

AT-WILL EMPLOYMENT AGREEMENT FOR
(General Manager)

This At-Will Employment Agreement (“Agreement”) is entered into and effective as of _____, 2025, by and between the Crockett Community Services District (“District” or “Employer”) and JENA GOODMAN (“Employee”), subject to the following terms and conditions.

RECITALS

This Agreement is made and entered with respect to the following facts:

- A. Employer is a public agency and community services district organized and existing under and pursuant to the Community Services District Law (Government Code, § 61000, *et seq.*).
- B. Employer desires to hire Employee for the position full-time and to provide compensation on an hourly basis beginning _____, 2025, subject to the following terms and conditions.
- C. Employee desires to accept such at-will employment subject to the following terms and conditions.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions in this Agreement, Employer and Employee agree as follows:

AGREEMENT

1 Employment of **General Manager**. Employer hereby hires Employee as its full-time **General Manager** effective _____, 2025. Employee hereby accepts such employment subject to the terms and conditions of this Agreement. Employee is an at-will employee and in their capacity as **General Manager** serve at the pleasure of the District Board.

2 **Term of Employment:** The term of this Agreement shall commence _____, 2024 and shall continue for _____ years and _____ months from the date of commencement unless terminated by either party in accordance with the provisions set forth in Section 6.

3 **Employee’s Duties/Scope:**
a. **General Manager:** Unless otherwise provided by action of the District Board of Directors, Employee shall fulfill the duties and responsibilities of the position of **General Manager** as specified in applicable state laws and the Crockett Community Services District Code (“District Code”), Personnel Policy & Procedures Manual (“Personnel Policies”), and other District policies and/or job description for the **General Manager** position, as the same may be amended from

time to time. Employee acknowledges the Board of Directors, in its discretion, may hire or otherwise appoint another individual as **General Manager**.

b. Employee shall perform other legally permissible functions and duties as the District Board of Directors may assign from time to time pursuant to formal action, including assignments given by an individual or committee pursuant to authority delegated by the Board of Directors by formal action.

c. "Formal action" for this purpose shall mean a motion, resolution, or ordinance approved or adopted by the Board of Directors in accordance with its policies.

d. Employee shall render their best professional services and skills for the benefit of the District. Employee shall be responsible for performing the work under this Agreement in a manner which is consistent with the generally accepted standards for a professional public agency administrator. Employee agrees to devote sufficient and adequate time, ability, attention, energy, knowledge, and skills to the performance of their duties under this Agreement.

e. See Exhibit A for District approved Duties and Responsibilities.

3.1 Conflicts: Employee shall not engage in any activity that is or may become a legal conflict of interest or a legally prohibited contract, or that does or may create an incompatibility of office as defined under California law. Employee shall complete all disclosure forms required by law.

3.2 Schedule:

a. While it is anticipated that Employee will normally work an approximately 40 hour work week, it is expected, due to the nature of the job, that from time to time such hours per week will be exceeded. Therefore, if possible, weekly hours worked may be reduced to minimize exceeding monthly total hours consisting of 40 hours per week.

b. Additional time beyond the District's normal business hours will be required, including, but not limited to, time in connection with attendance at evening meetings, and emergency response, outside of normal business hours.

c. Employee represents that any current additional activities will not interfere with their duties as **General Manager**.

d. Employee shall not engage in any activity that is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Employee shall complete all disclosure forms required by law.

3.3 Exempt Position: The position of **General Manager** is exempt under the Fair Labor Standards Act.

3.4 Board and Commission Members: No Board nor Commission Member shall interfere with the execution of Employee's duties, or order, directly or indirectly, Employee to appoint or remove any person to or from any office or employment of the District, except in accordance with applicable District policies.

3.5 Location: Except as stated herein, it is anticipated that the majority of the services provided by Employee under this Agreement will be provided at District facilities.

a. Employee shall perform the duties described by this Agreement as specified by formal action of the Board of Directors.

b. When necessary or expedient, Employee may perform work remotely. Employee shall be available to meet with members of the Board of Directors, other employees, contractors, members of the public, representatives of other agencies, and other individuals having an interest in District business at a District facility on a by-appointment basis.

3.6 Conduct: Employee acknowledges that the position of **General Manager** is a position of high visibility before the public. Employee shall conduct themselves before the public, both during and outside of regular working hours, in a manner that reflects favorably upon Employer.

