

Agenda Date: 11/17/21

Agenda Item: 3B

MINUTES OF THE PERSONNEL COMMITTEE  
OF MT. VIEW SANITARY DISTRICT  
OCTOBER 13, 2021

The Personnel Committee of the Mt. View Sanitary District convened a virtual meeting at 10:03 a.m. online via Zoom  
at:

<https://us02web.zoom.us/j/88999691686?pwd=NHRBZndrTEtiQzdHdElkL1RoZVoyUT09>

1. ROLL CALL OF DIRECTORS

PRESENT: Chair Gregory T. Pyka, Director Maggi

ABSENT: Director Al Schaal

Also Present: STAFF – District Manager Lilia M. Corona, Administrative Services Manager Denise D. Gray, Lead Operator Ken Dennison, Board Secretary Stephanie L. Seregina, and Environmental Services Manager Stacey Ambrose

PUBLIC: None

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. POLICIES: HARASSMENT, EMPLOYEE PERFORMANCE EVALUATION, TEMPORARY RECLASSIFICATION, EQUAL OPPORTUNITY, AND SEXUAL HARASSMENT

1. RECEIVE REPORT FROM STAFF

District Manager Corona Reported Maintaining and revising District Policies is an annual activity for Strategic Goal 3.2 with the objective to retain and develop institutional knowledge and provide useful guidance and training for employees. Policy review and revision are intended to bring the District's practices in line with industry best practices and Federal and State law.

Policy and Procedure 2820 – Harassment has combined 2820 – Harassment and 2825-Sexual Harassment.

Policy and Procedure 2009 -Employee Performance Evaluation – provides clarification and language updates with no substantive changes.

Policy and Procedure 2150 – Temporary Reclassification - simplifies the application of temporary assignments and requires that temporary assignments are in writing with the District Manager's approval.

Policy and Procedure 3118 - Equal Opportunity - Federal laws prohibit workplace discrimination unfair treatment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information. Implementation of this policy is intended to support the District's Equal Opportunity environment.

## 2. PROVIDE DIRECTION

The Committee recommended minor revisions for Policy and Procedure 2820 Harassment. Once the revisions are completed, the policies should be reviewed by legal counsel, then presented to the Board for consideration at the October 21, 2021 Board meeting.

## 4. COMMUNICATIONS

### 5. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON OCTOBER 21, 2021, AT 6:30 P.M.

Business having been concluded, Chairman Pyka adjourned the meeting at 10:30 a.m. The next scheduled meeting is a Regular Board Meeting on Thursday, October 21, 2021, at 6:30 p.m.

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Stephanie L. Seregin, Board Secretary