

May 24, 2018

MEETING NOTICE

DIVERSITY AND INCLUSION AD HOC COMMITTEE

Board Members of the Diversity and Inclusion Ad Hoc Committee:

Director Tony Estremera, Chair
Director Nai Hsueh, Vice Chair
Director John L. Varela

Staff Support of the Diversity and Inclusion Ad Hoc Committee:

Norma J. Camacho, Chief Executive Officer
Melanie Richardson, Chief Operating Officer
Stanly Yamamoto, District Counsel
Brian Hopper, Senior Assistant District Counsel
Anil Comelo, Interim Chief Operating Officer, Administration
Salam Baqleh, Supervising Program Administrator

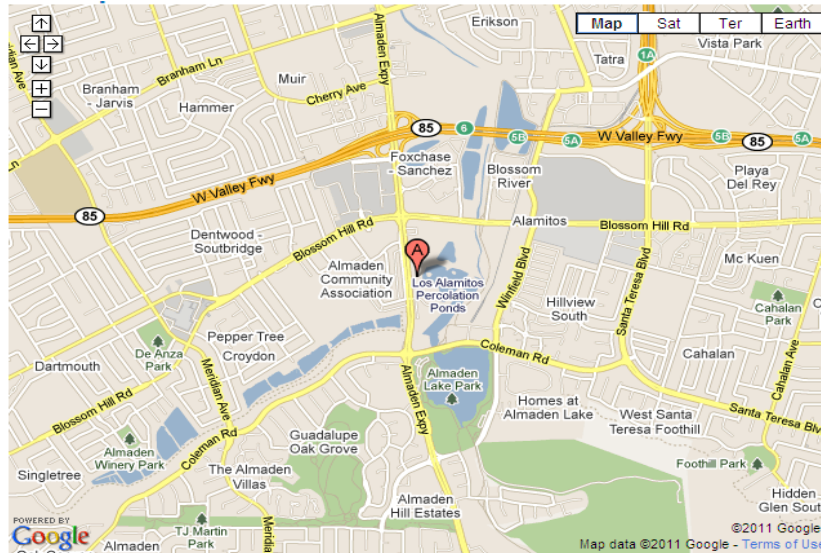
The meeting of the Diversity and Inclusion Ad Hoc Committee is to be held on **Tuesday, May 29, 2018, at 12:00 p.m.** in the Headquarters Building Conference Room A143 located at the Santa Clara Valley Water District, 5700 Almaden Expressway, San Jose, California.

Enclosed are the meeting agenda and corresponding materials. Please bring this packet with you to the meeting.

Enclosures



**Santa Clara Valley Water District - Headquarters Building,
5700 Almaden Expressway, San Jose, CA 95118**



From Oakland:

- Take 880 South to 85 South
- Take 85 South to Almaden Expressway exit
- Turn left on Almaden Plaza Way
- Turn right (south) on Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Morgan Hill/Gilroy:

- Take 101 North to 85 North
- Take 85 North to Almaden Expressway exit
- Turn left on Almaden Expressway
- Cross Blossom Hill Road
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Sunnyvale:

- Take Highway 87 South to 85 North
- Take Highway 85 North to Almaden Expressway exit
- Turn left on Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From San Francisco:

- Take 280 South to Highway 85 South
- Take Highway 85 South to Almaden Expressway exit
- Turn left on Almaden Plaza Way
- Turn right (south) on Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Downtown San Jose:

- Take Highway 87 - Guadalupe Expressway South
- Exit on Santa Teresa Blvd.
- Turn right on Blossom Hill Road
- Turn left at Almaden Expressway
- At Via Monte (first traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Walnut Creek, Concord and East Bay areas:

- Take 680 South to 280 North
- Exit Highway 87-Guadalupe Expressway South
- Exit on Santa Teresa Blvd.
- Turn right on Blossom Hill Road
- Turn left at Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

DIVERSITY AND INCLUSION AD HOC COMMITTEE

Tony Estremera, Chair
Nai Hsueh, Vice Chair
John L. Varela



AGENDA

DIVERSITY AND INCLUSION AD HOC COMMITTEE

TUESDAY, MAY 29, 2018

12:00 p.m.

