

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

February 26, 2020

Attendees:

Committee members: James V. Curatalo (Chair) and Kevin Kenley

Staff members: John Bosler, Carrie Guarino, Chad Brantley, Roberta M. Perez, and Robbie Victorino

Members of the Public: None

Call to Order: 4:00 p.m.

Public Comment: None

Additions/Deletions to the Agenda: None

I. New Employee Policy No. 3.16, Lactation Accommodation

- Staff proposed the adoption of a new policy, Employee Policy No. 3.16. Lactation Accommodation. On October 10, 2019, Governor Newsom signed Senate Bill 142 (SB 142) into law, which expands California employers' obligations to accommodate employees who need to express breastmilk during the workday, most notably by adding a number of new requirements.
- While lactation accommodation requirements are not new to California employers, SB 142 significantly expands an employer's obligation to provide lactation accommodations and provides new consequences for noncompliance. Under current California law, employers are required to provide reasonable break times for employees to express milk in close proximity to their workspace, in a private location, other than a restroom.
- California Labor Code § 1034 requires employers to adopt and implement a lactation accommodation policy. The District is committed to supporting nursing mothers following the birth of a child by providing lactation accommodations in accordance with federal and state laws.
- The Committee concurred and recommended forwarding the item to the Board of Directors for consideration.

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2. Amend Employee Policy No. 4.5, Harassment and Discrimination

- Staff proposed a policy amendment to update Employee Policy No. 4.5, Harassment and Discrimination to incorporating legal mandates. On July 3, 2019, Governor Newsom signed into law Senate Bill 188 (SB 188), known as the CROWN Act (Create a Respectful and Open Workplace for Natural Hair). Effective January 1, 2020, SB 188 seeks to protect employees from discrimination including, but not limited to hair texture and protective hairstyles associated with race. The law specifies that “protective hairstyles” include, but is not limited to, such hairstyles as braids, locks, and twists.
- Employers may still implement and maintain dress and grooming policies as long as they are valid and non-discriminatory and do not have a disparate impact. In addition, employers may continue to enforce policies that require employees to secure their hair for health, safety, or hygienic reasons, but should ensure those policies are consistently applied to all employees.
- The Committee concurred and recommended forwarding the item to the Board of Directors for consideration.

3. 2020 Safety Employee Training Calendar

- Staff presented the Committee with the 2020 safety employee-training calendar. Each year staff prepares an annual training calendar that reflects the recommended and required occupational training for the calendar year. Training opportunities are available to staff on campus with in-house or outsourced trainers, online courses with Target Solutions, and offsite.
- The majority of training topics are eligible as contact hours for staff to use towards license recertification required for their position. Training and licenses required for each job description is the employees’ responsibility to maintain. The District utilizes the TargetSolutions software provided by the ACWA/JPIA to host employee certification requirements and setup frequent reminder notifications for upcoming expiration and renewals. TargetSolutions provides a visual dashboard of certifications and licenses every time staff logs on to their account.
- In September 2018, the Human Resources/Risk Management Division launched the MyCerts campaign to aid in simplifying the employees’ process for updating certifications and licenses on TargetSolutions. The campaign allows staff to submit an electronic copy of their certification/license renewal to MyCerts@cvwdwater.com. The documentation is submitted via email, scan or text messaging.

Meeting Adjourned at 4:25 pm