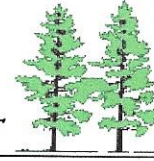


# RIVER PINES PUBLIC UTILITY DISTRICT



## Resolution 2016-3

### **A Resolution of the Board of Directors of the River Pines Public Utility District Approving and Adopting Employee Handbook**

WHEREAS, the River Pines Public Utility District has never adopted a Personnel Policy Manual; and

WHEREAS, the General Manager finds it is in the best interest of the River Pines Public Utility District and its employees to adopt an Employee Handbook; and

WHEREAS, the General Manager has presented to the Board of Directors and SEIU Local 1021 a copy of developed Employee Handbook with assistance from California Chamber of Commerce, input from Board of Directors and SEIU Local 1021; and

WHEREAS, the Board of Directors finds that the proposed Employee Handbook will serve to further inform employees of River Pines Public Utility District personnel policies of general applicability, and that current and sound personnel policies are an essential part of recruiting and retaining excellent employees and extending high quality services to the public; and

WHEREAS, the Board of Directors further finds that authority to make changes to the policies contained in the Employee Handbook should be delegated to the General Manager, who is responsible for oversight and control of personnel and related matters;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the River Pines Public Utility District, as follows:

1. The new Employee Handbook, attached hereto and incorporated herein by reference, is hereby approved and adopted for use by the River Pines Public Utility District;
2. One copy of the Employee Handbook shall be provided to each person currently employed by the River Pines Public Utility District, and one copy shall be provided to any and all future employees of the District;
3. Upon receipt of the Employee Handbook, each employee shall be directed to execute a Receipt, in the form state Confirmation of Receipt to the Employee Handbook, and each such executed Receipt shall be placed in the respective employee's personnel file; and

4. Upon termination of any employee, his or her copy of the Employee Handbook shall be returned to the River Pines Public Utility District, and the return thereof shall be duly noted in the employee's personnel file.


The foregoing resolution was duly passed and adopted by the Board of Directors of the River Pines Public Utility District at a regular meeting on the 16<sup>th</sup> day of March, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

River Pines Public Utility District

  
Cathy Landgraf, Chairman

ATTEST:

  
Candi Bingham, Acting Board Clerk