

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	2010 – CIVIL SERVICE EMPLOYEE MANUAL		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No.</b>	15-23	<b>Revised:</b>	

### PURPOSE

This policy mandates that the South Placer Municipal Utility District (SPMUD) will maintain a Civil Service System Employee Manual to provide the guidance for the development and application of personnel policies, and to direct the General Manager to administer our personnel relations accordingly.

### POLICY STATEMENT

#### **Section 1:** General

It is the Board’s policy that its employees shall be selected, retained and promoted on the basis of fitness, merit and ability. The Board expects that its employees shall give their faithful and complete service to the District, and perform in a satisfactory manner the work they are assigned. The SPMUD General Manager shall be empowered to prepare, approve and administrate a Civil Service System Employee Manual consistent with the provisions of the Municipal Utility District Act of the State of California.

#### **Section 2:** Classifications and Salary

All employee job classifications, descriptions and salary ranges shall be set and approved by the SPMUD Board of Directors. An individual employee’s place within their respective salary range shall be set by the General Manager.

#### **Section 3:** Contents

At a minimum, the Civil Service System Employee Manual shall contain;

1. Standard Employment Practices
2. General Policies and Procedures
3. Leave Policies
4. Employee Insurance and Retirement Benefits
5. Disciplinary Procedures and
6. Separation Policies