

Attachment P
Standard District Policy Overview

Standard District Policy Overview

Exhibit #2

Standard District Policy

Overview

July 2005



Table of Contents

<u>INTRODUCTION</u>	Page 2
<u>DEFINITIONS</u>	Page 2
<u>PURPOSE OF POLICIES</u>	Page 3
<u>DEVELOPMENT/MAINTENANCE SDPs</u>	Page 3
<u>POLICY REVIEW</u>	Page 3
<u>SDP FORMAT</u>	Page 4
<u>SDP TABLE OF CONTENTS</u>	Page 5
<u>HRDPs SUMMARY OF CONTENTS</u>	Page 8

Standard District Policy Overview

INTRODUCTION

The District's foremost policy manual is the Standard District Policy manual (SDP). Its focus is to communicate District policy of general interest to new employees and an ongoing reference to existing employees, and secondarily to communicate certain District-wide procedures of broad District interest. District policies are initially reviewed by HR Management, Labor and Legal and then primarily reviewed by Executive Management. Ultimately SDPs must be approved and signed by the General Manager, while District procedures are approved and signed by the manager most responsible for the process.

SDP's provide employees important and useful information regarding policies and procedures and explain certain types of benefits, pay policies, leaves of absences, anti-harassment, and disciplinary procedures, grievance procedures and general rules of conduct. It is the primary document to describe employee and supervisory/management responsibilities. SDP's let employees know what is expected of them and what they generally can expect during their employment. SDP's also include topics that are required by Federal and State laws and provide supervisors and managers with guidelines to apply policies consistently and in accordance with the District's internal operations as well as the intent of these laws and regulations.

SDPs are maintained by the Human Resources Department in both hard copy and electronic copy. The maintenance function is responsible for keeping it current in both media formats.

There are subordinate policies, guidelines and procedures that are the responsibility of departments to separately generate and maintain. In Human Resources, these documents are referred to as HRDPs (Human Resources Department Procedures). HRDPs provide supporting documentation to certain District-wide policies and programs. HRDPs are prepared by the District's Policy Writer in conjunction with the HR Management team and in some cases Legal and Labor.

Besides SDPs and HRDPs, there are memorandums of understanding and other union agreements that have been negotiated with the unions and may take precedence over certain SDPs.

DEFINITIONS

Policy -

A guiding principle or course of action designed to influence and determine decisions, actions and other matters.

- High level statements of *what* and *why* (philosophy/intent/purpose)
- Gives latitude and flexibility for decision making
- Allows managerial discretion and freedom
- Foundation
- General parameters – rules - guidelines

Standard District Policy Overview

Procedure/Process (steps)

An act composed of steps. A set of established methods for conducting the affairs of a business.

- Step by step (**How** to do it)
- Owned by unit who implements
- How something is done

Standard

An acknowledged measure of comparison for quantitative or qualitative value. A degree or level of requirement, excellence, or attainment.

PURPOSE OF SDPs

- Communication Tool
- Help comply with law
- Policy Statements
- Process/Program Descriptions
- Guidance and Reference

DEVELOPMENT/MAINTENANCE SDPs

Policy development and maintenance is a cooperative effort. Policy development can be either a top down or bottom up process.

- New policy or policy revision origination
- Varied sources (E/M, HR, Labor, Legal, Department Representative(s), External, Legislation, Laws and Regulations)
- Collaboration (teams / subject matter experts)
- Executive Management direction
- HR District Policy Writer / Maintainer / Distribution

POLICY REVIEW

PRELIMINARY REVIEW by District Policy Writer, originator, department representative(s), team members, if any, Executive Management (for direction)

INITIAL REVIEW by HR Management, Legal, Labor, Team Members, if any, and HR Manager and AGM Administrative Services

EXECUTIVE MANAGEMENT REVIEW (Decision Makers) by three AGMs, Attorney & General Counsel, CIO and CFO

GENERAL MANAGER APPROVAL by General Manager for final approval and signature

Standard District Policy Overview

SDP FORMAT

Required Section(s):

- Policy Statement

Optional Section(s) depending on subject:

- Purpose / Intent
- Philosophy
- Definitions
- Guidelines
- Eligibility
- Responsibilities
- Overview
- Process (steps)
- References

