

Gil Rebollar
City of Brawley
Sonia Carter
City of El Centro
Lisa Tylenda
City of Calexico
Javier Amezcua
City of Calipatria
Mike Goodsell
City of Holtville
Chairman
Robert Amparano
City of Imperial



Martha Cardenas-Singh
County of Imperial
John Hawk
County of Imperial
Ana Beltran
City of Westmorland

David Aguirre
Executive Director
Cristi Lerma
Board Secretary

300 S. IMPERIAL AVE., SUITE 6
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www.ivrma.org

IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY AGENDA

LARGE CONFERENCE ROOM
1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243

WEDNESDAY, OCTOBER 22, 2025
6:00 PM (OR AFTER ICTC, LTA OR SAFE)

CHAIR: ROBERT AMPARANO

VICE CHAIR: MARTHA CARDENAS-SINGH

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the IVRMA's website: <http://ivrma.org/>

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, please contact the Secretary to the Board at (760) 592-4494 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

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Meeting ID: 861 7259 1807

Passcode: 866173

I. CALL TO ORDER AND ROLL CALL

II. PUBLIC COMMENTS

This is an opportunity for members of the public to address the Board on any subject matter within the Board's jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. Each speaker should contact the Secretary to the Board at (760) 592-4494 or by email to cristilerma@imperialctc.org. When addressing the Board, state your name for the record prior to providing your comments. Please address the Board as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Board; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct: No profanity or obscenity, yelling or screaming, no slander or defamatory statements, no personal threats, or attacks, no hateful or demeaning language based on hate of a person's race, religion, sexual orientation, ethnicity, gender, or disability, respect all people that are present or watching, obey the direction of the Chair and Secretary to the Board.

**SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL,
WESTMORLAND, AND IMPERIAL COUNTY**

III. CONSENT CALENDAR

- A. IVRMA Board Draft Minutes for September 24, 2025 Page 4

IV. ACTION CALENDAR

- A. Adoption of IVRMA Employee Handbook Page 7

The ICTC Management Committee met on October 15, 2025, and forwards this item to the Board for their review and approval after public comment, if any:

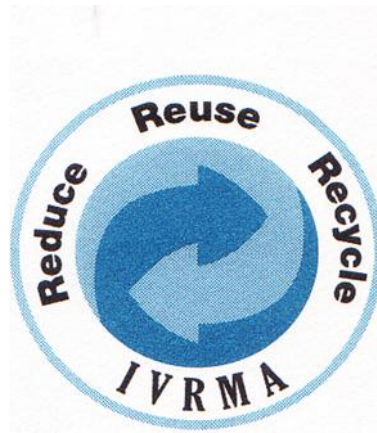
1. Authorize the Chairperson to Adopt the IVRMA Employee Handbook.

V. ADJOURNMENT

III. CONSENT CALENDAR

- A. IVRMA Board Draft Minutes for September 25, 2025

Gil Rebollar
City of Brawley
Sonia Carter
City of El Centro
Lisa Tylenda
City of Calexico
Javier Amezcua
City of Calipatria
Mike Goodsell
City of Holtville
Chairman
Robert Amparano
City of Imperial



Vice-Chair
Martha Cardenas-Singh
County of Imperial
John Hawk
County of Imperial
Ana Beltran
City of Westmorland

David Aguirre
Executive Director
Cristi Lerma
Board Secretary

MINUTES FOR September 24, 2025

VOTING MEMBERS PRESENT:

City of Brawley	Absent
City of Calipatria	Absent
City of Calexico	Lisa Tylenda
City of El Centro	Sonia Carter
City of Imperial	Robert Amparano
City of Holtville	Mike Pacheco
City of Westmorland	Absent
County of Imperial	John Hawk
County of Imperial	Martha Cardenas-Singh

STAFF PRESENT: David Aguirre, Cristi Lerma, Esperanza Avila, Gustavo Gomez, Marlene Flores, Michelle Bastidas

OTHERS PRESENT: Eric Havens: ICTC Counsel; Ann Fox, Melina Pereira, Sam Amen, John Garcia: Caltrans

PUBLIC: None.

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Amparano at 6:03 p.m. and roll call was taken.

II. PUBLIC COMMENTS

There were none.

III. CONSENT CALENDAR

A. IVRMA Board Draft Minutes for June 25, 2025

A motion was made by [Cardenas-Singh](#) and seconded by [Tylenda](#) to approve the consent calendar as presented, roll call:

Agency	Roll call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes

County of Imperial Hawk	Absent
County of Imperial Singh	Yes
City of Westmorland	Absent

Motion Carried.

IV. ACTION CALENDAR

A. IVRMA Regional Collection Facilities Standard Operating Procedures

Staff forwarded this item to the IVRMA Board after receiving public comments, if any:

1. Adoption of the IVRMA Regional Collection Facilities Standard Operating Procedures

A motion was made by [Tylenda](#) and seconded by [Carter](#) to approve the item as presented, roll call:

Agency	Roll call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Absent
County of Imperial Singh	Yes
City of Westmorland	Absent

Motion Carried.

B. Standard Operating Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities

Staff forwarded this item to the IVRMA Board after receiving public comments, if any:

1. Adoption of the Standard Operating Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities

A motion was made by [Cardenas-Singh](#) and seconded by [Pacheco](#) to approve the item as presented, roll call:

Agency	Roll call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Absent
County of Imperial Singh	Yes
City of Westmorland	Absent

Motion Carried.

V. ADJOURNMENT

A. The meeting was adjourned at 6:17 p.m.

IV. ACTION CALENDAR

A. Adoption of IVRMA Employee Handbook

The ICTC Management Committee met on October 15, 2025, and forwards this item to the Board for their review and approval after public comment, if any:

1. Authorize the Chairperson to Adopt the IVRMA Employee Handbook.



300 S. IMPERIAL AVE., SUITE 6
EL CENTRO, CA 92243-2875
PHONE: (760) 337-4537
FAX: (760) 337-3184

October 17, 2025

Robert Amparano, Chairman
Imperial Valley Resource Management Agency
300 S. Imperial Ave. Suite 6
El Centro, CA 92243

SUBJECT: Adoption of IVRMA Employee Handbook

Dear Commission Members:

The Imperial Valley Resource Management Agency (IVRMA) has completed the development of its first **Employee Handbook**, formally titled the *Personnel Policies and Procedures Manual*. This handbook establishes the policies, benefits, and procedures for the administration of IVRMA employees and is now being presented to the Board for review and approval.

Until now, IVRMA has **not maintained an internal employee handbook, however did maintain internal policies and procedures**. All staffing needs were managed through **third-party employment via Hunter Employment**, which limited IVRMA's ability to support its workforce. Over time, the costs of maintaining employees through Hunter have **continued to rise**, while benefits available to those employees remained limited.

Recognizing these challenges, IVRMA developed and finalized a comprehensive employee handbook. The handbook provides the foundation needed for IVRMA to **directly hire employees under the Agency**, while ensuring they receive **competitive benefits** such as health, dental, vision, PTO, retirement, and other benefits.

By transitioning away from Hunter's third-party services, IVRMA anticipates staffing cost savings which will enable the agency to:

- Covering **rising operational costs** such as utilities, maintenance, and insurance
- Supporting **program expansions and regulatory compliance**
- Preserving **stable membership share costs** for participating jurisdictions into the future

This shift ensures both **financial efficiency** and a stronger ability to retain skilled employees through improved benefits.

IVRMA does not have an existing employee handbook, therefore the handbook needed to be developed in its entirety to enable direct hiring through the Agency. Approval of this document will formalize its adoption of the record. There are **no costs associated with approving this handbook**. Instead, it creates the opportunity for cost savings and stronger operational stability.

**SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO,
HOLTVILLE, IMPERIAL, WESTMORLAND, AND IMPERIAL COUNTY**

Robert Amparano, Chairman
Imperial Valley Resource Management Agency

(3)

October 17, 2025

The Employee Handbook was reviewed by multiple parties to ensure its accuracy, viability and completeness. The reviewing parties included internal staff, the Special District Risk Management Authority (SDRMA) and ICTC's health insurance provider.

Should the item be approved, ICTC anticipates working with Hunter and the staff to transition the employees to IVRMA employees in the coming months.

The ICTC Management Committee met on October 15, 2025, and forwards this item to the IVRMA Board for their review and approval after public comment, if any:

1. Authorize the Chairperson to Adopt the IVRMA Employee Handbook.

Sincerely,



David Aguirre
Executive Director

Attachment



PERSONNEL POLICIES AND PROCEDURES MANUAL

Approved by the Board on XX/XX/XXXX

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ARTICLE 1 – INTRODUCTION

1.1 Statement of Purpose and Authority

The purpose of this manual is to provide policy and procedures for the administration of all matters affecting the status and activities of employees of the Imperial Valley Resource Management Agency (IVRMA). It shall be the duty of all Board employees to comply and assist in carrying into effect the provisions of this manual and such internal management memoranda as the Executive Director and/or Program Manager shall issue. However, the policies and procedures set forth in this manual are guidelines only and are not intended to confer contractual rights upon an employee or to impose contractual obligations on the IVRMA. Furthermore, no promise, statement or writing made by an IVRMA supervisor may be interpreted to constitute an employment relationship other than “at will.” For purposes of this document, “at will” employment with IVRMA is terminable by either employer or employee at any time, without notice, with or without cause, except as otherwise provided by law.”

The Executive Director and/or Program Manager are responsible for the administration of the personnel system. She/he may delegate any such powers and duties to any IVRMA employee. The Executive Director and/or Program Manager shall have the authority to appoint, promote, transfer, discipline, and terminate any employee of IVRMA, in accordance with the personnel practices described in this document, and adopted by IVRMA. The IVRMA does not guarantee any minimum length of employment, and no supervisor or manager has any authority to make contrary representations.

The Executive Director and/or Program Manager, with the authority and direction of the full Board, has all rights not specifically delegated in this document, including, but not limited to: the exclusive right to determine the administrative goals and objectives of the IVRMA, set standards of performance, determine the procedures and standards of selection for employment and promotion, direct employees, take disciplinary action with proper cause, lay off employees because of lack of work or for other legitimate reasons, maintain the efficiency of the IVRMA’s activities, determine the methods, means, and personnel by which the IVRMA’s activities are to be conducted, determine the content of position classifications, exercise control and discretion over the organization of IVRMA and the technology required to perform its goals and objectives.

Insofar as is practical, exceptions to these procedures as written will be avoided. However, it is the intent of the IVRMA to comply with all applicable State and Federal laws. Should any provision of this manual conflict with any State or Federal law, such law shall be controlled. These personnel policies and procedures will be reviewed periodically, and adjustments will be made based on actual experience and economic considerations. In the event of any change to the policies, all employees will receive a copy of a written memorandum from the Executive Director and/or Program Manager, detailing the changes made and the reasons, therefore.

1.2 Open Door Policy

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems or issues through immediate supervisor. The Executive Director and/or Program Manager is expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.

1.3 Suggestions

The IVRMA is always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the agency, its employees and the public.

ARTICLE 2 – DEFINITIONS

ALLOCATED POSITION means an established position within a classification funded through the Board's budget process.

ANNIVERSARY DATE an employee's anniversary date shall be the first day of employment.

APPOINTING AUTHORITY, The Executive Director or his/her designee, IVRMA Program Manager shall have the authority to hire, terminate employment, conduct performance evaluations, take appropriate disciplinary actions, and determine salary increases as dictated in the annual budget.

AT-Will Employment: An at-will employee may be terminated at any time without the right to appeal except as provided by law.

BASE HOURLY PAY RATE shall mean the hourly rate corresponding to the salary range of the classification to which the employee is appointed.

BOARD when used alone means the Imperial Valley Resource Management Agency Board.

CONTINUOUS SERVICE means that service commencing with the employee's anniversary date and continuing until broken by resignation or dismissal from Board service for the purpose of determining eligibility for paid time off (PTO) and eligibility for merit salary advancement. Service as an extra help or temporary employee shall not count toward continuous service.

EXEMPT EMPLOYEE means an employee in a position that has been designated by the Board to be, executive, administrative, professional, or other category specifically exempted from the overtime pay requirements of the Fair Labor Standards Act (FLSA) and administrative regulations.

EXTRA HELP EMPLOYEE means a person who is hired for temporary employment by the IVRMA and who does not occupy an allocated position.

FULL-TIME EMPLOYEE means an employee who is appointed to an allocated position which requires full-time work as defined.

FULL-TIME WORK shall normally mean eight (8) hours per day and five (5) days per calendar week, except with regard to employee health benefits, which definition would be a minimum of 30 hours per week worked on average..

HOLIDAYS means those days enumerated applicable to the individual employee.

IMMEDIATE FAMILY means parents, spouse, domestic partner, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren by blood or marriage.

INDEPENDENT CONTRACTOR means a non-employee who provides independent contractual services to the IVRMA (including consultants). The contractor, not the IVRMA, is responsible for: (1) tax and social security withholding; and (2) health, unemployment, and worker's compensation insurance. The contractor is paid on a task basis rather than an hourly rate. An individual under this status receives no IVRMA benefits.

INTRODUCTORY PERIOD means the twelve (12) month period of paid service which is considered an extension of the examination process before an employee gains regular status. An employee during the introductory period may be terminated at any time without the right to appeal except as provided by law.

NON-EXEMPT EMPLOYEE means an employee whose position does meet FLSA and who is therefore paid overtime pay for authorized hours work in excess of the approved schedule.

OVERTIME means time worked above the minimum forty (40) hours of straight time during a work week. Overtime for non-exempt employees is calculated at one- and one-half times the regular hourly rate.

PART-TIME EMPLOYEE means an employee regularly scheduled to work less than 40 hours.

PAY PERIOD means fourteen (14) calendar days from 12 a.m. Friday to 12 a.m. the second Thursday thereafter and including the normal eighty (80) hour bi-weekly pay cycle.

PAY STATUS means whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on an authorized compensatory time off.

PROMOTION means the change of an employee to a position in a class allocated to a salary range higher than the class which the employee formerly occupied.

RECLASSIFICATION means the act of changing the allocation of a position by raising it to a higher class or reducing it to a lower class based on significant changes in the nature, difficulty, or responsibility of duties performed in the position.

REGULAR EMPLOYEE means an employee who has satisfactorily completed the initial Introductory Period and who is not temporary, intermittent, or a student intern.

RETIRED EMPLOYEE means an employee who elects to retire in accordance with the guidelines established by Nationwide.

SATISFACTORY SERVICE means meeting the work, performance, and conduct standards established by the IVRMA.

TEMPORARY EMPLOYEE means an employee who is hired for a pre-established period. Temporary employees may work full-time or part-time. Temporary employees may be dismissed at any time, with or without cause.

VETERAN means a person satisfying the definition specified in the Military and Veterans Code.

WORK WEEK means a forty (40) hour week.

ARTICLE 3 – GENERAL PROVISIONS

3.1 Employment

It is the policy of the Imperial Valley Resource Management Agency (IVRMA) to provide equal employment opportunities to all individuals and to make employment decisions based on qualifications, experience, and the ability to perform the essential duties of the position. IVRMA does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability, marital status, veteran status, or any other characteristic protected by applicable law.

Unless otherwise specified in writing through an employment agreement or applicable collective bargaining agreement, all employment with IVRMA is considered at-will. This means that either the employee or the agency may terminate the employment relationship at any time, with or without cause, and for any lawful reason.

Most positions within IVRMA are grant-funded and therefore subject to annual budgetary review and funding availability. Continuation of employment in these roles is contingent upon the ongoing availability of grant funds. As such:

- All positions are reviewed annually during the agency's budget planning process to determine funding continuity.
- Hourly employees may be subject to adjustments in scheduled hours based on changes in available grant funding.
- The agency will make reasonable efforts to provide advance notice of any changes in employment status or hours due to funding constraints.

This policy ensures that IVRMA maintains operational sustainability while remaining in compliance with applicable funding requirements.

3.2 Recruitment

The IVRMA will endeavor to recruit the most competent individuals to fill all positions. Approval of recruitment for vacant or newly created positions will be granted by the Executive Director and/or Program Manager. Vacant and newly created positions will be posted for a period designated by the Executive Director and/or Program Manager, and all eligible employees will have an opportunity to apply. Posting requirements will include a job bulletin with job classification and salary information and recruitment methods used for advertising will include newspaper ads and other media forms.

3.3 New Employees

The Introductory Period for new employees is twelve (12) months. This is the period of paid service that is an extension of the examination process before an employee gains regular employee status. It is intended to give new full-time and part-time employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

The Executive Director and/or Program Manager uses this period to evaluate employee capabilities, work habits, and overall performance. If any deficiencies become apparent that were not evident during the hiring process, the Introductory Period is the time to address the issues. Small problems can hopefully be resolved quickly with guidance. Any major problems that arise during this period may indicate that the employee should not continue employment with the IVRMA.

If it is clear to management that an employee will not successfully pass the Introductory Period, it is not necessary to wait for the conclusion of the Introductory Period to discharge the employee. Upon satisfactory completion of the Introductory Period, most employees enter the "regular" employee classification.

During the Introductory Period, employees are eligible for health, dental, and vision insurance benefits on the first day of employment. Life insurance benefits will begin in the first full month following the date of hire. Employees can use available Paid Time Off (PTO) after three (3) months of successful service.

On the first day of employment, the new employee will be orientated on the employee benefits available and on all standard administrative procedures. The new employee will be provided with a copy of these personnel policies. New employees are responsible for reading all instructional materials and asking questions on areas that need further clarification.

3.3.1 Executive Oversight

The Executive Director of the Imperial County Transportation Commission (ICTC) also serves in a leadership capacity by providing executive oversight and strategic guidance to the Imperial Valley Resource Management Agency (IVRMA).

In this role, the ICTC Executive Director supports the agency's mission by overseeing high-level administrative functions, advising on policy and program development, and ensuring alignment with regional goals and regulatory requirements. This oversight also helps facilitate

coordination between IVRMA and other local, regional, and state agencies.

