

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICIES

I N D E X

<u>Policy</u>	<u>Subject</u>
01	Cleaning of Private Sewer Laterals
02	Employee Recognition
03	Detachment of Land from Improvement Districts
04	Quotations for Fees or Charges
05-A	Records Policy and Procedures - Records Retention and Destruction
05-B	Records Policy and Procedures - Accessibility
06	Annual Capital Improvement Program Development
07	Conditions for Installment or Deferred Payments to the District
08	Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits
09	Land Acquisition
10	Requirement of Approval for a Spaghetti Line
11	Requests of Developers to Place Covenants on Maps Being Processed
12	Employment or Termination of Employment of District Personnel
13	Use of District Boardroom/Meeting Rooms
14	Use of District Vehicles and Car Allowance
15	Use of District Credit Cards, Petty Cash, and Expenditures Involving District Credit
18	Private or Public Water and Sewer Systems on Private Property
19	Tobacco Free Campus
21	Policy for Selection of Professional Consultants
22	Drug Free Workplace Policy and Procedure

<u>Policy</u>	<u>Subject</u>
23	Provisions for Allowing a Sewage Pump Station to be Constructed in Lieu of a Gravity Sewer
24	Recruitment, Selection and Employment Policy
25	Reserve Policy
26	District Administration of Reimbursement Agreements
27	District Investment Policy
28	Joint Use of Land Adjacent to and above Reservoirs
29	Claims Handling Procedure
31	Encouraging Disadvantaged Business Enterprise Firms
33	Redistricting of Directors Division Boundaries
34	Staff Travel and Business Related Expenses Policy
35	Medical Reserve Fund for District Retirees
37	Bilingual Program
38	Zero Tolerance for Violence in the Workplace
39	Disclosure of Information and Use of Computer, Electronic & Voice Mail, and Internet Policy
40	Ethics Policy
41	Employee Compliance with District's Conflict of Interest Code
42	Participation in Community Events and Programs/Sponsorship Opportunities
44	Review of Procedures Policy
45	Debt Policy
46	Media Relations Policy
47	Policy Against Discrimination and Harassment and Complaint Procedure
48	ADA/FEHA Disability Policy
49	Budget Policy - PENDING

<u>Policy</u>	<u>Subject</u>
50	Antifraud Policy
51	Identity Theft Red Flags Policy
52	District Administration of Recycled Water Retrofit Program