

**RESOLUTION 2021-08**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN**  
**VALLEY LAKE COMMUNITY SERVICES DISTRICT, COUNTY**  
**OF LAKE, STATE OF CALIFORNIA, ADOPTING THE REVISED**  
**EMPLOYEE PERSONNEL MANUAL**

**WHEREAS**, the Board of Directors desires a comprehensive set of general guidelines and policies governing all personnel matters for all District employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and District services; and

**WHEREAS**, the policies contained in the Employee Policy Manual, apply to all District employees that do not have an employment contract with the District; and

**WHEREAS**, the policies contained in the Employee Policy Manual, attached to this Resolution as Exhibit A, and incorporated herein by this reference, are general guidelines for the Districts current employment practices and workplace procedures. They are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment of any specific duration. Certain exceptions to these policies may be needed on a case-by case basis as the General Manager deems appropriate; and

**WHEREAS**, the final draft of the Personnel Policy Manual was presented to the Personnel Committee for review on September 2, 2021. The Personnel Committee met in an open and public meeting October 7, 2021, to discuss recommended revision; and

**WHEREAS**, the Personnel Committee met on October 7, 2021, and recommend the Board approve the revised Employee Policy Manual; and


**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Hidden Valley Lake Community Services District (District) does hereby resolve as follows:

1. The Board of Directors have reviewed the Employee Policy Manual attached hereto as Exhibit A and incorporated herein by this reference, is adopted as the District's personnel policies and shall be applicable to all employees, unless preempted by state or federal law.
2. This Resolution shall rescind and supersede all other previous District resolutions, ordinances and employee manuals/handbooks that may conflict with, or be contrary to, this Resolution; .
3. The Personnel Committee shall review the District Employee Policy Manual annually hereafter, to ensure compliance with current requirements and sound practices in regard to personnel administration of the District; and
4. The policies in the November 16, 2021, Employee Policy Manual shall be effective immediately from the adoption of this Resolution and distributed to all current and future employees of the District.


5. This Resolution shall be effective immediately upon adoption and shall remain in effect until such time as modified, repealed, or superseded by further resolution of the Board.

PASSED, APPROVED, AND ADOPTED on this 16<sup>th</sup> day of November 2021 by the Board of Directors the governing body of the Hidden Valley Lake Community Services District.

AYES: Brown, Lieberman, Millerick, and Graves  
NOES: 0  
ABSTAIN: 0  
ABSENT: Freeman

  
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Jim Freeman,  
President to the Board of Directors

**ATTEST:**

  
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Dennis White, General Manager  
Secretary of the Board of Directors