Standard District Policy Overview



SMUD

SACRAMENTO MUNICIPAL UTILITY DISTRICT

Date: 4/8/05

STANDARD DISTRICT POLICY	Section		Subject
	TABLE OF CONTENTS		TABLE OF CONTENTS
		<i>Subject Number</i>	<i>Date Issued Or Revised</i>
TAB 1	INTRODUCTION		
	Section, <i>Introduction</i>		
	<i>Purpose</i>	1.1	Oct. 95
TAB 2	BUSINESS PHILOSOPHY		
	Section, <i>Business Philosophy</i>		
	<i>Purpose and Values</i>	2.1	Aug. 04
	<i>Culture Statement and Diversity Commitment (new)</i>	2.3	Jun. 04
TAB 3	ORGANIZATION AND ADMINISTRATION		
	Section, <i>Organization and Administration</i>		
	<i>Communication With the Board of Directors</i>	3.1	May 00
	<i>Conference Room Reservations</i>	3.1.5	Sept. 97
	<i>Delegations of Authority</i>	3.3	Aug. 04
	<i>Delegations Matrix</i>	3.3 Matrix	Aug. 04
	<i>Delegation-Procurement & Contracts</i>	3.3.1	Aug. 04
	<i>Solicitation on District Property</i>	3.4	Apr. 03
	<i>Asset Control</i>	3.6	July 97
	<i>Asset Management</i>	3.7	July 98
	<i>Assignment of Vehicles to Employees</i>	3.8	Oct. 98
	<i>Automobile Pool</i>	3.9	Dec. 97
	<i>Parking</i>	3.10	July 97
	<i>Time Reporting</i>	3.11	Dec. 00
TAB 4	PERSONNEL		
	Section, <i>Benefits</i>		
	Education and Training Benefits		
	<i>Educational Assistance Program</i>	4.1.1	Jan. 05
	Health and Welfare Benefits		
	<i>Child Care</i>	4.1.3	Feb 02
	<i>Donation of Leave</i>	4.1.3.1	June 00
	<i>Employee Assistance Program</i>	4.1.3.2	Aug. 98
	<i>Insurance and Income Protection</i>	4.1.3.3	Aug. 98
	<i>Integrated Disability Management</i>	4.1.3.4	Aug. 03

Standard District Policy Overview

<i>SDP – Table of Contents (Cont’d)</i>	Subject Number	Date Issued Or Revised
Miscellaneous Benefits		
<i>Ride Share</i>	4.1.4	Sept. 97
Time Off Benefits		
<i>General Policy</i>	4.1.6	Dec. 95
<i>Holidays</i>	4.1.6.1	Sept. 97
<i>Leave Without Pay</i>	4.1.6.2	Jan. 98
<i>Legally Required Leaves of Absence</i>		
<i>General Policy</i>	4.1.6.3	Sept. 96
<i>Family Care & Medical Leave</i>	4.1.6.3.1	Sept. 96
<i>Jury Duty & Court Appearances</i>	4.1.6.3.	Sept. 96
<i>Military Leave</i>	4.1.6.3.3	Jan. 04
<i>Parent’s Leave For Children In School</i>	4.1.6.3.4	Sept. 96
<i>Pregnancy Disability Leave</i>	4.1.6.3.5	Sept. 96
<i>Religious Leave</i>	4.1.6.3.6	Sept. 96
<i>Volunteer Firefighter’s Leave</i>	4.1.6.3.7	Sept. 96
<i>Voter’s Leave</i>	4.1.6.3.8	Sept. 96
<i>Other Leave</i>		
<i>Administrative Leave</i>	4.1.6.4	Dec. 95
<i>Bereavement Leave</i>	4.1.6.4	Dec. 95
<i>Community Leave</i>	4.1.6.4	Dec. 95
<i>Professional Leave</i>	4.1.6.4	Dec. 95
<i>Personal Leave</i>	4.1.6.5	Jan. 98
<i>Sick Leave</i>	4.1.6.6	Dec. 95
Section, Compensation		
<i>Additional Compensation – PAS Employees</i>	4.2.1	April 00
<i>On-Call Assignments</i>	4.2.2	April 00
Section, Employee Conduct		
<i>Code of Ethics</i>	4.3.3	Apr. 05 ^R
<i>Communications</i>		
<i>Electronic Communications</i>	4.3.4	Jan. 01
<i>Conflict of Interest</i>	4.3.5	Feb. 98
<i>Personal Appearance</i>	4.3.6	Sept. 01
<i>Unauthorized Absence</i>	4.3.9	Jan. 98
Section, Employee Relations		
<i>Positive Discipline</i>	4.4.1	April 01
<i>PAS and Security Grievances</i>	4.4.2	June 00
Section, Employment Practices		
<i>Employment Reference Inquiries</i>	4.5.1	Apr. 98
<i>Relocation Expenses</i>	4.5.2	Sept. 96
<i>Employment of Relatives</i>	4.5.3	July 01
<i>Outside Employment</i>	4.5.4	July 01
Section, Governance and Civil Rights		
<i>Disability Accommodation</i>	4.6.1	Aug. 03
<i>Discrimination/Harassment</i>	4.6.2	Nov 00