**Santa Clara Valley Water District
Headquarters Building Conference Room A143
5700 Almaden Expressway
San Jose, CA 95118**

Time Certain 12:00 p.m.	1. <u>Call to Order/Roll Call</u>
	2. <u>Time Open for Public Comment on Any Item Not on the Agenda</u> <i>Comments should be limited to two minutes. If the Committee wishes to discuss a subject raised by the speaker, it can request placement on a future agenda.</i>
	3. <u>Approval of Minutes</u> 3.1 Approval of Minutes – April 23, 2018, meeting
	4. <u>Action/Discussion Items</u> 4.1 Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan) (Anil Comelo) Recommendation: Review Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan) approved by the Board on May 22, 2018. This is a discussion item and the Committee may provide comments, however, no action is required. 4.2 Diversity of Interview Panelists (Anil Comelo) Recommendation: Provide Ad Hoc Committee Information on the Diversity of Interview Panelists and Review Data. This is a discussion item and the Committee may provide comments, however, no action is required. 4.3 Nepotism Policy (Anil Comelo) Recommendation: Provide Ad Hoc Committee Information on the District’s Nepotism Policy and Data on Relatives at the District. This is a discussion item and the Committee may provide comments, however, no action is required. 4.4 Emerging Leaders Diversity & Inclusion Capstone Project (Anil Comelo) Recommendation: Provide Ad Hoc Committee Information on the Emerging Leaders Diversity & Inclusion Capstone Project. This is a discussion item and the Committee may provide comments, however, no action is required. 4.5 Next Meeting Schedule and Next Steps (Committee Chair) Recommendation: Schedule Next Date, Time, and Agenda
	5. <u>Clerk Review and Clarification of Committee Requests and Recommendations</u> <i>This is an opportunity for the Clerk to review and obtain clarification on any formally moved, seconded, and approved requests and recommendations made by the Committee during discussion of Item 4.</i>
	6. <u>Adjourn</u>

REASONABLE EFFORTS TO ACCOMMODATE PERSONS WITH DISABILITIES WISHING TO ATTEND COMMITTEE MEETINGS WILL BE MADE. PLEASE ADVISE THE CLERK OF THE BOARD OFFICE OF ANY SPECIAL NEEDS BY CALLING (408) 630-2277.

Meetings of this committee will be conducted in compliance with all Brown Act requirements. All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the same time that the public records are distributed or made available to the legislative body, at the following location:

Santa Clara Valley Water District, Office of the Clerk of the Board
5700 Almaden Expressway, San Jose, CA 95118

DIVERSITY AND INCLUSION AD HOC COMMITTEE

Purpose: The Diversity and Inclusion Ad Hoc Committee was established to work on Board and Director identified issues



DIVERSITY AND INCLUSION AD HOC COMMITTEE MEETING

DRAFT MINUTES

**MONDAY, APRIL 23, 2018
11:30 AM**

(Paragraph numbers coincide with agenda item numbers)

A meeting of the Diversity and Inclusion Ad Hoc Committee (Committee) was held on April 23, 2018, in the Headquarters Building Boardroom at the Santa Clara Valley Water District (SCVWD), 5700 Almaden Expressway, San Jose, California.

1. CALL TO ORDER/ROLL CALL

A meeting of the Santa Clara Valley Water District Diversity and Inclusion Ad Hoc Committee was called to order at 11:33 a.m. on April 23, 2018, at the District Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, California.

Board Members in attendance were: Director Tony Estremera-District 6, Director Nai Hsueh-District 5, and Director John L. Varela-District 1.

Staff members in attendance were: Salam Baqleh, Michael Baratz, Glenna Brambill, Samantha Buglewicz, Anil Comelo, Janice Lum, Ngoc Nguyen and Meda Okelo.

2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON AGENDA

There was no one who wished to speak.

3. ELECT CHAIR AND VICE CHAIR

It was moved by Director John L. Varela, seconded by Director Nai Hsueh and unanimously carried, to approve Director Tony Estremera as the Committee's Chair and Director Nai Hsueh as the Committee's Vice Chair.

Attendees introduced themselves and areas worked at the District.

4. **ACTION/DISCUSSION ITEMS**

4.1 COMMITTEE WORKPLAN DEVELOPMENT

Mr. Anil Comelo reviewed the materials as outlined in the agenda items

Chair Estremera gave an overview of the Board's expectations for this Committee. Vice Chair Hsueh discussed the issues stemming from the Board's Strategy meeting in October 2017 regarding Diversity and Inclusion; 1. Lacking report on performance, 2. Looking at best practices, 3. Benchmarking the Diversity and Inclusion program, 4. investing in education in equipping the future workforce. Director John L. Varela spoke on the District's workforce resembling the constituents represented by the Directors.

