MEMORANDUM

TO: MHCWD BOARD OF DIRECTORS

FROM: Teddi Deppner, Interim General Manager

RE: Personnel Policies Update

At the May 15, 2025 board meeting, the section 2.2 Policy of Employment was approved to be replaced by a fully updated 2.2 Personnel Policies document prepared by District legal counsel. Since that time, operational changes have occurred (such as creation of new job specifications) and a few errors and overlooked implications of the new policies were identified.

The policy updates presented at this October 15, 2026 meeting are *not substantive changes in policy* so much as corrective edits, overlooked additions, and organizational updates of files to reflect the approved Personnel Policies.

- The Personnel Policies Table of Contents section was corrected to reflect actual file organization of Appendices. The missing heading “Part VIII: Operational Policies” was added, which changed the numbering of the next section to “Part IX: Leaves of Absence”.
- OFFICE TECHNICIAN / SECRETARY TO THE BOARD job specification updated to remove Secretary to the Board duties.
- Title correction to OFFICE TECHNICIAN / SECRETARY TO THE BOARD WAGE STEPS to remove “secretary to the board”. No change to wage steps.
- Update of WAGE STEPS FOR OFFICE MANAGER to current salary standards.
- The Policies & Procedures Manual (P&P) Table of Contents section was updated to list the major part headings of the Personnel Policies, and to reflect the sections that were replaced or rearranged.
    - Correction of title for WAGE STEPS FOR GENERAL MANAGER/CHIEF OPERATOR to remove “chief operator”.
- The following P&P sections were updated to reflect their replacement by the specific section in the Personnel Policies:
    - 2.A.1.1 AWARDS, RECOGNITIONS, AND EMPLOYEE GIFT POLICY
    - 2.2.A.2 PROCEDURE FOR COLA CALCULATION
    - 2.2.H TOBACCO POLICY
    - 2.3.B ANTI-HARASSMENT POLICY
    - 2.3.C SAFETY POLICY AND RULES

MEMORANDUM

FUTURE ITEMS IN PROGRESS:

- Add the Workplace Violence Prevention Plan referenced in the new Personnel Policies to the P&P as section 2.3.G. This plan will be developed based on a template provided by ACWA/JPIA and verified against a similar OSHA template, and provided to the Board for approval at a future meeting.

- Add wage steps for the Secretary to the Board as section 2.2.C.9

- Add wage steps for the Assistant to the General Manager as section 2.2.C.10

ATTACHED: Table of Contents Revisions Overview (2 pages)

Revisions to Section 2.2 and 2.3 – Table of Contents Overview

SUBSECTION 2.2: EMPLOYEES

2.2. A.1 PERSONNEL POLICIES ~~EMPLOYMENT~~

I. ~~POLICY OF EMPLOYMENT~~ INTRODUCTORY PROVISIONS

1.1) ~~AWARDS, RECOGNITIONS, AND EMPLOYEE GIFT POLICY~~

II. RECRUITMENT AND SELECTION PROCESS

III. WORKING HOURS AND WAGES

IV. WORKPLACE EXPECTATIONS AND STANDARDS OF CONDUCT

V. BENEFITS

VI. PERSONNEL RECORDS AND PERFORMANCE EVALUATIONS

VII. EQUAL EMPLOYMENT OPPORTUNITIES

VIII. LEAVES OF ABSENCE

~~2.2.A.2 PROCEDURE FOR COLA CALCULATION~~

2.2. B JOB SPECIFICATIONS:

1) GENERAL MANAGER
2) OFFICE MANAGER
3) FIELD MANAGER
4) FIELD SUPERVISOR
5) LEAD WORKER
6) WATER UTILITY MAINTENANCE WORKER I AND II
7) OFFICE TECHNICIAN ~~SECRETARY TO THE BOARD~~
8) SECRETARY TO THE BOARD
9) ASSISTANT TO THE GENERAL MANAGER

2.2. C. PERFORMANCE & WAGE EVALUATIONS

1) PERFORMANCE EVALUATION FORM
2) WAGE STEPS FOR GENERAL MANAGER ~~/ CHIEF OPERATOR~~
3) WAGE STEPS FOR THE OFFICE MANAGER ~~/ SECRETARY OF THE BOARD~~
4) WAGE STEPS FOR THE FIELD MANAGER
5) WAGE STEPS FOR THE FIELD SUPERVISOR
6) WAGE STEPS FOR THE LEAD WORKER
7) WAGE STEPS FOR THE WUMW I AND II
8) WAGE STEPS FOR OFFICE TECHNICIAN ~~SECRETARY TO THE BOARD~~
9) (WIP) WAGE STEPS FOR SECRETARY TO THE BOARD
10) (WIP) WAGE STEPS FOR ASSISTANT TO THE GENERAL MANAGER

