



SANTA CLARITA VALLEY WATER AGENCY

Employee Manual

Welcome to Santa Clarita Valley Water Agency

Dear Employee:

We're very happy to welcome you to Santa Clarita Valley Water Agency. Thank you for joining us! We want you to feel that your association with the Agency will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality service to its customers. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about the Agency's benefit programs, as well as the policies and procedures we abide by — our responsibilities to you and your responsibilities to the Agency. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to Agency policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of the Agency's interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the employee bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working — pleasant relationships and working conditions, career development and promotion opportunities, and benefits are just a few. Santa Clarita Valley Water Agency is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Santa Clarita Valley Water Agency.

Sincerely,

General Manager of the
Santa Clarita Valley Water Agency

January, 2018



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You're Part of Our Team . . .

As a member of Santa Clarita Valley Water Agency's team, you will be expected to contribute your talents and energies to improve the environment and quality of the Agency's water service. In return, you will be given opportunities to grow and advance in your career.

Santa Clarita Valley Water Agency will make every effort to provide you with wages and benefits comparable to others doing similar work within the industry and within the region.

At the Agency, we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude. No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, ancestry, national origin, religious persuasion, marital status, sexual orientation, gender identity or expression, disability, genetic information, or veteran status that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.



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Purpose of This Manual

This Manual has been prepared to inform you about the Agency's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you — your success is our success. Please do not hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Agency a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with SCVWA and our policies.

Santa Clarita Valley Water Agency's policies, benefits and rules, as explained in this Manual, may be changed from time to time as Agency management principles, employment legislation, and economic conditions dictate if and when provisions are changed. You will be given replacement pages for those that have become outdated.