No action taken.

4.2 THE LEADING EDGE 2011 SANTA CLARA VALLEY WATER DISTRICT AUDIT OF DIVERSITY AND INCLUSION PROGRAM

Mr. Anil Comelo reviewed the materials as outlined in the agenda items.

No action taken.

4.3 2015-2019 DIVERSITY AND INCLUSION MASTER PLAN

Mr. Anil Comelo reviewed the materials as outlined in the agenda items.

Vice Chair Hsueh helped summarize the Committee's proposed scope (work plan). The scope is based on concerns expressed by the Board at its October 2017 Strategic Planning Session and other concerns captured by the Committee Members.

1. Review District's Recruitment and Selection Policy in general and with special emphasis on Interview Panel process and prevention of nepotism.
2. To address the Board's concern of potential Conflict of Interest issue, the Committee will review District's practices and policies for avoiding the issue and protection for employees.
3. To address the Board's concern of lacking meaningful reports to understand the effectiveness of District's D&I Program, the Committee will study and propose effective tools, including reports, benchmark data, and performance measures for the Board's consideration.
4. To address the Board's desire for a more robust education program, the Committee will study and propose an expanded education and internship programs that possibly could include economic/social considerations.

4.4 IDENTIFY FOCUS AREAS AND TIMELINE

Mr. Anil Comelo reviewed the materials as outlined in the agenda items.

The Chair noted that the areas of focus have been summarized in agenda item #4.3.

No action taken.

4.5 NEXT MEETING SCHEDULE AND NEXT STEPS

The Committee discussed the next scheduled meeting and chose to meet Tuesday, May 29, 2018, at 12:00 p.m.

5. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS AND RECOMMENDATIONS

Ms. Glenna Brambill, Board Committee Liaison reported no action items.

6. ADJOURNMENT

Chair Director Tony Estremera adjourned the meeting at 1:03 p.m. to the next regularly scheduled meeting on Tuesday, May 29, 2018, at 12:00 p.m., in the Santa Clara Valley Water District Headquarters Building.

Glenna Brambill
Board Committee Liaison
Office of the Clerk of the Board

Approved:



Committee: Diversity and Inclusion
Meeting Date: 05/29/18
Agenda Item No.: 4.1
Unclassified Manager: Anil Comelo
Email: acomelo@valleywater.org
Est. Staff Time: 10 Minutes

COMMITTEE AGENDA MEMO

SUBJECT: Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan)

RECOMMENDED ACTION:

Review Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan) approved by the Board on May 22, 2018. This is a discussion item and the Committee may provide comments, however, no action is required.

SUMMARY:

On May 22, 2018, the Board approved the Diversity and Inclusion Ad Hoc Committee's scope of work (work plan) which is attached. The goals are listed below:

- A. Review the District's recruitment process with a specific emphasis on selection of interview panels;
- B. Review nepotism and conflict of interest policies and practices, and consider enhancements;
- C. Address the Board's concern of the lack of meaningful reports to understand the effectiveness of District's D&I Program by studying and recommending for the Board's consideration effective tools, including reports, benchmark data, and performance measures; and
- D. Evaluate options for more robust internship programs.
- E. Review 2015-2019 D&I Master Plan.

Over the course of the next several months, staff will gather and present all necessary information for the Committee's review. This month, staff will present information on item A. Depending on the Directors' schedules, staff will aim to bring information to the Committee focused on item B in June, and information on item D in July.

ATTACHMENT(S):

Attachment 1: Board Approved Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan).

2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: May 2018

GP8. Accordingly, the Board has established Advisory Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Advisory Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

The annual work plan establishes a framework for committee discussion and action during the annual meeting schedule. The committee work plan is a dynamic document, subject to change as external and internal issues impacting the District occur and are recommended for committee discussion. Subsequently, an annual committee accomplishments report is developed based on the work plan and presented to the District Board of Directors.

