

**RESOLUTION NO. 2020-4**

**A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
AMENDING THE PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, the Scotia Community Services District (“Scotia CSD”) is organized and operates pursuant to the California Government Code Section 61000, *et seq.*; and

**WHEREAS**, California Government Code Section 61045(g) requires the Board to adopt administrative policies, including personnel policies, for the operation of the Scotia Community Services District; and

**WHEREAS**, to provide direction on all personnel issues in the Scotia CSD, and to ensure the consistent application of all federal, state, local and District rules and regulations regarding District employees, it is necessary to adopt a personnel policy; and

**WHEREAS**, the Personnel Policies and Procedures required update to reflect the SCSD’s right to conduct a pre-employment physical for applicants responding to a job within the Operations Division of the District to ensure the applicant is able to perform the duties of the job with or without accommodation; and

**WHEREAS**, the original Personnel Policies and Procedures were adopted on January 21, 2016 under Resolution 2016-1: A Resolution of the Board of Directors of the Scotia Community Services District to adopt the Scotia Community Services District Personnel Policies and Procedures, was amended under Resolution 2018-18: A Resolution of the Scotia Community Services District Board of Directors Amending The Personnel Policies and Procedures, and was further amended under Resolution 2019-22: A Resolution of the Scotia Community Services District Amending the Personnel Policies and Procedures and is amended under this resolution, and may be amended again at any time.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Scotia Community Service District as follows:

Section 1: The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2: The Scotia Community Services District Personnel Policies and Procedures, dated March 19, 2020, attached hereto as Exhibit “A” and by this reference made a part hereof, is hereby adopted as the official personnel policy and procedures of this District.

This resolution shall be effective upon its adoption.

Dated: March 19, 2020

APPROVED:

  
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Paul Newmaker, Board President, Scotia CSD

ATTEST:

  
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Jennifer McDonald, Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2019-22, passed and adopted at a regular meeting of the Scotia Community Service District Board of Directors, County of Humboldt, State of California, held on the 19<sup>th</sup> day of December 2019, by the following vote:

AYES: *Black, Newmaker, Pryor, Pitcairn, Sellen*

NOES: *Ø*

ABSENT: *Ø*

ABSTENTIONS: *Ø*

*Jennifer McDonald*  
Board Clerk, Scotia CSD

Attached: Scotia Community Services District Personnel Policies and Procedures