3.7 Support and Equipment: The District shall, at District expense, supply Employee with sufficient personnel, contractors, and equipment to allow Employee to perform Employee's duties and obligations under this Agreement. All equipment supplied by District to Employee shall be returned to the District upon termination of this Agreement.

a. The District shall, at District's expense, supply Employee with a cellular phone or provide reasonable compensation for use of the employees phone for the purpose of conducting District business.

b. The District shall, at District's expense, supply Employee with a computer for the purpose of conducting District business.

3.8 Reimbursement: Subject to Employer's policies, restrictions, and directions, including submission of receipts or other satisfactory documentation, Employer shall pay or reimburse Employee for actual and necessary expenses reasonably incurred by Employee in the performance of Employee's duties pursuant to this Agreement, including such expenses incurred when traveling on District business. Expenses incurred while commuting to District facilities to carry out employment duties shall not be reimbursed.

a. Employee shall provide his or her own automobile for use in conducting normal District business at office locations. Unless otherwise expressly agreed upon, the District's Personnel Policies, as the same may be amended from time to time, shall govern reimbursement of Employee's business mileage.

4 Compensation: As consideration for Employee's performance of their duties under this Agreement, Employee shall receive the following compensation unless and until this Agreement is terminated, modified, or amended as hereinafter provided:

4.1 Salary or Hourly Pay: Employee is a monthly, exempt paid employee. Based on a fulltime equivalent ("FTE")¹ annual salary of _____ dollars and per year, Employee shall be paid at a rate of _____ dollars and cents per hour for all authorized hours worked, less all applicable Federal, State and local withholding, payable on the District-established payroll cycle. Employee shall submit timesheets in accordance with Personnel Policies. Compensation shall be paid once per month in accordance with District policies. Wage to be backdated to _____, 2025.

¹ This calculation is based on 2080 hours per year for a full-time 40 hour per week position.

4.2 Deductions: Taxes and other legally required deductions will be deducted from Employee's compensation under this Agreement.

4.3 Workload:

a. It is expected that the position of **General Manager** will be a 100-percent full-time equivalent and that the duties and responsibilities of the **General Manager** will require 40 hours per week.

b. Employee understands that every effort will be made to limit work to forty (40) hours per week, excepting emergency events. In the event of a request and authorization by the Board of Directors or the General Manager, in the event the Board of Directors appoints another individual to serve as **General Manager**, or if necessitated by an emergency, Employee agrees to work hours exceeding 40 hours per week.

c. Any emergency declared by employee in their capacity as **General Manager** shall be subject to approval by the Board of Directors.

4.4 Annual Cost-Of-Living Increase: On July 1, 2025, and every July 1 thereafter, the hourly rate in Section 4.1, above, shall be increased in an amount equal to the twelve-month percent change for San Francisco-Oakland-Hayward, California CPI-U for March of the current calendar year.

4.5 Annual Performance Review: On or before September 1, 2025, and every September 1 thereafter, or more frequently if requested by either party, the Board of Directors, shall review the performance evaluation of Employee. Board and Employee shall agree to a work plan for Employee for the following year and shall reevaluate the requirements and limitations set forth in Section 4.3, herein, to determine whether such requirements and limitations should be adjusted. At the time of the annual review, if the Board, in its sole discretion, concludes that Employee has performed exemplary service as **General Manager**, the Board may award a merit bonus or increase to Employee's hourly rate forth in Section 4.1, as may be increased from time to time.

4.6 Amendment: Changes to FTE annual base salary or hourly rate, including cost-of-living adjustments and/or merit increases, shall be memorialized by an amendment to this Agreement.

4.7 No Overtime: In keeping with status as an exempt employee, compensation to Employee for all hours worked will occur at the same rate, without incrementation for overtime hours.

4.8 One-Time Bonus: This is a one-time bonus equivalent to the difference in wages for the duration of time spent as Acting Recreation Manager. See Exhibit B for details, this clause is pending Board approval.

5 Employee Benefits: Except as otherwise stated in this section, Employee shall be entitled to benefits as provided by the Personnel Policies to the extent Employee is eligible under such policies.

5.1 Health Benefits: Employee shall be entitled to health benefits as provided by the Personnel Policies to the extent Employee is eligible under such policies.

