

### Items to Complete before First Day of Employment:

**Background Check** – A thorough background check will be completed and reviewed. Any items that do not match the information provided by the candidate will be discussed with the candidate and could be cause for dismissal.

**Fitness for Duty Exam** - To become an operations staff member of the Kirkwood Meadows PUD, you must pass a Fitness for Duty Exam. This exam is paid for by the Kirkwood Meadows PUD and is conducted so that all new employees are medically and physically able to perform their job duties. Each Fitness for Duty Exam will be held at Barton Occupational Health located at 155 Highway 50, Stateline, NV 89449.

**DMV Report** – A DMV report will be issued to verify that there are no violations that would cause the candidate to be unable to drive a vehicle for the District.

### To Become a Regular Full Time Employee

Must pass a 6-month performance evaluation.

### Benefit Information

**Health, Dental, Vision and EAP** – The District pays 100% Medical for employees and 80% for dependents and 100% for Dental, Vision, EAP, and AirMedCare for all eligible employees and their dependents hired after December 31, 2020.

**AirmedCare** – Will begin the first of the month after the employee's hire date.

**Vacation** - All regular employees receive 10 vacation days per year, which equals 6.6667 hours per month for the first 4 years of employment. Your vacation time will be allocated the second pay period of each month. You will begin accruing at 60 days of employment. You are eligible to request approval to take accrued vacation after 90 days of employment.

**Sick Leave** – All regular employees receive 12 days of sick leave a year, which equals 8 hours per month. Your sick time will be allocated the second pay period of each month. You will begin accruing sick leave after 60 days of employment and continue until a maximum of 32 days is accrued.

**Holidays** - 5 Paid Holidays are provided: New Year's Day, Memorial Day, Labor Day, Thanksgiving, and Christmas Day.

**Floating Holidays** - 5 Floating Holidays are provided. You will receive 5 days = 40 hours on July 1. All hours must be used by June 30<sup>th</sup> each year. Upon hire, you will receive a prorated number of hours.

**CalPERS Retirement** – CalPERS retirement starts your first pay period. You will be enrolled in the CalPERS Pepra Plan unless currently enrolled in CalPERS Classic Plan. A contribution of 6.842% of your wages earned will be contributed by the Kirkwood Meadows PUD and a contribution of 6.25% of your wages will be contributed by the employee each pay period.

**Bereavement Leave** – After 3 months of employment, a three day or five-day bereavement unpaid leave will be granted. This time off is limited to the death of mother, father, sister, brother, spouse, child, stepchild, mother-in-law and father-in-law.

**Jury Duty** – Time off is granted with pay equal to the difference between the jury duty stipend and regular pay for up to four weeks. Jury duty leave after four weeks shall be leave without pay. If you are requested to serve on a jury, you are to bring the summons to the General Manager within three working days of receipt.

**Dress and Grooming** – Operations and Maintenance personnel are required to wear District approved work boots paid for by the KMPUD. Any employee that is required to wear work boots to perform their job will be approved to purchase one pair of boots per year as needed at a cost no higher than \$150.00. Employees are encouraged to select a pair of boots that can be worn year around. Operations and maintenance staff are provided a jacket, bib pants, a safety vest and a radio. All uniforms/radios are to be returned at the time of termination and will be charged to the employee if lost or not returned.

**Ski Pass** – A Ski Pass will be provided each year when the winter season starts, after 30 days of continuous employment.

**Housing** – The District owns dedicated employee housing which is available to employees, based on availability/vacancies. A one bedroom is \$740.00 a month and a room in a two bedroom is \$480.00 per month. A \$480.00 stipend will be provided to all employees who live in the valley. All employees are responsible for their own utilities.

**Wellness Program** – Kirkwood PUD offers a comprehensive Wellness Program, which includes a small gym, reimbursement for non-smoking cessation class through Barton Hospital and reimbursement for registration fees for certain runs, bike rides and walking events.

### **Other Information**

**Work Week** - Sunday thru the following Saturday. Overtime will be paid for any hours over 40 hours in a work week.

**On-Call Policy** – All Operations staff are required to perform on-call duty. The on-call person has 10 minutes to respond to the initial notification, therefore they must stay in the Kirkwood Valley when they are on-call. The on-call operator is responsible for the coordination of efforts or resolution of the incident. On-Call duty is paid at \$25.00 per shift.

**Smoking** – The laws of the State of California apply. Smoking is prohibited in the following areas:

**Public Buildings** – Smoking inside of a public building or within 20 feet of a main exit, entrance or operable window is prohibited.

**Vehicles and Mobile Equipment** – Smoking within the enclosed cab of any vehicle or piece of mobile equipment owned by the District is prohibited.

Employees that smoke are expected to keep the environment as smoke free as possible by putting out smoking materials that are not being used, emptying ashtrays, etc.

**Drug-Free Workplace** – The District intends to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The following acts are prohibited:

- The on-duty use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drugs.
- Being under the influence of or impaired by alcohol or an illegal drug while on duty.
- The on-duty purchase, sale, manufacture, distribution, transportation, dispensation or possession of any legal drug in a manner inconsistent with law.
- Being on duty while impaired by the abuse of a legal drug.

If the General Manager or a supervisor has reasonable suspicion that an employee while on duty may be under the influence of or impaired by alcohol or an illegal drug, then the employee will be asked to take a drug test and will be driven to the testing facility.