While IVRMA operates as a separate Joint Powers Authority (JPA), this shared leadership structure ensures consistency, accountability, and effective management across partner organizations. Employees may, from time to time, work under directives or collaborative initiatives coordinated through the Executive Director's office.

3.3.2 IVRMA Program Manager Employment Classification-Disclaimer

Program Manager hired for the Imperial Valley Resource Management Agency (IVRMA) prior to January 1, 2026 shall remain employees of the Imperial County Transportation Commission (ICTC) and will continue to receive benefits in accordance with ICTC's policies and benefit structure.

Program Managers hired on or after January 1, 2026 will be employed directly by IVRMA and will be subject to the IVRMA employment policies, including but not limited to, employee benefits, compensation structure, and agency-specific administrative procedures.

This classification distinction is based on administrative and structural transitions within the agency and is intended to provide clarity regarding benefit eligibility and employer of record.

3.4 Performance Evaluation and Work Planning

On-the-job training and work progress should be followed carefully and checked frequently enough to know that the employee understands the job and how it relates to the IVRMA. Work planning and performance review are continuous processes and should be documented and discussed with the employee as often as necessary. However, at a minimum, a work planning and performance evaluation shall occur at least once a year for all employees. This evaluation should occur on the employee's anniversary date.

The Executive Director and/or Program Manager may propose a Performance Improvement Program (PIP) to improve deficiencies in performance. A PIP is to be considered part of the evaluation program and is not considered disciplinary action.

3.5 Continuing Education/Training Programs

If an employee has been directed by the Executive Director and/or Program Manager to take courses to improve work productivity and/or work habits (e.g., either through the semi- or annual performance evaluation or through a counseling session), the IVRMA will pay for the approved training course(s).

3.6 Temporary Employee Program

The Program will enable the IVRMA to recruit, train, and develop temporary employment skills to prepare employees (him/her) for professional, entry-level employment with the IVRMA or another organization. The program will obtain temporary employees from a third-party employment agency. This program does not guarantee temporary employee regular employment with our agency, but rather it attempts to assist temporary employees within career development to become experienced, knowledgeable, and qualified individual capable of competing in the professional job market. When there is an IVRMA employment vacancy, the qualified temporary employee would be encouraged to apply and would be afforded the same full and equal consideration for employment as any other applicant under consideration.

ARTICLE 4 – EMPLOYEE'S HOURS OF WORK AND WORKING CONDITIONS

4.1 Work Schedules

The Executive Director and/or Program Manager shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the IVRMA. The Executive Director and/or Program Manager may change that schedule at his/her discretion. Unless an employee has a reasonable

and valid excuse, the employee will:

- a. Work the hours and job duties assigned to the operational needs of the IVRMA.
- b. Work such reasonable additional hours or job duties as the IVRMA may reasonably request.
- c. Understand that nothing in these policies shall be construed as a restriction on the IVRMA's right to schedule workdays and require a reasonable amount of overtime work.
- d. Be expected to perform other duties as requested, per operational needs of the IVRMA, at various times as necessary.

4.1.1 Attendance

It shall be the responsibility of each employee to be prompt and in regular attendance on the job.

4.1.2 Time Sheets

Each employee shall fill in his/her time sheet daily. Time sheets should be submitted to the Executive Director or his/her designee at the close of each pay period.

Overtime work for non-exempt employees must always be approved before it is performed.

It is the employees' responsibility to sign their time sheets to certify the accuracy of all time recorded. The Executive Director or his/her designee will review and then sign the timetable before submitting it for payroll processing.

4.1.3 Overtime – Non-Exempt Employees

The Fair Labor Standards Act (FLSA) requires that work performed by non-exempt employees more than forty (40) hours in a seven (7) day work period be paid at a rate of time and one half the employee's regular rate of pay. Whether an employee is exempt (salaried) or non-exempt (hourly) is determined by the type of duties they perform. A list of exempt and non-exempt positions is attached in Appendix B – Job Classifications.

- a. Non-exempt employees receive overtime pay at the rate of one and one-half times their regular pay after forty (40) hours work in a seven (7) day workweek.
- b. Non-exempt employees working a flexible schedule approved by the Executive Director and/or Program Manager may work a modified workweek.
- c. For the purposes of this policy, time worked includes only those hours in which the employee performs authorized services for the IVRMA.
- d. Holidays, PTO, jury duty, and other leaves are not considered work time for the purposes of this policy.
- e. Time worked as overtime shall not be used to earn fringe benefits or to serve out an Introductory or merit increase period.
- f. Overtime shall be reported in increments to the nearest one-fourth of an hour.

All staff are responsible for ensuring that advance work planning is done so that overtime is kept to a minimum. However, when it becomes absolutely necessary to work overtime, prior approval must be obtained from the Executive Director and/or Program Manager.

4.1.4 Clarification of Working Hours for Non-Exempt Employees

Unless instructed otherwise, actual working hours during a workday are considered to be those hours that an employee is required to be at a workstation and available to work. This represents any time spent at designated or required workstation(s), working on assignments, and/or awaiting additional work assignments from management staff. Unless authorized, overtime will not be calculated for the time an employee spends before and after his/her normal working hours.

4.2 Overtime – Exempt Employees

Employees in positions that have been designated by the IVRMA to be exempt within the meaning

of the Fair Labor Standards Act shall be considered salaried employees and subject to the following provisions:

- a. Exempt employees are not eligible for overtime pay.
- b. Employees, as designated above, will be paid a bi-weekly salary.
- c. Time off for illness, injury, and medical appointments will be charged to PTO, if available.

Exempt employees shall work the necessary hours to perform their duties and responsibilities and shall not be entitled to receive overtime compensation.

4.2.1 Clarification of Compensation Time for Exempt Employee

Exempt employees that are not subject to overtime compensation that work more than forty (40) hours in a single week may do so only with the approval of their supervisor. In such a case, compensatory time off can be used by the employee on another day but must fall within the same pay period, unless approved by their supervisor. All employees are encouraged to work within the normal 8 a.m. to 5 p.m. workday. With approval, exceptions include Commission meetings and approved travel.

4.3 Rest Periods

Each employee is allowed two (2) 15-minute breaks per day. The breaks are not cumulative. They may not be skipped to leave early or earn overtime pay. It is required by law that these breaks are taken, and it is the employee's responsibility to take all breaks allowed. Unused breaks may not be accumulated and used at a future date or used to lengthen assigned lunch breaks. If they are not taken, they are lost. Supervisors must allow employees an opportunity to take the required breaks.

4.4 Meal Periods

Employees will be allowed a meal period of not less than thirty (30) minutes, no more than one (1) hour, scheduled approximately at the midpoint or middle of a full work shift, but not greater than after 5 hours of continuous work. Combining meal periods, "banking" meal periods from day to day, saving to shorten workdays or requesting compensatory time or overtime for work performed during meal periods, shall not be allowed unless specifically authorized.

4.5 Working Hours

The IVRMA's business office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Office is closed during Lunch period, 12:00 p.m. to 1:00 p.m.

4.6 Time Off to Vote

IVRMA encourages all employees to fulfill their civic responsibilities and vote in all official public elections. Generally, the hours when the polls are open are such that you will have ample time to cast your vote before or after working hours. However, if you do not have sufficient time outside of your working hours, as assigned by your supervisor, to vote at a statewide or local public elections in which you are eligible and registered to vote, you may, without loss of pay, take off no more than two (2) hours, which, when added to the voting time available outside of working hours, will allow you to vote. The time off for voting shall be only at the beginning or the end of the regular working shift. To be eligible for this time off, you will be required to provide your immediate supervisor with at least two (2) working days' notice that time off for voting is desired in accordance with the provisions of the policy.

4.7 Abandonment of Position

- a. When, in the opinion of the Executive Director and/or Program Manager, an employee has abandoned his/her position, the Executive Director and/or Program Manager shall notify the employee that the IVRMA has determined that he/she has abandoned his/her position and that the employee has five (5) working days upon receipt of the notice to contact the IVRMA regarding his/her intent to return to work. Such notice shall be in writing and sent by certified mail or personal

- service to the last address listed in the employee's personnel records.
- b. Abandonment of position may include, but it is not limited to: situations where an employee fails to respond within five (5) working days of notice of abandonment of position; where an employee fails to return to his/her employment upon the conclusion of any authorized leave of absence; where an employee fails to properly notify by telephone or in writing his/her immediate supervisor of absence due to sickness or injury; or, where an employee fails to keep his/her immediate supervisor informed of his disability status on a daily basis unless otherwise directed.
 - c. Abandonment of position shall constitute an automatic voluntary resignation from service.

4.8 Loss Reimbursements

The IVRMA will not reimburse personnel employed by the IVRMA for any personal objects, possessions or clothing which are lost or damaged, either while on duty or off duty, as an employee of the IVRMA unless the employee can prove liability rests with the IVRMA. Personal objects, possessions, and clothing are items purchased and maintained by the employee and not purchased and maintained by the IVRMA.

4.9 Dress Code

Employees are expected to dress in a manner fitting and proper for appearing before the public who enter our offices. Extremes in dress will not be accepted. It shall be the responsibility of the Executive Director and/or Program Manager to inform the employee when his/her style of dress is inappropriate or disruptive.

4.10 Using Commission and Privately Owned Vehicles for Commission Business

Employees may be assigned an IVRMA vehicle if the position requires. Unless otherwise authorized, assigned IVRMA vehicles shall not be kept overnight or taken outside the County, without supervisory approval. Employees must make sure that maintenance checks are made as scheduled, that appropriate records are maintained, and, when repair is needed, that it is reported promptly to your supervisor. IVRMA vehicles may be used for no purpose other than IVRMA business. On certain circumstances, employees may be authorized by the Executive Director and/or Program Manager to use their privately owned vehicle on IVRMA business. Reimbursement is provided on a monthly basis on a mileage basis at such rates as determined by law. Any employee operating a vehicle must maintain a valid California Driver's license that authorizes the operation of the vehicle and shall meet the financial responsibility requirements of the California Vehicle Code. It is your responsibility to obey all safety laws when operating or riding in IVRMA vehicles. You will be responsible for paying all fines or penalties levied because of a violation of any valid statute, ordinance, rules, or regulations while operating an IVRMA vehicle or while operating any other vehicle on county business.

4.11 Accidents

In the case of an accident involving IVRMA property, the Executive Director and/or Program Manager should be contacted immediately. In the event an employee is injured on the job, the employee shall report the accident immediately to the Executive Director and/or Program Manager.

4.12 Personal Visits

It is expected that employees will keep personal visits from family and friends to a minimum. Should it become necessary that an employee have a personal visitor, and the visit cannot be arranged during a lunch or break period, the visit should be conducted as briefly as possible.

4.13 Smoking

In keeping with the IVRMA's intent to provide a safe and healthy work environment, and in compliance with State law, smoking is prohibited in work vehicles and throughout the workplace. This policy applies equally to all employees and visitors.

4.14 Lactation Accommodation

The IVRMA will comply with all applicable requirements of Assembly Bill 1025, the Lactation Accommodation Bill. Following prior notification to the Executive Director or his/her designee, employees wishing to express milk for their infant children while at work may use their office or designated break room for this purpose. Employees shall use their normal break time to express milk. Any time taken to express milk that is not authorized break time shall be unpaid.

4.15 Telephone Usage

The telephone provided by the IVRMA is for use in conducting IVRMA business. The use of these telephones during business hours for local personal calls shall be held to a minimum. Personal long-distance phone calls may not be charged on IVRMA phones.

4.16 IVRMA Property

There will be no use of IVRMA resources for personal use without the prior, expressed, written consent of the Executive Director and/or Program Manager. IVRMA resources include, but are not limited to, computer hardware and software, computer peripheral (including printers, "mice", modems, etc.), facsimile and copy machines, office supplies, telephones, presentation materials, audio-visual equipment, mobile phones and IVRMA work vehicles. IVRMA resources also include staff time and wages that are charged to work program elements.

4.17 Computer, Internet, and E-Mail Usage; Communication Tools

The computer system (including e-mail, the Internet, computer files and software), the telephone system (including voicemail), and all other means of electronic communication (collectively "communication tools") are IVRMA property provided to employees to carry out IVRMA business. Employees shall use professionalism when using communication tools. Personal use of communication tools should be held to essential personal business and kept as brief as possible.

Employees may not use a password, access a file, or retrieve any stored communication without authorization. All passwords must be made available to IVRMA management.

Information contained in communication tools is not private. To ensure compliance with this policy, the use of communication tools may be monitored by the IVRMA at any time. The IVRMA has the right to access all files, messages, materials, or any other information contained in communication tools. Employees should be aware that even when information has been deleted or erased, it may still be retrieved.

The IVRMA strives to maintain a workplace free of harassment and sensitivity to the diversity of its employees. Therefore, the IVRMA prohibits the use of communication tools in ways that are disruptive, offensive to others, or harmful to morale. Neither e-mail nor any other communication tool may be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify the Executive Director and/or Program Manager upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

4.18 Confidential Information

During the course of employment, employees may have access to and/or acquire information that the IVRMA considers confidential. Employees should not disclose or otherwise exploit for their own benefit or for the benefit of any other person or entity any confidential information. Confidential Information shall include all information acquired by you in the course of employment in any way relating to the business and affairs of the IVRMA and its employees. Confidential information may be contained in written manuals, oral communications, unwritten

knowledge acquired by employees, and/or any other tangible method of expression, including hard disk drive and electronic-data mechanisms. Because of the close proximity in which employees work, any information overheard or seen while in the course of performing work should be considered confidential and not revealed or discussed with family, friends, or anyone else without prior written approval from management. Employees are cautioned that it is a violation of this policy to gossip or disclose confidential information to coworkers who do not have a valid need-to know basis for such information. An employee who improperly uses or discloses confidential information will be subject to disciplinary action, up to and including termination, even if he or she does not actually benefit from the disclosed information.

ARTICLE 5 – CONFLICT OF INTEREST

Conflict of interest is defined generally as acting in any way contrary to the best interest of the IVRMA. Employees are expected to exercise good judgment and discretion in evaluating any activity to avoid any actual or apparent conflict of interest. No employee shall take any action on behalf of the IVRMA, which they know, or reasonably should know, violates any applicable law or regulation. This will obviously include such activities as kickbacks, bribery, falsehood, misrepresentation, and divulging non-public information to organizations that could potentially benefit from exclusive information. Employees are urged to conduct their activities in such a manner as to comply with the spirit as well as the letter of this policy.

Employees shall be free from any personal influence, interest, or relationship that might conflict with the best interests of the IVRMA. Acceptance of entertainment, travel, or gifts of a character which might reasonably be deemed by others to affect the judgment or action of an employee in the performance of his employment with the IVRMA would violate this policy.

When writing personal letters, articles to be published, and when participating in public affairs, staff members are cautioned to avoid embarrassing situations for the writer or participant and the IVRMA. Personal letters may not be written on IVRMA letterheads for obvious reasons. Endorsements, testimonials, publications, and participation in public affairs should be undertaken cautiously lest they be misinterpreted as endorsements by the IVRMA.

This policy in no manner prohibits membership in any political organization, attendance at meetings, and expression of views on neither political matters nor voting with complete freedom. Employees are in fact encouraged to actively support their individual political beliefs on their own time as long as these opinions are not represented as the official viewpoint of this Agency. Therefore:

- a. Staff members may not use their position with the IVRMA to promote any specific political action, candidate, or belief.
- b. Staff members may not use their IVRMA titles in either written or verbal communications concerning political activities or beliefs.
- c. Staff members may not use Agency letterhead stationery for personal and/or political correspondence.
- d. Supervisory employees shall not attempt, through any means, to coerce other staff members into working for or accepting their political beliefs or candidates.
- e. Staff members may not conduct personal political activity of any kind during working hours, nor use any Agency property, resources, or office supplies, while engaged in personal political activity.

The Agency discourages employees from engaging in outside employment. No employee shall engage in outside employment which requests or requires employment with the Agency as a prerequisite for said outside employment, creates a conflict of interest, or interferes with the employee's efficiency and quality of work. The name and location of any outside employer shall be filed with the Executive Director by the employee within three days after beginning such outside employment. Any outside employment shall be reviewed by legal counsel, and may be reviewed by counsel annually, to assure there is no conflict of interest.

Any questions regarding a potential conflict of interest or outside work shall be discussed in advance with the

Executive Director and/or Program Manager.

ARTICLE 6 – ADMINISTRATION OF SALARY

6.1 Standard Salary Ranges

Unless as otherwise required by law or policy, a standard salary schedule consisting of either flat rates or equivalent monthly salary rates in dollars for employees in full-time positions shall be established annually by the Agency in the Overall Work Program and Budget. Annual, monthly, and biweekly salary rates are listed for the purpose of convenience in quotation of salaries. Computations for purposes of paying employees shall be based on hourly rates.

Except as otherwise provided by law or ordinance, officers and employees shall receive the hourly rate provided in the salary range that has been adopted by the Agency for their respective classifications of positions.

6.2 Payroll Records

The office of the Agency shall be the office of record with respect to maintenance of payroll records to implement the payroll provisions of all ordinances and resolutions. Departmental payroll records shall be maintained in forms provided or approved by the Executive Director. The payroll records for every employee shall be kept on file for five (5) years after the employee's termination date.

6.3 Pay Date

All employees are paid every other Friday following the close of the biweekly pay period. If a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon return from his or her vacation.

A list of paydays will be provided to employees each year.

6.3.1 Pay Advances

The Agency does not provide pay advances on unearned wages to employees.

6.4 Full-time, Part-time, and Extra-Help Employees

6.4.1 Full-Time Employees

A full-time employee shall receive the full amount of salary based upon the hourly rate in the range for the classification to which the employee is assigned by his/her appointment, if the total hours in pay status for the biweekly pay period as shown is equal or is greater than eighty (80) hours. A full-time employee who is not in pay status for eighty (80) hours for a particular bi-weekly pay period shall be entitled only to the total hours in pay status. Employees who are exempt under the FLSA shall receive a bi-weekly salary which is based upon multiplying the hourly salary pay rate by 80.