5.2 Vacation Leave: Upon the effective date of this Agreement, Employee shall accrue paid vacation leave at the rate of 6.667 hours per month, equal to 80 hours or 10 days' of vacation leave per year for the first five (5) years of employment. To be adjusted to 10 hours per month on the 5th year of employment equal to 120 hours or 15 days' vacation, and to be adjusted to 13.334 hours per month on the 10th year of employment equal to 160 hours or 20 days' vacation. Accrued but unused vacation leave will be paid in full upon separation of Employee at the current hourly rate at the time of separation. Employee may utilize vacation leave after the first ninety (90) days of employment. Employee may use up to eight (8) hours of vacation leave per day.

5.3 Sick Leave: Upon the effective date of this Agreement, Employee shall accrue sick leave at the rate of 3.34 hours per month, equal to 40 hours, one (1) week per year. Employee may utilize sick leave after the first ninety (90) days of employment. Any unused sick leave days at the time of Employee's termination shall be forfeited and shall not be paid upon termination. Accrued and unused sick leave shall carry over to the following year. Separation from employment with the District shall cause cancellation of any accrued but unused sick leave, except as provided in this section, and no payment other than that provided for in this section shall be made for such accrued but unused sick leave. Employee may use up to eight (8) hours of sick leave per day.

5.4 Retroactive Vacation and Sick Leave: Upon the effective date of this Agreement, Employee shall be entitled to a lump-sum accrual of vacation and sick leave hours based on hours worked, and for paid holidays, for the period beginning August, 28, 2023 and ending on the last day worked before the effective date of this Agreement. Any vacation and/or sick leave hours already accrued by Employee for the period described in this section shall be added to the lump-sum accrual.

5.5 Holidays: District will provide Employee with fourteen (14) paid holidays which shall be taken on all federally recognized holidays, with any holidays beyond the federally recognized holidays to be taken at the discretion of Employee. For the purpose of holiday pay, one "day" shall mean (8) hours and one "half day" shall mean four (4) hours.

5.6 Jury Duty Leave: In the event Employee is summoned to jury duty, they shall be paid Employee's regular wage for each working day of absence up to eight (8) hours up to forty (40) hours per calendar year providing that jury fees, less mileage, are refunded by Employee to the Board. In order to receive payment under this section, Employee must give Employer prior notice that Employee has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days and hours claimed.

5.7 CalPERS: Employer contracts with the California Public Employees' Retirement System ("CalPERS") for retirement benefits. Employee shall be eligible for participation in CalPERS effective August 28, 2023. ~~To the extent that contributions to CalPERS for the period between _____, 2024 and the execution date of this contract were not made as regular contributions, Employer shall make a one-time lump-sum contribution in an amount equal to the employer contribution rate that would have been payable for the hours worked by Employee between _____, 2024 and the execution date of this contract.~~

5.8 No Other Benefits: Except as expressly provided in this Agreement, Employee shall not be entitled to enjoy or be paid for any other benefits available to other employees of District.

6 **At-Will Employment; Termination:** It is specifically understood and agreed that Employee serves at the pleasure of the District Board of Directors. This Agreement and the relationship hereby created may be terminated at any time at the will of District, in its sole discretion, with or without cause, subject to the following:

6.1 For Cause: If Employee is terminated for cause, Employee's employment and this Agreement will be terminated effective immediately and Employee shall receive pay and benefits only through the effective date of termination. As used in this Agreement, "cause" includes without limitation, as determined in the sole discretion of the Employer, any of the following: (1) insubordination, (2) dishonesty, (3) embezzlement, (4) violation of Federal, State or local requirements pertaining to conflict of interest, (5) conviction of a criminal act, other than minor traffic violations or similar offenses, which is likely to have a material adverse impact on the District's or Employee's reputation, (6) involvement in any act of moral turpitude that would compromise Employee's effective performance as **General Manager**, (7) taking a public position adverse to the interests of Employer without Employer's prior written consent, (8) violation of any fiduciary duty owed to Employer, (9) unauthorized or unexcused absence from employment or unauthorized or unexcused failure to perform employment duties for more than forty-eight (48) hours, (10) violation of District policies or procedures, (11) failure to maintain satisfactory working relationships with other employees, agents, or the public, (12) improper use of District funds, and/or (13) other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to the District. No Severance Compensation shall result from a termination for cause.

