This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:**February 5, 2021

**Originator:** Cary Curtis and Kim Seney

**Purpose**: Propose Updated Policy #3440 Leave for Crime Victims and Family Members

**Supporting Documents Included: Yes / No** Yes – Proposed Policy

**Desired Action by the Board:**

First reading by the board of new Policy #3440 Leave for Crime Victims and Family Members. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** This new policy is intended to affirm that the District supports and complies with Leaves for Crime Victims and Family Members of Crime Victims. The Policy was drafted verbatim from the current CSDA Policy template.
2. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*): There is currently no GM CSD Policy on this topic and the Policy Committee recommends that one is adopted to ensure our commitment to lawfully complying to offer Leave for Crime Victims is on record in the form of Policy.

1. **Anticipated Impacts to the District (negative and/or positive) -** (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):

No forecastable impact.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:** None
2. **Recommendation (s):** Adopt GM CSD Policy #3440 Leave for Crime Victims and Family Members as presented below.

Gold Mountain Community Services District

POLICY HANDBOOK

**POLICY TITLE: Leave for Crime Victims and Family Members**

**POLICY NUMBER: 3440**

3440.1 An employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of a crime victim, or the child of a registered domestic partner of a crime victim shall be allowed to be absent from work in order to attend judicial proceedings related to that crime, subject to the District’s General Manager determining that work requirements may be maintained during the absence.

3440.2 "Victim" means a person against whom one of the following crimes has been committed:

1. A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code;
2. A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; or
3. A felony provision of law proscribing theft or embezzlement.

3440.3 Prior to an employee being absent from work, the employee must provide the District with a copy of the official notice provided to the victim of each scheduled proceeding.

3440.4 An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave, compensatory time off, or unpaid leave time.

3440.5 The District shall keep confidential any records regarding an employee's absence from work pursuant to this Policy.