

**Konocti County Water District
Special Board Meeting Agenda
February 14, 2024**

Time: 1:00 P.M.

**Location: 15844 35th Ave
Clearlake Ca, 95422**

1.0 Call to Order

2.0 Public Input

3.0 Special Items

3.1 ** 2024 Employee Handbook & Policy Updates -Please bring your Employee handbook and your revisions and/or updates to discuss

3.2 **Example of a newsletter – President’s letter

4.0 Adjournment

Please Note: Agenda items listed with asterisks (**) have additional information available for public review at the business office.

CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA – Consideration of items not appearing on the posted agenda, if necessary, requires the following board action prior to consideration; 1) a determination by a majority vote of the board that an emergency situation exists (as defined in section 54956.9 of the Brown Act); 2) a determination by a two-thirds vote of the legislative body or, if less than two-thirds vote of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION: A request for a disability-related modification or accommodation necessary to participate in the Konocti County Water District Board Meeting should be made in writing to the Auditor/Secretary at least 48 hours prior to the meeting.

**Konociti County Water District
Board Meeting Agenda Item
Request Form**

Requests need to be to Board Secretary by Wednesday prior to Meeting Date

Date: Jan 16, 2024

Name: Kirsten

Agenda Item: 3.1 OPEN CLOSED

Description: 2024 Employee Handbook Updates

Agenda Item: 3.2 OPEN CLOSED

Description: Example of a News Letter
e a letter.

Agenda Item: _____ OPEN _____ CLOSED _____

Description: _____

Signature: Kirsten Priebe



California Employment Law

Commentary on Issues Facing California Employers

2024 Handbook Updates: What You Can't Afford to Miss

By Sahara Pynes & Steven Gallagher on November 9, 2023

Update Paid Sick Leave Policies for Higher Accrual Requirements, Carryovers, and Caps

Change Your Policy from 24 hours to 40 hours

If you are not subject to a local paid sick leave law, you should update your paid sick leave policy to reflect that employees must now receive five days or 40 hours of paid sick leave per year. Employers may still elect the lump sum or the accrual method. For employers with an accrual policy, employees still accrue PSL at a rate of 1 hour for every 30 hours worked. If using an alternative accrual method (anything other than 1 hour accrued for every 30 hours worked), then employees must accrue no less than five days or 40 hours by the 200th calendar day of the employment, each calendar year, or in each 12-month period [together with the existing requirement that they accrue 3 days or 24 hours by the 120th day of work].

Implement New Carryover Requirements & Use Caps

If using the lump-sum method, employers need not allow for any carryover, if the full amount of leave is received at the beginning of each year of employment, calendar year, or 12-month period. If using the accrual method (or any alternative accrual method), employers must allow employees to carryover (but may cap accrual) at 10 days (or 80 hours).

An employer can limit an employee's use of accrued paid sick leave to 40 hours or five days in each year of employment, calendar year, or 12-month period.

Reminder

Also ensure that when issuing 2810.5 Wage Theft Notice to Employee to new hires that you accurately reflect the new amount of paid sick leave.

Ensure No References to Non-Compete or Non-Solicitation Clauses

Remove noncompete provisions from your handbook, including non-solicitation of customer or employees provisions. Also, any employer that required a current or former employee to sign a noncompete who was employed after January 1, 2022, must notify each current or former employee in writing that the noncompete agreement they entered into is void no later than February 14, 2024. Please beware, employees who signed handbook acknowledgments with noncompete agreements lawful in other states before moving to California must sign a new acknowledgment that acknowledges a handbook with no noncompete agreements.

Revise Your Bereavement Leave Policy to Include Reproductive Loss

If you have five or more employees, revise your bereavement policies to include entitlement for a “reproductive loss event.” Entitlements for reproductive loss leave includes, for example, a failed adoption or surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Employers may limit the leave to employees who have worked for the employer for at least 30 days. Employees are allowed to take the days nonconsecutive days off within three months of the reproductive loss. The leave is unpaid. Should the employee have another reproductive loss, they are entitled to an additional 5 days up to a maximum of 20 days in a 12-month period (although, employers may provide more).