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
1	Elect Chair and Vice Chair	4-23-18	Elect Chair and Vice Chair	
2	Committee Workplan Development	4-23-18	Develop Committee work plan to guide the Committee's discussions regarding the Diversity & Inclusion Program at the District. (Action)	
3	The Leading Edge 2011 Santa Clara Valley Water District Audit of Diversity and Inclusion Program	4-23-18	Review audit recommendations. (Information)	
4	2015-2019 Diversity and Inclusion Master Plan	4-23-18	Review Master Plan Goals, Strategies, and Tactics and tracking matrix. (Information)	
5	Identify Focus Areas and Timeline	4-23-18	Begin discussion on potential focus areas and timelines for the Committee. (Action)	
6	Review of 2018 Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan)	5-29-18	Review Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan) approved by the Board on May 22, 2018. (Action)	

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1
Page 1 of 3

2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: May 2018

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
7	Review the District's recruitment process with a specific emphasis on diversity of interview panelists	5-29-18	Provide Ad Hoc Committee Information on the Diversity of Interview Panelists and Review Data. (Information)	
8	Nepotism Policy	5-29-18	Provide Ad Hoc Committee Information on the District's Nepotism Policy and Data on Relatives at the District. (Information)	
9	Emerging Leaders Diversity & Inclusion Capstone Project	5-29-18	Provide Ad Hoc Committee Information on the Emerging Leaders Diversity & Inclusion Capstone Project. (Information)	
10	Review nepotism and conflict of interest policies and practices, and consider enhancements	5-29-18	Review nepotism and conflict of interest policies and practices, and consider enhancements. (Action)	
11	Evaluate options for more robust internship programs	July 2018	Evaluate options for more robust internship programs. (Action)	
12	Address the Board's concern of the lack of meaningful reports to understand the effectiveness of District's D&I Program by studying and recommending for the Board's consideration effective tools, including reports, benchmark data, and performance measures	September 2018	Address the Board's concern of the lack of meaningful reports to understand the effectiveness of District's D&I Program by studying and recommending for the Board's consideration effective tools, including reports, benchmark data, and performance measures. (Action)	

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1

Page 2 of 3

2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: May 2018

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
13	Review 2015-2019 D&I Master Plan	TBD	Review 2015-2019 D&I Master Plan	

Yellow = Update Since Last Meeting
 Blue = Action taken by the Board of Directors

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Committee: Diversity and Inclusion
Meeting Date: 05/29/18
Agenda Item No.: 4.2
Unclassified Manager: Anil Comelo
Email: acomelo@valleywater.org
Est. Staff Time: 45 Minutes

COMMITTEE AGENDA MEMO

SUBJECT: Diversity of Interview Panelists

RECOMMENDED ACTION:

Provide Ad Hoc Committee Information on the Diversity of Interview Panelists and Review Data. This is a discussion item and the Committee may provide comments, however, no action is required.

SUMMARY:

During the recruitment planning phase and prior to posting the position, the Recruiter and the Hiring Manager, together complete the Recruitment Worksheet, which outlines the full cycle recruitment from initiation to filling the position. It is required that the Hiring Manager and Recruiter meet to agree to all aspects of the recruitment including knowledge, skills and abilities of the job and that they identify the selection of the interview panels.

The Recruiter and Hiring Manager jointly discuss interview panels as part of the planning phase. The process requires that the interview panels be balanced taking into consideration technical expertise, hierarchical level, gender balance, diversity, and one of the panelists should be from outside the hiring Unit (e.g. the panelist could be a business partner to the Unit with sufficient knowledge in the field to assess the candidates) if possible. Any exceptions must be approved by the Recruitment Supervisor. The Recruiter also provides recommended panelist names to the Hiring Manager to meet this process requirement.

All interview panels are reviewed and approved by the Recruitment Supervisor prior to interview. This ensures that the process noted above is met consistently and accurately.

In addition to the Recruitment Supervisor reviewing all interview panels prior to the interviews for diversity, for the past several months, the Diversity & Inclusion Supervising Program Administrator has reviewed panel composition post-interviews every other week. The review monitored that the District's panels in the previous two weeks had both gender and ethnic diversity represented. Any pattern of lack of diversity would be brought to the attention of the Chief Operating Officer – Administrative Services.

Going forward, the Diversity & Inclusion Supervising Program Administrator will be involved with the selection of interview panels for all unit manager position interviews by working in partnership with the Recruiting Supervisor to help select interview panelists.

