



EMPLOYEE MANUAL	
Policy Title: EMPLOYMENT POLICIES	
Policy No.: 2.0	Section Nos.: 2.0 – 2.4
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

2.0 EMPLOYMENT POLICIES

2.1 Administrative Framework

All persons considered for employment with Santa Clarita Valley Water Agency will be qualified to perform the duties of the positions for which they are employed. All persons shall be granted the opportunity to seek, obtain or hold employment without discrimination because of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

In accordance with Federal and State Immigration and Naturalization laws, all employees must provide the necessary documentation to prove identity and the right to work in the United States within the required period of time. Failure to provide such documentation will result in disqualification from the position and/or shall be grounds for immediate termination.

2.2 Definitions

The words and phrases listed below shall have the meaning throughout this Manual assigned in this Article, unless the context at the point of usage clearly requires a different meaning:

2.2.1 Agency or SCVWA means the Santa Clarita Valley Water Agency Act, Statutes 2017, Chapter 833.

2.2.2 Board means the Board of Directors of the Agency, which are elected by or appointed pursuant to the Santa Clarita Valley Water Agency Act, Statutes 2017, Chapter 833.

2.2.3 General Manager means the General Manager of the Agency, duly appointed by the Board of Directors.

2.3 Notice

The policies in this Manual are to be considered as guidelines. Santa Clarita Valley Water Agency, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. No one other than the Board of Directors of the Agency



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may alter or modify any of the policies in this manual. No statement or promise by a supervisor, department head, or individual director may be interpreted as a change in policy nor will it constitute an agreement with an employee.

If for any reason any policy or provision of this Manual should be held unenforceable, invalid or in violation of law, then the application of such policy or provision other than that in or to which it is held unenforceable, invalid or in violation of law shall not be affected thereby, and the remaining policies and provisions of this Manual shall nevertheless remain in full force and effect.

2.4 Receipt and Acknowledgment of Manual

Employees are required to sign the Receipt and Acknowledgment form provided by the Human Resources Office and return it to Human Resources after carefully reading this Manual in its entirety. This will provide the Agency with a record stating each employee has received, read and understands the information provided in this Manual.