Review Policies for Interference With the National Labor Relations Act (“NLRA”)

With the National Labor Relations Board (“NLRB”) taking an aggressive stance against potential infringement of employee rights under Section 7 of the NLRA, employers should review their standards of conduct policies, confidentiality policies and social media policies, in particular. Consider removal of language impeding employees’ off-duty, lawful conduct. Consider restricting only limited categories of speech, for example, hate speech, incitements to violence, and disclosure of trade secrets in the social media policy. Consider also including NLRA disclosures that handbook policies are not intended to limit employees’ lawful, off-duty conduct or to infringe their right to discuss the terms and conditions of their employment. Generally, the NLRB considers one NLRA savings clause to broadly cover the whole handbook insufficient.

Implement a Workplace Violence Prevention Plan and Training by July 1, 2024

Consider adding a Workplace Violence Prevention Plan in your handbook or as an addendum to same. California employers must Implement a workplace violence prevention program by July 1, 2024, provide training to employees on workplace violence hazards, maintain a violent incident log and other workplace violence-related records, and then conduct periodic reviews of the plan. The plan must: (1) designate a responsible person; (2) have procedure to gain involvement of employees in

development and implementation of the plan; (3) describe methods the employer will use to coordinate the plan with employees; (4) have procedure for the employer to take and respond to reports of workplace violence and to prohibit retaliation for same; (5) contain procedure for how to communicate with employees regarding workplace violence, how to report incident, threats or concerns, and must also have effective measures to alert employees of a workplace violence emergency and where to seek help; (6) have procedure to identify and evaluate workplace violence hazards and concerns; (7) have procedure for response and investigation; and (8) describe procedures for plan review, including by employees and authorized representatives. Employers must also provide training on the workplace violence prevention program to employees. This does not apply to healthcare employers, employees teleworking from a location not controlled by the employer, places of employment that are inaccessible to the public and have fewer than 10 employees working at any time, and certain state agencies.

Ensure Your Pregnancy Accommodations Policy complies with the Pregnant Workers Fairness Act

California employers should ensure their pregnancy accommodations (and other accommodations policies) do not infringe employees' rights under the Pregnant Workers Fairness Act ("PWFA")—a federal doctrine that may be more restrictive than state or local laws. Although already in effect, the PWFA requires reasonable accommodations for employees and applicants of covered employers (with 15 or more employees) who have known limitations related to pregnancy, childbirth, or related medical conditions. The **House Committee on Education and Labor Report on the PWFA** provides several examples of what reasonable accommodations may be. Some pertinent examples include allowing employees covered by the PWFA to: sit or drink water; receive closer parking; have flexible hours; receive appropriately sized uniforms and safety apparel; receive additional break time to use the bathroom, eat, and rest; take leave or time off to recover from childbirth; and be excused from strenuous activities or activities that involve exposure to compounds not safe for pregnancy.

With less than two months remaining before many of these laws take effect, it's imperative for employers to turn their focus on 2024 compliance now before they are left playing catch up. A dose of prevention beats an ounce of cure. This above policy provisions list is not exhaustive and only highlights some major changes in California

law. Employers should consult counsel to craft compliant policies and discuss the full breadth of what these new laws entail.

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Konocti County Water District

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Phone (707) 994-2561

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3.2

Dear Water Consumers,

Welcome to our new quarterly Newsletter! Every season we will be sending you the latest news about the water company and the water we provide to you.

The Good News:

It's our 60 year anniversary!!! Since 1964 we have been providing you with quality drinking water at the lowest prices possible. We are able to keep the prices below the national average. We also provide water to fight fires. We make sure that all our facilities are up to code on a regular basis. We do not have any deficiencies.

In the last few years we have received \$16 million in grant money from the State Water Resource Board for improvements to our water treatment plant and distribution systems. These projects are currently underway and should be completed in the next few years.

Unfortunately, due to Covid, the drought, and inflation we will have to do another rate increase similar to the increase we did 5 years ago. However, we put all the money you pay us back into the company.

The Bad News:

The City of Clearlake is trying to take us over. Our research shows that water company takeovers like this result in the water rates doubling or tripling and the quality of water and services is poorer. The City will not put all your payment money back into the company. We need your help to prevent this! You will be sent a petition of protest to sign and return. Then we will need everyone to vote on the issue. Please be sure you are registered to vote at your current address. We believe the City should be fixing their own deficiencies, (like our roads), instead of trying to make the water company look bad so they can take over and use your money elsewhere.

We hope you will agree with us and take the steps stated above to continue having Konocti County Water District provide your water the way we have for the past 60 years.

Water is so necessary and important! Thank you for your careful consideration in this matter. We welcome your comments and questions.

Sincerely,

**Kirsten Priebe
President of the Board of Directors
Konocti County Water District**

