 Water Agency is overseen by a seven-member Board of Directors.
- Board members are elected by the community and serve four-year terms.
- The Board of Directors provides strategic guidance and planning for Zone 7's policies, programs and finances.
- The Board of Directors meets on the third Wednesday of each month at 7:00 pm.

Members, Board of Directors (FY 2013 – 14)

- | | |
|------------------------------|-------------------------|
| ❖ Bill Stevens, President | ❖ AJ Machaevich |
| ❖ John Greci, Vice President | ❖ Dick Quigley |
| ❖ Sandy Figuers | ❖ Angela Ramirez Holmes |
| ❖ Sarah Palmer | |

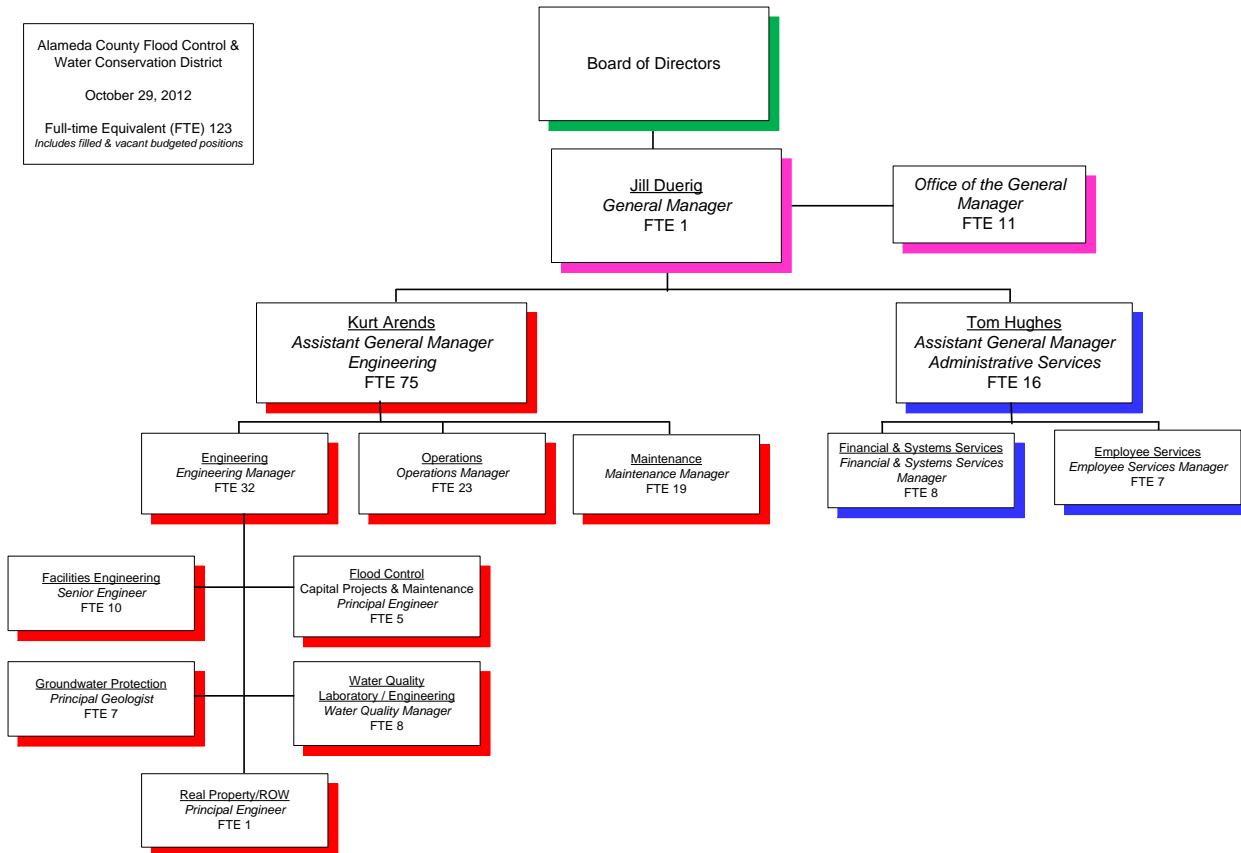


Who's Who – Executive Staff

- General Manager, Jill Duerig
- Assistant General Managers
 - Kurt Arends, Engineering
 - Tom Hughes, Administrative Services