ATTACHMENT(S):

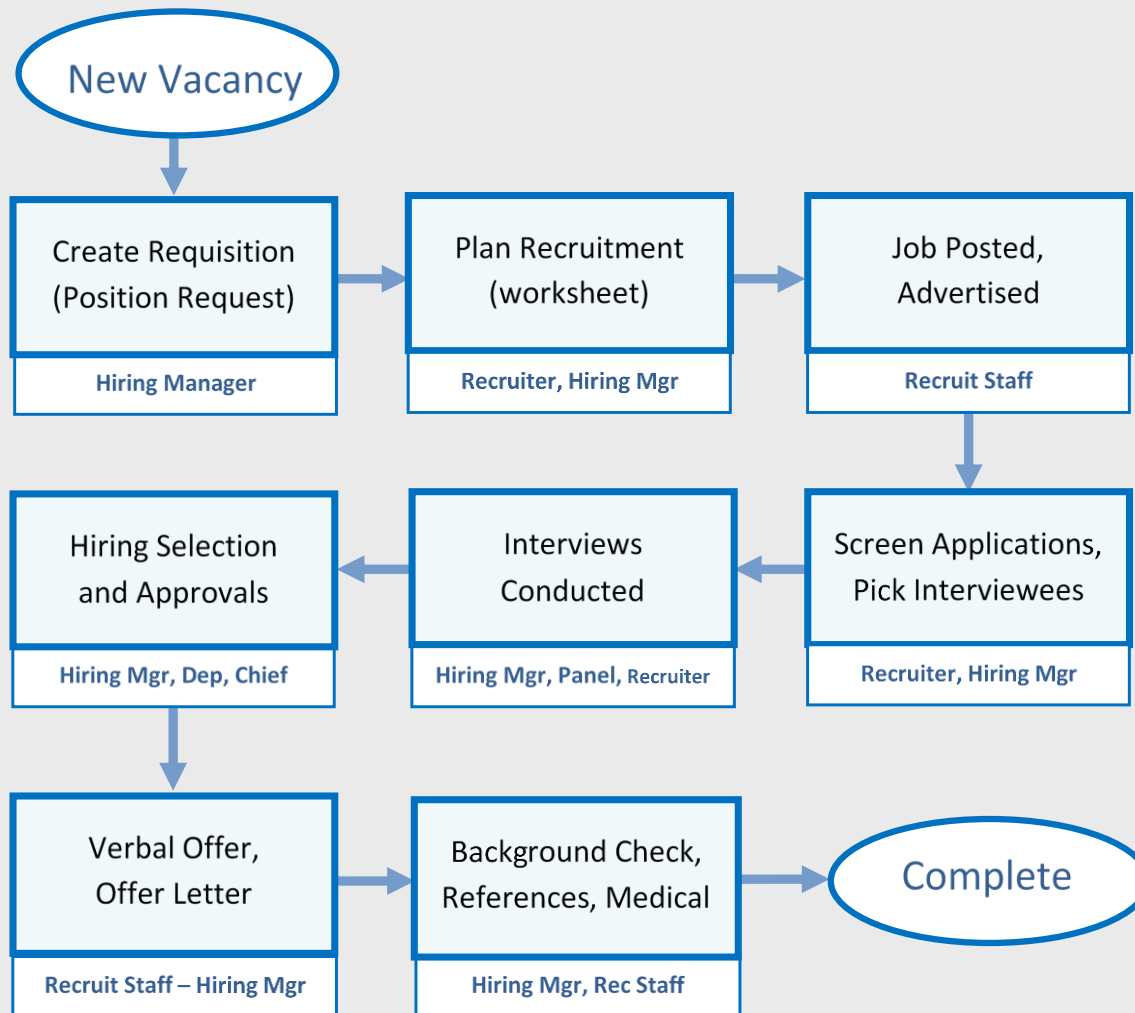
Attachment 1: Hiring Process PowerPoint.

Diversity And Inclusion Ad Hoc Committee

May 29, 2018



Recruitment Process



Questions?

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Committee: Diversity and Inclusion
Meeting Date: 05/29/18
Agenda Item No.: 4.3
Unclassified Manager: Anil Comelo
Email: acomelo@valleywater.org
Est. Staff Time: 45 Minutes

COMMITTEE AGENDA MEMO

SUBJECT: Nepotism Policy

RECOMMENDED ACTION:

Provide Ad Hoc Committee Information on the District's Nepotism Policy and Data on Relatives at the District. This is a discussion item and the Committee may provide comments, however, no action is required.

SUMMARY:

It is in the District's interest to hire the best qualified individuals to further organizational priorities and in some cases the best person for a position may be a family member of a current employee. Questions have been raised about the number of relatives and the impartiality of the recruitment process which sometimes results in the hire of relatives. The following provides data, policies, and practices related to related employees at the District.