6.2 Incapacity: Employer shall have the option to terminate this Agreement without further payment of compensation and benefits, or Severance Compensation, if Employee becomes deceased, disabled, or incapacitated to such an extent that Employee cannot perform the **General Manager** duties for a period of two (2) successive weeks beyond any accrued sick leave, or for twenty (20) working days over a thirty (30) working day period. Any due compensation, benefits, and severance are to be directed to the named employee, or to their beneficiary in the case of death, illness, or incapacitation.

6.3 By Employee: Employee may terminate this Agreement and resign their employment at any time, for any reason, upon three (3) months' prior written notice to Employer. This Agreement and Employee's employment shall terminate upon the expiration of the three-month notice period. Once Employee gives Employer such written notice, Employee shall not have the right to rescind it without an affirmative vote of the majority of Employer's elected directors in office as of the date Employee requests, in writing, that said written notice be rescinded. Upon receipt of Employee's written notice of resignation and termination of this Agreement, Employer shall have the right to immediately remove Employee from their position as **General Manager**, or to permit Employee to remain in the position of **General Manager** for all or any part of the three-month notice period. If Employer elects to immediately remove Employee from their position as **General Manager**, or to remove Employee from their position as **General Manager** before the expiration of the three-month notice period, then Employer shall pay Employee an amount equal to the prorated salary and benefits that Employee would have received if Employee had remained in the position of **General Manager** for the three-month period. If Employer requests that Employee continue to perform the duties of **General Manager** during the three-month notice period and Employee faithfully performs the duties necessary for the ongoing functioning of the District and the orderly transition of job knowledge, duties, and assistance in training of a new **General Manager**, during said three-month notice period, Employee shall be entitled to full pay and benefits up to date of

separation. If Employee fails or refuses to remain during the three-month notice period, then Employee shall receive no salary or benefits after the last date the Employee performs the duties required of them as **General Manager**. Pursuant to this Agreement, all accrued vacation will be paid in full upon separation at current hourly rate and will not be prorated.

6.4 Severance: In the event Employee is terminated by the District Board terminated without cause, suspended, or furloughed during the term of this Agreement, the District shall provide employee with severance in the form of a lump sum payment of equivalent to three (3) months of Employee's current annual salary, less all applicable State, Federal and/or Local withholding. Any severance amount paid pursuant to this Agreement shall be subject to any restrictions set forth in California Government Code Section 53260. With the exception of the foregoing, Employer shall not pay Employee any other amounts whatsoever upon termination of Employee's employment. California Government Code Sections 53243, 53243.1, 53243.2, 53243.3 and 53243.4 are incorporated by reference as if fully set forth herein.

6.5 Elections: Employee shall not be terminated without cause during the 30-day period preceding or following any District election for membership on the Board of Directors, or during the 90-day period following any change in membership of the Board of Directors.

7 Waiver and Release Concerning Additional Compensation: The Parties understand and agree that the consideration specified in Section 4 and Section 5, above, is the sole compensation to which Employee will be entitled for work performed pursuant to this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of themselves and their heirs, estate, executors, managers, successors and assigns waives, releases and discharges the District and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all compensation or consideration in addition ("Additional Compensation") to that specified in Section 4 and Section 5, above, concerning Employee's performance as **General Manager**. Except as may otherwise be required by law, the Additional Compensation waived, released and discharged pursuant to this provision includes, but is not limited to, compensation in the form of benefits pursuant to the Public Employees Retirement System ("PERS") concerning work performed for District, and any and all other compensation or benefits that may otherwise be due Employee under District policies.

8 Waiver and Release of Rights Concerning Termination or Expiration of this Agreement: By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of themselves and their heirs, estate, executors, successors and assigns waives, releases and discharges the District and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all rights Employee may otherwise have concerning notice, hearing or other procedural rights ("Procedural Rights") under the District's policies, or other applicable law, regulation or rule, concerning termination or expiration of this Agreement, so long as such termination or expiration is in accordance with the terms of this Agreement.

