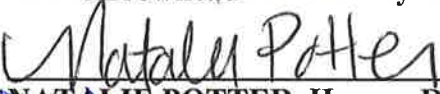



LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: JANUARY 28, 2020

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: 
NATALIE POTTER, Human Resources Manager


CATHERINE CERRI, General Manager

SUBJECT: *Human Resources Manager's 4th Quarter Report*

A. RECOMMENDATION

This is an information item only.

B. REASON FOR RECOMMENDATION

This is an information item only.

C. BACKGROUND INFORMATION

This report presents a brief overview of Lake Arrowhead Community Services District (LACSD) Human Resources (HR) Department 4th quarter.

Each area of HR is represented on the following pages: Employee Relations, Recruitment, Training and Development, Risk Management, Benefits and Wellness.

Summary of Significant Items:

Employee Relations – During the 4th quarter, Human Resources with the management team organized a THANKFUL Chili and Cornbread Cook Off with staff. Staff came together and celebrated what they are thankful for.

Also, the District had their Annual Employee Service Recognition. The following staff were recognized along with additional outstanding individuals.

- Justin Houck – Water Operator – 5 years
- Kane Kennedy – Equipment Mechanic – 5 Years
- Eric Noyes – Water Efficiency Field Rep – 5 Years
- Hayley O’Kelly – Administrative Assistant – 5 Years
- Natalie Potter – Human Resources Manager – 5 Years
- Kellie Terrett – Accounting Technician – 5 Years
- Aida Hercules-Dodaro – District Engineer – 10 years
- Randa Boles – Customer Service Representative II – 15 years
- Trevor Cory – Water Operator – 25 Years
- Marc Lippert – Public Programs Supervisor – 30 years

Recruitment – During this quarter the District conducted two internal recruitments and are happy to announce two promotions. Mica O’Connell, promoted to Water Operations Supervisor in the Operations Department and Nathan Porter, promoted to Field Operations Supervisor – Wastewater. We are excited to see them in their new role with the District. Congratulations!

Training and Development – During 3rd quarter the District conducted tools and equipment safety training

In addition, Voya sponsored a lunch and learn on financial wellness.

Risk Management – Human Resources prepared for 2020 Labor & Employment Law updates for California. The new year welcomed in a number of new laws. Below is a brief summary of a few of these laws, which take effect January 1, 2020.

- Assembly Bill 5 – Codifying Dynamex ABC Test for independent contractors. Under the ABC test, a worker may only be classified as an independent contractor if the hiring entity can show that the worker meets all of the following criteria:
 - A. The worker is free from the control and direction of the hiring entity, both under the contract for the performance of work and in fact;
 - B. The worker performs work that is outside of the usual course of the hiring entity’s business, and
 - C. The worker is engaged in independently established trade, occupation, or business that is of the same nature as the work performed for the hiring entity.
- Assembly Bill 9 - Increases Fair Employment and Housing Authority (FEHA) statute of limitations from one to three years.
- Assembly Bill 61 – Allows an employer or coworker to file a temporary gun restraining order against an employee.

- Senate Bill 188 – FEHA expands race definition to include “protective hairstyles”.
- Senate Bill 142 – Expanded lactation accommodation requirements.
- Senate Bill 778 – Cleans up confusion that resulted from a new law enacted last year expanding sexual harassment training requirements. This bill clarifies that employers with 5 or more employees have until January 1, 2021 to provide two hours of training to supervisors and one hour of training to non-supervisory employees. If an employer provides the training in 2019, it is not required to provide it again until two years later.

Employee Benefits and Wellness – The District completed the 2020 Employee Annual Benefits Open Enrollment.

D. FISCAL INFORMATION

There is no fiscal impact at this time.

E. ATTACHMENTS

None