

WEST BASIN MUNICIPAL WATER DISTRICT

AUGUST 1, 2001 – Joint Administration
Smith, Kwan

AUGUST 27, 2001 – Board Meeting

Prepared by: Steven Hines

Submitted by: Steven Hines

Approved by: Darryl G. Miller

ACTION CALENDAR

PROPOSED CHANGES TO ADMINISTRATIVE CODE PERSONNELSUMMARY:

In June, the West Basin and Central Basin Boards indicated their desire to have a personnel review board consisting of both Boards created to act as the hearing officer for employee personnel matters. In order to create this review board, an amendment to the West Basin Administrative Code is necessary. This item was presented to your Board at the July 16, 2001 Board meeting and your Board requested this item be deferred to the August Joint Administration Committee for further review.

As currently drafted, each District's Administrative Code does not contain language necessary to establish a personnel review board. The District's Boards need to delegate this authority to the Personnel review board. This requires a resolution amending the Administrative Code. Amending the Administrative Code to create this new body requires various structural and formatting changes to the Code including a new table of contents, new section numbering, different pagination, etc. Accordingly District Counsel recommends one resolution integrating all changes to sections one, two, and three of the Administrative Code be adopted.

Explanation of Changes

The specific changes to the Administrative Code Human Resources Section effect Section 3-7.103 Discipline/Appeals Process, Section 3-7.104 is an addition. The change adds the words "Personnel Review" before each reference to the already existing word "Board" in (f), (g), (k), and (o). In addition, the phrase as set forth below in Section 3-7.104 is added to (f).

Also, Section 3-7.104 is added with the following paragraph:

The Personnel Review Board is the hearing body for all employee appeals as described above in Section 3-7.103. The Personnel Review Board shall consist of the Directors of the Central Basin Municipal Water District and West Basin Municipal Water District. A majority of the Personnel Review Board shall constitute a quorum. A majority vote of either the Central Basin Municipal Water District or the West Basin Municipal Water District is not required for the Personnel Review Board to act.

If approved by your Boards, these additions clarify the role of both Boards of Directors to fully participate in matters of administrative review of employee disciplinary actions taken in the cases of:

- Termination
- Suspensions in excess of thirty working days
- Reduction of pay period on ninety day period

FISCAL IMPACTS:

None.

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ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Joint Administration Committee on August 1, 2001 and was recommended for approval. This item was agendaized to the August 27, 2001 JFA Board meeting for action.

RECOMMENDED MOTION:

That the Board approve the attached resolution making changes to the District's Administrative Code "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST BASIN MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 4-98-703 AS IT RELATES TO THE ADMINISTRATIVE CODE"

LIST OF EXHIBITS:

Exhibit "A" - Proposed Resolution

Exhibit "B" – Administrative Code Sections 3-7.103 and 3-7.104

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