

authorized expenses of Directors, Managers or Staff members that may be reimbursed, as long as the other requirements of this policy are met:

- a) Communicating with representatives of regional, state and national government on District adopted policy provisions;
- b) Attending educational seminars designed to improve a Director's, Manager's or Staff's skills and information levels;
- c) Participating in regional, state and national organizations whose activities affect the Districts interests; including attendance at a semi-annual conference of the Association of California Water Agencies (ACWA), and California Special District Association;
- d) Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
- e) Attending District events; including but not limited to, meetings of the Board, standing committees of the Board, or temporary committees of members of the Board.
- f) Attendance at a meeting with members of the legislative, executive or judicial branch of the State or Federal governments when attendance is authorized by the Board or President.
- g) Attendance at a meeting with leadership of any local agency when authorized by the Board or the President to discuss District business.
- h) Attendance at a meeting with President, Vice President or a committee, when authorized by the President or Board.

2600.4 For purposes of this section, attendance includes:

- (a) Physical presence at the majority of the meeting, event, or occurrence listed above, unless presence for a lesser period is authorized by the President or by the Board or committee, respectively.
- (b) Lawful participation by teleconference in any other meeting listed in this policy.
- (c) Participation in an approved home study or online ethics course to meet the requirements of Government Code Sections §53234 – §53235.5.

2600.5 The following expenses also require Board approval:

- a) International and out-of-state travel for Directors, Management, or Staff;
- b) Accommodations for overnight stays for Directors, and Management; and
- c) Expenses which exceed the limits established for Directors, Managers, or Staff if the District establishes such limits.

2600.6 Personal expenses are not reimbursable.

2600.7 Examples of personal expenses that the District will not reimburse include, but are not limited to:

- a) The personal portion of any trip;
- b) Political or charitable contributions or events;
- c) Family expenses, including partner's expenses when accompanying a Director(s), Manager(s), or Staff member(s) on agency-related business, as well as children or pet-related expenses;

- d) Entertainment expenses, including theater, movies (either in-room or at the cinema), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- e) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, commuting mileage, or gasoline;
- f) Alcohol, laundry service, and personal telephone calls; and
- g) Personal losses not related to the District's business incurred while on District business.

2600.8 Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

Meeting Stipends

2601 Consistent with Water Code Section §20201 and prior action taken by the District, Directors may receive \$400.00 per month as a meeting stipend for attending the monthly meetings, as defined in this policy. Such compensation is subject to any State and Federal taxes as may be applicable by law. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.

Meetings and Service Subject to Monthly Stipend

2601.1 To be entitled to a monthly stipend, the meeting in question must constitute a meeting of the Heber Public Utility Board of Directors at a Regular, Special, or Emergency Meeting. Additionally, the term "meeting" is defined in section §54952.2 of the Government Code. This section is also known as the Ralph M. Brown Act.

2601.1.1 As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section §54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.¹

2601.1.2 The Board Member need only attend one meeting per month to receive the Monthly Stipend.

2601.1.3 Should the Board Member not attend at minimum one meeting of the Heber Public Utility District Board of Directors, then they are not eligible to receive the monthly stipend. Should the BOD approve, by a majority vote, to "Go Dark" or cancel a monthly meeting, the Board Members shall receive the monthly Director Fee or Monthly Stipend. (Amended via Reso. 2017-11)

2601.1.4 The Board Member may request an excused absence and still receive monthly stipend. To request an excused absence, the Board Member must call, e-mail or otherwise notify either the Board President or if unable to reach the Board President, notify the General Manager.

Reimbursement Requirements

2601.1.5 To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District may be limited to the costs that fall within the guidelines.

2601.2 Unless the Board or this policy establishes other permitted reimbursement rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expenses at the U.S. General Services Administration (GSA) rate for travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.

¹ Pamphlet: The Brown Act, Open Meetings for Local Legislative Bodies, 2003, California Attorney General's Office, page 8.