Current Employees Who are Related to Other Employees

State law prohibits the District from barring spouses from being simultaneously employed at the District, since doing so would constitute discrimination based on marital status. However, the District's Nepotism Policy prohibits a family member from reporting to a relative directly or indirectly (attachment 1). The Policy states, in relevant part:

It is the policy of the District to:

Not place or have an employee in a position or circumstance where they:

- A. Are required to assign, evaluate and/or supervise the work of an immediate family member, domestic partner, or a person that they are involved with romantically;*
- B. Recommend discipline and/or participate in compensation decisions concerning an immediate family member, domestic partner, or a person that they are involved with romantically.*
- C. Have access to confidential information pertaining to an immediate family member, domestic partner, or a person that they are involved with romantically.*

The 17 married couples who currently work at the District conform to this policy, and the District ensures that they are never placed in a position where one might supervise the other.

Historically, Human Resources has not tracked data on relatives at the District and estimates that there are 57 District employees (8%) who are related to each other. There are no statistics available from comparable agencies or from public agencies in general which would help us determine if the District's percentage of relatives is higher or lower than the norm. Recently this topic became the focus of hearings at the State Capitol and garnered media attention when it was revealed that 30% managers of the CA Department of Tax and Fee Administration had relatives "or other close personal relationships" working for the agency. The definition of who is considered a relative or has close personal relationship can also impact the statistics. In the interest of caution and transparency, HR will begin to maintain data on other relations besides marital, including brother, sister, daughter, son, mother, father and in-laws to ensure adherence to the District's various policies.

Safeguards to Ensure Objectivity on Interview Panels

The Recruitment Supervisor is responsible for reviewing and approving all interview panels prior to the interviews being held. The Recruitment Supervisor has final approval on all interview panels to ensure there is no conflict of interest, panels are diverse, and that the selection process is in compliance with District policies and best practices.

HR attempts to ensure that all persons involved in the recruitment process are objective, fair and without bias. To that end HR requires that family members of the applicants are not involved in the recruitment process. The first step in this process is that prior to the interview date, interviewers receive the following email:

Hello _____, _____ and _____,

Thanks so much for being part of our panel. In an effort to give you some time to review the applications prior to the _____ interviews on _____, I have attached the applications and applicable attachments (____ total candidates). Also attached is the interview schedule. Please review the names of the applicants. If you believe you cannot provide an objective and fair review of a candidate (i.e., personal relationship, previous interaction that may cause a predisposed bias, etc.), please inform me immediately so that you may remove yourself from the interview process for the recruitment.

*Please also review the interview panel guidelines and **reply to me** that you are acknowledging and agree to them (rather than having you sign and scan back to me).*

These attachments are intended to be reviewed electronically ONLY. **Please DO NOT print the applications.** They will be provided to you at the time of the interviews.

See you _____ and _____!

Interview panelists are required to read and sign Interview Panel Guidelines statement (attachments 2 and 3) prior to the interviews. In this statement, they acknowledge that they do not have a family relationship as defined including, but not limited to: all blood relatives to self or spouse, domestic partner, and children (biologic, step, adopted, or foster). Panelists acknowledge reviewing the list of candidates and having no conflict of interest that would compromise their ability to be objective in the interview process. The Guidelines say in relevant part:

I have reviewed the list of candidates and have no conflict of interest that would compromise my ability to be objective in this process. For this interview process, conflict of interest is defined as: I am not a relative of or have a personal relationship with any candidate on the list. A relative is defined as including, but may not be limited to: all blood relatives to self or spouse, domestic partner, and children (biologic, step, adopted, or foster). _____ (initial)

For District Employees: Failure to comply with this agreement will result in disciplinary action.

Selection of Temporary Employees

The selection process for temporary employees has historically lacked the safeguards of the hiring process for permanent employees. Over the past two years, 7% of the of the 201 temporary employees at the District were related to District employees.

About 15% of the temporary employees hired by the District were related to District employees. On average, White and Hispanic temporary employees seem to be hired as temporary employees, and then as full time employees, at a higher rate than other ethnic groups. While the District benefits from finding very well-qualified temporary employees to hire as permanent employees, there appears to be an element of advantage that temporary employees have in the recruitment process (attachment 4). Further, it is noteworthy that while 7% of the temporary employees were related to District employees, more that twice that percentage (15%) of the temporary employees hired by the District were related to employees.

The recruitment and selection process for hiring temporary employees has been reviewed and enhancements are being implemented. These new practices will minimize any favoritism. Below are the revisions with an anticipated effective date of June 1, 2018.

