

MANCHESTER WATER DISTRICT
Resolution No. 2025-06

A RESOLUTION AMENDING THE DISTRICT EMPLOYEE MANUAL

WHEREAS, the Board of Commissioners of Manchester Water District (Board) have determined that portions of the District Employee Manual need occasional revisions to comply with current law and/or practice; and

WHEREAS, periodic revisions are also essential to update and/or improve District policies and/or procedures; and

WHEREAS, management has determined the need to modify Ch. 3.03 "Overtime" to reflect a change in operation procedures regarding "primary" and "backup" standby duty; and

WHEREAS, the District Board has reviewed the proposed revisions to Chapter 3.03 "Overtime" of the current District Employee Manual listed, and attached hereto as EXHIBIT A, and determined the revisions shall be included in the District's Employee Manual and shall be applicable to all regular employees in service of Manchester Water District; and

NOW THEREFORE BE IT RESOLVED by the District Board that the District Employee Manual revision listed in Exhibit A, attached hereto, is hereby adopted.

THIS RESOLUTION was duly considered and approved by the Manchester Water District Board of Commissioners in a regularly scheduled open public meeting on May 13, 2025.

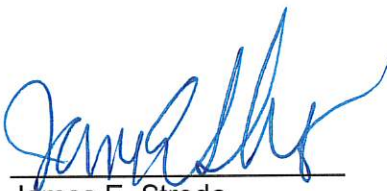
1. **Ratification.** Any act consistent with the authority granted pursuant to this Resolution occurring prior to the effective date of this Resolution is hereby ratified

and affirmed; and

2. **Severability.** The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances; and
3. **Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Manchester Water District Board of Commissioners on
May 13, 2025.

Steve Pedersen
Board Chair



James E. Strode
Secretary



Robert Ballard
Commissioner

Approved as to Form:



Ken Bagwell, District Attorney

Exhibit A

(Red-Lined for Clarity)

Manchester Water District

REVISIONS TO THE EMPLOYEE MANUAL

Purpose

The purpose of this revision is to update the District Employee Manual to address the change in standby duty as a result of transitioning to cellphone communication instead of a pager system. The modification to the Employee Manual text is in red for clarity.

3.03 Overtime

All time worked in excess of 40-hours during a standard workweek or 80-hours per pay period on a CWS workweek shall be compensated at a rate of 150% of regular rate for eligible employees. All call-out time outside of normal working hours shall be compensated at the same 150% rate.

- 1) Standby – The District requires operations staff to inspect District facilities on holidays and weekends to determine operational status of such facilities and to remain available to answer any emergency call for that period. During ~~primary~~ standby duty, the employee is required to carry the ~~primary, or “Main” pager,~~ District issued “standby cellphone” to respond to system alarms, respond to emergency callouts, and make pump inspections on Saturday, Sunday, and holidays.

~~The back-up standby employee shall provide backup duty for primary standby the week before assuming the primary standby duty. During backup standby duty the employee is required to carry the backup pager and respond to any after hour call the primary standby employee is unable to respond to.~~ In addition to pay for actual hours worked, the District allows additional compensation for ~~primary and backup~~ standby duty. The Board of Commissioners determines compensation for standby duty during the salary review process.

- 2) Overtime Callouts – After-hours callouts will be compensated at the normal overtime rate with a two-hour minimum.
- 3) Commissioner Meetings – Staff required to attend the monthly Board of Commissioners’ meeting are entitled to a minimum of two hours overtime.
- 4) Compensatory Time (Non-exempt Employee) – When the Manager or Supervisor determines it is in the best interest of the District, and the employee requests it, the Manager or Supervisor and the employee may agree to compensate the employee in leave hours at a rate equal to 150% of hours worked in lieu of overtime pay. Employees may accrue a maximum of forty hours of compensatory time.

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- 1) Standby – The District requires operations staff to inspect District facilities on holidays and weekends to determine operational status of such facilities and to remain available to answer any emergency call for that period. During standby duty, the employee is required to carry the District issued “standby” cellphone to respond to system alarms, respond to emergency callouts, and make pump inspections on Saturday, Sunday, and holidays.

In addition to pay for actual hours worked, the District allows additional compensation for standby duty. The Board of Commissioners determines compensation for standby duty during the salary review process.

- 2) Overtime Callouts – After-hours callouts will be compensated at the normal overtime rate with a two-hour minimum.
- 3) Commissioner Meetings – Staff required to attend the monthly Board of Commissioners’ meeting are entitled to a minimum of two hours overtime.
- 4) Compensatory Time (Non-exempt Employee) – When the Manager or Supervisor determines it is in the best interest of the District, and the employee requests it, the Manager or Supervisor and the employee may agree to compensate the employee in leave hours at a rate equal to 150% of hours worked in lieu of overtime pay. Employees may accrue a maximum of forty hours of compensatory time.