

RESOLUTION NO. 06-20

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TEHACHAPI-CUMMINGS COUNTY WATER DISTRICT  
AMENDING THE EMPLOYEE HANDBOOK  
TO ESTABLISH A LONGEVITY AWARD PROGRAM

RECITAL

1. The District desires to establish a Longevity Award program to recognize eligible employees for continued, dedicated service.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED AS FOLLOWS:

1. The foregoing recital is true and correct and the Board so finds and determines.
2. Effective June 17, 2020, Section 301, Employee Benefits, of the District's Employee Handbook is hereby amended, and Section 327, Longevity Award, is hereby added, to read as shown in Exhibit A attached hereto:

ADOPTED AND APPROVED THIS 17<sup>th</sup> DAY OF JUNE 2020.

  
\_\_\_\_\_  
James Pack, Board President

ATTEST:

  
\_\_\_\_\_  
Catherine Adams, Board Secretary

## **EMPLOYEE BENEFIT PROGRAMS**

### **301 Employee Benefits**

TCCWD provides eligible employees with many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, disability and unemployment insurance.

There are several factors that determine your eligibility for a benefit. One important factor is your employment classification. If you have questions about your eligibility for any employee benefits, please contact the Office Manager.

This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

Many benefit programs are available to eligible employees and are explained in the following sections:

- \* Benefit Conversion at Termination (Unused Sick Leave) – 319
- \* Benefit Continuation (COBRA) – 313
- \* Bereavement Leave – 309
- \* Business Travel Expense Reimbursement – 512
- \* CalPERS 457 Deferred Compensation Plan – 320
- \* Dental Insurance – 316
- \* Educational Financial Assistance – 314
- \* Employee Assistance Program – 325
- \* Family Leave (unpaid) – 602
- \* Health Insurance – 316
- \* Holidays – 305
- \* Jury Duty Leave – 311
- \* Long-Term Care – 321
- \* Major Medical Insurance – 316
- \* Medical Insurance – 316
- \* Medical Leave (unpaid) – 601
- \* Membership Dues and Licensing Fees – 315
- \* CalPERS Retirement Plan – 319
- \* Personal Leave (unpaid) – 603
- \* Safety Incentive – 302
- \* Safety Shoes Allowance – 324
- \* Short-Term Disability – 318
- \* Sick Leave Benefits – 307
- \* Uniform Maintenance – 323
- \* Vacation Benefits – 303
- \* Vision Care Insurance – 316
- \* Witness Duty – 312

Exhibit A

\* Return to Work Program – 326

\* Longevity Award – 327

**302...326...**

**327 Longevity Award**

Retention of dedicated, qualified staff is vital to TCCWD. TCCWD acknowledges its appreciation of dedicated employees by offering a Longevity Award program as follows:

1. Effective June 17, 2020, TCCWD will pay a \$500 Longevity Award to each regular full-time employee on the completion date of each five (5) years of continuous service based on the employee's most recent hire date.
2. Between June 17, 2020, and June 17, 2025, TCCWD will pay a \$500 Longevity Award to each regular full-time employee with greater than twenty (20) years of service who voluntarily retires and has not previously received a Longevity Award.

The Longevity Award is taxable income, will be paid through the District's payroll system, and will be reported in the employee's year-end W-2 statement.

SECRETARY'S CERTIFICATE

I, CATHERINE ADAMS, Secretary of the Board of Directors of Tehachapi-Cummings County Water District, hereby certify as follows: .

The foregoing is a full, true and correct copy of Resolution 06-20 duly adopted at a regular meeting of the Board of Directors of the District duly and legally held at the regular meeting place thereof on June 17, 2020. All of the members of the Board of Directors received due notice of the meeting and a majority thereof was present. At the meeting the resolution was adopted by the following vote:

AYES: Cassil, Hall, Pack, Schultz, Zanutto

NOES: None

ABSTAIN: None

ABSENT: None

ATTEST:

  
Catherine Adams, Board Secretary

(SEAL)