

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: NOVEMBER 08, 2022

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: NATALIE POTTER, Human Resources Manager
CATHERINE CERRI, General Manager

SUBJECT: HUMAN RESOURCES MANAGER'S 3rd 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 3rd Quarter.

Summary of Significant Items:

Employee Relations- As mentioned in last quarter's HR report, Paylocity provides a communication application that elevates the way we communicate within the District. Seventy-one percent of staff used this application on a regular basis via mobile or desktop during the third quarter. It has allowed for push notifications to streamline communication across departments, and we look forward to using it more to survey staff, increase internal candidates, and spotlight staff achievements.

Additionally, we kicked off our new hires' experience utilizing Paylocity's Onboarding module. It allows our new hires to get to know the District culture before their first day as well as streamlines HR and payroll functions.

Recruitment- Currently the District is fully staffed.

3rd Quarter:

Headcount	Hired	Separated	Growth Rate	Turnover Rate	Average Tenure
55.5	5	4	1.7%	6.6%	10.1 Years

Year to Date:

Headcount	Hired	Separated	Growth Rate	Turnover Rate	Average Tenure
55.5	11	8	5.1%	13.3%	9.8 Years

Below are figures that describe the District's current workforce. You will find staff belonging to different generations from recent new hires that are starting their careers in the water and wastewater industry to others who are thinking about retirement. As we look to bridge the age gap, staff are collaborating and improving workplace efficiencies as well as attracting talent.

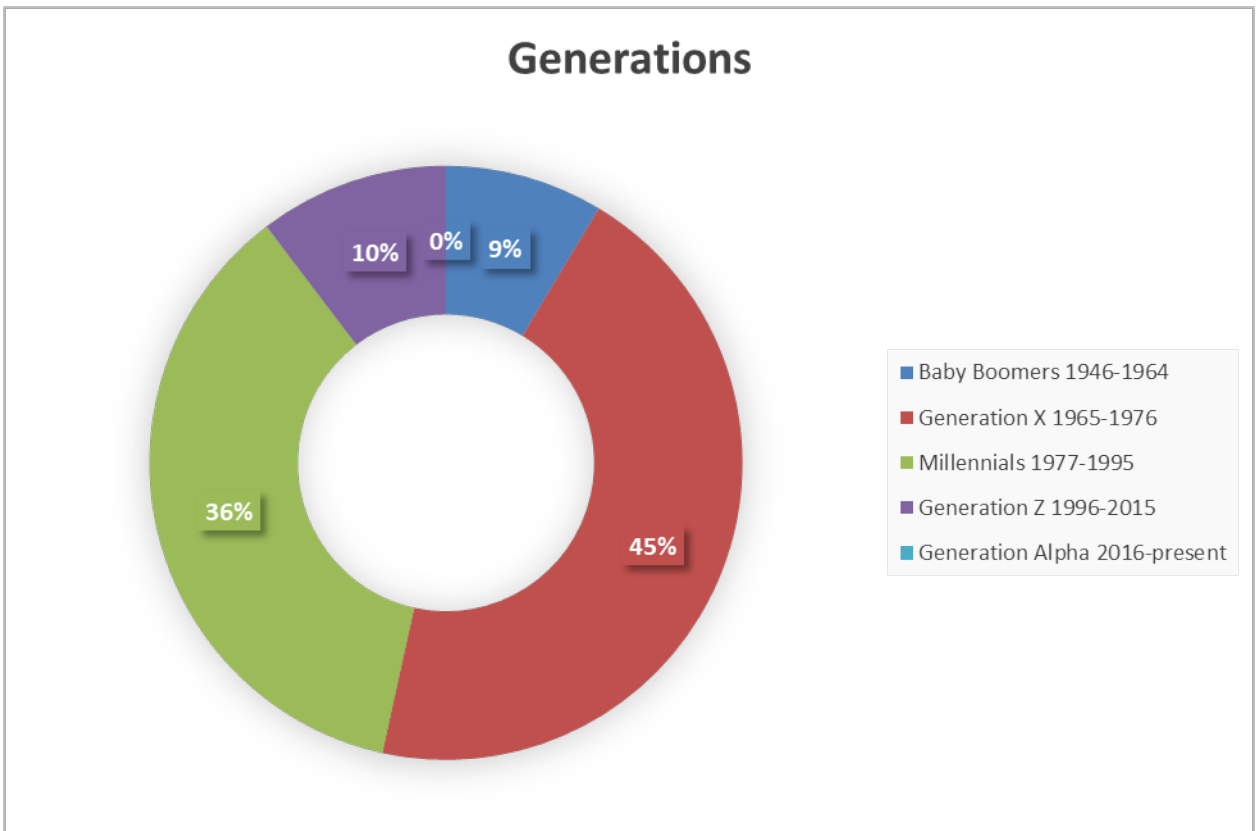


Figure 1 District Generations

Below is a snapshot of the District’s current tenure for 2022. We currently have 19 employees that have over ten plus years, 18 employees between five and ten years, and 19 employees with less than five years of service with the District.

