Overview

- Employee Support During the Pandemic
- Updated Personnel Policies
- Diversity, Equity and Inclusion Efforts
- New Performance Evaluation System
- Career Ladders
### Years of Service

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 Years of Service</td>
<td>57</td>
</tr>
<tr>
<td>Between 5-10 Years of Service</td>
<td>53</td>
</tr>
<tr>
<td>Between 10 - 20 Years of Service</td>
<td>63</td>
</tr>
<tr>
<td>Between 20 - 30 Years of Service</td>
<td>46</td>
</tr>
<tr>
<td>30+ Years of Service</td>
<td>8</td>
</tr>
</tbody>
</table>

**TENURE**

- **0-5 Years of Service**: 57, 25%
- **Between 5-10 Years of Service**: 53, 23%
- **Between 10 - 20 Years of Service**: 63, 28%
- **Between 20 - 30 Years of Service**: 46, 20%
- **30+ Years of Service**: 8, 4%
Separations (over 5 years)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Retirement</td>
<td>12</td>
<td>20</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Voluntary Separation</td>
<td>2</td>
<td>10</td>
<td>6</td>
<td>7</td>
<td>3</td>
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<tr>
<td>Involuntary Separation</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
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</tbody>
</table>

This data does not include seasonal employees and interns.
Turnover Analysis


Total Separations Local Government Turnover (excluding Education): 1.7% to 2.0%


Marin Municipal Water District Turnover Rates

- FY17: 0.9%
- FY18: 1.1%
- FY19: 0.5%
- FY20: 0.6%
Covid - Employee Support

- Business Continuity Plan and Telework
- Technology and Ergonomic Support
- MMWD leave program – voluntary extension of FFCRA
- Internal Contact Tracing
- MMWD’s Covid Safety Plans (in compliance with Cal/OSHA and County regulations)
- COVID-19 Testing, Vaccine and Mental Health Resources
- Return to Office – Anticipate full return in September
Administrative Policy Updates

List of Some of the Policy Updates:

- Technology Acceptable Use
- Equal Employment Opportunity
- Anti-Harassment and Discrimination
- Anti-Nepotism
- Drug and Alcohol – DOT and Non – DOT
- Employee Leave Programs
- Reasonable Accommodation - NEW

List of Some Policy Updates in Progress:

- Workplace Violence
- Telework – Post COVID
Diversity, Equity and Inclusion

DE&I Consultant

DE&I and Recruitment

- Recruiter Training on DE&I
- Increased Outreach to Community Based Organizations – to share job opportunities with the community
New Performance Evaluation System

Current Program:
- Antiquated Word Document
- One Template for All Employees

The new program provides:
- Electronic Performance Evaluation Tool
- Interchangeable Competencies
- Annual Work Plans
- Regular Check-ins and Documentation
- Metrics
- 360° Evaluation Capability
Career Ladders

- Established Career Ladders
  - to provide a clear path to a set on non-competitive promotions

- Policy
  - to ensure program understanding

- Job Classification Review Matrices
  - to standardize the review processes and sets the objective criteria for promotion to the next level

- Instructions
  - to provide for consistent application
Commuter Benefits

- Pre-tax spending for commuting via public transportation - SMART Train!
  - with a District subsidy
- Bike Reimbursement Program
  - for qualifying bike expenses
- Recognition of increased commute distance by employees
Other HR Updates

- New Applicant Tracking Program
- Virtual New Employee Orientation
- Job Sharing Program – to be Developed
Next Steps

We will continue to look for opportunities to support advancing the organization through thoughtful employee centered initiatives.
Thank You