Standard District Policy Overview

<i>SDP – Table of Contents (Cont'd)</i>	Subject Number	Date Issued Or Revised
<i>Equal Opportunity/Affirmative Action</i>	4.6.3	<i>Sept. 96</i>
<i>HIPAA Policy</i>	4.6.4	<i>Jan. 04</i>
Section, Health and Safety		
<i>Safety</i>	4.7.2	<i>Jan. 98</i>
<i>D.O.T. Drug and Alcohol Testing</i>	4.7.2.1	<i>May 98</i>
<i>Driving</i>	4.7.2.2	<i>June 00</i>
<i>Violence Prevention in the Workplace</i>	4.7.2.3	<i>July 98</i>
<i>Smoking</i>	4.7.3	<i>Apr. 96</i>
<i>Substance Abuse</i>	4.7.4	<i>Jan. 98</i>
Section, Travel		
<i>Travel</i>	4.8	<i>Aug. 99</i>
 TAB 5		
BUSINESS AND FINANCE		
Section, Business and Finance		
<i>Accounting</i>		
<i>Contracts or Purchase Orders</i>	5.1.2	<i>July 98</i>
<i>Purchasing</i>		
<i>Petty Cash</i>	5.4.1	<i>Aug. 98</i>
 TAB 6		
INFORMATION MANAGEMENT		
Section, Information Protection		
<i>Classification and Protection of Information</i>	6.1	<i>May 99</i>
 TAB 7		
PROCEDURES		
Section, Procedures		
<i>Preparing For A Board Presentation</i>	PR 3.1	<i>May 00</i>
<i>Conference Room Reservations</i>	PR 3.1.5	<i>June 00</i>
<i>Family & Pregnancy Disability Leave Procedures</i>	PR 4.1.6.3	<i>Dec 00</i>
<i>HIPAA Procedure</i>	PR 4.6.4	<i>Jan. 04</i>
<i>DMV Employer Pull Notice Program</i>	PR 4.7.2.2	<i>Dec 00</i>
<i>Travel Arrangements</i>	PR 4.8	<i>Oct. 99</i>
 SDP INTRANET UPDATES		
<i>Update #5.01</i>		<i>Feb.05</i>
<i>Update #5.02</i>		<i>Apr.05</i>



HUMAN RESOURCES DEPARTMENT POLICY	Section TABLE OF CONTENTS	Subject TABLE OF CONTENTS
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**Human Resources Department Procedures (HRDP)
Table of Contents**

TAB 1	INTRODUCTION
	<ul style="list-style-type: none"> - Purpose - Document Retention and Storage - HR Emergency Action Plan
TAB 2	CIVIL SERVICE RULES INTERPRETATION
	<ul style="list-style-type: none"> Rule 1 – Classification Rule 2 – Applications Rule 3 – Examinations Rule 4 – Eligibility Rule 5 – Filling Positions Rule 6 – Reduction in Force Rule 7 – Suspension & Discharge Rule 8 – Resignations Rule 9 – Return to Civil Service Status Rule 10 – Probation
TAB 3	BENEFITS & PAYROLL
	<ul style="list-style-type: none"> - Employee Benefits - Deferred Compensation - Payroll - HIPAA
TAB 4	COMPENSATION AND SELECTION
	<ul style="list-style-type: none"> - Position and Employee Actions - Job Postings
TAB 5	WORKERS’ COMPENSATION/ INTEGRATED DISABILITY MANAGEMENT
	<ul style="list-style-type: none"> - Workers’ compensation program - Return to work; - Short term and long-term disability, - Wellness Programs; - Vocational Rehabilitation; - Accommodation
TAB 6	TRAINING AND FAIR EMPLOYMENT
	<ul style="list-style-type: none"> - Workforce Planning Process
TAB 7	PROCEDURES