

RESOLUTION NO. 2023-7

**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 proposed amendments to Section 2.2 (Sexual and Other Harassment Policies), pertaining to the complaint process and procedures, and Section 3.0 (Personnel Policies) of the District’s Personnel Policies and Procedures, pertaining to the addition of exempt and at-will classes of employment, as attached hereto, are appropriate; and

WHEREAS, the original Personnel Policies and Procedures were adopted on January 21, 2016, under Resolution 2016-1 and was amended under Resolution 2018-18, 2019-22, 2020-4, 2020-11, 2020-13, 2021-1, 2021-4, 2023-5 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 May 4th, 2023, 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: May 4th, 2023

APPROVED:


Paul Newmaker, Board President, Scotia CSD

ATTEST:


Board Clerk, Scotia CSD

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2023-7, 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 4th day of May 2023, by the following vote:

AYES: Ansted, Black, Newmaker, Pryor, Sellen

NOES: 0

ABSENT: 0

ABSTENTIONS: 0


Board Clerk, Scotia CSD

Attached: Scotia Community Services District Personnel Policies and Procedures