- 2601.2.1 Reimbursement of expenses of attendance at an authorize conference or organized educational activity shall include any registration, attendance, tuition, materials or other similar charge of the conference organizer or activity provider.
- 2601.3 Transportation
- 2601.3.1 The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements should be used, using the most direct and time-efficient route. Government and group rates offered by a provider of transportation shall be used when available.
- 2601.3.2 Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). For 2014, the rate is 56 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service mileage rates will not be paid in conjunction with rental vehicles; only receipted fuel expenses and the cost of the rental vehicle will be reimbursed.
- 2601.3.3 Taxi or shuttle fares may be reimbursed, including gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.
- 2601.4 Lodging
- 2601.4.1 Lodging expenses will be paid or reimbursed when travel on official District business reasonably requires an overnight stay.
- 2601.4.2 If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- 2601.4.3 Directors, Managers, and Staff must request government rates when available. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates equal to or less than the rate shown on the GSA schedule for the city/state or area of travel will be used (see www.gsa.gov). Lodging rates that do not exceed this amount per night are presumed reasonable and hence reimbursable. Other rates must be approved by the General Manager.
- 2601.4.4 Official overnight travel and other related expenses by Directors, and Managers, must be pre-authorized by the Board of Directors. In unusual circumstances where overnight travel is urgent and necessary to the District, but is unforeseen until after the previous Board meeting, the General Manager may authorize such travel with consent of the Board President.
- 2601.5 Approval for Staff.
- 2601.5.1 The General Manager of the Heber Public Utility District shall approve attendance of all educational programs, conferences and meetings, and authorize overnight travel and other related expenses of all Staff prior to such attendance according to this policy.
- 2601.6 Meal Reimbursement
- 2601.6.1 The maximum daily amount reimbursable for local meals including beverages and tips will be based on the U. S. General Services Administration (GSA) schedule for the current year. In certain high cost cities the maximum daily amount reimbursable for meals including beverages and tips is \$71.00 and the minimum of \$46.00. Such amounts will be annually adjusted to reflect

changes in the GSA schedule for the current year. The HPUD will follow the U. S. General Services Administration schedule that applies.

- 2601.6.2 This policy recognizes that it is sometimes in the best interest of the District to provide meals for business guests during the conduct of District business and pre-authorizes Directors, Managers and Department Heads to make reasonable and appropriate expenditures for that purpose.
- 2601.7 Internet
 - 2601.7.1 Directors, Managers and Staff members will be reimbursed for Internet access connection and/or usage fees away from home, if Internet access is necessary for District-related business. Reimbursement will not exceed the actual amount charged by the out-of-town accommodation.
- 2601.8 Airport Parking
 - 2601.8.1 Long-term airport parking must be used for travel exceeding 24-hours.
- 2601.9 Credit Card Use Policy
 - 2601.9.1 The District does issue credit cards to individual Directors and specified staff for selected District expenses. Directors and Managers may use the District's credit card for such purposes as meal purchases and hotel reservations by following the same procedures listed in this policy. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within ten (10) business days of use or upon return from the business trip.
 - 2601.9.2 There shall be no personal or unauthorized expenses charged on District credit cards.
- 2601.10 Expense Report Content and Submission Deadline
 - 2601.10.1 Expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District. Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the Director should explain whose meals were purchased and the nature of the meeting.
 - 2601.10.2 Directors, Managers, and Staff must submit their expense reports within thirty (30) days of an expense being incurred, accompanied by receipts documenting the expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.
 - 2601.10.3 Inability to provide such documentation in a timely fashion may result in the expense being denied for reimbursement.
- 2601.11 Audits of Expense Reports
 - 2601.11.1 All expenses are subject to verification that they comply with this policy.
- 2601.12 Reports to Board
 - 2601.12.1 Except where the subject of a meeting relates to matters discussed in closed session, each Director shall briefly give an oral report on meetings attended at District expense. If multiple Directors attended, a joint report may be made.
- 2601.13 Compliance with Laws
 - 2601.13.1 Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act and other laws.

- 2601.14 Authorized Employees
- 2601.14.1 The Board may determine if the activities of any staff person is authorized and subject to this policy and therefore subject to reimbursement.
- 2601.15 Violation of This Policy
- 2601.15.1 In compliance with AB1234 (Government Code Section §53232), the following are the causes of action that may be pursued for violation of this policy:
- 2601.15.2 Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the District reporting the expenses as income to the Director to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

SERIES 3000 OPERATIONS

POLICY TITLE: Illness and Injury Prevention Program
POLICY NUMBER: 3010

- 3010. Program Goal and Outline. The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:
 - 3010.1.1 Providing mechanical and physical safeguards to the maximum extent possible.
 - 3010.1.2 Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.
 - 3010.1.3 Training all employees in good safety and health practices.
 - 3010.1.4 Providing necessary personal protective equipment, and instructions for use and care.
 - 3010.1.5 Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
 - 3010.1.6 Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.
- 3010.2 Program Responsibility. Although the District recognizes that the responsibility for safety and health is shared, the General Manager or his/her designee shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.
 - 3010.2.1 The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.
 - 3010.2.2 Supervisory personnel are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.