6.4.2 Part-Time Employees

A part-time employee shall receive that portion of the salary based upon the hourly rate in the range for his/her classification to which the employee is assigned and the number of hours in pay status in the pay period.

Part-time employees shall earn PTO on a prorated basis based on the number of hours in the pay period. In other respects, the provisions of this Manual applicable to full-time employees shall apply to part-time employees unless specifically defined otherwise herein.

6.4.3 Extra-Help Temporary Employees

The Executive Director and/or Program Manager may authorize the temporary employment of a

person as extra help upon a determination that sufficient funds are budgeted. Unless otherwise specified, extra-help temporary employees shall only be paid the hourly rate in the salary range listed for the classification to which he/she is appointed, unless specifically authorized by the Executive Director and/or Program Manager. To the extent permitted by law, extra-help temporary employees shall not be entitled to accrue PTO leave, or holiday pay, and shall not be eligible for benefits or to participate in the retirement system.

6.4.4 Annual Cost-of-Living Adjustments

The Agency shall consider cost-of-living salary increases recommended by the Executive Director and/or Program Manager for employees in full-time, part-time, and extra-help classifications during the development of the annual Overall Work Program and Budget Review.

Cost-of-living increases may be computed using the U.S. Department of Labor, Bureau of Labor Statistics, and Consumer Price Index.

6.5 Salary Pay Rate Advancement

6.5.1 Merit Pay Rate Salary Increases

Eligibility for Pay Rate salary increases shall be based upon time in classification but advancement to a higher pay rate shall be based upon merit, funding availability and at the discretion of the Executive Director and/or Program Manager.

Introductory employees may be eligible for merit salary increases upon completion of twelve months of satisfactory service. For each twelve months of satisfactory service following an Anniversary Date, a full-time or part-time employee may be advanced to a higher pay rate in the salary range of that classification in increments of five (5) percent until the top of the range is reached.

Extra-help employees are not eligible for merit salary increases.

6.5.2 Procedure

All merit salary pay rate advancements must be initiated by the Executive Director and/or Program Manager. Salary pay rate advancements shall be effective on the first day of the biweekly pay period following completion of the required period of service.

6.5.3 Anniversary Date

Changes in an employee's salary because of promotion or upward reclassification will set a new anniversary date for that employee.

6.6 Salary Pay Rate on Promotion

An employee who is appointed to a position in a higher salary range than the class the employee formerly occupied shall receive a five (5) percent increase in the salary range of the new classification. If the employee's current salary is above the starting salary of the new classification, the employee shall receive at least a five (5) percent increase but in no way exceed the top of the range. The effective date of a promotion shall be the first day of the first full pay period following the appointment.

The employee's anniversary date for future merit Pay Rate salary increases shall be based upon the effective date of the promotion.

6.7 Salary on Demotion

An employee who voluntarily demotes to a position of a class having a lower salary range than the class previously occupied by the employee shall have his/her salary reduced to a salary pay rate within the lower salary range of the classification.

6.8 Changes in Salary Ranges

Whenever the salary range for a class is revised, each incumbent in a position to which the revised salary range applies shall remain at the pay rate held in the previous range, unless otherwise specifically provided by the Agency.

6.9 Salary Pay Rate on Re-Classification

The salary of an incumbent in a position that is reclassified shall be determined as follows:

Lateral Re-classification – If the position is reclassified to a class which is allocated to the same salary range as is the class of the position before it was reclassified, the salary pay rate and anniversary date of the employee shall not change.

Upward Re-classification – If the position is reclassified to a class which is allocated to a higher salary range than the class of the position before it was reclassified, the salary pay rate of the employee shall be governed by Section 6.6, Salary Pay rate on Promotion.

Downward Re-classification – If the position is reclassified to a class which is allocated to a lower salary range than the class of the position before it was reclassified, the employee shall receive the pay rate in the new range which is the same as but does not exceed the salary he/she was receiving prior to reclassification and his/her anniversary date shall not change. If the salary pay rate of the employee is greater than the maximum pay rate of the new range, the salary pay rate of the employee shall be designated at a pay rate equal to their salary pay rate prior to reclassification and the salary will be frozen until the top pay rate salary of the new classification equals or exceeds the present salary, based upon cost-of-living increases. At that time, the employee will be placed on the top pay rate and will become eligible for cost-of-living increases granted to incumbents of that classification.

6.10 Salary Provisions Upon Restoration

An employee who has been laid off or voluntarily demoted because of layoff, and subsequently restored in their former classification within a two (2) year period from the date of his/her layoff or voluntary demotion, shall receive the following considerations and benefits:

- a. All PTO leave credited to the employee's account when laid off shall be restored, unless the employee receives compensation for such PTO leave at the time of the layoff.
- b. All prior service shall be credited for the purpose of determining PTO leave and PTO earning rates, longevity pay increases, and time in pay rate.

The employee shall be placed on the pay rate of the salary range that was held at the time of the layoff.

6.11 Agency Authority to Specify Salary Pay Rate

Notwithstanding anything herein to the contrary, the Agency may, by resolution, upon recommendation of the Executive Director and/or Program Manager, specify that the incumbent of a particular position shall occupy a pay rate on the salary range for that class either higher or lower than that provided for in this Manual.

6.12 Designated Salaries – Employees

The Agency shall establish salary ranges for employees upon the recommendation of the Executive Director and/or Program Manager.

ARTICLE 7 – INTERNAL COMMUNICATIONS

Employees who leave the office during working hours shall check out at the receptionist desk located in the front of the Agency office.

Public information concerning the Agency and its activities shall be coordinated by the Executive Director and/or Program Manager.

The control and maintenance of all the Agency and committee mailing lists shall be the responsibility of the Executive Director and/or Program Manager. The Executive Director or his/her designee shall maintain the master mailing lists for the Agency and shall make them accessible to all employees for their use.

Accounting/personnel/contract files shall be maintained by the Executive Director and/or Program Manager. Access to these files is restricted and shall be available only if authorized by the Executive Director and/or Program Manager or otherwise required by law.

7.1 Personnel Records

Confidential personnel files shall be maintained for every employee by the Executive Director and/or Program Manager. The files shall contain the employee's employment letter and all other pertinent information. Access to these files is restricted. Each employee shall have access to his/her personnel file under supervision of the Executive Director and/or Program Manager. The personnel files for every employee shall be kept on file for five (5) years after the employee's termination date.

It shall be the responsibility of each employee to keep the Executive Director and/or Program Manager advised concerning his/her marital status, number of dependents, correct address and telephone number, emergency contact, and any similar information required for the purposes of maintaining personnel records.

ARTICLE 8 – BENEFITS

8.1 Holidays

8.1.1 Regular Holidays

The Agency will grant paid holiday time off to all regular full-time employees on the holidays listed below.

1. January 1 – New Year's Day
2. January (third Monday) – Martin Luther King Jr.'s Birthday
3. February 12 – Lincoln's Birthday
4. April (Friday before Easter) - Spring Holiday
5. May (last Monday) – Memorial Day
6. June 19 – Juneteenth Day
7. July 4 – Independence Day
8. September (first Monday) – Labor Day
9. November 11 – Veterans' Day
10. November – Thanksgiving Day
11. November – Friday after Thanksgiving
12. December 25 – Christmas Day
13. January 1 – New Years Day
14. Birthday Holiday (Floating Holiday)

Special holidays proclaimed by the President of the United States, or the Governor of the State of California may be granted upon approval of the Executive Director and/or Program Manager.

If any of the above holidays falls on a Sunday, the following Monday shall be observed as the holiday in lieu thereof. If any of the above holidays fall on a Saturday, the preceding Friday shall be observed as the holiday in lieu thereof.

8.1.2 Birthday/Floating Holiday

Each regular employee who has successfully completed his or her Introductory Period shall be granted one birthday/personal holiday per calendar year. Floating holidays may be scheduled at the employees' discretion during the year in which they are earned, subject to the supervisor's approval. If a floating holiday is not taken within the year in which it is earned, the floating holiday is lost.

8.2 **Paid Time Off (PTO)**

Paid Time Off (PTO) provides employees with flexible paid time away from work that can be used for vacation, illness, family care, medical appointments, volunteerism, or other personal needs. By combining vacation and sick leave into a single PTO bank, the Agency provides employees with maximum flexibility while ensuring compliance with California labor law. The goal of PTO is to promote work-life balance, reduce unscheduled absences, and minimize the need for supervisory oversight.

For purposes of this section, one (1) year shall be equivalent to twenty-six (26) biweekly pay periods of continuous service.

8.2.1 **Accrual Rates and Tiered Maximum Accumulation**

All full-time exempt and non-exempt employees are eligible to accrue Paid Time Off (PTO). PTO accrues on a bi-weekly basis and may be used for personal leave, illness, vacation, or other approved time off. Temporary employees and interns are not eligible for PTO.

PTO accrual is subject to a **tiered cap system** based on an employee's length of continuous service with the agency:

<i>Tier</i>	<i>Years of Continuous Service</i>	<i>Maximum Annual Accrual</i>	<i>Accrual Cap</i>	<i>Bi-Weekly Accrual Rate</i>
Tier 1	1–3 years	80 hours/year	80 hours	2.31 hours
Tier 2	3–6 years	100 hours/year	100 hours	3.08 hours
Tier 3	6+ years	120 hours/year	120 hours	4.62 hours

Accrual begins on the first day of eligible employment.

Compliance floor: In alignment with the California Healthy Workplaces, Healthy Families Act, all employees who work at least 30 days in a year will receive no less than 40 hours (5 days) of PTO annually, regardless of tier.

Employees transition to the next tier upon reaching the required years of service. The maximum accrual cap represents the total PTO balance an employee may hold. Once the cap is reached, accrual stops until PTO is used and the balance falls below the cap..

Employees are encouraged to manage their time off proactively and are expected to use accrued PTO responsibly. Accrued PTO must be requested and approved in accordance with agency leave policies and staffing needs.

8.2.1.1 **Exceptions**

Any deviation from the accrual limits or tier structure must be approved in writing by the Executive Director and/or Program Manager.

8.2.2 **Provisions**

Each full-time employee shall accrue PTO time based on length of service as depicted in section 8.2.1. PTO used will be subtracted from the employee's accrued time in half-hour increments. Qualified new employees shall be entitled to use PTO upon satisfactory completion of three (3)

months, but no more than ninety (90) days, of the Introductory Period. Upon termination of an employee's employment, the employee shall be paid for any unused PTO in accordance with section 8.3.8. No employee shall receive any payment in lieu of PTO while remaining an Agency employee.

8.2.3 PTO Scheduling

Employees are encouraged to use their PTO each year provided. All PTO shall be approved by the Executive Director and/or Program Manager.

In the event an employee is not able to take all the PTO to which he or she is entitled in a calendar year, the employee shall be permitted to accumulate the unused portion, provided that the employee shall not have more than the maximum balance allowed.

All requests for PTO must be approved by the Executive Director and/or Program Manager. The Executive Director and/or Program Manager is responsible for ensuring that the employee is eligible for the PTO requested.

It shall be the responsibility of the Executive Director and/or Program Manager to require PTO is taken to avoid excessive accumulation or forfeiture.

8.2.4 Carryover, Cap, and Payout

- PTO accrues up to the cap as outlined in section 8.2.2.
- PTO does not accrue beyond the maximum cap. Employees are encouraged to manage and use their PTO proactively.
- PTO is considered earned wages under California law and cannot be subject to “use-it-or-lose-it” policies. Employees retain all accrued PTO up to the maximum limit.
- Upon separation of employment, all unused PTO will be paid out at the employee’s final rate of pay, in compliance with California Labor Code Section 227.3.

8.2.5 Eligibility

- All full-time exempt and non-exempt employees are eligible to accrue Paid Time Off (PTO).
- Temporary employees, extra help, and interns are not eligible for PTO.
- PTO accrual begins on the first day of eligible employment.
- Employees may begin using PTO following completion of six (6) full biweekly pay periods, or three (3) months (not to exceed ninety [90] days) of continuous service.

8.2.6 Usage

Employees are additionally entitled to use accrued PTO leave, with the approval of the Executive Director and/or Program Manager, to a maximum of the time accrued, for the following conditions in accordance with Family Medical Leave Act (FMLA):

- PTO may be used in half-hour increments.
- PTO may be used for:
 - a) Vacation or personal time
 - b) The employee’s illness, injury, or medical appointments
 - c) Care of a family member with a health condition
 - d) Preventive care for the employee or a family member
 - e) Absences due to domestic violence, sexual assault, or stalking (as protected by law)
 - f) Bereavement leave for an immediate family member
- PTO must be requested and approved by the Executive Director and/or Program Manager, except in cases of unforeseeable illness or emergency.
- When foreseeable, reasonable advance notice must be given.

8.2.7 Administration and Documentation

- Employees may be required to submit PTO request forms.
- For absences exceeding three (3) consecutive workdays, the Agency may require reasonable documentation.
- For absences exceeding five (5) consecutive workdays, a release-to-work statement from a physician may be required.
- Abuse or misuse of PTO may result in disciplinary action, including recovery of funds.

8.2.8 Integration with Other Benefits

Workers' Compensation – A full-time or part-time employee of the Agency who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of the employee's accumulated PTO leave balances as when added to the employee's disability indemnity will total the employee's full pay.

8.2.9 State Disability Insurance

A full-time or part-time employee of the Agency who is entitled to receive State Disability Insurance may elect to take only that portion of the employee's accumulated leave balances as when added to his/her SDI will equal one hundred (100) percent of the total base salary. It is the employee's responsibility to file for State Disability and make all arrangements with the Executive Director and/or Program Manager for leave integration.

8.2.10 Incapacity to Perform Duties

If the Executive Director and/or Program Manager has reasonable cause to believe that an employee is not capable of properly performing the duties of the position, the appointing authority may require the employee to be absent himself/herself from work until the incapacity is remedied. During such absence the employee may utilize any accumulated PTO leave.

8.2.11 Exclusions

Extra help temporary employees are excluded from the provisions of this Section. Extra help, or other employment time, shall not count towards the required continuous service for PTO benefits.

8.3 Jury Duty

Any employee who shall be summoned for attendance to any court for jury duty during his/her normal working hours shall be deemed to be on duty and there shall be no loss in salary, but any jury fees received by him/her shall be paid forthwith to the Agency to be deposited to the Agency's General Fund. Such employees shall notify the Executive Director and/or Program Manager immediately upon receiving notice of jury duty.

8.4 Court Appearances

Any employee who shall be called as a witness arising out of, and during the employee's Agency employment or prior employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received by him shall be paid to the Agency.

Any employee who is called as a witness arising out of, and during the employee's Agency employment during the employees off duty hours shall be compensated.

Employees who have called for any other witness duty shall receive unpaid time off in accordance with law. Any employee called for witness duty shall notify the Executive Director and/or Program Manager immediately upon receiving notice of such duty.

8.5 Leave of Absence with Pay

The Executive Director and/or Program Manager may place an employee on leave of absence with pay

(suspended with pay) for a period not to exceed ten (10) working days. Such leave may be extended with justification for a period of up to an additional ten (10) working days. This leave (suspended with pay) shall be used when an employee is under investigation or for other necessary or urgent need such as when the employee's continued presence at the work site may be hazardous or disruptive.

8.6 Leave of Absence without Pay

8.6.1 Conditions

Leave of absence without pay may be granted to any employee upon the specific written request of the employee and with the prior written approval of the Executive Director and/or Program Manager for the following purposes:

- a. Family and Medical Care Leave (FMLA) in accordance with law.
- b. Pregnancy-Disability Leave in accordance with law.
- c. Other applicable state and/or federally mandated leaves of absence.
- d. Other personal reasons which do not impair the effectiveness of the Agency.

8.6.2 Duration

- a. Family and Medical Care Leave shall not exceed twelve (12) weeks in any twelve (12) month period.
- b. Pregnancy-Disability Leave. Any employee who is disabled on account of pregnancy, childbirth or related conditions may take a pregnancy-disability leave of up to four (4) months per pregnancy, in addition to any family and medical care leave to which the employee may be entitled under State and/or Federal law.
- c. Other state and/or federally mandated leaves shall be subject to that particular leave's allowed term.

At the request of the employee, the Executive Director and/or Program Manager may extend a leave of absence for an additional three (3) months if conditions warrant such an extension.

8.6.3 Revocation of Leave of Absence

A leave of absence may be revoked by the Executive Director and/or Program Manager upon evidence that the cause for granting the leave of absence was misrepresented or has ceased to exist.

8.6.4 Reinstatement Upon Termination of Leave of Absence

Upon the expiration of the leave of absence, the employee shall be reinstated to his/her former position at the same pay rate in the salary range.

8.6.5 Non-Qualifying Service

Leave of absence without pay shall not be counted as qualifying service for purposes of accruing PTO leave, and annual salary adjustments.

8.6.6 PTO Leave Usage

Employees who are granted a leave of absence without pay shall have the option to exhaust any accumulated PTO time. Employees requesting a leave of absence due to illness or disability may use any accumulated PTO leave prior to the requested beginning date of such leave.

8.6.7 Payment of Insurance Premiums:

- a. An employee taking family and medical care leave (which may include overlapping with a pregnancy/disability leave) for a period not to exceed three (3) months in anyone (1) year period shall receive health, dental, vision, and life insurance coverage to the same extent that the employee would receive this coverage if the employee was not on leave. Said employees will still be responsible for any portion of premiums that would normally be due.
- b. All other employees on unpaid leave and wishing to maintain health, dental, vision, and life

insurance shall be responsible for paying the monthly premium payments at the time and in the manner provided by the Agency.

