

Sacramento Suburban Water District

Employee Recruitment, Hiring, and Promotion Policy

Adopted: June 18, 2007

Approved with changes on: February 26, 2024

100.00 Purpose of the Policy

To establish a uniform and consistent process for recruiting, hiring, and promoting District employees that is fair and equitable to all applicants; to enable hiring the most qualified candidates that best meet the needs of the District.

200.00 Policy

The District is committed to ensuring a fair and equitable recruitment and hiring process that complies with all applicable state and federal laws; results in selecting the most qualified candidate based on the needs of the District; contributes to a diverse and dynamic workforce; and shall avoid any favoritism or discrimination. The process, which shall be utilized for all Introductory/Regular/Management and Temporary/Seasonal positions, shall identify and attract qualified candidates, including members of protected groups, and encourage the career growth of current staff. .

210.00 Equal Opportunity Employer

The District is an equal opportunity employer, and employment decisions are made on the basis of merit, experience, and other bona fide occupational qualifications. The District is committed to complying with all applicable laws providing equal employment opportunities. This policy prohibits discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors, in addition to other protected classes under applicable federal or state laws. This policy applies to all persons involved in the operation of the District, including employees, directors, other officers, contractors, consultants, and vendors. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, termination, reduction in force, compensation, and other benefits.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established processes for recruiting, hiring, and promoting staff that align with this policy and the District's Strategic Plan, and are consistent with applicable state and federal labor

laws, as set forth in the Employee Recruitment, Hiring, and Promotion Procedure (PR - HR 009). Prior approval from the General Manager or their designee is required to fill vacant staff positions or to reorganize a department's existing staffing needs.

The General Manager or their designee must also approve the hiring or promotion of the recommended candidate and starting pay within the pay/salary band for the position. Nothing in this policy is intended to infringe on the duties of the General Manager as the General Manager has full power and authority to employ and discharge all employees under California Water Code Section 30580.

The Board of Directors shall approve the establishment of any new positions that will increase the total number of regular, full-time District employees. The Board of Directors shall also determine the recruitment process and selection criteria to be used in the event of a vacancy in the position of General Manager.

400.00 Policy Review

This policy shall be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.