

# Staff Report

for the Board of Directors Meeting of May 11, 2016

**TO:** Board of Directors

**FROM:** Tim Crough, Assistant General Manager  
Lisa Francis Tassone, Board Secretary

**DATE:** May 3, 2015

**SUBJECT:** Rescinding Outdated Administrative Policies

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## ***ADMINISTRATION***

**RECOMMENDATION:**

Adopt Resolution 2016-16 (Rescinding Outdated Policies).

**BACKGROUND:**

Staff has been in the process of converting many existing policies into a new format. There are a number of policies that no longer apply or are outdated, so it is appropriate to rescind these policies. The policies Staff is asking the Board to consider rescinding are as follows:

<b><i>Policy</i></b>	<b><i>Reason to Rescind</i></b>
Blood Bank Donations	No longer needed
Receiving Credit for Temporary Service	No longer needed
Telephone Allowance Policy	No longer needed
Information Routing	No longer needed
Delegation of Authority Conveyance Agreements	Outdated policy; current policy in place
District Function on District Property	Procedure to be placed on NID Intranet

**BUDGETARY IMPACT:**

There is no budgetary impact.

/LFT

Attachments: Resolution No. 2016-16

## RESCINDING OUTDATED ADMINISTRATIVE POLICIES

**WHEREAS**, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the District's insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

**WHEREAS**, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

**WHEREAS**, certain District policies are outdated, and other policies no longer apply.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby rescinds the following policies that were contained in the District Board and Management Policy Manual:

- |       |   |
|-------|---|
| #1-2  | Blood Bank Donations                            |
| #1-10 | Receiving Credit for Temporary Service          |
| #1-12 | Telephone Allowance Policy                      |
| #2-14 | Information Routing                             |
| #4-5  | Delegation of Authority – Conveyance Agreements |
| #5-5  | District Function on District Property          |

\* \* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 11th day of May, 2016, by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

## **BLOOD BANK DONATIONS**

District employees may, with prior approval of the Department Manager, donate blood to the Blood Bank Drive during the last hour of the employee's workday and charge the time to the function code for Other Paid Leave on their time sheet. A copy of the Blood Donation Receipt must also be attached to the time sheet.

However, if the employee chooses to donate blood during any other working hour, he or she must obtain the Department Manager's approval and utilize vacation time.

In the event of 50% employee participation in any one Blood Bank Drive, the District may sponsor an on-site Blood Bank Donation Drive.

Adopted by Board of Directors January 12, 1989

## **PROCEDURES FOR RECEIVING CREDIT FOR TEMP SERVICE**

Regular employees, who have worked for the District on a temporary basis, may receive credit for that temporary time after completion of five (5) years of service in a regular, full-time capacity or regular, part-time capacity.

Temporary time may include time worked under the CETA Program, or as a seasonal employee in any department, or time worked on an as-needed basis.

For new employees being hired in a regular capacity, the Payroll Section will have charge of applying any temporary credit at the end of five years of regular service.

For existing employees, it will be their responsibility to notify payroll of any previous temporary time served with the District. This time must be verifiable through existing records.

When the five years of regular service requirement has been met, the employee shall be credited with temporary time on a day-for-day basis. This will result in an adjusted employment start date. It may also result in a change in future vacation leave accrual, depending on the length of service. It shall not have an effect on prior vacation or sick leave accruals, nor shall any adjustment be made to prior vacation or sick leave accrual.

Adopted by Board of Directors January 12, 1989

## TELEPHONE ALLOWANCE POLICY

In order to insure that field personnel are able to perform routine duties and are available to respond to emergency situation callout, the following District policy is hereby adopted.

- A. District employees, who as a requirement of job classification are required to have a telephone in his/her residence, will be paid a specific dollar amount as an allowance toward the cost of the telephone service.
  - 1. The amount to be paid will be the equivalency of a residential "Unlimited Measured Service," as so defined by Pacific Bell rates for Grass Valley, plus applicable  
(EX: THE MARCH 1984 RATE, INCLUDING 3% FEDERAL TAX, 5% 911 CHARGES AND 10.32% SURCHARGE; IS \$7.62)  
This rate may be changed from time to time and any increase or decrease will be reflected in January of each calendar year.
  - 2. Telephone allowance will be paid on a payroll basis prorated for 26 pay periods.
- B. Work classification that are identified to maintain a telephone will have job descriptions that reflect this requirement.
- C. Additional staff may be designated to receive the telephone allowance upon approval by department head and Manager. The listing shall be reviewed annually by the Manager to insure that appropriate coverage is maintained for the operation of the District.

Approved by Board of Directors for submission to employee's representatives on May 9, 1984

## **INFORMATION ROUTING**

All requests for information and/or comments, complaints or suggestions are to be channeled through the Manager or Assistant Manager. This will allow the work to be assigned with a minimum of interruption of other duties and will allow the flow of information and the flow of work to be kept in proper perspective. If a request appears to need extended study or investigation, the Manager will bring the information back to the Board with a request that staff be authorized to conduct the study or complete the investigation.

Adopted by the Board of Directors January 11, 1978

## DELEGATION OF AUTHORITY – CONVEYANCE AGREEMENTS

### MEMORANDUM

TO: Chief Engineer  
FROM: General Manager  
DATE: May 24, 1990

Consider this memo as authorization for you, as Chief Engineer, to be delegated to approve service connections from a developer installed system, prior to the final acceptance by the Board of Directors. You may also delegate to a member of your staff the approval to allow service.

Should a unique or extraordinary situation arise, you should contact me for discussion of the situation.

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/s/ James P. Chatigny

JPC:sf



## **DISTRICT FUNCTION ON DISTRICT PROPERTY**

Any function such as a party, luncheon, etc., which is held on District property must have prior written approval of the Manager.

This approval must be obtained at least two weeks in advance of the planned function. Any such function held without such approval shall be caused for severe disciplinary action, including immediate discharge if the circumstances warrant.

Manager's memo dated December 31, 1980