8.7 Bereavement Leave

An employee compelled to be absent from duty because of the death of a member of his/her immediate family may be entitled to not more than five (5) consecutive days off, with pay, upon approval of the Executive Director and/or Program Manager. There's no annual cap on the number of bereavements that leave occurrences.

For purposes of this section, immediate family means parents, spouse, domestic partner, children, siblings-in-law, grandparents, or grandchildren by blood or marriage, or legal guardian.

8.8 Health Benefits

Health benefits will be offered to full-time employees, subject to the terms outlined below.

Eligibility:

Eligible employees are those who are classified as full-time employees. Benefits are available to the employees, their spouse, and dependent children.

Agency Contribution:

The Agency will contribute a monthly amount toward the cost of the health insurance plan selected by the employee, as determined by the Executive Director and/or Program Manager. The specific contribution amount may vary from year to year and is at the sole discretion of the Agency.

Employee Responsibilities:

While the Agency will cover a portion of the premium costs, employees are responsible for any remaining costs associated with their health, dental, and vision benefits, including contributions to their family members.

Additional Notes:

Nothing in this policy shall be construed to guarantee a specific contribution amount from the Agency for health, dental, or vision benefits. The Agency reserves the right to modify the contribution amount or benefits offered at any time.

Important: Employees are encouraged to review their benefit options annually and contact the Human Resources Department for further information or questions regarding their coverage.

8.8.1 Health Benefit Continuation at Termination

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Agency's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage of the Agency's group rates plus an administration fee. In California, the employee may be subject to Cal-COBRA if Federal COBRA does not apply.

8.9 Life Insurance

The Agency will provide a term life insurance policy for each employee at no cost to the employee. Accidental Death & Dismemberment coverage shall be included in these Plans.

8.10 Workers' Compensation Insurance

The Agency will provide Workers' Compensation Insurance as required by State law for the protection of employees in case of accident or injury when on duty. An employee who incurs a work-related injury should immediately report accidents or injuries to the Executive Director and/or Program Manager.

An employee who incurs a work-related injury as verified by Workers' Compensation Insurance and necessitates an unpaid leave of absence from work shall continue to have their insurance premiums for health, dental, vision, and life paid by the Agency as set forth above for a period of not to exceed three (3) months.

8.11 Retirement Benefits

Full-time and part-time employees are eligible to participate in retirement benefits offered voluntarily through Nationwide. Specific details regarding the retirement plans, including eligibility, contributions, and benefits, are outlined in Section 8.14.

8.12 Deferred Compensation Plan

The Agency offers a Deferred Compensation Investment Plan to eligible employees, administered in accordance with the Section 457 Deferred Compensation Plan agreement with the International City/County Management Association (ICMA) Retirement Corporation. Employees may choose to contribute a designated portion of their compensation to the plan, with contributions specified as a fixed dollar amount. The minimum monthly contribution allowed is \$25.00.

8.13 Cafeteria Plan

The Agency allows regular full-time employees to maximize the effectiveness of benefit dollars by participating in the Cafeteria Plan.

Under the Cafeteria Plan, the Agency determines a benefit budget for employees to be directed by the employee. The benefit budget shall be established by resolution of the Agency and may be amended from time to time subject to annual review based on budget. Employees may direct benefit dollars to a menu of various employee benefits.

The following benefits are available to the employees participating in the Imperial Valley Resource Management Agency Cafeteria Plan:

1. Major medical, dental and vision benefits provided through a Health Plan Provider. Or, upon proof of comparable coverage provided to the Health Plan Administrator that is satisfactory in its sole and absolute discretion, or a cash allowance per month by the Employer in lieu of these benefits.
2. Long-term disability benefits or cash in the amount of ten dollars (\$10) per month (or such other amount then in effect as announced by the Employer from time to time) in lieu of this benefit.
3. Life insurance benefits under the Group-Term Life Insurance Benefit or cash in the amount of ten dollars (\$10) per month (or such other amount then in effect as announced by the Employer from time to time) in lieu of this benefit.

Employees allocate their Cafeteria Plan budgets on an annual basis to coincide with the open enrollment period for the benefits mentioned above. Open enrollment occurs once per year. Consult with the Agency for more information as to when that period occurs or for specific plan information. Adjustments to the allocations at other times will be accommodated when/if the employee incurs a qualifying event as determined by state and/or federal law.

Nothing herein shall be construed to vest employees with a certain level of benefits or to guarantee a certain contribution amount by the Agency for the employees under the Cafeteria Plan. The actual

amount of the Agency's contribution may vary from year to year as it is subject to annual review based on budget.

8.14 Tuition Assistance

The Agency's policy is to provide tuition assistance to support employees seeking to pursue job-related education and professional development. Full-time employees, excluding interns/temporary-part time, who have maintained continuous employment with the Agency for at least six (6) months, are eligible to apply. Military veterans are not eligible for tuition assistance until they have exhausted all federal and California state education benefits.

Eligible employees may receive up to five hundred dollars (\$500) in tuition assistance per fiscal year. Determination will be made by the Executive Director and/or Program Manager. Any unused tuition assistance funds will be redirected to the Agency's general training budget for that fiscal year.

All requests for tuition assistance must be approved in advance by the Executive Director and/or Program Manager. Approval is required prior to enrollment on any course. Tuition assistance will be granted solely for credit courses taken outside of regular working hours. Requests must include a course description and the associated tuition costs. Courses should be completed within the same fiscal year in which the request was made. Tuition assistance will only be approved once per course or substantially similar courses, regardless of the educational institution. At the discretion of the Executive Director and/or Program Manager, employees may be required to report successful completion of the course(s).

8.15 Military Service

An unpaid military leave of absence shall be provided to employees for service in the uniformed services, in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA). An employee requiring such leave shall provide the Executive Director with advance written or verbal notice of the need for leave, unless providing such notice is impossible or unreasonable under the circumstances. Upon conclusion of an approved military leave of absence without pay, the employee shall be entitled to return to his/her former (or equal) position in accordance with USERRA requirements.

8.16 Travel and Mileage

Where a position requires the driving of an automobile or other vehicle, the employee must have a valid California Driver's License and a good driving record and is expected to drive the vehicle safely. Upon request, employees shall sign an authorization for management to request a review of an employee driving record. The Executive Director and/or Program Manager, in her/his discretion, may restrict any employee's operation of a vehicle on Agency business.

Employees may utilize private cars for Agency business when authorized. Such employees shall carry sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California, Vehicle Code Section 16430. Actual mileage driven on each trip shall be recorded on a monthly expense form. An employee who is required to use the employee's personal vehicle for Agency business shall be reimbursed at the federal rate as determined by the Internal Revenue Service for all miles traveled in the conduct of Agency business.

In the event of a vehicle accident while traveling for Agency business, please notify the Executive Director and/or Program Manager immediately.

An employee may not use a cell phone while driving a motor vehicle on Agency business unless it is designed, configured, and used in a hands-free listening and talking mode.

8.16.1 Meeting and Conference Expenses

Employees may attend meetings, conferences, and required training sessions when deemed essential to the conduct of the work program. The Agency will reimburse for actual and

necessary expenses for parking, meals, registration, lodging, transportation, and other reasonable costs. Receipts for all expenditure must be attached to the expense forms. Expenses incidental to travel, such as parking meters, pay phones, etc., wherein receipts are impossible to obtain, shall be reimbursed upon submission of an itemized list of these expenditures. In no case will reimbursement be made for the purchase of alcoholic beverages. Each meeting or conference shall be authorized in advance by the Executive Director and/or Program Manager.

ARTICLE 9 – DISCIPLINARY ACTIONS

Article 9 applies to employees who have successfully completed the Introductory Period described in Article 3.1. The purpose of this policy is to serve as a guide for discipline involving Agency employees. Extra help temporary employees, student interns, and employees subject to an Introductory Period may be dismissed at any time without notice.

Progressive Discipline and Employment At-Will: While the Agency may elect to follow a progressive discipline procedure, the Agency is in no way obligated to do so. Using progressive discipline is at the sole discretion of the Agency in an employment at will workplace.

9.1 Standards

Disciplinary actions will adhere to the following standards:

- a. Performance and behavioral problems will be discussed with employees in a timely manner following their occurrence.
- b. Disciplinary action is to be in writing and documentation should demonstrate the performance or behavior of the employee.

9.2 Causes of Disciplinary Action

Disciplinary action on an employee shall be for a cause, as it may affect work performance and effectiveness within the organization. Cause may include, but not be limited to, the following:

- a. Fraud in securing employment.
- b. Incompetence, inefficiency, or neglect of duty.
- c. Insubordination, willful disobedience of superiors.
- d. Dishonesty.
- e. Use of alcohol or drugs during business hours.
- f. Illegal use or addiction to narcotics.
- g. Unauthorized absences from duty or willful abuse of PTO leave privileges.
- h. Excessive absences because of illness or personal problems.
- i. Failure to comply with the Agency's policies and procedures, rules and regulations, and state and Federal mandates applicable to the Agency.
- j. Misuse of Agency resources, property, equipment, phones, or supplies for personal use or private business.
- k. Failure to cooperate reasonably with his/her supervisor or fellow employees.
- l. Discourteous treatment of the public or other employees.
- m. Failure to adequately observe any rule specifically stated in this manual or as required by the immediate Supervisor.
- n. Abusive treatment of superiors or fellow employees.
- o. Failure to obey a supervisor's reasonable request.
- p. Failure to adequately observe the rules regarding working hours and leave time.
- q. Unlawful harassment or abuse, including sexual harassment.
- r. Poor work performance.
- s. Any conduct tending to bring the reputation of the Agency into disrepute.

- t. Conviction of a misdemeanor or felony.
- u. Theft
- v. Use of an Agency computer or other electronic communication tool to access, view, download, or otherwise obtain obscene matter as defined in the penal code except as may be allowed to conduct a disciplinary investigation.

Responsibility for the administration of discipline rests primarily with the Executive Director and/or Program Manager. It is a fundamental policy of the Agency to treat its employees fairly; therefore, every effort will be made to ascertain facts before discipline is imposed.

9.3 Procedures

9.3.1 Oral reprimand

The employee shall be advised concerning the unsatisfactory areas of work and shall be informed about methods of improvement, or the Executive Director and/or Program Manager may issue oral reprimands as necessary to ensure corrective action. The seriousness of the offense will dictate whether oral or written reprimands or other corrective action is taken prior to initiating action to suspend or dismiss an employee.

9.3.2 Written reprimand

In cases where the oral reprimand has not been successful or where the infraction of the rules and regulations has been of a serious nature, the written reprimand shall be employed. The purpose of the written reprimand will be to call the attention of the employee to serious defects in his/her work. The written reprimand should include a detailed statement of the problem and a notation on the effect that the problem was discussed with the employee. The employee must sign the written reprimand, acknowledging a copy thereof. A copy of the written reprimand must be included in the employee's personnel file. Only the Executive Director and/or Program Manager may issue a written reprimand. The employee may respond to the written reprimand and such a response shall be placed in the employee's personnel file.

9.3.3 Dismissal

When reprimands fail to affect satisfactory performance, or when the employee infraction is serious as determined by the Executive Director and/or Program Manager, the employee shall be subject to dismissal. Reprimands are not a prerequisite to dismissal.

ARTICLE 10 – TERMINATION OF EMPLOYMENT

Employment with the Agency is At-Will. An at-will employee may be terminated at any time without the right to appeal except as provided by law.

10.1 Voluntary Separation

An employee who wishes to resign in good standing shall notify the Executive Director and/or Program Manager in writing at least two (2) weeks prior to his/her final day of work.

10.2 Dismissal

Any regular employee may be terminated for cause at any time by the Executive Director and/or Program Manager. ("Cause" is further defined in Disciplinary Actions, Section 9.2).

10.3 Death

Upon receipt of a death certificate, the Executive Director and/or Program Manager shall issue the proper forms to the Retirement System for disbursement of all remaining benefits to survivors. All salary due and payment of any accumulated benefits shall be promptly paid in accordance with the provisions of the Designation of Beneficiary form on file in the employee's personnel file. No payment shall be made to the estate of the deceased until sufficient proof of right to such a settlement is received.

10.4 Layoff

Whenever it becomes necessary to terminate an employee due to a lack of funds or because the necessity for a position no longer exists, the Executive Director and/or Program Manager may declare a position vacant. Employees whose positions are declared vacant shall be notified at least thirty (30) days prior to termination.

10.5 Retirement

When an employee elects to retire, she/he must notify the Executive Director and/or Program Manager in writing at least one (1) month prior to the effective date of his/her retirement.

10.6 Employee's Notice of Resignation

When an employee wishes to resign and submits his/her letter of resignation, no more than two (2) weeks advance notice will be approved without the Executive Director's and/or Program Manager's permission.

ARTICLE 11 – DRUG-FREE WORKPLACE POLICY

11.1 Introduction

The Agency, as an organization contracting with State and Federal agencies, is committed to providing and maintaining a drug-free workplace consistent with the provisions of the Drug-Free Workplace Act of 1988. Based upon concern for the employee and the public we serve, the Agency has formulated a policy regarding substance abuse. This policy is designed to ensure a workplace free from the problems associated with substance abuse and assist those employees who seek help in eliminating a problem with or dependency on drugs or alcohol.

The unlawful manufacture, possession, distribution, dispensation, possession, sale, or use of a controlled substance while on duty, while on Agency property, while attending business-related activities, or while using a personal vehicle for Agency business is strictly prohibited and may lead to Disciplinary Action, including suspension without pay or discharge. The Agency may refer the employee to approved counseling or rehabilitation programs.

Alcohol abuse is highly detrimental to the safety and productivity of employees in the workplace. The Agency encourages its employees who drink, to drink responsibly. Moreover, the Agency strictly prohibits its employees from being intoxicated or impaired by alcohol while on duty, while on Agency property, while attending business-related activities, or while using a personal vehicle for Agency business. The Agency may discipline an employee engaging in prohibited behavior, including suspending the employee without pay or discharging the employee. The Agency may refer the employee to approved counseling or rehabilitation programs.

11.2 Procedure

- a. All employees are required to report to work fit for duty and remain in such condition during the workday. Being intoxicated or impaired by alcohol or under the influence of controlled substances is strictly prohibited.
- b. The use of alcohol on Agency premises is strictly prohibited. Violations will result in disciplinary action determined on an individual basis.
- c. The use, distribution, or possession of controlled substances is prohibited. Employees guilty of manufacture, dispensation, use, possession, or distribution on the job are subject to discharge and/or prosecution.
- d. The use, possession, dispensation, or distribution of controlled substances not in accordance with a prescription for the individual on the job is prohibited and an employee engaging in such behavior is subject to discharge and/or prosecution.
- e. As a condition of employment, each employee must: (1) abide by the Agency's Substance Abuse and Drug Free Workplace policy; and, (2) notify the Executive Director and/or Program Manager of

any conviction for a criminal drug violation occurring in the workplace within five (5) days after such conviction. The Executive Director and/or Program Manager is required to report such conviction to the applicable agencies within ten (10) days after receipt of notice of conviction.

11.3 Treatment

- a. Alcohol and drug abuse are recognized as treatable diseases. If an employee seeks assistance in overcoming an abuse problem, the Agency will assist the individual in obtaining help and/or treatment. The responsibility for dealing with the problem rests, however, with the employee.
- b. A request for help will be treated confidentially and, subject to the provisions of this policy, will not affect an employee's future employment and promotional opportunities.
- c. If an individual does not seek help and on-the-job performance is affected, or if job performance, even for an individual under treatment, is affected by continuing abuse or otherwise, the Agency will take disciplinary or other action, if it deems appropriate. The steps outlined in Article 9, Disciplinary Actions, will be followed depending on the facts and circumstances involved in each situation.

ARTICLE 12 – UNLAWFUL HARASSMENT POLICY

12.1 Introduction

The Agency is committed to providing a work environment free of unlawful harassment. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Federal and State law. Neither harassment nor sexual harassment will be tolerated by the Agency. It will, therefore, be a violation of Agency policy for any employee to engage in any of the acts or behaviors defined below, and such misconduct will subject an employee to corrective action up to and including immediate dismissal.

This policy applies to all employees, officers and directors, including managers, supervisors, and Agencies. Management shall establish appropriate communications to ensure that non-employees (contractors, vendors, traders, etc.) on the premises are also made aware of and adhere to this policy.

An employee who believes harassment, sexual or otherwise, is or may be occurring, should immediately report the conduct by following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

12.2 Definitions

- a. Harassment – Verbal, physical, or visual conduct of a racial, ethnic, religious, or other type (as described under state and/or federal law, including the CROWN Act) which impairs an employee's ability to perform his/her job.
- b. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following three criteria:
 1. Submission to such conduct is explicitly or implicitly made a term as a condition of employment; or
 2. Submission or rejection of such conduct is used as a basis for employment decisions; or
 3. Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.
- c. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that fails to respect the rights of others. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:
 1. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
 2. Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
 3. Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

12.3 Procedure

- a. An employee who believes harassment is or may be occurring should immediately report the conduct to one or more of the following: the Executive Director, Human Resource Manager, or Senior-Level Manager.
- b. A prompt, thorough, and impartial inquiry of the report will be conducted depending on the circumstances. The Executive Director and/or Program Manager may request that the inquiry be conducted by a neutral party to thoroughly investigate.
- c. To ensure reasonable confidentiality, the person who receives the report is to notify only those people necessary to thoroughly investigate.
- d. To ensure protection of the complainant and/or others involved in the investigation from retaliation, any person who engages in retaliating or confronting behavior will be subject to disciplinary action, up to and including immediate discharge from employment.
- e. The complainant will be informed of the results of the investigation and any action taken.

ARTICLE 13 – GRIEVANCE PROCEDURE

13.1 Purpose

The purpose of the Agency's grievance procedure is to state the policy and provide the means for employees and management to communicate together to solve grievances in an orderly manner within a reasonable time period.

13.2 Policy

The Agency's employee relations policy emphasizes open door practices in which employees have the opportunity to deal directly with the Executive Director and/or Program Manager, regarding complaints or conditions of employment. Each employee is encouraged to discuss work-related complaints or problems with their supervisor and/or management.

