

## Sacramento Suburban Water District

**Employee Recruitment, Hiring and Promotion Policy**

Adopted: June 18, 2007

Revised: June 15, 2009; August 15, 2011

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**100.00 Purpose of the Policy**

The purpose of this policy is to establish a uniform and consistent process for recruiting, hiring and promoting District employees that is fair and equitable to all applicants/employees and will result in hiring/promoting the most qualified candidate who best meets the needs of the District.

**100.10 Definitions**

Introductory/Regular/Management Employees: Employees who work on a full-time basis; newly-hired employees must successfully complete a minimum six-month Introductory period before they are classified as Regular or Management employees.

Temporary/Seasonal Employees: Employees who work 1000 hours or less per CalPERS fiscal year (July 1 – June 30), including temporary employees hired through an employment agency and retired CalPERS members appointed as “retired annuitants” who work 960 hours or less per CalPERS fiscal year. These employees are not eligible for retirement or other benefits and do not receive any paid time off unless required by law.

Volunteers: Non-paid, non-employees who volunteer their time to assist the District in accomplishing its mission.

Directors: Members of the District’s Board of Directors who are elected or appointed in accordance with statutory requirements.

This policy does not pertain to independent contractors or any other persons or entities performing work for the District under contract.

**200.00 Policy**

Employment with the District is “at will” and all employees serve at the pleasure of the General Manager (California Water Code Section 30580). This means that all employees and the District, by and through the General Manager or his/her designee, have the right to terminate employment at any time, with or without advance notice

and with or without cause. "At will" status applies to all employee classifications defined above.

The District is committed to insuring a fair and equitable recruitment and hiring process for all new, vacant and promotional positions that complies with all state and federal laws, will result in selecting the most qualified candidate based on the needs of the District, provides a diverse and dynamic work force, and will avoid any favoritism or discrimination. The process, which shall be utilized for all positions classified as either Introductory/Regular/Management or Temporary/Seasonal, shall identify and attract qualified candidates, including members of protected groups, as well as encourage the career growth of current staff.

The objective of the employment selection process is to select employees solely on the basis of what best meets the needs of the District. Any technique or procedure used in the selection of employees will be designed to measure only the job-related qualifications of applicants. Employment with the District is subject to successfully completing a background check, physical examination, and drug and alcohol testing to be paid by the District. The District prohibits hiring individuals with a past or present history of violence to insure employee and customer safety.

The Board of Directors shall approve the hiring of any new staff positions that will increase the total number of regular, full-time District employees. The Board of Directors shall also determine the recruitment process and selection criteria to be used in the event of a vacancy in the position of General Manager.

Closely-related employees will be assigned to positions where, in the discretion of the General Manager, no direct or indirect supervisory relationship exists, and where there is no access to confidential information, such as employee personnel records. Any necessary reassignment will be accomplished as soon as possible. Closely-related employees are defined as: spouses, registered domestic partners, children, stepchildren, parents, brothers, sisters, grandparents, step parents, step grandparents, grandchildren, and in-laws of an employee or his/her spouse or registered domestic partner.

## **210.00 Equal Opportunity Employer and Reasonable Accommodation**

The District is an equal opportunity employer, and employment decisions are made on the basis of merit, experience and other bona fide occupational qualifications. The District is committed to complying with all applicable laws providing equal employment opportunities. District policy prohibits unlawful discrimination based on race, color, creed, sex, political or religious affiliation, marital status, age, national origin or ancestry, physical or mental disability, medical condition (including genetic characteristics), actual or perceived sexual orientation, or any other consideration made unlawful by federal, state, or local laws; provided, however, that the District may make employment decisions on the basis of bona fide occupational qualifications when permitted by law. This policy applies to all persons involved in the operation of

the District, including employees, directors, other officers, contractors, consultants, and vendors. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, termination, reduction in force, compensation, and other benefits.

In order to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Human Resources Coordinator and request such an accommodation. The individual with the disability should specify what accommodation s/he needs to perform the job. The District will then engage in an interactive process to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The District will consider and identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

### **300.00 Authority and Responsibility**

The General Manager is authorized and responsible for establishing recruiting, hiring and promotional processes that will be implemented and administered by the General Manager or his/her designee. Prior approval from the General Manager or his/her designee is required to fill vacant staff positions and/or to reorganize a department's existing staffing needs so long as the reorganization does not result in any additional staff positions that will increase the total number of Introductory/Regular/Management employees beyond that previously approved by the District's Board of Directors.

The General Manager or his/her designee must also approve the hiring or promotion of the recommended candidate and starting pay within the pay/salary band for the position. Nothing in this policy is intended to infringe on the duties of the General Manager authorized in California Water Code Section 30580.

### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.