2.2. D. ~~URGENT SERVICE CALLS & TIME-AND-A-HALF PAY~~ ON-CALL DUTIES & EMERGENCY CALL-OUTS

2.2. E. RULES & GUIDELINES FOR EXPENSE REIMBURSEMENTS

2.2. F. DRUG AND ALCOHOL POLICY

2.2. G. PRE EMPLOYMENT MEDICAL AND DRUG SCREENING

Attachment 1 Medical Exam Profile

Attachment 2 Examination Intake

Attachment 3 Medical Examination

Attachment 4 Medical History

~~2.2. H. TOBACCO POLICY~~

SUBSECTION 2.3: SAFETY & RISK CONTROL

2.3. A. ACCIDENT RESPONSE

~~2.3. B. ANTI-HARASSMENT POLICY~~

~~2.3. C. SAFETY POLICY AND RULES~~

2.3. D. INJURY & ILLNESS PREVENTION PROGRAM

2.3. E. TRESPASSERS ON DISTRICT PROPERTY

2.3. F. WORKERS' COMPENSATION INSURANCE FOR VOLUNTEERS

2.3.G (WIP) WORKPLACE VIOLENCE PREVENTION PLAN

2.2.A.1.1 AWARDS, RECOGNITIONS, AND EMPLOYEE GIFT POLICY

Policy Status: Moved

Policy History:

This policy established 3/24/2015

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part VI, section 3 – Approved 10/15/2026

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2.2.A.2 PROCEDURE FOR COLA CALCULATION

Policy Status: Moved

Policy History:

This policy established 9/14/2006; amended 6/28/2012, 6/15/2023

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part III, section 9 – Approved 10/15/2026

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MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

OFFICE MANAGER

Steps	Hourly	Monthly Average
1	$ 35.30	$ 6,118.67
2	$ 37.07	$ 6,424.60
3	$ 38.92	$ 6,745.83
4	$ 40.86	$ 7,083.12
5	$ 42.91	$ 7,437.28
6	$ 45.05	$ 7,809.14
7	$ 47.31	$ 8,199.60
8	$ 49.67	$ 8,609.58

MIDWAY HEIGHTS COUNTY WATER DISTRICT

JOB SPECIFICATIONS FOR OFFICE TECHNICIAN

DEFINITION:

Under the general direction of the General Manager and the Board of Directors of the Midway Heights County Water District (MHCWD), the Office Technician, performs a wide variety of administrative, clerical, accounting and record keeping functions.

STATEMENT OF DUTIES:

Under the general direction of the General Manager:

- Participates in District financial management and reporting functions, ensuring accuracy and compliance with District policies and procedures.
- Manages or supports bookkeeping contractors in managing Accounts Receivable and Accounts Payable; backs up the General Manager in preparation of payroll.
- Assists with the collection of information for the annual budget.
- Reviews financial reports and statements for accuracy.
- Prepares a variety of complex correspondences and technical reports.
- Establishes and maintains the District records and files.
- Procures goods and services for the District, serving the needs of both office and field operations, under the guidelines and constraints of established District policies and procedures; solicits bids for goods and services when required.
- Assists with website posting.
- Answers and responds to telephone calls to the District office.
- Provides customer service support for walk-ins, phone calls, or email inquiries.
- Coordinates with field staff to investigate and resolve customer issues.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Principles and practices of financial reporting.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Technical report writing.
- Computer systems and software applications related to management support, administrative functions, billing, and accounting (MS Word, Excel, and QuickBooks.)

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Ability to:

- Organize data, maintain records, and prepare reports.
- Review and comprehend financial information.
- Utilize computer systems and software packages.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Typical Physical Demands:

- Ability to work in a computer workstation for up to 8 hours a day. Ability to lift and move objects up to 15 pounds, such as large binders, books, and small office equipment.
- Ability to communicate orally with District management, board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Effectively use standard office equipment.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is as follows:*

Experience: Five years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support at a public utility is highly desirable.

Education: Completion of an Associate of Arts Degree from an accredited college or university in Public Administration, Business Administration, Accounting, or a closely related field.

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MIDWAY HEIGHTS COUNTY WATER DISTRICT

WAGE STEPS

OFFICE TECHNICIAN

Steps	Hourly	Monthly Average
1	$ 26.99	$ 4,678.82
2	$ 28.16	$ 4,881.88
3	$ 29.39	$ 5,093.76
4	$ 30.66	$ 5,314.82
5	$ 31.99	$ 5,545.49
6	$ 33.38	$ 5,786.16
7	$ 34.83	$ 6,037.28
8	$ 36.34	$ 6,299.30

P&P/2.2.C.8-RANGE EFFECTIVE 7/1/24
AMENDED AS PART OF BUDGET FY 2025 BUDGET 3.82% COLA

MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES AND PROCEDURES

2.2.H. TOBACCO POLICY

Policy Status: Moved

Policy History:

This policy established 10/14/04

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part IV, section 4 – Approved 10/15/2026

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MIDWAY HEIGHTS COUNTY WATER DISTRICT
POLICIES AND PROCEDURES

2.3.B ANTI-HARASSMENT POLICY

Policy Status: Moved

Policy History:

PREVENTION OF DISCRIMINATION & SEXUAL HARASSMENT POLICY - Approved 2/11/99

Replaced by ANTI-HARASSMENT POLICY - Approved 7/13/95

Replaced by 2.2 PERSONNEL POLICIES, Part VII, section 4 – Approved 10/15/2026

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2.3.C. SAFETY POLICY AND RULES

Policy Status: Moved

Policy History:

This policy established 2/5/1992

Replaced by 2.2.A.1 PERSONNEL POLICIES, Part VIII, section 5 – Approved 10/15/2026

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