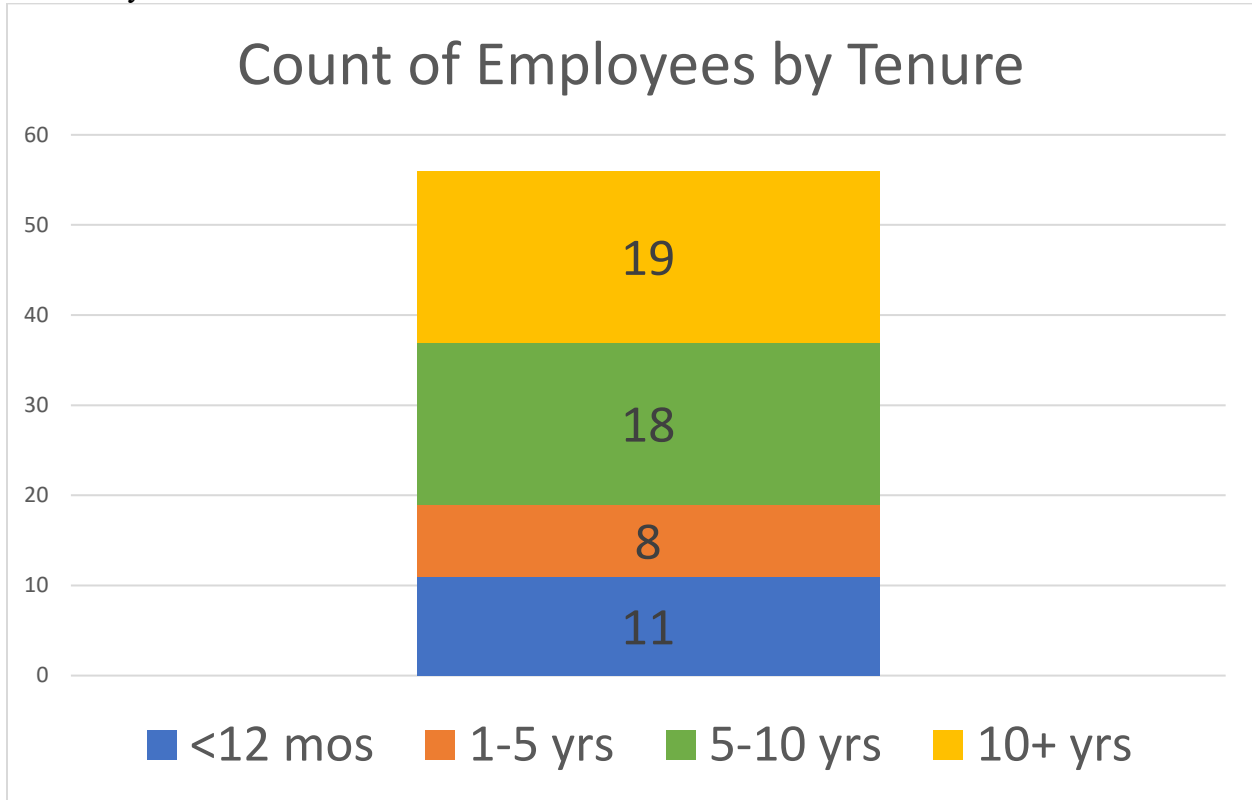


Figure 2 Tenure

Training and Development- Staff continue the required annual training by Cal OSHA using Target Solutions, online training, and frequent safety tailgates.

Risk Management- On a continuous basis, Human Resources monitors federal, state, and regional legislation pertaining to the District. We continue to watch the Cal OSHA non-emergency standards regarding COVID 19 regulatory adjustments along with the following 2022 employment legislation updates:

- Senate Bill 1162 (SB 1162) imposes new obligations on employers, including sharing pay scale information in job postings.
- Assembly Bill 1041 (AB 1041) expands leave under the California Family Rights Act (CFRA) and the Healthy Workplaces, Healthy Families Act of 2014 to permit eligible employees of covered employers to take leave to care for individuals who are not family members.
- Assembly Bill 152 (AB 152) amends the Labor Code, making several significant changes to how COVID-19 Supplemental Paid Sick Leave (SPSL) is administered. AB 152 extended the time employees could use SPSL from September 30, 2022,

when it was set to expire, to December 31, 2022. Governor Newsom signed AB 152 on September 30, 2022, and the law took effect immediately.

- Senate Bill (SB 1044) prevents employers from taking or threatening adverse action against any employee because the employee refused to report to or left a workplace or worksite within an area affected by an emergency condition because the employee has a reasonable belief that the workplace or worksite is unsafe.

Staff are continuously analyzing and monitoring developments at all levels and will continue to provide updates.

Employee Benefits and Wellness- The District applied for the 2022/23 ACWA JPIA Wellness Grant Fund and was awarded \$1,700 for the second year in a row. The District continues to develop a worksite wellness program for staff. For 2022/23 we will be promoting community and inspiring healthy habits and preventive care.

D. FISCAL IMPACT

This is an information item only.

E. ENVIRONMENTAL IMPACT

There is no environmental impact.

F. ATTACHMENTS

None