

Handbook Revision Chronology

09-14-2010

Revised Section 10.14 Management leave

Effective July 15, 2009, management leave shall be accrued on a bi-weekly basis at the rate of 3.077 hours per pay period. The maximum accrual allowance for management leave will be eighty (80) hours per fiscal year. Management leave earned by the end of each fiscal year shall be taken within the first quarter of the following fiscal year or the leave shall be forfeited.

Revised Section 17 Request for Reasonable Accommodation –
Interactive Process

Section 17 was renumbered to Section 17.0

Revised Section 17 Return to Work Program

The entire section was added.

3-13-2012

Revised Section 3.10 Internet, E-Mail, Telephones, and Electronic
Communications Ethics, Usage and Security
Policy

Add item A5:

5. Transmitting any of the District's confidential or proprietary information, including customer data or other materials covered by the District's confidentiality policy; transmitting or posting information that may harm the District or its reputation or any of its employees regardless of whether the information is defamatory. This includes expressing opinions or personal views on Internet web logs ("blogs"), social networking sites such as Facebook, Twitter, LinkedIn, etc., that could be misconstrued as being those of the District. The prohibitions described apply to employees whether the employee is on or off duty or working from a non-District computer.

Revised Section 11.9 Bereavement Leave

Employees shall be entitled to up to three (3) days of paid leave for the death of a family member. A family member includes the employee's spouse or State-registered domestic partner, and the following persons related to the employee or spouse or State-registered domestic partner: mother, father, brother, sister, child, step-parent, step-child, grandparents, grandchild, or legal guardian. Such leave shall be separate from sick, vacation, compensatory, and management leave and

is to be used within two (2) weeks upon the death of the family member or at the discretion of the General Manager or designee. Up to five (5) days may be granted for exceptional circumstances approved by the General Manager or designee.

Upon approval, employees may use either accumulated sick, vacation, compensatory, or management leave if more time off is necessary.