1. The Hiring Unit Manager and/or assigned Supervisor is required to be on the interview panel.
2. Temporary Worker and Intern Panel Guidelines were developed (attachment 5). Specifically, these guidelines include all panelists to sign off on, **“I am not a relative of, have a personal relationship with, or have had previous interactions that may cause the perception of favoritism to any candidate on the list.”**
3. Temporary Worker and Intern Interview Panel Guidelines will be sent in advance of the temporary employee interviews to the panel members along with the resumes.
4. The initialed and signed Temporary Worker and Intern Interview Panel Guidelines must be returned to the Recruiter prior to the interviews.
5. In support of the district’s Diversity and Inclusion efforts, gender and ethnic balance of the interview panel will be required.
6. A mandatory interview question will be required of all candidates asking each person, “How did you become aware of this assignment?”
7. The Selection Justification for Temporary Assignment form will be updated:
 - a. Include the source of the candidate and if referred, by whom?
 - b. The hiring Supervisor or Unit Manager is hard coded on the interview panel list to ensure that they were on the panel.
 - c. Added, “If known, is the selected candidate related to any Santa Clara Valley Water District employee (if yes, list their name and relationship)?”

ATTACHMENT(S):

Attachment 1: District's Nepotism Policy

Attachment 2: Interview Panel Guidelines

Attachment 3: Interview Panel Email

Attachment 4: Temporary Employee Demographics

Attachment 5: Temporary Worker and Intern Interview Panel Guidelines

Downloaded or printed copies are for reference only. Verify this is the current version prior to use. See the District website for released version.

1. POLICY STATEMENT

It is the policy of the District to:

Not place or have an employee in a position or circumstance where they:

- A. Are required to assign, evaluate and/or supervise the work of an immediate family member, domestic partner, or a person that they are involved with romantically;
- B. Recommend discipline and/or participate in compensation decisions concerning an immediate family member, domestic partner, or a person that they are involved with romantically.
- C. Have access to confidential information pertaining to an immediate family member, domestic partner, or a person that they are involved with romantically.

2. PURPOSE

The purpose of this policy is to set forth District policy governing the employment, assignment of work, and placement of immediate family members and domestic partners.

It is in the District's interest to avoid favoritism or the appearance of favoritism, and decrease the potential for inappropriate or illegal conduct in the workplace.

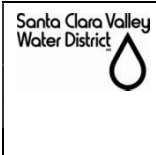
3. SCOPE, ASSUMPTIONS & EXCEPTIONS

It is the responsibility of Appointing Authority or designee to ensure compliance with this policy in their individual departments and to consult with the Labor Relations Unit on this topic.

It is the responsibility of each employee to be informed of this policy and to take steps necessary to not place themselves in non-compliance with any section or requirement.

The following examples demonstrate this requirement, but are not a complete list of examples of the types of situations that may arise:

- a. The District has requested that an employee serve as acting supervisor in a department in which the employee's brother or sister is employed. The employee whom the District has asked to be acting supervisor should disclose to the Appointing Authority or designee, before taking the assignment, that the employee's brother or sister is employed in the department.
- b. An employee has applied for a position in a department in which the employee's spouse works as an Office Specialist. At the time of the application, the employee applying for such position should disclose to the Appointing Authority or designee the existence of this relationship.



NEPOTISM

DOCUMENT NO.:	AD-2.9.104
REVISION:	B
EFFECTIVE DATE:	10/04/ 2012
PROCESS OWNER:	Grant Lee
Page 2 of 3	

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- c. It is the responsibility of the Labor Relations Unit to advise Appointing Authority or designee on achieving compliance with this policy, and to facilitate the resolution of covered circumstances in the least disruptive manner possible.

4. ROLES & RESPONSIBILITIES

1. Appointing Authority or designee shall make selection decisions that comply with this policy, whether an applicant is from within or outside the District.
2. Appointing Authority or designee shall consult with the Labor Relations Unit on each case for guidance on compliance with this policy.
3. When a marriage or domestic partnership arises after employees are hired that falls within the restrictions of this policy, the affected employees will cooperate with the Appointing Authority or designee and/or the Labor Relations Unit shall determine the best course of action for immediately resolving the potential incompatibility, inappropriate conduct, or appearance of favoritism such a relationship creates. Such action could include a transfer, reassignment, and/or other possible options.
4. An employee who is a party to a relationship covered by this policy, who does not comply after having received notice of such, will be allowed up to 60 calendar days from date of the notice to present facts that would warrant exemption. The District would then have up to 60 calendar days to provide a final ruling. The District will take into account the preferences of the affected employees. If a voluntary compliance by the affected employees is not achieved in a timely manner, only then will the District implement non-disciplinary reassignment, transfer, demotion or other action, including but not limited to termination of employment. When options are available for both employees, the individual with the lesser amount of District-wide seniority shall be moved.