13.3 Complaints or Problems that are Grievable

Complaints or problems that are grievable may include:

- a. An act, occurrence, or attitude either expressed or implied, resulting in injustice and/or having been oppressed or injured.
- b. A feeling that insufficient consideration has been given to an individual or group alleging that they have been treated improperly or unfairly.
- c. A condition of employment or application of a policy that the employee thinks is unjust or inequitable.
- d. A complaint regarding harassment/sexual harassment where the complainant does not believe that the review under Article 12 adequately addressed the situation.

13.4 Complaints or Problems that are Not Grievable

Complaints or problems that are not grievable may include:

- a. Dissatisfaction or a dispute with a performance evaluation or disciplinary action:
 1. An employee dissatisfied with a performance evaluation shall have the option of writing a letter to be included in the employee's file expressing the employees' reasons for the dissatisfaction.
 2. An employee who disputes a disciplinary action shall follow the procedures for redress under the section for disciplinary actions.

13.5 Procedure

- a. For the purpose of addressing complaints and problems, the employee must first seek assistance by contacting the Executive Director, verbally or in writing. The Executive Director will be responsible for handling the complaint as an important business matter, making every effort to resolve the problem through discussion with employees involved with the complaint.
- b. If the employee complaint involves the Executive Director and/or Program Manager or if the employee does not feel free to express the concerns to the Executive Director and/or Program

Manager, the employee may contact the Agency's Chairperson to investigate the situation and assist in resolving the complaint or mediating the dispute. The employee must put the complaint in writing addressed to the Chairperson of the Agency.

- c. An employee may ask another employee to be present at a complaint discussion.

ARTICLE 14 – EQUAL EMPLOYMENT OPPORTUNITY POLICY

14.1 Introduction

The Agency maintains a policy of non-discrimination with respect to employees and applicants for employment. The Agency provides a workplace of equal employment opportunity without regard to race, color, ethnic group identification, disability, religion, gender, marital status, age, national origin, sex, or sexual orientation.

Equal employment opportunity (EEO) is defined as the right of all persons to be accorded full and equal consideration for employment, retention, and advancement on the basis of merit. It is the responsibility of all supervisors to assure the application of the EEO policy in their area of control.

14.2 Policy Statement

It is a basic policy of the Agency to provide equal employment and advancement opportunities to all persons without regard to race, color, ethnic group identification, disability, religion, gender, marital status, age, national origin, sex, or sexual orientation. This policy applies to all aspects of personnel policy and procedures.

14.3 Policy Elements

- a. No discriminatory practice toward minorities, women, the disabled, or any other protected class will be tolerated. Any employee, supervisor, or manager involved in any such practice faces disciplinary action up to and including dismissal. This includes the use of racial, ethnic, or religious slurs, and sexual harassment.
- b. All Agency personnel, recruitment, and selection policies and procedures will be reviewed to determine that they do not have an adverse effect on minorities, women, or disabled persons.
- c. Every appointment process will be considered to be an opportunity to further equal employment opportunity goals and will be utilized as such. It is the Agency's goal to achieve a balanced work force by race, ethnicity, and sex.

**ARTICLE 15 – RELATIONSHIP OF PERSONNEL MANUAL TO EXECUTIVE
DIRECTOR/PROGRAM MANAGER AND OTHER CONTRACT EMPLOYEES.**

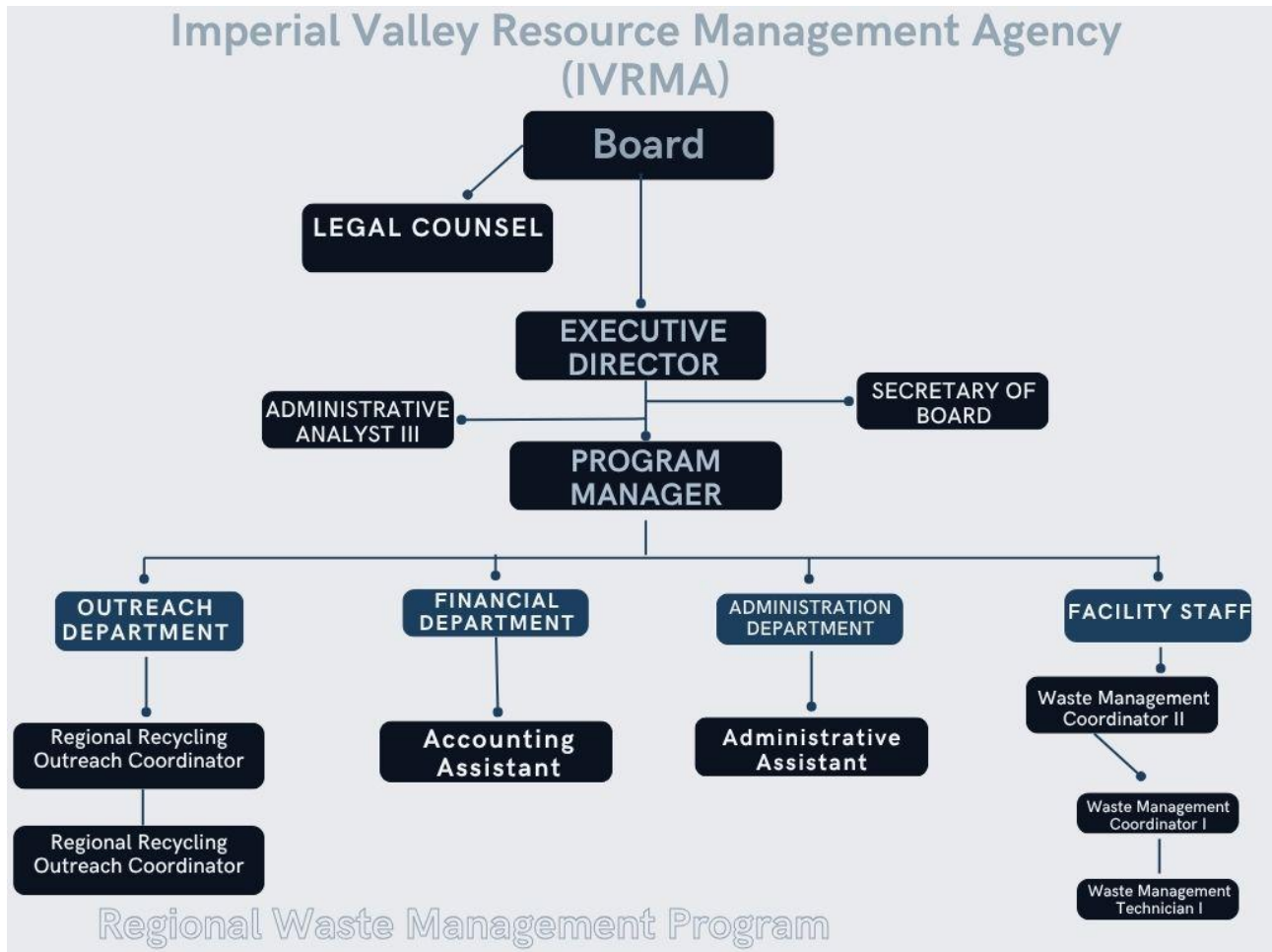
Except where written herein, where a conflict exists between the policies herein and the contract of the Executive Director/Program Manager and other contract employees, the terms of the contract shall prevail.

ACKNOWLEDGMENT FOR RECEIPT OF POLICIES AND PROCEDURES MANUAL

I have received a copy of the Manual and have read and understand its contents.

_____	_____
Employee Name (Please Print)	Date
_____	_____
Employee Signature	Date
_____	_____
Supervisor's Signature	Date

APPENDIX A
IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY
ORGANIZATIONAL CHART



Staffing Disclaimer

The Administrative Analyst III, and Secretary of the Board are employees of the Imperial County Transportation Commission (ICTC) and are not directly employed by the Imperial Valley Resource Management Agency (IVRMA). These individuals provide designated staff time, administrative support, and strategic guidance to assist with IVRMA's operations through an interagency collaboration.

Their responsibilities include high-level oversight, coordination, and administrative support essential to the day-to-day functioning of IVRMA; however, they do not represent permanent internal staffing roles within the agency.

Beginning on or after January 1, 2026, the Clerk of the Board function may either be integrated into IVRMA's staffing structure or a dedicated position may be created, at the discretion of the Executive Director. This decision will be based on operational needs, agency growth, and available resources.

APPENDIX B

IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

JOB CLASSIFICATIONS

1. Executive Director- Non-Transportation IVRMA Program
2. Executive Assistant / Secretary to the Agency; or Executive Assistant / Secretary to the Agency – Supervisory ***Staffing Disclaimer pg. 30***
3. Administrative Analyst III/Financial ***Staffing Disclaimer pg. 30***
4. Regional Project Manager I, II; or Program Manager (IVRMA)
5. Waste Management Coordinator II
6. Waste Management Coordinator I
7. Waste Management Technician I, II
8. Regional Recycling Outreach Coordinator I, II, II
9. Accounting Assistant I, II, III
10. Administrative Assistant I, II, III

CLASS: EXECUTIVE DIRECTOR- IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)/ IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY (IVRMA) NON-TRANSPORTATION PROGRAM**BASIC FUNCTION**

Under the direction of the Governing Board, the Executive Director's duties shall be to plan, organize, direct, and review the activities and operations of the Imperial Valley Resource Management Agency; to implement and administer Agency policies and directives in accordance with their Policies and Procedures Manual, and to provide highly responsible and complex administrative support to the Governing Board.

ESSENTIAL FUNCTIONS

Direct and participate in the operation and activities of the IVRMA. Develop, plan and implement IVRMA goals and objectives; recommend and administer policies and procedures to ensure effective and efficient operations. Forecast funds needed for program implementation, staffing, and materials. Direct, oversee, and participate in the development of the annual Overall Work Program; transit work plan, assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures. Prepare a variety of technical papers, administrative reports, and public communications. Prepare directives and informational reports for distribution to member cities and County. Represent IVRMA in meetings with State and/or Federal agencies, as well as meetings with local and regional groups and organizations. Oversee the management of State and Federal grant programs and consulting contracts. Select, train, motivate, and evaluate personnel; provide or coordinate staff training. Ensure IVRMA compliance with appropriate laws, rules, and regulations. Act as intergovernmental affairs liaison for the Agency. Perform additional duties as assigned.

KNOWLEDGE AND ABILITIES**Knowledge of:**

Principles and practices of regional transportation planning. Principles of transportation program development and management, including the relationship between Federal, State, regional and local transportation planning activities. Principles of public administrative and policy development. Principles and practices of personnel management including selection, training, safety, supervision, and evaluation. Local, State, Federal laws, rules and regulations pertaining to regional transportation planning. Principles and practices of budget development and administration and related funding sources. Transit, air quality, planning, and assessment district financing is desirable.

Ability to:

Organize and direct the staff and activities of a regional transportation planning agency. Develop and administer a comprehensive regional transportation planning program. Supervise and direct the work of supervisory, professional, technical, contract and clerical staff. Effectively represent IVRMA to a wide variety of agencies, Agencies, and groups. Conduct meetings with community groups, organizations, and government officials. Prepare and administer a complex multi-year budget and capital improvement plan. Monitor agency compliance with pertinent Federal, State, regional and local laws and regulations. Communicate effectively, both orally and in writing; establish and maintain cooperative relationships with governmental agencies, officials, and the public

EDUCATION AND EXPERIENCE

Education:

Completion of a bachelor's degree in Public Administration, Planning, Engineering, or closely related field. A Master's degree, AICP, and or P.E. is highly desirable.

Experience:

Seven years of extensive and progressively responsible management, supervisory, and professional experience in transportation planning, program management, construction management, contract administration, and related areas.

Other Requirements:

Must possess a valid Class C California driver's license.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

_____	_____
Employee Name (Please Print)	Date
_____	_____
Employee Signature	Date
_____	_____
Supervisor's Signature	Date

CLASS: SECRETARY TO THE AGENCY/EXECUTIVE ASSISTANT - SUPERVISORY**DEFINITION:**

Under general direction of the Executive Director, performs a variety of increasingly complex and specialized administrative support requiring knowledge of the policies, procedures, rules and regulations related to Imperial Valley Resource Management Agency (IVRMA), and provides specialized support to the IVRMA Executive Director.

DISTINGUISHING CHARACTERISTICS:

This classification is a supervisory position, responsible for front and back office activities including the reception area, coordinating office services and related activities, serves as Secretary to the Agency and the Local Transportation Authority; takes and prepares official minutes of Agency, LTA and sub-committees; is responsible for security and maintenance of the files and records of the Agency and LTA.

PROVIDES SUPERVISION OVER:

Office Technician(s) and Office Assistant(s) staff; Can provide work direction to student assistants, interns and others if assigned

ESSENTIAL FUNCTIONS:

Perform and oversees other subordinate personnel in the completion of a variety of specialized clerical duties; prepares letters and reports and other materials for signature or approval; answer phones and provide walk in customer service; prepare and maintain comprehensive records and files; assure confidentiality of sensitive information.

Serve as Secretary to the Board, or oversee subordinate personnel in coordinating all IVRMA meetings, agenda preparation and minutes for the Agency and various subcommittees, preparation of Agendas and minutes for the Local Transportation Authority, and records and files contracts, resolutions, and minute orders for IVRMA and LTA.

Attend IVRMA meetings as required to obtain information needed to communicate actions taken, maintains index of resolutions and actions taken at Agency meetings, researches material for IVRMA members, maintains records of attendance at Agency and sub-committee meetings in compliance with the Brown Act; maintains IVRMA Agency files and prepares for files for storage and retrieval.

Serve as a lead in bilingual (English/Spanish) communications with a variety of personnel with different levels of authority to exchange information, explain policies and procedures and coordinate activities.

Prepare and maintain alphabetical and numeric records and files; perform mathematical computations and prepare statistical and financial reports as required.

Compile, organize, evaluate and interpret technical data pertinent to the assignment; complete, review and process a variety of forms and other written materials according to established guidelines.

Serve as a lead administrative clerical resource and support regarding IVRMA; provide procedural guidance and technical assistance as needed; explain new policies, procedures and legal requirements as needed to Office Technician(s) and Office Assistants(s).

Assist staff with the monitoring of project related interns, extra-help, temporary and other clerical support staff as needed.

Assist staff with various payroll and personnel duties including the submittal of invoices and completed timesheets; accounts for payment.

Coordinates meeting arrangements and maintain calendar updates for staff as needed.

Develops correspondence and support letters to the various member agencies for project development and grant submittals.

Assist staff with arranging and preparing conference and travel arrangements as needed including registration and payment for conference and/or scheduled meeting. Ensures employees have per diem, mileage and checks on time; files claims for payment.

Assist in the maintenance of paper and electronic files for operational statistics and technical library, process transit invoices and update spreadsheets/graphs, provide documentation to consultants, auditors and other agencies upon request.

Assist in the preparation and maintenance of transit performance spreadsheets; create and maintain a master calendar of suspense dates for insurance updates, contract renewals and terminal inspections.

Provide administrative clerical support for the development and submittal of grant documentation, grant reporting, completed TDA claims, city resolution, transit and fiscal audits.

Provide senior clerical support during the annual fiscal audit process.

Maintains, supports, and promotes a safe work environment while complying with all of IVRMA safety rules, policies, and procedures.

Assists in the opening, sorting, and distributing of correspondence, including email, faxes, and U.S. Mail.

Ensures operation of pool office equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Maintains storage and document filing system in the office and at offsite storage facilities per records storage requirements.

Monitors and maintains level of office supplies, processing resupply orders as needed in support of projects and staff activities and verifying receipt of orders.

Conserves the Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.

Maintains Executive Director's appointment calendar, schedule and expense reporting by planning and scheduling meetings, conferences, teleconferences, and travel arrangements.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Performs related administrative clerical duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of:

1. Three (3) years of responsible secretarial and/or administrative experience in a lead role, with direct supervision of other clerical staff, supplemented by courses in business English and office procedures. Experience in a public agency is preferred.
OR
2. Five (5) years of increasingly responsible secretarial and/or administrative experience in a lead role with direct supervision of other clerical staff. Experience in a public agency is preferred.

For this position, bilingual abilities; speak, read and write (Spanish/English) is required

Knowledge of:

- IVRMA organization, operations, policies, and procedures
- Records management methods and procedures
- Laws, rules, and procedures pertaining to official records of a public agency such as the Brown Act
- Record-keeping techniques, including indexing systems and logs of proceedings and records.
- Modern office equipment and procedures, computer software applications.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Basic arithmetic

Ability To:

- Communicate effectively in both English and Spanish using clear and persuasive oral and written communication skills
- Record and accurately transcribe minutes of meetings
- Gather, compile, and analyze data
- Understand and carry out oral and written instructions
- Establish and maintain complex filing systems
- Meet assigned deadlines and work under pressure
- Maintain confidential files and information
- Interact effectively with employees, elected/appointed officials, and the general public.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT: Office environment; occasional driving as needed.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking to receive information.

This is an At-Will exempt administrative support position.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor's Signature

Date

CLASS: ADMINISTRATIVE ANALYST III / FINANCIAL**DEFINITION**

Under general supervision, performs complex budgeting and accounting functions; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports, statements, government grants, and claims for reimbursement according to prescribed guidelines; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The class differs from other Analyst job class in the complexity of duties and consequences of error. This job class requires the following: specialized subject matter expertise in the most complex budgeting and accounting functions; knowledge of general principles of accounting and (or public agency) budgeting as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Able to work independently within a team environment. Acts with considerable impact or consequences involving highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy, and law.

