



DM 2026-35: Distribution for Review and Discussion – Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook

May 7, 2026



Background

- Employee Handbook serves as a user-friendly resource for employees.
- Provides general information on compensation, benefits, policies, and relevant state and federal laws.
- Supplements but does not replace the MOU with Laborers' International Union of North America, Local 777 and the District.
- Last full Handbook update was approved on June 17, 2021 (DM 2021-40).
- Since then, additional updates have been made to reflect changes in state law, correct formatting issues, and adjust for operational needs (listed in the DM).



Proposed Updates

- District's labor counsel reviewed the Handbook and recommended the updates to the following policies based on new state laws and regulations:
 - Policy No. 2430: Holidays
 - Policy No. 2440: Rights of Victims of Domestic Violence, Sexual Assault, and Stalking



Proposed Updates Continued

- In addition to the legal update, staff conducted a comprehensive review of the Handbook and minor revisions were made, including:
 - Grammatical corrections
 - Formatting updates
 - Numbering fixes
- Key substantive changes include:
 - Policy No. 2200: Dress Code and Personal Standards – Updated to reflect current District practices
 - Policy No. 2520: Drug and Alcohol Testing for Safety-Sensitive Employees – Updated for consistency with current job classifications



Review of Proposed Revisions

- On April 30, 2026, District staff distributed proposed revisions to the Union and District stewards.
- They were asked to submit comments by May 13, 2026.
- This timeline allows staff to consolidate input and conduct a thorough final review prior to formal consideration on May 21, 2026.



Budget Considerations

- The District incurs routine annual costs for labor counsel review and Employee Handbook updates.
- All work is handled within existing staffing levels.
- These services are pre-budgeted each fiscal year.
- Current revisions are fully covered within the approved budget.



Attachments

- Redline Version of Proposed Employee Handbook Policy Revisions (Policies Nos. 2200, 2215, 2425, 2430, 2440, 2520, 2525)
- Clean Version of Proposed Employee Handbook Policy Revisions (Policies Nos. 2200, 2215, 2425, 2430, 2440, 2520, 2525)



Recommendation

- The General Manager recommends that the Board of Directors take the following action:
 - Review the proposed changes to the RCSD Employee Handbook and direct any comments to the District's General Manager no later than Wednesday, May 13, 2026, in advance of anticipated Board consideration and potential adoption at the next regularly scheduled Board meeting on May 21, 2026.



Questions

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