



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: July 18, 2023
SUBJECT: 7 a) Adoption a Resolution to approve a Management Leave Policy

RECOMMENDED ACTION:

Staff recommends that the Board adopt the resolution approving the management leave policy.

BACKGROUND:

Two of our current positions are considered management and are compensated with a fixed salary rather than the payment of hourly wages and overtime. It is customary where managers may be required to work long hours to complete projects or assign responsibilities, that a specified amount of paid time off is provided to give these employees a break due to the occasional long hours worked. The attached draft policy language details the amount, terms and conditions for use of management leave. The draft policy proposes allocation of 40 hours of management leave in each fiscal year. The leave is replenished each fiscal year but does not accrue to more than 40 hours.

RESOLUTION NO. 2023-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT APPROVING A MANAGEMENT LEAVE POLICY

WHEREAS, the Copper Valley 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, in accordance with California Government Code 61045, (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies; and

WHEREAS, the District desires to adopt a Management Leave policy; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Copper Valley Community Services District does hereby approve Management Leave policy contained herein as Exhibit A.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Copper Valley Community Services District held on July 18, 2023 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Darlene DeBaldo, President

Peter Kampa, Board Secretary

Board of Directors

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing RESOLUTION NO. 2023 - was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District, duly called and held on July 18, 2023.

MANAGEMENT LEAVE

Upon coordination with the General Manager, salaried exempt employees will receive an allotment of paid administrative leave each fiscal year. The Site Manager and Site Superintendent will be provided forty (40) hours of administrative leave per fiscal year. Such days may be taken on a full day basis consecutively or individually following approval of the General Manager. The maximum Management leave accrual shall be forty (40) hours. Management leave shall not be eligible for buyback, or converted to other forms of leave accrual. An exchange for a cash equivalent will not be made on any balance of hours remaining at the end of each fiscal year. Employees must pass probation in order to be eligible to receive Management leave. Upon appointment to an exempt position from a non-exempt position after the start of the fiscal calendar year, the leave accrual will be pro-rated. No employee will have more than the annual allotments provided. If Management leave is not utilized in the fiscal year provided, the leave balance will be forfeited.