DIRECTLY RESPONSIBLE TO

Executive Director and/or IVRMA Program Manager

SUPERVISION OVER

Other staff analysts, interns and volunteers while providing assistance and support to other staff.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in positions within this classification.) For the Administrative Analyst III classification, the incumbent will carry out the following in a lead capacity with independent responsibility for oversight and completion of projects, services and programs as assigned:

Accounting

Performs complex accounting functions for programs; maintains general ledger; audits and posts proposed entries; maintains chart of accounts; analyzes and assigns codes in accordance with state reporting and local management requirements; reconciles and distributes state apportionments and local taxes; reviews and reconciles account and fund balances; reviews documents and claims for accuracy, completeness, and uniformity to rules, regulations, and laws; coordinates, prepares and reviews year-end closing process and documents; monitors accounts receivable and accounts payable; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

Budget Development/Monitoring

Coordinates the development of budgets for internal and external clients; creates new budget coding; provides information and assists staff and administrators in budget preparation, implementation, and control; prepares, balances, compiles, and enters budget data; performs statistical analysis of cash flow and budgets; prepares quarterly revisions and billings; monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.

Communications and Technical Support

Maintains communication with internal and external clients regarding financial matters; provides information and technical support in the development and revision of policies and regulations; assists in the development and documentation of office systems and procedures; reviews proposed contracts for adherence to rules and

regulations; implements and maintains procedures for monitoring grants; trains, schedules due dates for required information to federal, state and local government agencies; may provide support to programs as a fiscal advisor when necessary.

Financial Reporting

Prepares complex financial reports as mandated by the administration, and other agencies; assists internal and external clients in compiling data and interpreting legal reporting requirements and regulations; creates and maintains statistical reports; plans and monitors timelines to meet strict deadlines in reporting regulations; reviews grant letters, funding and entitlement reports; reviews and verifies statistical and financial information including independent audit reports and long-term debt documents.

Research and Data Analysis

Researches and analyzes financial data for internal and external clients; creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats; collects, retrieves and organizes data to identify financial discrepancies and resolve client inquiries; recommends solutions to clients and staff ensuring that corrections or changes are implemented properly.

Project Management Support

Conduct research and analysis for various projects and funding sources in support of programs, projects and services; and, assist with the coordination, public outreach, development and presentation of results and recommendations to senior staff, Technical Advisory and Policy Committees, and Agency as needed.

Lead or assist with the research, development and submittal of grant proposals and funding requests.

Lead or assist with the coordination, negotiation, and oversight of contractors, vendor services, supply and other related contracts as required; recommend expenditures within designated authority level; assist with the monitoring of contract budgets and maintenance of expenditures within approved levels.

Lead or assist with the review and oversight of contractor and consultant projects and services to maintain compliance with local, State and federal requirements.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination equivalent to the following:

- A Master's Degree in public or business administration, planning or related field is preferred.
And
- Five years or more of advanced level and progressively responsible experience in administration, financial and budgetary related work preferably in a public agency.
Or
- A Bachelor's Degree in public or business administration, planning, or related field:
And
- Eight years or more years as a lead staff person of progressively responsible administrative, financial, and budgetary related work experience preferably in a public agency.

Knowledge of:

- Generally accepted accounting principles and procedures in governmental agencies

- Use and application of online payroll/accounting systems; standard software applications related to financial applications.
- Accounting theory
- Principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.
- Research, retrieve and organize data to prepare reports and financial documentation; analyze and audit data to detect, and correct errors;
- Operate standard office equipment including personal computer and calculator;
- Set up and maintain spreadsheets and databases;
- Accurately perform complex mathematical computations; organize and maintain accounting records; FLSA Exempt – Professional Class
- Performs related duties as required.

Ability to:

- Set priorities and organize work to meet strict deadlines;
- Coordinate a variety of projects simultaneously, meeting multiple deadlines and schedules
- Communicate effectively in both oral and written form;
- Work independently with minimal supervision or direction and as a team member;
- Adapt to changing program needs;
- Train, plan, and coordinate the work of others assigned to the section/department;
- Establish and maintain positive working relationships with internal and external clients;
- Interpret and explain complex rules, regulations, policies and procedures;
- Make decisions on a variety of complex matters in accordance with established procedures.
- Prepare and present narrative reports using qualitative and quantitative data.
- Communicate effectively both in English and Spanish, using clear and persuasive oral and written communication skills.
- Formulate, implement, interpret, and explain laws, regulations, policies and procedures.
- Collect and analyze information and data.
- Establish effective working relationships with local, state, and federal agencies, with public officials and general public.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT: Office environment; driving as needed; field work such as conducting site inspections and ride-a-longs.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking for public presentations.

SALARY RANGE:

This is an exempt at-will professional position.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor's Signature

Date

Executive Director's Signature

Date

CLASS: REGIONAL PROJECT MANAGER / PROGRAM MANAGER

DEPARTMENT: IVRMA NON-TRANSPORTATION PROGRAM - IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY (IVRMA)

BASIC FUNCTIONS:

Under the general direction of the Executive Director of the Imperial Valley Resource Management Agency (IVRMA) and the Imperial Valley Resource Management Agency (IVRMA) Board, the appointed candidate plans, coordinates, organizes and directs the operations and programs that include but not limited to: outreach to promote source reduction and recycling; tire recycling; coordination with the IVRMA member agencies (seven local cities and County of Imperial) and trash/recycle haulers; and manage Household Hazardous Waste programs (HHW) and facilities. Essential responsibilities include: staff direction and supervision; grant and contract administration/oversight; accounting; budget development and monitoring; financial report development as required by grant agencies; communications/ technical support; development of policies and procedures; and oversee the evaluation of all programs and their respective performance measurements. Performs extensive public outreach to comply with state regulations; provides classroom instruction to promote recycling and other activities; and oversees outreach/trainings performed by staff.

DISTINGUISHING CHARACTERISTICS

This position is offered as either a Project Manager or Program Manager. The level of appointment depends on the successful candidate's knowledge, abilities, education and experience.

The IVRMA provides non-transportation programs administered by IVRMA. Under Assembly Bill 335, effective March 1, 2020 IVRMA was authorized to plan and administer non-transportation programs authorized by IVRMA's member agencies that include the Cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the Imperial Irrigation District.

DIRECTLY RESPONSIBLE TO

Executive Director or Program Manager of IVRMA and IVRMA Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration/Supervision

Manage and supervise support staff for daily office operations, visitors, program administration and public outreach events; develop and supervise tire recycling crew's daily schedule; promote source reduction and recycling programs throughout Imperial County; coordinate efforts of individual member agencies and Haulers with CalRecycle; manage Household Hazardous Waste (HHW) facilities in El Centro, Brawley and Calexico; and prepare quarterly and/or annual reports as required by the California Department of Substance Control (DTSC) and CalRecycle. Additional administration and reporting may be required.

Accounting

Performs complex accounting functions for all IVRMA grant programs; reviews and reconciles account and fund balances; reviews documents and claims for accuracy, completeness, and uniformity to rules, regulations, and laws; coordinates, prepares and reviews quarterly/year-end closing process and documents; performs periodic review of financial reports and verifies accuracy and fiscal solvency; prepares annual budget; and provides budget and program updates to the IVRMA/IVRMA Board.

Communications and Technical Support

Provides information and technical support in the development and revision of policies and regulations; assists in the development and documentation of office systems and procedures; reviews proposed contracts for adherence to scope of work; implements and maintains procedures for monitoring grants; trains, schedules due dates for required information to federal, state and local government agencies.

File Creation and Organization

Creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats.

Project Management

Conducts research and analysis for various projects and funding sources in support of programs, projects and services; and, leads the coordination, public outreach, development and presentation of results and recommendations to senior staff, Technical Advisory and Policy Committees, and Agency / IVRMA Board as needed. Leads the research, development and submittal of grant proposals and funding requests.

Leads the coordination, negotiation, and oversight of contractor, vendor service, supply and other related contracts as required; recommend expenditures within designated authority level; assist with the monitoring of contract budgets and maintenance of expenditures within approved levels.

Leads the review and oversight of contractor and consultant projects and services to maintain compliance with local, state and federal requirements.

Ensure that projects are delivered as contractually obligated.

Assist in the definition of project scope and objectives.

Manages changes in project scope, schedule and costs using all appropriate methods.

Meet with clients, vendors and/or grant agencies as required.

Conduct field tests and vendor monitoring as required.

Grant Writing and Monitoring

Plan, Administer and complete grant documents for various applicable grants. Review potential opportunities for additional grants as required. Ensure that all grant requirements are being adhered to and accomplished. Complete and submit reimbursement request as required.

Marketing Material, Plans and Policies

Assist with the development of all marketing material for all programs. Complete updates to any applicable operations manuals, Imperial County Waste Management Plan, inspection guidelines and all applicable documents.

MINIMUM QUALIFICATIONS**Education and Experience:**

Any combination equivalent to the following for Project Manager or Program Manager level:

- A Bachelor of Arts degree from a college or university in public or business administration, accounting, project management or related field. A Master of Arts degree, post-graduate education or certification can serve as a supplement to the above requirements.
- Demonstrated experience to communicate effectively both in English and Spanish, using clear and persuasive oral and written communication skills, Spanish is desired but not required.

The following are the essential duties/responsibility experience requirements for the Project Manager level or Program Manager level.

Project Manager

- At least three years or more of progressively responsible project management or program development, implementation and administration experience as a project manager, lead person or supervisor, preferably in a public agency or related government grant agency. Performing the essential duties as described above: administration/supervision; budget development; accounting; financial reports; research and data analysis; and project management.

Program Manager

- At least three years or more of senior management-level or executive-level program development and administration, preferably in a public agency or related government grant agency. Performing the essential duties as described above: administration/supervision; budget development; accounting; financial reports; research and data analysis; and project management.

Knowledge of:

- Use and application of online payroll/accounting systems; standard software applications related to financial applications;
- Principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.
- Research, retrieve and organize data to prepare reports and financial documentation; analyze and audit data to detect, and correct errors;
- Operate standard office equipment including personal computer and calculator;
- Set up and maintain spreadsheets and databases;
- Accurately perform complex mathematical computations; organize and maintain accounting records;
- Performs related duties as required.

Ability to:

- Set priorities and organize work to meet strict deadlines;
- Coordinate a variety of projects simultaneously, meeting multiple deadlines and schedules
- Communicate effectively in both oral and written form;
- Work independently with minimal supervision or direction and as a team member;
- Adapt to changing program needs;
- Train, plan, and coordinate the work of others assigned to the section/department;
- Establish and maintain positive working relationships with internal and external clients;
- Interpret and explain complex rules, regulations, policies and procedures;
- Make decisions on a variety of complex matters in accordance with established procedures.
- Prepare and present narrative reports using qualitative and quantitative data.
- Communicate effectively both in English and Spanish, using clear and persuasive oral and written communication skills, Spanish is desired but not required;
- Formulate, implement, interpret, and explain laws, regulations, policies, and procedures.
- Collect and analyze information and data.
- Establish effective working relationships with local, state, and federal agencies, with public officials and public.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT: Office environment; driving as needed; field work such as conducting public outreach and classroom presentations, and, site inspections. Weekend work may be required.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking for public presentations.

This is an exempt at-will professional position.

OTHER BENEFITS:

- Retirement under the Imperial County Employee Retirement System (1937 Act).
- An employee paid benefit program that includes: Medical (Blue Shield PPO plan), Dental (Principal), Vision (MES Vision), and Term Life (\$50k) Insurance.
- Paid Time Off (PTO) includes leave for vacation, sick and admin. PTO Accruals are based on employee classification and consistent with service years.
- Thirteen (13) Paid Holidays per calendar year, including a personal floating holiday.
- Other benefits such as Flexible Spending Accounts, 457 Deferred Compensation are also optional proposed benefits.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

_____ Candidate/Employee Name (Please Print)	_____ Date
_____ Candidate/Employee Signature	_____ Date
_____ Supervisor's Signature	_____ Date
_____ Executive Director's Signature	_____ Date

POSITION TITLE: WASTE MANAGEMENT COORDINATOR II**DEPARTMENT: IVRMA WASTE AND RECYCLING PROGRAMS****BASIC FUNCTION:**

Under the direction of the Project Manager/Program Manager or the Executive Director, is responsible for being the lead in IVRMA's Waste Tire Programs activities, loading, unloading and transportation of waste tires, and completion of manifest. Will also support HHW facility operations and/or processing, loading, and shipping activities when needed. The Waste Management Coordinator II will be responsible for participating in community clean-up events to collect and handle various types of waste materials. Specific duties may include, but are not necessarily limited to, inspecting waste storage containers and facilities, characterizing waste (e.g., universal waste, e-waste, Hazardous waste etc.) ensuring compliant handling and documentation of solid, liquid, hazardous, radioactive, and/or mixed solid wastes.

This individual has considerable leeway for independent judgment within the framework of applicable rules, regulations, policies, and procedures in the performance of duties, both in terms of planning and accomplishing work. Employees perform related work as required or requested, including some weekend work during events.

This position is grant funded and is contingent on continued future grant funding.

DISTINGUISHING CHARACTERISTICS:

The Waste Management Coordinator II will provide day-to-day support for IVRMA's Waste Tire Program activities and will be available for the hazardous waste management program at Imperial Valley Resource Management Agency (IVRMA) as needed, including ongoing waste management, environmental compliance, pollution prevention, waste minimization, and recycling activities. Collecting and transporting waste materials. Waste materials may include but are not limited to, waste tires, used oil, fluorescent bulbs, sharps, e-waste, universal waste, and other hazardous waste. Personal initiative and critical thinking skills are essential to complete job duties. Safety and security of managing waste materials are the primary responsibility of the Waste Management Coordinator II. Maintains required safety and security training assures safety and security compliance and makes safety and security an integral part of every task, including taking the necessary steps to stop work if continuing the job is unsafe or compromises security.

DIRECTLY RESPONSIBLE TO:

Project Manager/Program Manager or the Executive Director

ESSENTIAL FUNCTIONS:

- Implements IVRMA's waste tire programs' activities such as; loading, unloading, and proper

- completion of manifest for waste tires.
- Provides waste-related field/facility operations including processing and/or loading activities.
- Ensures proper documentation and handling of solid, liquid, hazardous, radioactive, and mixed wastes.
- Ensures compliance with applicable regulatory requirements associated with the best safety, environmental, inspection, packaging, and transportation activities in relation to waste management.
- Inspects waste storage areas and containers and serves as a point of contact regarding waste management issues.
- Performs expert technical analyses and/or reviews of characterization data collected from a broad range of waste characterization techniques to determine whether waste meets shipping, acceptance, and/or processing criteria.
- Prepares and presents waste management reports when needed.
- Responsible for management records of storage area inspections, waste profile forms, disposal requests, shipping paperwork, and waste characterization information.
- Develops and oversees technical testing and documentation of waste containers including sampling, assay, and leak testing.
- Coordinates activities of other personnel in regard to waste-related activities.
- Understands and adheres to all regulatory guidance and governance specific to the waste management of solid, liquid, hazardous, radioactive, and/or mixed wastes.
- Ensures all waste management results, materials, processes, and final products meet quality specifications and are completed according to established requirements.
- Conducts research, investigates alternative solutions, and develops solutions to problems affecting waste management.
- Fosters a mutually respectful work environment that is free from discrimination and harassment.
- Coordinate manifest, ship, and track all hazardous and non-hazardous waste that is generated and shipped from the Household Hazardous Waste (HHW) facilities.
- Prioritizing waste collection (e.g., Tires, Sharps, Hazardous Waste, E-waste, etc.)
- Operate forklift and other equipment.
- Conduct safety inspections.
- Requires the ability to properly wear, use, and maintain personal respirator equipment and other forms of personal protective equipment (PPE) on hazardous waste or spill sites
- Picking up, transporting, and placing waste into the local waste management area
- Properly labeling and inventorying waste containers
- Uploading data for waste containers into the waste data management system
- Operating trucks, dollies, and forklifts to move and manage waste containers
- Performing housekeeping duties to keep the local waste management area organized and clean.
- Facilitating the offsite waste transport of waste from the waste management area.
- Adheres to the department's safety rules and regulations.
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Knowledge and Abilities:**KNOWLEDGE OF:**

- Handling, characterizing, packaging, and/or transporting solid, liquid, hazardous, radioactive, and/or mixed wastes.
- Working knowledge of math and communication skills as it pertains to assigned tasks.
- Principles and practices of solid waste management and how these practices relate to the protection of the environment.
- Recycling markets, landfill operations, waste disposal, and composting programs and technologies.
- Local, state, and federal regulations pertaining to solid waste management and recycling operations.
- Waste and recycling available resources and information.
- Waste and Recycling programs.

ABILITY TO:

- Ability to effectively communicate, interact, and work with internal customers and with Federal, State, and local agencies and to deal effectively with the public.
- Stay current with rules and regulations pertaining to Safety and waste and ensure operational compliance with all state and federal environmental regulations.
- Maintain certifications of DOT Hazardous training and RCRA Hazardous waste handling training or equivalents.
- To wear Personal Protective Equipment when required which would include but not be limited to, long sleeve shirts, face masks, gloves, grounding straps, and eye protection.
- Prioritize responsibilities and work independently.
- Possess good housekeeping skills with attention to detail on environmental hazardous to reduce personal exposure and potential spreading of hazardous contaminants.
- Prepare and present waste collection reports.
- Effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software.
- Demonstrate sound judgment; integrity; resourcefulness; accuracy; and physical condition commensurate with the demands of the position.
- Communicate effectively both in English and Spanish(preferably), using clear and persuasive oral and written communication skills.
- Work concurrently on several tasks/projects, moving forward various separate but related initiatives likely to be at different stages of development.
- Work independently in the absence of supervision and under pressure to effectively meet deadlines.
- To prioritize tasks based on deadlines/timelines.
- Successfully collaborate and maintain effective working relationships.
- Work a flexible schedule that may require some weekends and evenings.
- Operate a motor vehicle; must possess and maintain a valid California Driver's license.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be able to speak before and interact with individuals of various ages, levels of education, and authority, prepare correspondence, and establish and maintain effective working relationships with others.

