

Recommended Board Policy Review Schedule

Policy Number	Policy Name	Purposed New Frequency of Policy Review	Requires Legal Counsel Review (Y/N)	Justification/Comments (reason for other than 5 year frequency)**
ADMINISTRATION				
PL - Adm 001	Regulations Governing Water Service	N/A	Y	Not a policy. Through the public Proposition 218 process, the Board of Directors adopted the Regulations Governing Water Service by Ordinance No. 2004-03 on July 19, 2004. On a regular basis, regulations are reviewed and approved by resolution.
PL - Adm 002	Records Management Policy	2 years	Y	This is all legal and should be reviewed regularly. Requires two reviews, Gladwell Services and general counsel.
PL - Adm 003	Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy	4 years	Y	2 Years
PL - Adm 004	Legislative Response Policy	4 years	N	
PL - Adm 005	Environmental Sustainability Policy	4 years	N	
PL - Adm 006	Workplace Dishonesty Policy	2 years	Y	
PL - Adm 007	Claims Processing Policy	4 years	Y	2 Years or NOW
PL - Adm 008	Communication and Team Building Policy	4 years	N	
BOARD OF DIRECTORS				
PL - BOD 001	Strategic Plan	4 years	N	3 Years
PL - BOD 002	Rules for Proceedings of the Board of Directors	4 years	Y	
PL - BOD 003	Directors' Compensation and Expense Reimbursement Policy	2 years	Y	Should be reviewed regularly and should have general counsel review for any legal changes.
PL - BOD 004	Ethics Policy	2 years	Y	
PL - BOD 005	Director Sexual Harassment Prevention Training Policy	2 years	Y	State and federal harassment law changes frequently. Should be reviewed regularly and should have general counsel review for any legal changes.
PL - BOD 006	Water Banking and Transfer Policy	4 years	Y	
ENGINEERING				
PL - Eng 001	Improvement Standards and Technical Specifications	4 years	N	2 Years or Annually
PL - Eng 002	Public Works Contracting Policy	4 years	Y	
PL - Eng 003	Capital Improvement Program Policy	ANNUALLY	N	New Policy should be reviewed annually for the first few years.
FINANCE				
PL - Fin 001	Engagement of Auditor Policy	4 years	N	2 Years
PL - Fin 002	Capital Asset Policy	4 years	N	

2 Years

2 Years

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PL - Fin 003	Investment Policy	ANNUALLY	Y	Requires two reviews, Investment Advisors and general counsel. For the past three years there has been updates to the laws regarding public agency investments. As such, we have our investment advisor review the policy each year after the legislative session is over to incorporate any new laws into the policy. In addition, each year we need the board to reaffirm their intent to delegate their investment authority to the Director of Finance and Administration. So we wrap this all up into one staff report for policy review and delegation of investment authority.	
PL - Fin 004	Reserve Policy	2 Years	ANNUALLY	N	This policy is reviewed each year during the budget preparation time to determine if any changes are needed. Only if changes are requested will it then go through the formal board approval process. But it is looked at each year.
PL - Fin 005	Procurement Policy	4 years	Y		
PL - Fin 006	Purchasing Card Policy	4 years	N		
PL - Fin 007	Unclaimed Funds Policy	Annually	4 years	Y	General counsel should review for legal changes.
PL - Fin 008	Impaired Capital Asset Policy	4 years	N		
PL - Fin 009	Water Service Charges and Rate Setting Policy	4 years	Y	Should be reviewed along with rate studies.	
PL - Fin 010	Capacity Fee Setting Policy	4 years	Y	Should be reviewed along with rate studies.	
PL - Fin 011	Debt Management Policy	4 years	N		
PL - Fin 012	Budget Policy	2 years	N		
PL - Fin 013	Debt Obligation Disclosure Policy	2 years	Y	Should be reviewed biennially and should have general counsel review for any legal changes. Requires two reviews, Bond Counsel and general counsel.	
PL - Fin 014	Payment of Demands Policy	4 years	N		
PL - Fin 015	Lease and SBITA Accounting Policy	4 years	N		
HUMAN RESOURCES					
PL - HR 001	Employment Rules & Procedures Policy	2 years	Y	State and federal employment law changes frequently. Should be reviewed regularly and should have general counsel review for any legal changes.	
PL - HR 002	Employee Compensation Policy	4 years	N		
PL - HR 003	Employee Performance Evaluation, Merit and COLA Policy	4 years	N		
PL - HR 004	Training and Career Development Policy	4 years	N		
PL - HR 005	MOVED TO ADMIN 008	N/A	N/A		
PL - HR 006	Driver Record and Insurance Review Policy	4 years	Y		
PL - HR 007	Modified/Alternate Duty Policy	4 years	Y		
PL - HR 008	Catastrophic Leave Policy	4 years	N		
PL - HR 009	Employee Recruitment, Hiring and Promotion Policy	4 years	Y		

Annually

Annually

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PL - HR 010	Drug and Alcohol Program Policy	4 years	Y	
PL - HR 011	Employee Standards of Conduct and Discipline Policy	2 years	Y	
PL - HR 012	Discrimination and Harassment Prevention Policy	2 years	Y	State and federal harassment law changes frequently. Should be reviewed regularly and should have general counsel review for any legal changes.
PL - HR 013	Workplace Violence Policy	4 years	Y	
PL - HR 014	Reasonable Accommodation & Interactive Process Policy	4 years	Y	
Information Technology				
PL - IT 003	Electronic Communication Management and Retention Policy	2 years	Y	With PL-ADM 002
PL - IT 004	Technology Maintenance, Security, Protection and Recovery Policy	2 years	Y	Should be reviewed regularly in light of cyber security concerns.
PL - IT 005	Technology Use Policy	2 years	Y	Should be reviewed regularly.
Customer Service				
PL - CS 001	Disconnection of Residential Water Service Policy	4 years	Y	

**All policies are subject to a shorter review period in case of a change in state or federal law.