Who's Who – Organizational Chart





Political Activity – The Hatch Act

- Political activity of government employees has been a concern of elected officials since Thomas Jefferson was the President.
- In 1939, Congress approved legislation known as the Hatch Act which limits the political activities of government employees, including the local agency employees of Zone 7 Water Agency.
- The following activities are prohibited for employees:
 - **May not** be a candidate for public office in a partisan election
 - **May not** use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office
 - **May not** directly or indirectly coerce contributions from subordinates in support of a political party or candidate.



Company Policies

- We will now discuss key Agency Policies. You will be asked to review and acknowledge your receipt and understanding of each key policy.
- Administrative business hours are between 8:00 am and 5:00 pm; however, we run 24-hour per day Water Plant Treatment facilities and each supervisor is responsible for approving employee work hours.
- Your Supervisor will be covering more detailed information regarding your schedule and work expectations in the days and weeks to come.



Equal Employment Opportunity (EEO) and Affirmative Action Policy

- Zone 7 is committed to equal employment opportunity and a program of affirmative action. It is Zone 7's policy to provide employment, career development, advancement, and assignment opportunity to all occupational levels based on merit, efficiency and fitness.
- It is the policy of Zone 7 to afford equal employment opportunity to all employees and applicants free of discrimination based on race, sex, age, religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition or the conditions of Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) and reprisal based on any of the above bases.



Equal Employment Opportunity (EEO) and Affirmative Action Policy

1. Employees will be responsible for ensuring that Zone 7 maintains a discrimination- and harassment-free work environment.
2. Employees will refrain from engaging in acts of discrimination or harassment.
3. Employees will report suspected acts of discrimination or harassment to their immediate supervisor, Employee Services Section or the Agency General Manager.



Reasonable Accommodation Policy

Zone 7 will assist employees and applicants seeking reasonable accommodation under the Fair Employment and Housing Act, Americans with Disabilities Act, and other applicable laws.

- The employee/applicant shall initiate a request for reasonable accommodation orally or in writing to his/her immediate supervisor or Employee Services as described in the Procedures.
- This policy applies to all employment practices, including recruitment, hiring, training, job assignments, transfers, promotions, demotion, layoff, termination, compensation, benefits, leaves of absence, and all other employment-related activities.



Workplace Violence Prevention Policy

Zone 7 recognizes the importance of providing a safe work environment. It is critical that any incident of violence or threat of violence is reported and not ignored. Employees shall immediately report the following to their immediate supervisor or the appropriate manager:

1. Any person, including an employee, visitor, contractor, vendor, client, etc., who threatens, attempts or commits an act of violence in the workplace; or
2. Any unauthorized use, possession, transferring or selling of a weapon.



Drug-Free Workplace Policy

It is Zone 7's policy to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances in the workplace is prohibited.

- Employees who unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace shall be subject to discipline up to and including discharge from employment.
- Independent contractors, temporary employees, interns, trainees, vendors and visitors engaged in joint project efforts with Zone 7 are required to comply with this policy.



Policy Prohibiting Sexual Harassment

Zone 7 is committed to creating and maintaining a community where all persons can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment is deliberate or repeated unsolicited verbal comments, gestures or physical contact of a sexual nature which are unwelcome.

- Prevention is the best tool for the elimination of sexual harassment.
- Sexual harassment is unacceptable employee conduct and will not be condoned or tolerated.
- Anyone who feels they have been subjected to sexual harassment is encouraged to immediately contact their supervisor, Employee Services or the General Manager.



Computer Use Policy and Procedures

Zone 7 provides computers and other technology as tools to assist employees with their job responsibilities. Adequate safeguards are necessary for both the employees' and the agency's protection.