Any combination of training, education, and experience which would provide the required knowledge and abilities; High School Diploma plus two years of relevant experience or demonstrated equivalency of experience and/or education.

COMPENSATION:

JOB TYPE: FULL TIME

ANNUAL SALARY RANGE:

Waste Management Coordinator II; \$39,520 – \$56,160

Waste Management Coordinator III, Waste Management Supervisor described in job description separately.

This is an At-Will exempt professional position.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

- Driving record requests during the pre-employment phase.

Other licenses are preferred but can be obtained within 60 days of employment with IVRMA.

Hazardous Waste Handling Certification

DOT Hazardous Waste Certification

Forklift Certification

WORKING CONDITIONS:

ENVIRONMENT: Work is performed primarily outside in extreme weather. Transportation will be an essential part of this position.

PHYSICAL REQUIREMENTS:

Consistent with an outdoor environment.

Occasionally: sitting, bending over, crawling, climbing, reaching overhead, crouching, kneeling, balancing, repetitive use of legs, grasping, lifting/carrying 10-75 lbs., eye/hand coordination (foot), fine manipulation, outside: hot temperatures, humid, dirty (soil), dry, moving mechanical parts, noise,

wet/slippery floors/surfaces.

Frequently: standing, walking, pushing or pulling, talking, distance vision (clear at 20' or more), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus), using effective written communication, handling stress & emotions, concentrating on tasks, remember details, adjusting to changes, Outside: cold & hot temperatures, hazards: chemical, sharp objects/tool, heavy machinery, fumes, gases, odors, dust, grease, oil, mud, working with others and working alone.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Program Manager Signature

Date

POSITION TITLE: WASTE MANAGEMENT COORDINATOR I**DEPARTMENT: IVRMA WASTE AND RECYCLING PROGRAMS****BASIC FUNCTION:**

Under the direction of the Project Manager/Program Manager or the Executive Director, is responsible for providing waste management activities and support for HHW facility operations and/or processing, loading, and shipping activities. The Waste Management Coordinator will be responsible for participating in community clean-up events to collect and handle various types of waste materials. Specific duties may include, but are not necessarily limited to, inspecting waste storage containers and facilities, characterizing waste, and ensuring compliant handling and documentation of solid, liquid, hazardous, radioactive, and/or mixed solid wastes.

This individual has considerable leeway for independent judgment within the framework of applicable rules, regulations, policies, and procedures in the performance of duties, both in terms of planning and accomplishing work. Employees perform related work as required or requested, including some weekend work during events.

This position is grant funded and is contingent on continued future grant funding.

DISTINGUISHING CHARACTERISTICS:

The Waste Management Coordinator will provide day-to-day support for the hazardous waste management program at Imperial Valley Resource Management Agency (IVRMA), including ongoing waste management, environmental compliance, pollution prevention, waste minimization, and recycling activities. Collecting and transporting waste materials. Waste materials may include but are not limited to waste tires, used oil, fluorescent bulbs, sharps, e-waste, universal waste, and other hazardous waste. Personal initiative and critical thinking skills are essential to complete job duties. Safety and security of managing waste materials are the primary responsibility of the Waste Management Coordinator. Maintains required safety and security training assures safety and security compliance and makes safety and security an integral part of every task, including taking the necessary steps to stop work if continuing the job is unsafe or compromises security.

DIRECTLY RESPONSIBLE TO:

Project Manager/Program Manager or the Executive Director

ESSENTIAL FUNCTIONS:

- Provides waste-related field/facility operations including processing and/or loading activities.
- Ensures proper documentation and handling of solid, liquid, hazardous, radioactive, and mixed wastes.
- Ensures compliance with applicable regulatory requirements associated with the best safety,

environmental, inspection, packaging, and transportation activities in relation to waste management.

- Inspects waste storage areas and containers and serves as a point of contact regarding waste management issues.
- Performs expert technical analyses and/or reviews of characterization data collected from a broad range of waste characterization techniques to determine whether waste meets shipping, acceptance, and/or processing criteria.
- Prepares and presents waste management reports.
- Responsible for management records of storage area inspections, waste profile forms, disposal requests, shipping paperwork, and waste characterization information.
- Develops and oversees technical testing and documentation of waste containers including sampling, assay, and leak testing.
- Coordinates activities of other personnel in regard to waste-related activities.
- Understands and adheres to all regulatory guidance and governance specific to the waste management of solid, liquid, hazardous, radioactive, and/or mixed wastes.
- Ensures all waste management results, materials, processes, and final products meet quality specifications and are completed according to established requirements.
- Conducts research, investigates alternative solutions, and develops solutions to problems affecting waste management.
- Fosters a mutually respectful work environment that is free from discrimination and harassment.
- Coordinate manifest, ship, and track all hazardous and non-hazardous waste that is generated and shipped from the Household Hazardous Waste (HHW) facilities.
- Prioritizing waste collection (e.g., Tires, Sharps, Hazardous Waste, E-waste, etc.)
- Operate forklift and other equipment.
- Conduct safety inspections.
- Requires the ability to properly wear, use, and maintain personal respirator equipment and other forms of personal protective equipment (PPE) on hazardous waste or spill sites
- Picking up, transporting, and placing waste into the local waste management area
- Properly labeling and inventorying waste containers
- Uploading data for waste containers into the waste data management system
- Operating trucks, dollies, and forklifts to move and manage waste containers
- Performing housekeeping duties to keep the local waste management area organized and clean.
- Facilitating the offsite waste transport of waste from the waste management area.
- Adheres to the department's safety rules and regulations.
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Knowledge and Abilities:

KNOWLEDGE OF:

- Handling, characterizing, packaging, and/or transporting solid, liquid, hazardous, radioactive, and/or mixed wastes.

- Working knowledge of math and communication skills as it pertains to assigned tasks.
- Principles and practices of solid waste management and how these practices relate to the protection of the environment.
- Recycling markets, landfill operations, waste disposal, and composting programs and technologies.
- Local, state, and federal regulations pertaining to solid waste management and recycling operations.
- Waste and recycling available resources and information.
- Waste and Recycling programs.

ABILITY TO:

- Ability to effectively communicate, interact, and work with internal customers and with Federal, State, and local agencies and to deal effectively with the public.
- Stay current with rules and regulations pertaining to Safety and waste and ensure operational compliance with all state and federal environmental regulations.
- Maintain certifications of DOT Hazardous training and RCRA Hazardous waste handling training or equivalents.
- To wear Personal Protective Equipment when required which would include but not be limited to, long sleeve shirts, face masks, gloves, grounding straps, and eye protection.
- Prioritize responsibilities and work independently.
- Possess good housekeeping skills with attention to detail on environmental hazards to reduce personal exposure and potential spreading of hazardous contaminants.
- Prepare and present waste collection reports.
- Effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software.
- Demonstrate sound judgment; integrity; resourcefulness; accuracy; and physical condition commensurate with the demands of the position.
- Communicate effectively both in English and Spanish(preferably), using clear and persuasive oral and written communication skills.
- Work concurrently on several tasks/projects, moving forward various separate but related initiatives likely to be at different stages of development.
- Work independently in the absence of supervision and under pressure to effectively meet deadlines.
- To prioritize tasks based on deadlines/timelines.
- Successfully collaborate and maintain effective working relationships.
- Work a flexible schedule that may require some weekends and evenings.
- Operate a motor vehicle; must possess and maintain a valid California Driver's license.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be able to speak before and interact with individuals of various ages, levels of education, and authority, prepare correspondence, and establish and maintain effective working relationships with others.

Any combination of training, education, and experience which would provide the required knowledge and abilities; High School Diploma plus two years of relevant experience or demonstrated equivalency of experience and/or education.

COMPENSATION:

JOB TYPE: FULL TIME

ANNUAL SALARY RANGE:

Waste Management Coordinator I; \$36,400 – \$52,000

Waste Management II, Waste Management III, Waste Management Supervisor job description is described separately.

This is an At-Will exempt professional position.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

- Driving record requests during the pre-employment phase.

Other licenses are preferred but can be obtained within 60 days of employment with IVRMA.

Hazardous Waste Handling Certification

DOT Hazardous Waste Certification

Forklift Certification

WORKING CONDITIONS:

ENVIRONMENT: Work is performed primarily outside in extreme weather. Transportation will be an essential part of this position.

PHYSICAL REQUIREMENTS:

Consistent with an outdoor environment.

Occasionally: sitting, bending over, crawling, climbing, reaching overhead, crouching, kneeling, balancing, repetitive use of legs, grasping, lifting/carrying 10-75 lbs., eye/hand coordination (foot), fine manipulation, outside: hot temperatures, humid, dirty (soil), dry, moving mechanical parts, noise, wet/slippery floors/surfaces.

Frequently: standing, walking, pushing or pulling, talking, distance vision (clear at 20' or more), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus), using effective written communication, handling stress & emotions, concentrating on tasks, remember details, adjusting to

changes, Outside: cold & hot temperatures, hazards: chemical, sharp objects/tool, heavy machinery, fumes, gases, odors, dust, grease, oil, mud, working with others and working alone.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Program Manager Signature

Date

POSITION TITLE: WASTE MANAGEMENT TECHNICIAN I**DEPARTMENT: IVRMA WASTE AND RECYCLING PROGRAMS****BASIC FUNCTION:**

Under the direction of the Project Manager/Program Manager or the Executive Director, is responsible for aiding Waste Management Coordinators with waste management activities and support for HHW facility operations and/or processing, loading, and shipping activities. The Waste Management Technician will be responsible for participating in community clean-up events to collect and handle various types of waste materials. Specific duties may include but are not necessarily limited to, assisting in; inspecting waste storage containers and facilities, characterizing waste, and ensuring compliant handling and documentation of solid, liquid, hazardous, radioactive, and/or mixed solid wastes.

This individual has considerable leeway for independent judgment within the framework of applicable rules, regulations, policies, and procedures in the performance of duties, both in terms of planning and accomplishing work. Employees perform related work as required or requested, including some weekend work during events.

This position is grant funded and is contingent on continued future grant funding.

DISTINGUISHING CHARACTERISTICS:

The Waste Management Technician will provide day-to-day support to the Waste Management Coordinators in the Waste Tire Programs and the hazardous waste management program at Imperial Valley Resource Management Agency (IVRMA), which includes assistance in ongoing waste management, environmental compliance, pollution prevention, waste minimization, and recycling activities. Assists in collecting and transporting waste materials. Waste materials may include but are not limited to, waste tires, used oil, fluorescent bulbs, sharps, e-waste, universal waste, and other hazardous waste. Personal initiative and critical thinking skills are essential to complete job duties. Safety and security of managing waste materials is a critical responsibility of the Waste Management Technician. Maintains required safety and security training and assures safety and security implementation and compliance. Makes safety and security an integral part of every task, including taking the necessary steps to stop work if continuing the job is unsafe or compromises security.

DIRECTLY RESPONSIBLE TO:

Project Manager/Program Manager or the Executive Director

ESSENTIAL FUNCTIONS:

- Assists to provide waste-related field/facility operations including processing and/or loading activities.

- Will possibly be asked to ensure proper documentation and handling of solid, liquid, hazardous, radioactive, and mixed wastes.
- Will possibly be asked to ensure compliance with applicable regulatory requirements associated with the best safety, environmental, inspection, packaging, and transportation activities concerning waste management.
- Inspects waste storage areas and containers and serves as a point of contact regarding waste management issues when needed.
- May be asked to perform expert technical analyses and/or reviews of characterization data collected from a broad range of waste characterization techniques to determine whether waste meets shipping, acceptance, and/or processing criteria.
- May be asked to provide management records of storage area inspections, waste profile forms, disposal requests, shipping paperwork, and waste characterization information.
- May be asked to develop and oversee technical testing and documentation of waste containers including sampling, assay, and leak testing.
- Understands and adheres to all regulatory guidance and governance specific to the waste management of solid, liquid, hazardous, radioactive, and/or mixed wastes.
- Ensures all waste management results, materials, processes, and final products meet quality specifications and are completed according to established requirements.
- Conducts research, investigates alternative solutions, and develops solutions to problems affecting waste management.
- Fosters a mutually respectful work environment that is free from discrimination and harassment.
- Assists in the completion of manifest, ship, and track all hazardous and non-hazardous waste that is generated and shipped from the Household Hazardous Waste (HHW) facilities.
- Prioritizing waste collection (e.g., Tires, Sharps, Hazardous Waste, E-waste, etc.)
- Operate forklift and other equipment.
- May be asked to conduct safety inspections.
- Requires the ability to properly wear, use, and maintain personal respirator equipment and other forms of personal protective equipment (PPE) on hazardous waste or spill sites
- Assists in picking up, transporting, and placing waste into the local waste management area.
- May be asked to properly label and inventory waste containers.
- Operating trucks, dollies, and forklifts to move and manage waste containers.
- Performing housekeeping duties to keep the local waste management area organized and clean.
- Facilitating the offsite waste transport of waste from the waste management area.
- Adheres to the department's safety rules and regulations.
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Knowledge and Abilities:

KNOWLEDGE OF:

- Handling, characterizing, packaging, and/or transporting solid, liquid, hazardous, radioactive, and/or mixed wastes.

- Working knowledge of math and communication skills as it pertains to assigned tasks.
- Principles and practices of solid waste management and how these practices relate to the protection of the environment.
- Recycling markets, landfill operations, waste disposal, and composting programs and technologies.
- Local, state, and federal regulations about solid waste management and recycling operations.
- Waste and recycling available resources and information.
- Waste and Recycling programs.

ABILITY TO:

- Ability to effectively communicate, interact, and work with internal customers and with Federal, State, and local agencies and to deal effectively with the public.
- Stay current with rules and regulations about Safety and waste and ensure operational compliance with all state and federal environmental regulations.
- Maintain certifications of DOT Hazardous training and RCRA Hazardous waste handling training or equivalents.
- To wear Personal Protective Equipment when required which would include but not be limited to, long sleeve shirts, face masks, gloves, grounding straps, and eye protection.
- Prioritize responsibilities and work independently when required.
- Possess good housekeeping skills with attention to detail on environmental hazards to reduce personal exposure and potential spreading of hazardous contaminants.
- Demonstrate sound judgment; integrity; resourcefulness; accuracy; and physical condition commensurate with the demands of the position.
- Communicate effectively both in English and Spanish (preferably), using clear and persuasive oral and written communication skills.
- Work concurrently on several tasks/projects, moving forward various separate but related initiatives likely to be at different stages of development.
- Work independently in the absence of supervision and under pressure to effectively meet deadlines.
- To prioritize tasks based on deadlines/timelines.
- Successfully collaborate and maintain effective working relationships.
- Work a flexible schedule that may require some weekends and evenings.
- Operate a motor vehicle; must possess and maintain a valid California Driver's license.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be able to speak before and interact with individuals of various ages, levels of education, and authority, prepare correspondence, and establish and maintain effective working relationships with others.

Any combination of training, education, and experience which would provide the required knowledge and abilities; Two years of relevant experience or demonstrated equivalency of experience and/or education.

COMPENSATION:

JOB TYPE: FULL TIME

ANNUAL SALARY RANGE:

Waste Management Technician I; \$34,320 – \$47,840

Waste Management Technician II & III separate job descriptions.

This is an At-Will exempt professional position.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

- Driving record requests during the pre-employment phase.

Other licenses are preferred but can be obtained within 60 days of employment with IVRMA.

Hazardous Waste Handling Certification

DOT Hazardous Waste Certification

Forklift Certification

WORKING CONDITIONS:

ENVIRONMENT: Work is performed primarily outside in extreme weather. Transportation will be an essential part of this position.

PHYSICAL REQUIREMENTS:

Consistent with an outdoor environment.

Occasionally: sitting, bending over, crawling, climbing, reaching overhead, crouching, kneeling, balancing, repetitive use of legs, grasping, lifting/carrying 10-75 lbs., eye/hand coordination (foot), fine manipulation, outside: hot temperatures, humid, dirty (soil), dry, moving mechanical parts, noise, wet/slippery floors/surfaces.

Frequently: standing, walking, pushing or pulling, talking, distance vision (clear at 20' or more), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus), using effective written communication, handling stress & emotions, concentrating on tasks, remember details, adjusting to changes, Outside cold & hot temperatures, hazards: chemical, sharp objects/tool, heavy machinery, fumes, gases, odors, dust, grease, oil, mud, working with others and working alone.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Program Manager Signature

Date

POSITION TITLE: REGIONAL RECYCLING OUTREACH COORDINATOR I (Entry Level)

DEPARTMENT: IVRMA WASTE AND RECYCLING PROGRAMS

BASIC FUNCTION:

Under the direction of the Project Manager/Program Manager or the Executive Director, is responsible for assisting with developing, maintaining, and implementing education and outreach of various waste and recycling programs available at the Imperial Valley Resource Management Agency (IVRMA). This includes the responsibility of promoting proper waste management and waste reduction practices by coordinating and providing education and outreach services to county departments, community partners, school districts, and residents regarding Imperial County recycling programs and operations. Also, the Recycling Outreach Coordinator is responsible for publicizing recycling and waste reduction activities.

This incumbent has considerable leeway for independent judgment within the framework of applicable rules, regulations, policies, and procedures in the performance of duties, both in terms of planning and accomplishing work. Supervision over others is not required in this position. Employees perform related work as required or requested, including some weekend work during events.

This position is grant funded and is contingent on continued future grant funding.

DISTINGUISHING CHARACTERISTICS:

The Recycling Outreach Coordinator must always present a professional appearance and demeanor, be friendly and respectful towards clients while providing bi-lingual resource information; disseminating varied waste and recycling information. Must exhibit polite and professional communication in person, via phone, and e-mail. This is a non-management classification responsible for providing outreach support to IVRMA's recycling and waste prevention programs including the HHW facilities program activities. These programs include but are not limited to AB 341(residential and commercial recycling), SB 1383 (food recovery program), Hazardous waste facility programs, Waste tire programs, Oil programs, etc. Entry-level role supporting outreach activities, with guided supervision. Focuses on assisting with community education, event support, and distributing informational materials.

