SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V- G**

FROM: Ed Fortner, General Manager

Meeting Date: January 2, 2020

SUBJECT: Revising Policy and Procedures Section 2120, Employment of Relatives Discussion / Action

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RECOMMENDED ACTION: Receive report from the General Manager. Discussion and possible action.

FISCAL IMPACT: none

DISCUSSION:

During the Sweetwater Springs Water District Special Board Meeting November 21, 2019 there was discussion of the District Employment of Relatives Policy. The Board directed the GM to add the definition of "Direct Supervisory Relationship" to the Policy. Resolution 20-03 is attached for approval reflective of this change.

Resolution No. 20-03

A Resolution of the Board of Directors of the Sweetwater Springs Water District Revising the Employment of Relatives Policy and Procedures Section 2120

WHEREAS, the District has Policy 2120, Employment of Relatives, which references a Direct Supervisory Relationship, and

WHEREAS, the Board has reviewed and discussed the policy and found a need for a clear definition of Direct Supervisory Relationship; and

WHEREAS, the Board directed staff to revise Policy 2120, adding the definition of a Direct Supervisory Relationship.

NOW, THEREFORE BE IT RESOLVED by the District Board of Directors of the Sweetwater Springs Water District, as follows:

Policy 2120.20 and 2120.30 are hereby amended as follows:

2120.10 Employment: Employment of relatives of employees is discouraged. Relatives of present employees may be hired by the District only if (1) the individuals concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety or morale. Relatives are defined as spouse, registered domestic partners, children, sisters, brothers, mothers, or fathers, and persons related by marriage.

2120.20 Direct supervisory relationship is defined as: "When one employee is responsible for the day-to-day supervision and direction of another employee. The direct supervisor is the person who assigns, prioritizes, and evaluates the employee's work."

2120.3~~2~~0 Present Employees: Present employees who marry or who become related by marriage, will be permitted to continue employment with the District only if they do not work in a direct supervisory relationship with one another, or ~~otherwise~~ pose difficulties for supervision, security, safety or morale. If employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, the District will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave the District unless the General Manager recommends a waiver of this provision, and this decision is confirmed by the Board of Directors.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on January 2, 2020, by the following vote.

Director	**Aye**	**No**
Sukey Robb-Wilder	_____	_____
Tim Lipinski	_____	_____
Richard Holmer	_____	_____
Gaylord Schaap	_____	_____
Pip Marquez de la Plata	_____	_____

_____
Richard Holmer
President of the Board of Directors

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Attest: Julie A. Kenny
Clerk of the Board of Directors