1. Employees will be responsible for ensuring password security and that system, data and network access is authorized; software is legally acquired and licensed; email usage follows agency guidelines; and there is no inappropriate or prohibited use.
2. Zone 7 retains the right to examine all electronic storage media, data files, logs, and programs used on agency equipment.



Ergonomics Policy

Zone 7 recognizes its responsibility to provide a healthy and safe work environment for its employees. Therefore, we have adopted a program of reasonable measures that help minimize and reduce work-related repetitive motion injuries (RMIs) and other cumulative trauma disorders (CTDs) to agency employees.

- Employees and supervisors are responsible for completion of a Request for Ergonomic Evaluation to evaluate equipment designs and survey and assess work practices and workplaces. This form must be completed and provided to the Employee Services Section to process the request.



Family and Medical Leave Policy

It is the policy of Zone 7 Water Agency to provide unpaid, job-protected family care and medical leave to eligible employees in accordance with the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and the California Pregnancy Disability Leave Act (PDL) laws.

- FMLA and CFRA provide up to 12 work weeks for an employee's own serious health condition; care of a newborn child, newly adopted child, or care of a child newly placed in foster care; or the care of a spouse, child, or parent with a serious health condition.
- In addition, the amended FMLA regulations in 2009 include two military family leaves known as "Caregiver Leave" and "Active Duty Leave."
- These leaves provide for job protection/restoration and continuation of health benefits.



Workers' Compensation

Employees who have an on-the-job injury or an illness which resulted from their job may be entitled to workers' compensation benefits. These benefits are provided to the employee at the agency's expense. If an injury occurs:

- Get first aid immediately.
- Report the injury to your immediately to your supervisor; who will thereafter report the injury to the agency's Employee Services Section and the Third Party Administrator.
- No benefits can be provided if the injury is not reported and the claim forms not completed.
- If treatment beyond first aid is required, you must obtain treatment from an agency-approved medical provider.
- After a 30-day period after you have reported your injury, you are entitled to change your medical provider by contacting the claims administrator.



Temporary Modified Duty Policy

Temporary modified work assignments enable employees to return to work while receiving treatment during their recovery process, and provide a safe bridge for employees to return to their regular job assignment, as soon as it is medically feasible.

- Zone 7's policy is to make a reasonable effort to provide temporary modified work assignments to employees who may be temporarily unable to perform their usual job assignment due to injury/disability (both industrial and non-industrial), consistent with their work restrictions/limitations.
- Temporary modified work assignments are not to exceed 90 calendar days per injury/illness.



Benefits Overview

New Zone 7 Water Agency employees attend an in-depth Benefits Orientation the first week of employment. This is an overview of current benefits. More detailed information can be found on the Zone 7 website on the Employee Benefits link.

Health Benefits: Zone 7 Water Agency employees have a choice between three different Medical Plans.

Dental Benefits: Two Dental Plans are offered: a PPO and Dental Maintenance Option (DMO).

Vision Care: Two voluntary Vision Plans or a reimbursement plan provision through the MOU.

Disability/Life insurance: Basic Life Insurance policy of \$9,000 up to \$25,000 for an employee based on the MOU.



Benefits Overview

Retirement benefits: Alameda County Employees' Retirement Association (ACERA) is a Defined Benefit plan; retirement is based on one's age upon entrance, compensation, years of service.

Educational Stipends: Provided for pre-approved job-related educational courses up to a maximum of \$7,500 per fiscal year.

Other benefits:

- ✓ Deferred Compensation
- ✓ Short-term Disability and Long-term Disability
- ✓ Flexible Spending Accounts
- ✓ Employee Assistance Program through Claremont EAP
- ✓ 9/80 Alternative Work Schedule (*for Exempt Employees only*)
- ✓ Microsoft at Home Use Program
- ✓ Direct Deposit



Leave Overview

Vacation Accrual: Vacation accrual ranges are as follows:

1 – 4 years = 2 weeks

4 – 11 years = 3 weeks

11 – 20 years = 4 weeks

20+ years = 5 weeks

Vacation Buy: Eligible full-time employees may elect to purchase one or two additional weeks of vacation during the Benefits Open Enrollment period.