DIRECTLY RESPONSIBLE TO:

Project Manager/Program Manager or the Executive Director

ESSENTIAL FUNCTIONS:

- Develop basic outreach materials, flyers, and presentations related to waste and recycling programs.
- Assist with setup and staffing at community events, fairs, and workshops.
- Distribute educational brochures, posters, and other informational materials.
- Support the organization of events and recycling collection activities, including coordination with volunteers and vendors.
- Respond to general inquiries from the public regarding waste and recycling programs.
- Maintain files and records of outreach efforts and community contacts.
- Support social media and website content updates.
- Assist with scheduling and logistics for outreach activities.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Knowledge and Abilities:

KNOWLEDGE OF:

- Science and technology as applied to materials recovery and recycling programs.
- Principles and practices of waste management and how these practices relate to the protection of the environment.
- Administrative and clerical procedures and systems such as word processing, e-mail, spreadsheets, and managing files and records and other office procedures at a proficient level.

ABILITY TO:

- Work effectively with advisory groups, government officials, the public and private businesses.
- Successfully collaborate and maintain effective working relationships with staff, consultants, and representatives of local, regional, state, and federal agencies
- Organize and implement a project from concept to completion.
- Effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software.
- Demonstrate sound judgment; integrity; resourcefulness; accuracy and physical condition commensurate with the demands of the position.
- Utilize Microsoft office software programs proficiently, Excel, PowerPoint, Outlook, etc.
- Communicate effectively both in English and Spanish (preferably), using clear and persuasive oral and written communication skills.
- Work concurrently on several tasks/projects, moving forward various separate but related initiatives likely to be at different stages of development.
- Work independently in the absence of supervision and under pressure to effectively meet deadlines.
- To prioritize tasks based on deadlines/timelines.
- Use a personal computer and other office equipment.
- Work a flexible schedule that may require some weekends and evenings.
- Operate a motor vehicle; must possess and maintain a valid California Driver's license.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be able to speak before and interact with individuals of various ages, levels of education, and authority, prepare correspondence, and establish and maintain effective working relationships with others.

Any combination of training, education, and experience which would provide the required knowledge and abilities.

- High School diploma or equivalent; some experience in outreach, education, or community engagement preferred.

COMPENSATION:

JOB TYPE: FULL TIME

ANNUAL SALARY RANGE:

Regional Recycling Outreach Coordinator I: \$35,360 – \$45,000

Regional Recycling Outreach Coordinator II: separate job description

Regional Recycling Outreach Coordinator III: separate job description

This is an At-Will exempt professional position.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

- Driving record requests during the pre-employment phase.

WORKING CONDITIONS:

ENVIRONMENT: Office environment; periodic fieldwork, driving as needed.

PHYSICAL REQUIREMENTS: Dexterity of hands and fingers to operate computer; vision to drive; standing for extended periods of time, hearing and speaking for public presentations. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight 50 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; vision to travel to other locations utilizing work vehicle; and to verbally communicate to exchange information.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Program Manager Signature

Date

POSITION TITLE: ACCOUNTING ASSISTANT I (ENTRY LEVEL)**WASTE AND RECYCLING PROGRAMS****BASIC FUNCTION:**

Under the supervision of the Project Manager/Program Manager or the Executive Director, performs a range of accounting duties of increasing complexity related to the preparation and maintenance of financial and statistical records for waste and recycling programs. Assists with clerical and administrative tasks, with responsibilities expanding from entry-level (Accounting I) to more independent and complex functions (Accounting II & III). The position may involve preparing claims, reports, and supporting financial operations, as well as providing resource information and administrative support as needed. Will cover the administrative assistant as needed by answering phone calls to provide information on resources for waste and recycling inquiries.

This position is grant funded and is contingent on continued future grant funding.

DISTINGUISHING CHARACTERISTICS:

Entry-level position involving basic accounting and clerical support duties, requiring supervision and guidance. Focuses on learning accounting procedures, data entry, and administrative tasks.

DIRECTLY RESPONSIBLE TO:

Project Manager/Program Manager or the Executive Director

ESSENTIAL FUNCTIONS:

- Assist in data entry of financial transactions under supervision.
- Assist in reconciliation of transactions reports, budgets and grants.
- Assist in processing invoices for VSQG program.
- Assist in annual audits for program.
- Assist in contacting vendors, contractors and funding agencies.
- Receive and process payments, checks, and reimbursements with guidance of Program Manager.
- Prepare simple invoices and follow up on payments with guidance from the Program Manager.
- File and maintain financial records and documents.
- Support in reconciling basic accounts as directed.
- Answer general inquiries and provide resource information.
- Operate office equipment and perform clerical duties such as copying, scanning, and mailing.
- Maintain confidentiality of sensitive information.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Knowledge and Abilities:

KNOWLEDGE OF:

- Accounting practices and procedures.
- Oral and written communication skills
- Administrative and clerical procedures and systems such as word processing, e-mail, spreadsheets, and managing files and records and other office procedures at a proficient level.

ABILITY TO:

- Investigate and resolve errors, discrepancies, and other issues.
- To prioritize tasks based on deadlines/timelines.
- Maintaining confidentiality regarding sensitive information
- Successfully collaborate and maintain effective working relationships with staff and vendors.
- Apply bookkeeping and financial record-keeping principles.
- Learn office policies, rules, and practices.
- Complete work with many interruptions
- Communicate effectively both orally and in writing.
- Operate a variety of office machines including computers, calculators, typewriters, ten-key adding machine and copier.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be able to speak before and interact with individuals of various ages, levels of education, and authority, prepare correspondence, and establish and maintain effective working relationships with others.

Any combination of training, education, and experience which would provide the required knowledge and abilities.

- A High School diploma with at least (2) years of increasingly responsible financial administration experience; or
- An associate degree with at least (1) year of increasingly responsible financial administrative experience; or (1) clerical experience.

COMPENSATION:

JOB TYPE: FULL TIME

SALARY RANGE:

Accounting I: \$36,400 – \$42,000

Accounting II: separate job description

Accounting III: \$49,920 and \$55,850 (separate job description)

This is an At-Will exempt professional position.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

- Driving record request upon hiring.

WORKING CONDITIONS:

ENVIRONMENT: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Driving is needed to perform certain tasks.

PHYSICAL REQUIREMENTS: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight 50 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; vision to travel to other locations utilizing work vehicle; and to verbally communicate to exchange information.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Project Manager/Program Manager Signature

Date

POSITION TITLE: ADMINISTRATIVE ASSISTANT I (Entry Level)**DEPARTMENT: IVRMA WASTE AND RECYCLING PROGRAMS****BASIC FUNCTION:**

Under the supervision of the Project/Program Manager or the Executive Director, it provides administrative support to departmental staff and assists with research, planning, organizing, and implementing various activities. Responsibilities include answering phone calls, scheduling appointments, greeting visitors, and performing general administrative duties such as filing, photocopying, scanning, and maintaining records. As experience increases, duties expand to include more complex administrative tasks, project coordination, and support for program initiatives.

This position is grant funded and is contingent on continued future grant funding.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant must always present a professional appearance and demeanor, be friendly and respectful towards clients while providing bilingual resource information; disseminate varied waste and recycling information; and handle client walk-ins requesting information on the waste and recycling services. Must exhibit polite and professional communication in person, via phone, and e-mail. Entry-level position providing foundational administrative support. Requires supervision and guidance, focusing on routine tasks and learning departmental procedures.

DIRECTLY RESPONSIBLE TO:

Project / Program Manager or the Executive Director

ESSENTIAL FUNCTIONS:

- Answer and screen phone calls, provide resource information in English and Spanish.
- Greet visitors and assist with basic inquiries.
- Perform clerical duties such as filing, copying, scanning, and data entry.
- Support scheduling of appointments and meetings.
- Maintain office supplies and inventory.
- Assist with maintaining calendars for public events and programs.
- Prepare basic agendas and arrangements for meetings.
- Support departmental staff with administrative tasks.
- Ensure equipment and office tools are maintained and functional.
- Handle confidential information appropriately.
- Perform other routine duties as assigned.
- Other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, AND SKILLS

Knowledge and Abilities:

KNOWLEDGE OF:

- Administrative and clerical procedures and systems such as word processing, e-mail, spreadsheets, and managing files and records and other office procedures at a proficient level.

ABILITY TO:

- Utilize Microsoft office software programs proficiently, Excel, PowerPoint, Outlook, etc.
- Communicate effectively both in English and Spanish, using clear and persuasive oral and written communication skills.
- Work concurrently on several tasks/projects, moving forward various separate but related initiatives likely to be at different stages of development.
- To prioritize tasks based on deadlines/timelines.
- Maintaining confidentiality regarding sensitive information
- Successfully collaborate and maintain effective working relationships with staff, consultants, and representatives of local, regional, state, and federal agencies
- Use a personal computer and other office equipment.
- Work a flexible schedule that may require some weekends and evenings.
- Operate a motor vehicle; must possess and maintain a valid California Driver's license.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be able to speak before and interact with individuals of various ages, levels of education, and authority, prepare correspondence, and establish and maintain effective working relationships with others.

Any combination of training, education, and experience which would provide the required knowledge and abilities; a High School Diploma or equivalent (GED) with at least one year experience of clerical and/or administrative duties.

COMPENSATION:

JOB TYPE: FULL TIME

ANNUAL SALARY RANGE:

Administrative Assistant I: \$34,320 – \$39,520

Administrative Assistant II: separate job description

Administrative Assistant III: separate job description

This is an at-will and non-exempt administrative support position.

LICENSES AND OTHER REQUIREMENTS:

A Valid California Driver's License.

- Driving record request during the pre-employment phase.

WORKING CONDITIONS:

ENVIRONMENT: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Driving is needed to perform certain tasks.

PHYSICAL REQUIREMENTS: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight 50 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; vision to travel to other locations utilizing work vehicle; and to verbally communicate to exchange information.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Project / Program Manager Signature

Date

APPENDIX C

ILLNESS AND SAFETY PREVENTION PROGRAM

Workplace Safety Policy Statement

The safety and health of our employees at Imperial Valley Resource Management Agency (IVRMA) is our main concern. No employee will be required to do a job that he or she considers unsafe. IVRMA will comply with all applicable workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

IVRMA will maintain a safety committee, which consists of management and our employees. Our responsibility will be identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping evaluate IVRMA's effort to achieve an accident and injury-free workplace. IVRMA pledges to do the following:

- Strive to achieve the goal of zero accidents and injuries.
- Provide mechanical and physical safeguards wherever they are necessary.
- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all applicable OR-OSHA safety and health requirements.
- Train all employees in safe work practices and procedures.
- Provide employees with necessary personal protective equipment and train them to use and care for it properly.
- Enforce IVRMA safety and health rules and require employees to follow the rules as a condition of employment.
- Investigate accidents to determine the cause and prevent similar accidents.

IVRMA recognizes that management and all employees share responsibility for a safe and healthful workplace.

Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management also will keep informed about workplace safety and health hazards and regularly review IVRMA's safety and health program.

Management is responsible for supervising and training workers in safe work practices.

Management must enforce organizational policies and procedures and ensure that employees follow safe practices during their work.

All employees have responsibility for their own safety as well as for the safety of their fellow workers. They are expected to participate in the safety and health program, which includes immediately reporting accidents, hazards, and unsafe work practices to management or safety committee representatives, wearing the required personal protective equipment when required, and participating in and supporting safety committee activities.

Imperial Valley Resource Management Agency (IVRMA)
Maricela Galarza, Program Manager

Signature _____ Date 7/10/2025

SAFETY AND ILLNESS PREVENTION PROGRAM

Policy

IVRMA believes that everyone benefits from a safe and healthy work environment, and we are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety. No function at IVRMA is so critical as to require or justify a compromise of safety and health.

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Our IIPP and related forms are located in our Employee Handbook **Appendix A**, and in the IVRMA I drive:IVRMA/Employee Handbook/InjuryIllnessPreventionProgram

Responsibility and Authority

IIPP Administrator:

IVRMA's Executive Director and/or Program Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The role of the

IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP. This includes:

- Ensuring department heads, managers, and supervisors understand their roles in the implementation of the IIPP.
- Developing an accountability system to ensure departments are complying with the IIPP requirements, including educating and training employees in their respective IIPP requirements.
- Periodically reviewing the IIPP to ensure its effectiveness and welcoming feedback from managers, supervisors, and employees.

Managers and supervisors:

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. This includes:

- Ensuring IIPP procedures and requirements are implemented and followed within their department.
- Conducting appropriate safety orientation and training, including department specific procedures, including the use and care of required personal protective equipment (PPE).
- Conducting required accident investigations, safety inspections, hazard identification, and hazard correction requirements as outlined in the IIPP.
- Encourage employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Recognize employee safety performance.

Employees:

Employees are responsible for the following:

- Following all written and verbal safety policies, procedures, and directives.
- Reporting all work-related injuries immediately to their supervisor.
- Perform their duties using safe work practices.
- Report unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Asking questions when direction is unclear.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices. Please refer to Article 9 off the Employee Handbook.

Communication

We recognize open, two-way communication is essential to a safe workplace. All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report unsafe workplace conditions by talking to their supervisor and/or by completing the Unsafe Condition Report form (Appendix A). Employees can submit the form anonymously by placing the form in a safety suggestion box located in the Front office or can submit it directly to the Program Manager/Supervisor.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

Hazard Assessment

IVRMA has conducted a hazard assessment to identify potential hazards and exposures in our workplace. To continue to identify unsafe conditions, periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule is as follows:

Department/Facility/Location	Frequency
Administrative Office Employees	Bi-annually
Facility Operations Employees	Quarterly

In addition to the periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Reporting

In the event you are injured or become ill as a result of your work activities; you must immediately notify your manager. If life threatening call 911 and seek emergency treatment. If non- life-threatening, contact 24/7 Nurse at 844.392.8071.

If you require medical treatment, you will be directed to the District's designated medical clinic unless you have pre-designated your personal physician to treat your workplace injuries. IVRMA Program Manager will provide you with additional information or answer any questions you may have.

Investigation

Workplace accidents/incidents resulting in injury or illness will be investigated by completing the Supervisor's Accident/Incident Investigation form (**Appendix B**). The goal of the investigation is to identify contributing factors and develop prevention measures to reduce reoccurrence. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Examining the workplace for factors associated with the accident/exposure
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring

- Recording the findings and actions taken

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Our Employee Safety Training Matrix is located in **Appendix C**

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Periodic program reviews

Appendix A

Hazardous/Unsafe Condition Report

Reporting Unsafe Condition or Practice

Department: _____

Person Reporting: _____ Contact Information
(optional) _____ (optional): _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, manager, or the IIPP Administrator.

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Employee Signature: (optional) _____ Date: _____

IIPP Administrator/Manger Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard?
(Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

Appendix B

Supervisor's Accident/Incident Investigation Form

Department	Incident Date	Date Reported
Injured Employee	Position/Title	Full Time/Part Time/Other
Incident Location	Incident Time	Supervisor
Type of Injury/Illness	Affected Body Parts	Lost Time?
Type of Equipment, chemical, hazardous material involved:		
DESCRIPTION: Describe clearly what took place. How did the incident occur? What were the conditions? Who was involved? Describe the location?		
ANALYSIS: Determine the primary and secondary causes of the incident. Determine what could have been done to avoid the accident. Analyze who, what, when, where, and why and determine the connections to each other.		
PREVENTION: Describe the management action or controls that have been, or will be, taken to reduce the potential for a reoccurrence, as well as actions to mitigate the severity of this and/or future losses.		
Investigated By	Date Completed	Suggested Action Due Date
Reviewed By	Date Reviewed	Comments

Attachment C
Employee Safety Training Matrix

Injury and Illness Prevention Program (IIPP) Matrix Template
(Special District-IVRMA)

Element	Requirements / Activities	Responsible Party	Frequency	Documentation / Records	Status / Notes
Responsibility	Designate IIPP Administrator and ensure managers/supervisors enforce safety rules.	Executive Director / Program Manager	Annual review	Appointment memo, org chart	
Compliance	Establish system for ensuring employee compliance (recognition, training, disciplinary actions).	IIPP Administrator (Program Manager) /Supervisors	Ongoing	Policy manual, training records	
Communication	Provide system for employees to report hazards without fear of reprisal; conduct safety meetings.	IIPP Administrator (Program Manager)/ Supervisors	Quarterly safety meetings	Safety meeting agendas, minutes, postings	
Hazard Assessment	Conduct scheduled inspections of facilities, equipment, and work areas.	IIPP Administrator (Program Manager)	Quarterly (or as tasks change)	Inspection checklists, hazard reports	
Accident / Exposure Investigation	Investigate all incidents, injuries, illnesses, and near misses; recommend corrective actions.	IIPP Administrator (Program Manager)	Within 24–48 hours of incident	Incident reports, investigation forms	
Hazard Correction	Implement corrective measures for identified hazards (engineering controls, PPE, procedures).	IIPP Administrator (Program Manager)/Supervisors	As identified	Work orders, corrective action logs	
Training & Instruction	Provide training on IIPP, job-specific hazards, emergency procedures, and refresher courses.	IIPP Administrator (Program Manager)	At hire; annually; when new hazards introduced	Training sign-in sheets, online modules	
Recordkeeping	Maintain records of inspections, training, incident reports, OSHA 300 logs (if required).	IIPP Administrator (Program Manager)	Continuous	Training files, inspection logs, OSHA forms	
Emergency Preparedness	Maintain and communicate emergency action plans, evacuation	IIPP Administrator (Program Manager)	Annual drills	Drill logs, posted evacuation maps	

	routes, and first-aid resources.				
Program Review / Updates	Review IIPP for effectiveness; update after incidents, regulatory changes, or annually.	IIPP Administrator (Program Manager)	Annual	Updated IIPP document	