



## HUMAN RESOURCE POLICIES AND PROCEDURES

<b>Policy:</b>	Water Reclamation Plant Operator Reclassification Policy	
<b>Date:</b>	<b>Revision Date:</b>	<b>Approved by:</b>
January 2, 2000	April 21, 2021	Human Resources

### **PURPOSE AND SCOPE**

It is the policy of Eastern Municipal Water District to encourage employees assigned to operate water reclamation facilities to acquire higher level State certifications. This policy is intended to facilitate and expedite the training of staff and ensure timely and successful advancement to higher level class specifications. At a minimum, staff are encouraged to obtain a Grade III certification to facilitate on call duties. However, all staff are encouraged to continue to expand their wastewater knowledge and ultimately obtain a Grade V certification. This policy is intended to set clear procedures and criteria for preparing individuals to successfully flex into higher level classifications. The use of performance expectations for each operator position classification is intended to allow supervisory staff and the employee to work together to prepare the employee for the next level of advancement and expedite the reclassification process when the higher level certification is received from the State and after demonstrating proficiency to perform the full range of duties of the latter class.

### **PROCEDURES**

Water Reclamation Plant Operators may advance to the next level once the required certification is obtained and requirements of the position have been met.

Each Water Reclamation Plant Operator job description describes the required duties, abilities, years of experience, and certification requirements. Performance expectations for each operator grade, a web link to the State certification website, and job descriptions are available on the District's intranet.

In order to maintain consistency in the certification reclassification process, steps are outlined below:

- 1 New employees and staff that have recently flexed into a higher classification will be provided a copy of this policy and performance expectations aligned with the job description and operations of the plant for the latter classification, for example, a new OIT will receive the Water Reclamation Plant Operator I performance expectations.
- 2 The employee and the supervisor shall work together to so that employees have the resources and opportunities required to learn the skills and knowledge outlined in the

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WATER RECLAMATION PLANT  
OPERATOR RECLASSIFICATION POLICY

expectations document. It is the employee's responsibility to put effort into their training and progress as well as track their progress and seek assistance from their supervisor if requirements are unclear. The intent is for the employee to be well prepared and able to demonstrate that they have learned the skills and abilities of the next position in advance, allowing for timely processing of flex requests upon receipt of a new certification.

- 3 If the employee fails to meet the performance expectations, the employee may be re-evaluated within three months of the failed flex attempt. It is the employee's responsibility to request this re-evaluation from their supervisor within the three-month period.
- 4 When employees have successfully attained the next level of State certification, they must provide their supervisor with a copy of the new certificate.
- 5 The supervisor will send a memo to Human Resources requesting a reclassification to the appropriate grade, as well as the following attachments: a copy of the new certificate, completed and signed performance expectations document.
- 6 Human Resources will then prepare a Personnel Action Notice (PAN) and obtain appropriate signatures for processing.

If the employee wishes to obtain reimbursement for their certification (100%), they may follow the normal procedures by submitting the Certification Reimbursement Request form.

**AUTHORIZED SIGNATURES ON FILE**