

MINUTES OF THE PERSONNEL COMMITTEE
OF THE DISTRICT BOARD
MT. VIEW SANITARY DISTRICT

June 3, 2021

The Personnel Committee of the Mt. View Sanitary District convened a virtual meeting at 11:02 a.m. online via Zoom at:

<https://us02web.zoom.us/j/81890304178?pwd=anQwZTVMK0syS1dkbzEzb0F0VGVEQT09>

1. ROLL CALL OF DIRECTORS

PRESENT: Director Gregory T. Pyka (chair), Director Elmer J. Schaal
ABSENT: None
Also Present: STAFF –District Manager Lilia M. Corona, CFO/Administrative Services Manager Denise D. Gray, Board Secretary Stephanie L. Seregin, Operator Rober Martin
PUBLIC: None

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. NEW TIMEKEEPING POLICY, CONSOLIDATED WORK SCHEDULE POLICY, AND REVISED OVERTIME POLICY

1. RECEIVE REPORT FROM STAFF

District Manager Lilia Corona reported current District time rounding and overtime pay rules are complicated, difficult to apply, and result in the lack of consistent application. A Timekeeping Policy is needed to bring the District's practices in line with industry best practices and Federal and State law. The minor revisions to the Overtime and On-Call policies were made to align with the Timekeeping Policy. In addition, the two redundant policies, Hours of Work and 9/80 Schedule, were consolidated to one policy, Work Schedule.

2. PROVIDE DIRECTION

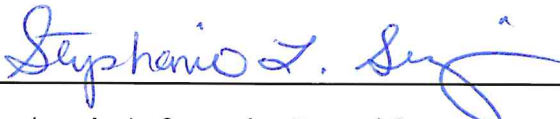
The Committee provided direction to present the updated policies to the Board at the June 10, 2021, Regular Board Meeting with the recommended revisions.

4. COMMUNICATIONS

None

5. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR MEETING ON JUNE 10, 2021, AT 6:30 p.m.

Business having been concluded, Committee Chair Pyka adjourned meeting at 12:21 a.m. The next scheduled Board meeting is a regular meeting on June 10, 2021, at 6:30 p.m.



Stephanie L. Seregin, Board Secretary