

Sacramento Suburban Water District

Employee Recruitment, Hiring and Promotion Policy

Adopted: June 18, 2007

Approved with changes on: July 16, 2018

100.00 Purpose of the Policy

The purpose of this policy is to direct the General Manager 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.

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.

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 applicable state and federal laws, results in selecting the most qualified candidate based on the needs of the District, provides a diverse and dynamic work force, and avoids any favoritism or discrimination. The process, which shall be utilized for all Introductory/Regular/Management and Temporary/Seasonal positions, shall identify and attract qualified candidates, including members of protected groups, and encourage the career growth of current staff. The District will not hire individuals with a documented 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.

210.00 Equal Opportunity Employer

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. This policy prohibits unlawful discrimination based on race, sex, color, national origin, ancestry and all other protected classes under applicable federal or state laws. 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.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established processes for recruiting, hiring and promoting staff that align with this policy and the District's Strategic Plan, and are consistent with applicable state and federal labor laws, as set forth in the Employee Recruitment, Hiring and Promotion Procedure (PR - HR 009). 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. However, the reorganization cannot result in any additional staff positions that will increase the total number of full-time 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 as authorized under California Water Code Section 30580.

400.00 Policy Review

This Policy shall be reviewed at least biennially.