9 Employer Property: All correspondence, memoranda, records, files, plans, papers, notes, notebooks, reports, manuals, ideas, intellectual property, trademarks, copyrights, patents, computer software or hardware and other materials (regardless of their form) that Employee receives, creates or produces in connection with this Agreement or with Employee's employment by Employer shall be and remain the exclusive property of Employer. Employee shall immediately deliver all originals of any such materials or matters that are either in Employee's possession or under

Employee's control to Employer upon termination of this Agreement or upon request of any officer of Employer. In addition to the foregoing, immediately upon termination of Employee's employment, Employee shall cease using and shall surrender to Employer all keys issued to Employee to Employer's building, all passwords and other methods of gaining access to Employer's premises, property, email accounts, data, bank accounts, or information, all credit cards, debit cards, mobile telephones and radios, laptops, portable storage or recording devices, and all other property of Employer. The foregoing notwithstanding, Employee shall be permitted to retain copies of records prepared by Employee that would be available to any member of the public pursuant to a bona fide request under the Public Records Act, Government Code Section 6250 et seq. Employer shall be represented by the Board President, District Counsel, or other designee of the Board to effect and complete the surrender of Employer Property from Employee. Notwithstanding the foregoing, District acknowledges that any patent rights of Employee created, formed, or owned during the duration of this Agreement are presumed to arise outside of this Agreement and are owned by Employee.

9.1 Assignment: This Agreement is personal in nature and the parties hereto shall not assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.

9.2 Entire Agreement: This Agreement supersedes any and all other agreements and amendments to agreements, either oral or in writing, between the parties hereto with respect to the relationship between District and Employee, and contains all of the covenants and agreements between them with respect to that relationship. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as jointly drafted by the parties, and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any provision of the Agreement.

9.3 Modification: Any modification of this Agreement will be effective only if it is in writing and signed by District and Employee.

9.4 Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

10 Indemnification: Pursuant to the requirement of the California Government Code, including but not limited to Sections 825, 995, 995.2, 995.8 and 996.4, as amended from time to time, District shall defend, save harmless and indemnify Employee against any tort, professional liability claim, and demand or other claim or legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of Employee's duties as **General Manager**. Said defense shall be provided by District until such time as all legal action on the matter is concluded. Any District funds provided for the legal defense of Employee shall be fully reimbursed in accordance with California Government Code Section 53243.1 if they are convicted of a crime involving an abuse of office or position as defined in California Government Code Section 53243.4. District shall provide professional liability insurance to its employed agents of the State of California who: Enforce District Code to impose use charges on property tax roll. Act to impose

penalties including liens, fines, and jail, or otherwise may cause a perceived ill effect or expense to private property or its owner(s), whether it be residential or commercial. Perform duties to abide by State and Federal regulatory requirements. Interface with the public, private and public contractors. Interface with local government officials and agents or systems of the State, or Federal government.

11 Law Governing: This Agreement shall be governed and construed in accordance with the laws of the State of California. Jurisdiction for any dispute arising out of or relating to this Agreement shall be exclusively with the Superior Court of the State of California. Venue for any such dispute shall be exclusively within Contra Costa County, California.

12 Headings: The headings used throughout this Agreement are used for convenience of reference only and shall not in any way limit or be deemed to construe or interpret the provisions of this Agreement.

13 Cooperation: Each party hereto agrees to execute and deliver any documents and to take any other actions that may be reasonably requested by the other party to accomplish the purposes of this Agreement.

14 Waiver of Breach: No waiver of any breach of this Agreement shall be effective unless in writing and no waiver shall constitute a waiver of any subsequent breach.

15 Notices: Notices pursuant to this Agreement shall be in writing given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) Crockett Community Services District

Attention: Board appointed Labor Negotiator

(2)

Alternatively, notices required by this Agreement may be personally served in the same manner as applicable to civil judicial process.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

EMPLOYEE CROCKETT COMMUNITY SERVICES DISTRICT

Name _____ By: _____, President

GENERAL MANAGER

The General Manager (GM) is the chief executive officer of the Crockett Community Service District (District) and the Chief Engineer. Under the direction of the Board of Directors (Board), the GM has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487.

Duties and Responsibilities

Included, but not limited to:

1. Manage the day-to-day business matters of the District.
2. Establish departments and organize the functions of the District.
3. Supervise the District's facilities and services. Obtain professional services and contractors as needed, delegating to department managers as required.
4. Direct and delegate work to all department managers and administrative staff, including the District Secretary.
5. Plan and implement the policies established by the Board for the operations of the District. Review and evaluate programs, policies, and procedures with Board guidance.
6. Attend day and night meetings of the Board, its Commissions and Committees.
7. Recommend rules and regulations for adoption, including specifications and requirements controlling the construction, repair, maintenance and operation of sewage systems.
8. Establish and maintain cooperative relationships with vendors, service providers, and other agencies.
9. Oversee and delegate authority to collect fees and charges, issue permits and maintain records of all transactions.
10. Supervise the district's finances. Acting as the "chief financial officer" and working with the Administrative Services Manager, the GM is responsible for managing the finances of the District and all departments, including:
 - a. Accounting
 - b. Payroll preparation
 - c. Invoice validation, disbursement of warrants, deposit revenues
 - d. Fund transfers and investment management
 - e. Setting and collection sewer service charges
 - f. Special tax preparation
 - g. Cost recovery efforts
 - h. Grants & loan application and management
 - i. Arranging the annual financial audit and State Controller's Report

- j. Cost/revenue reconciliation
 - k. Annual budget preparation for District and its departments
 - l. Monitor all expenditures
 - m. Provide the Board with timely financial reports
 - n. Obtain insurance as needed
11. Acting as the “personnel officer,” the GM is responsible for personnel administration and compliance with personnel laws, including:
- a. Recruiting and hiring employees
 - b. Disciplining up to and including termination of employment
 - c. Employee training
 - d. Resolving personnel problems
 - e. Maintaining secure personnel files
 - f. Conducting performance evaluations
 - g. Wage schedules & benefit programs
 - h. Act as Custodian of Records (CORI), as defined by the State Department of Justice
 - i. Act as Health Benefits Officer, as defined by CalPERS
 - j. Act as myCalPERS Account Administrator, as defined by CalPERS
 - k. Act as Procedures Manual Coordinator, as defined by CalPERS
 - l. Act as Employer Representative, as defined by State Compensation Insurance Fund
12. Acting as the “legally responsible official,” the GM is responsible for District compliance with all regulatory requirements. Prepare, or delegate preparation of, all legally required reports to regulatory agencies, permitting agencies, and other government agencies. Ensure that all necessary actions are taken on time, in full compliance with legal requirements.
13. Acting as the “risk management coordinator,” the GM will focus on insurance loss prevention and the early identification of risks confronting the District in all areas of operation. The GM is responsible for minimizing and controlling risks of all kinds and perform the duties related to risk management and contract administration. Remain vigilant for inadequacies in District operations or insurance coverage, inconsistency with legal requirements, potential liabilities, budgetary problems, inadequate fees, lost revenues, unauthorized construction, and property conversion. Seek ways to reduce expenditures, increase revenues, improve safety and security.
14. Personal Injuries: Document all known accidents and injuries, whether to employees, tenants or the public. Follow State Fund’s required procedures regarding injury claims and medical attention for employees. Obtain appropriate medical care for non-employees.
15. Employee Protection: Follow the requirements found in employment notices that are required to be posted. Be responsive to all reports of discrimination, harassment or other grievances. Follow guidelines of legal counsel and insurance company.
16. Perform the duties of Administrative Services Manager, Sanitary Department Manager, Recreation Manager, and District Secretary whenever any of these positions is not held by another employee, including acting as primary emergency responder.
17. Oversee and delegate response to urgent requests for service or emergency repairs on collection systems or equipment.

18. Provides back-up for department managers and District Secretary, when needed.
19. Act as Chief Engineer or District Engineer when required on construction contracts.
20. Act as Owner's Representative when required on construction contracts.
21. Perform the duties of Legally Responsible Official (LRO) when Sanitary Department Manager(s) are unavailable, as required by the State Water Resources Control Board and State Law.
22. Explain and promote programs and policies with the public in a positive manner.
23. Present ideas effectively, both orally and in writing.

Crockett Community Services District

ACKNOWLEDGEMENT OF INCENTIVE ONE-TIME BONUS
AGREEMENT

I, _____, understand that I may qualify for a one time monetary bonus equivalent to the difference in pay for the position of General Manager, starting on August 29, 2024 to December 31, 2024. The total is \$6,462.53, and is the difference in hourly wage of \$8.66 for 746.25 hours, from beginning date of August 29, 2024, to December 31, 2024. The one-time bonus will be reflected on the pay period following the commencement of this agreement. I understand that by accepting this one-time bonus, I am agreeing to continue to work for the CCSD for the next 12 months. If I decide to resign within that time, I am responsible for paying back the entire portion of the bonus, and it can be withheld from my final paycheck.

August 28, 2023

Date of Hire

Employee Signature

Date

Board President Signature

Date

