



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2022-2148

Agenda Date: 2/23/2022

Agenda Item No: 18.

FROM: James D. Herberg, General Manager
Originator: Celia Chandler, Director of Human Resources

SUBJECT:

AMENDMENT TO OCSD PERSONNEL POLICIES AND PROCEDURES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

Adopt Resolution No. OC SAN 22-07 entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District amending the Board of Directors Personnel Policies and Procedures Manual providing for classification, compensation, and other terms, conditions, policies, and procedures governing employment of District employees to include the addition of Policy No. 6.6, Diversity, Equity, and Inclusion; and Amending Resolution No. OCSD 18-18".

BACKGROUND

The Orange County Sanitation District's (OC San) Board of Directors Personnel Policies and Procedures Manual (Policies) contains the terms, conditions, rules, and regulations of employment which are consolidated into one reference document. The Policies are reviewed periodically and updated as required; and the last comprehensive update to the Policies was completed in 2018.

Staff is proposing the addition of Policy No. 6.6, Diversity, Equity, and Inclusion, a new policy to establish and clarify OC San's commitment to being an inclusive organization. Recently, OC San updated its Core Values, which now include "Integrity, Inclusion, Honesty, and Respect." With the addition of this policy, we want employees to understand what the expectations are related to the new Core Value, as well as the existing laws and policies that are relative to the new Diversity policy.

OC San offers Diversity training on a biennial basis and has done so for several years. The training will be updated for this year, incorporating the new Core Values into the curriculum, in addition to the content of the new Diversity policy.

In accordance with Resolution No. OCSD 18-18, revisions to the Policies require Board approval.

RELEVANT STANDARDS

- Cultivate a highly qualified, well-trained, and diverse workforce

PROBLEM

Staff has drafted a new Policy on Diversity, Equity, and Inclusion, which requires Board approval for adoption and implementation. Diversity training is scheduled for the first quarter of the calendar year for all OC San employees, and will cover elements of the new policy, including the purpose, requirements, and expected conduct.

PROPOSED SOLUTION

Staff recommends that the Board of Directors approve and adopt the policy update by Resolution. The proposed new policy is attached.

TIMING CONCERNS

The proposed policy aligns OC San's Core Values that were adopted by the Board of Directors within the Strategic Plan on November 17, 2021.

RAMIFICATIONS OF NOT TAKING ACTION

The new policy is necessary to set the expectation for employees and to align with the new Core Values and, without approval, could not be implemented.

PRIOR COMMITTEE/BOARD ACTIONS

March 2020 - Adopted Resolution No. OCSD 20-01 entitled, "A Resolution of the Board of Directors to the Orange County Sanitation District granting emergency power to the General Manager in the event the public health and safety is endangered due to a disruption of sewerage service; and repealing Resolution No. 75-160".

September 2018 - Adopted Resolution No. OCSD 18-18 entitled, "A Resolution of the Board of Directors of Orange County Sanitation District approving a Board of Directors Personnel Policies and Procedures Manual providing for classification, compensation, and other terms, conditions, policies, and procedures governing employment of District employees; and repealing Resolution No. OCSD 15-18".

ADDITIONAL INFORMATION

The Policies, as adopted by a Resolution of the Board of Directors, supersede any and all prior Board Resolutions and actions that are inconsistent with these Policies, unless otherwise specified herein.

The Policies do not constitute a contract of employment. To the extent the Policies are inconsistent with any term or provision of an individual employment agreement or Memorandum of Understanding (MOU), the term or provision of the employment agreement or MOU shall govern.

The Policies intend to increase the mutual understanding of expectations and minimize the making of personal decisions on matters of District-wide policy.

CEQA

N/A

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Proposed Resolution No. OC SAN 22-07
- Exhibit "A" to Resolution No. OC SAN 22-07, Policy No. 6.6
- Resolution No. OCSD 18-18 (link provided on agenda)