

# Staff Report

for the Board of Directors' Meeting of July 13, 2016

**TO:** Board of Directors

**FROM:** Tim Crough, Assistant General Manager  
Lisa Francis Tassone, Board Secretary

**DATE:** June 28, 2016

**SUBJECT:** Policy – Vehicle Take-Home / Commuting

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## ***ADMINISTRATION***

**RECOMMENDATION:**

Adopt Resolution No. 2016-25 (Establishing Administrative Policies – Vehicle Take-Home/Commuting), as recommended by the Administrative Practices Committee.

**BACKGROUND:**

Staff has been working on converting existing policies and establishing new policies in the California Special District's Association (CSDA) format. The Administrative Practices Committee and District Counsel have reviewed the policy and are recommending approval by the Board of Directors:

- Policy No. 2105 Vehicle Take-Home/Commuting

**BUDGETARY IMPACT:**

None.

/LFT

Attachment: Proposed Policy (*As listed above*)

**ESTABLISHING POLICY FOR ADMINISTRATION –  
VEHICLE TAKE-HOME / COMMUTING**

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the District’s insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

**WHEREAS**, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

**WHEREAS**, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

**WHEREAS**, such draft policy has been reviewed by the District’s Legal Counsel and found to be in accordance with law.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy as attached, and shall be incorporated herein:

#2105    Vehicle Take-Home/Commuting

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive policy manual.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 13th day of July, 2016, by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Vehicle Take-Home / Commuting

POLICY NUMBER: 2105

### 2105.1 Take-Home Vehicles – Temporary Basis

Employees are authorized to take home a District vehicle on a temporary basis when:

- 1) The employee is required to travel from home to an alternate site or location (more than 30 miles one way); and
- 2) It is not practical to come into work only to pick up a vehicle and travel to the alternate work site as determined by the Department Manager.

Under these circumstances, the employee is authorized to take a District vehicle home the day before, and/or return the vehicle following the assignment at the alternate work site. This applies to classes for training and conferences, in addition to alternate work sites.

### 2105.2 Take-Home Vehicles – Regular Basis

For the purpose of emergency responses, supervisory, and/or timing or cost efficiencies, the job classifications listed below may be required to take a District vehicle home on a regular basis. Individuals in these positions must first demonstrate the ability to independently troubleshoot and repair applicable facilities as determined by the Department Manager prior to taking a vehicle home.

#### MAINTENANCE:

Maintenance Supervisor  
Maintenance Superintendent – Raw Water  
Maintenance Superintendent – Treated Water  
Maintenance Manager

#### OPERATIONS:

Electrical Systems Technician I/II  
Operations Technician I/II  
Senior Operations Technician  
Hydraulic Systems Technician I/II  
Water Distribution Operator I/II  
Senior Water Distribution Operator  
Distribution Crew Supervisor

Treatment Plant Operator I/II/III  
Chief Plant Operator  
Water Treatment Supervisor  
Assistant Water Superintendent  
Electrical Systems Superintendent  
Treated Water Superintendent  
Water Superintendent  
Water Resources Superintendent  
Operations Manager

HYDROELECTRIC

Hydroelectric Plant Operator – Resident I/II  
Hydroelectric Plant Operator I/II  
Senior Hydroelectric Plant Operator  
Hydroelectric Generation Supervisor  
Hydroelectric System Technician I/II  
Senior Hydroelectric System Technician  
Hydro Electrical Machinist I/II  
Senior Hydro Electrical Machinist  
Hydroelectric Maintenance Supervisor – Electrical  
Hydroelectric Maintenance Supervisor – Civil/Mechanical  
Hydroelectric Manager

Adopted: (Date) via Resolution No. 2016-\_\_  
Revised: