



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### RESOLUTION NO. 2022-16

#### A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING AMENDMENTS TO PERSONNEL POLICIES

**WHEREAS**, the Tamalpais Community Service District (TCSD) will from time to time amend its personnel policies; and

**WHEREAS**, TCSD has adopted 5-step salary ranges and purchasing policies; and

**WHEREAS**, revisions to the personnel policies are required to reflect performance reviews for 5-step salary ranges and the adopted purchasing policies.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby amend and restate in its entirety the following sections of the personnel policy effective August 1, 2022 and authorizes the General Manager to do everything necessary and appropriate to incorporate the revisions into the personnel policies:

#### **P 103.03 – PERFORMANCE REVIEWS**

*Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis when necessary. Ongoing discussions between supervisors and employees about job duties, performance, and the work environment furthers employees' satisfaction with the District and the District's satisfaction with employees.*

*For new hires, formal performance evaluations will be conducted after approximately six months of employment and approximately on their one-year anniversary of their hire date. Anniversary date is defined as the initial hire date. This initial formal review is an excellent opportunity for clarification of any questions an employee has about his or her job. The reviews give the employee and his or her supervisor(s) the opportunity to discuss job tasks, encourage and recognize strengths, identify and correct weaknesses, and discuss constructive, purposeful approaches for meeting goals.*

*After the initial 12 months, formal evaluations will be conducted approximately on the employee's anniversary date for those employees eligible for annual step increases.*

*Employees at the top step will receive annual performance evaluations on or about the end of the calendar year, although the District permits flexibility regarding the timeline of such evaluations when necessary (e.g., if last evaluation was less than 6 months old, then may be used for December evaluation). These reviews are an ongoing opportunity to discuss employee goals and ways of meeting those goals. The performance review also plays a major part in merit-based pay awards.*

*The General Manager may establish individual performance improvement plans for those employees receiving less than an overall satisfactory rating.*

**P 114.01 – SALARY RANGES AND STEP INCREASES**

*Employee salary ranges are established annually by Board resolution (i.e., salary schedule), except for those employees who have employment agreements with TCSD. Employees hired at Step A are eligible to receive Step B after a six-month evaluation and Step C after a 12-month evaluation. Thereafter, employees are eligible for a step increase on their anniversary date.*

*To receive a step increase, an employee must receive an overall performance evaluation that meets or exceeds a "satisfactory" rating. To receive performance pay in December, an employee must have received an overall performance evaluation that meets or exceeds an overall "satisfactory" rating within a reasonable period of time prior to December. The General Manager, in his/her sole discretion, may grant a step increase or performance pay to an employee with a less than an overall "satisfactory" rating if there are extenuating circumstances and/or to reflect the terms of an employee's performance improvement plan.*

*The General Manager, in his/her sole discretion, can grant an employee a two-step increase for an "outstanding" performance evaluation. However, in order to be eligible for the two-step increase, an employee must have been employed with TCSD a minimum of two (2) years in the same position.*

**P 116.09 – EMPLOYEE PURCHASING POLICY**

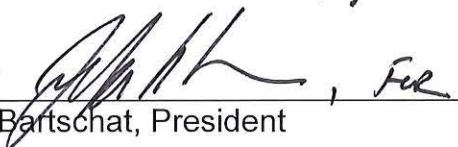
*Employees making purchases on behalf of the District shall comply with the purchasing and procurement policies adopted by the District and as amended from time to time.*

**I HEREBY CERTIFY** that the foregoing resolution is a full, true, and correct copy of a resolution duly and regularly adopted and passed by the Board of Directors of the Tamalpais Community Services District, County of Marin, California, at a meeting thereof, held on the 10th day of August 2022, by the following vote:

AYES: 3 J. Brown, J. Jacobs, S. Levine

NAYS: 0

ABSENT: 2 S. Bartschat, M. McMahon

  
Steffen Bartschat, President

ATTEST:

  
Secretary, Tamalpais Community Services District