Holidays: Eleven (11) paid holidays plus four (4) floating holidays, with the exception of Water Plant Operators who shall receive thirteen holidays (13) plus two (2) floating holidays

Sick Leave: Sick leave accrual for full time employees: $\frac{1}{2}$ day per pay period (i.e., 80 hrs. = 4 hours sick leave. Maximum accumulative days = 155.

Jury Duty Leave: Leave of absence with pay shall be granted to a person while going to and from court and serving on jury duty or answering a subpoena as a witness provided appropriate documentation is supplied.



Probation Period

The probationary period is an integral part of the examination process. It is utilized for the effective adjustment of the probationer, for close observation of performance on the job, and, when necessary for separation if such performance does not meet the work standards for the job classification, or if the probationer's conduct, moral responsibility, or integrity is found to be unsatisfactory.

- Non-management classifications serve a probationary period of six months, except as noted in the Civil Service Rules
- Manager classifications serve a period of one-year probation



Performance Reviews

Performance evaluations are used to review, evaluate and develop employee performance to enhance the overall effectiveness of the individual and the organization.

- Probationary employees receive evaluations at 3 and 5 months if they are on six-month probation; or 6 and 11 months if on a one-year probation.
- After probation, employees receive a Performance Evaluation on an annual basis.
- Formal evaluations document the employee's progress in achieving specific goals and objectives. Some management employees participate in a 360° Evaluation Process.



Payroll

Full time employee compensation is commonly designated by a schedule of pay steps. New employees' compensation is set at the first step and moves up in increments as follows:

- after 13 full bi-weekly pay periods to 2nd and 3rd Step
- after 26 full bi-weekly pay periods to 4th and 5th Step
- Bi-weekly ***Payroll Calendar*** shows when first paycheck will be issued. Option of signing up for Direct Deposit, optional ePay and electronic W-2 Forms
- Timecards are completed on a weekly or bi-weekly period
- Account Clerk/Payroll Processor contact



Employee Rights and Responsibilities

- MOU Information
- Agency programs
 - Labor Management Teams
 - Management Advisory Team (MAT)
 - Staff Advisory Team (SAT)
 - Safety Committee
 - All-Employee Meetings and Management Suggestion Boxes
 - Agency Newsletter “Newz at 7”
 - Employee Relations Updates



Illness & Injury Prevention Program

- The IIPP states objectives, roles and responsibilities of individuals to implement and maintain agency safety policies and procedures.
- It is the employees responsibility to read and comply with the polices contained in the IIPP.

Employee Safety Handbook

- The Employee Safety Handbook is an informational tool for your use in promoting a safe work environment.
- It is the employees responsibility to read and comply with the polices contained in the Employee Safety Handbook.



Hazard Communication

- Prop 65 Forms
 - DVWTP
 - PPWTP
 - Mocho 2
- Material Safety Data Sheets (MSDS)
 - 3E Online
 - MSDS Binders

Emergency Awareness

- Evacuation Maps
 - Assembly Points
- Building Coordinators
 - Building point of contact during a fire or other building emergency.



Safety Training & Safety Committee

- Safety Training
 - Training is assigned based on job classification
 - Both classroom and web-based training is provided
 - Target Safety
 - Web-based training provider
- Safety Committee
 - Facilitates the exchange of information between management and staff regarding safety-related topics



DVWTP Access Road Personal Protective Equipment (PPE)

- DVWTP Access Road
 - Vehicle Accident Summary
 - Suggested routs to access the plant
- PPE
 - Requirements
 - Issued based on job classification
 - Request Log



Summary

Welcome to the Zone 7 Team! We are glad you have joined us.

- Review Orientation Schedule for the week:
 - Policy Acknowledgements
 - Target Solutions Training Courses
 - Benefits Orientation
 - Supervisor Resources: First Day/First Week Checklists
 - Introduction to Board of Directors
- Introductions to employees