5. REQUIREMENTS

- **Governance Policies**
 - EL-3—Human Resources
- Governing Laws**
 - None
- **Other Requirements (District Policies, MOUs, Standards, Audit, etc.)**
 - None

6. ASSOCIATED FORMS & PROCEDURES

DOCUMENT TITLE/ID #	DOCUMENT LOCATION(S)
None	



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7. DEFINITIONS

Immediate family—A spouse, mother, father, son, daughter, sibling, in-laws, grandparents, and step relationships (i.e., stepson, stepfather).

Domestic partner—Individuals who reside in the same household and are involved in a relationship, often holding themselves out to the public as marital partners, but who are not legally married.

8. CHANGE HISTORY

DATE	REVISION	COMMENTS
05/01/12	A	Transferred to current template. Minor editorial changes.
10/04/12	B	Updated linkage to Board Governance

INTERVIEW PANEL GUIDELINES

The purpose of an interview is to afford the candidate an opportunity to evidence his/her possession of the training, experience, abilities, knowledge, and personal qualities necessary to do the job. Interviews are useful for inquiring into the quantity and quality of a candidate's experience and the nature of their prior jobs. The burden of proof rests on the candidate, but the responsibility for conducting and inducing the candidate to supply the relevant information rests with the interviewers. The candidate should leave with a feeling that he/she has been given every opportunity to explain his/her ability to perform the job.

- *The interview process, including the personal information regarding the candidates and the documentation and conversation of the process is to remain confidential.* If a candidate approaches you for information, you should refer them to the assigned Recruiter or the Recruitment Program Administrator. You are not to approach a candidate with information regarding the interview process and their application for any reason. _____ **(initial)**
- *If you believe you cannot provide an objective review of a candidate, please inform the recruitment analyst so that you may remove yourself from the interview process for that candidate. At the time of the interview, candidates will be notified of the names of the interviewers.*
- *Be supportive and courteous to the candidate.* Create a friendly atmosphere but also be advised that *you should always examine what and how you plan to say it through the eyes of an applicant.* Although interviewers may sometimes engage in "small talk" with candidates to put them at ease, *please be advised that a possible danger in "small talk" is that it can get too personal even with topics you might have previously thought of as neutral.*
- *Questions have been developed in advance to ensure fairness, completeness, and compliance with laws. All questions, including follow-up questions, must be job related.*
- *Interviewers should restrict themselves to asking the questions that are written and may repeat a part or all of a question. Follow-up questions are permissible but should be limited to asking the candidate to further explain or clarify his/her answer.* You may also ask questions related to their work history. Try to frame follow-up or clarification questions by using "why", "how", or "what". Please be advised that *it is not appropriate to lead the candidate to the desired answer or to use follow-up questions to open new areas of inquiry.*
- *If it is determined while interviewing the first candidate that one of the questions does not flow right, needs adjusting, or needs a follow-up question to accompany it, the same format should follow for the remainder of candidates to be interviewed.*
- *Do not ask questions relating to ethnic background, marital status, number of children, spouse's occupation, transportation arrangements, criminal record, health problems, religious, or political organizations.* If information on any of these points is volunteered by the applicant, further discussion must be immediately discouraged.
- *Actively listen, maintain eye contact, take notes (try to do so unobtrusively), retain an open mind, and exhibit positive body language. Please also keep cell phones and/or pagers on silent ring or vibrate during the interviews.*
- *Interviewers should base their responses on the candidate's strength and weaknesses as demonstrated in the interview only. Therefore, any experience and/or information known to the interviewer(s) should not be considered unless provided by the candidate at the time of the interview.*
- *Interviewers must also refrain from discussing the candidates until after all of the interviews have been concluded; this includes the time between interviews, lunches and/or breaks.*
- *A Strengths and Weaknesses Worksheet will be provided for interviewers to complete for each candidate. The completed Strengths and Weaknesses Worksheets must be returned to the analyst at the conclusion of the interview or within one business day. A debriefing on the strengths and weaknesses will be facilitated by the recruitment analyst at the conclusion of the interviews.*

I have reviewed the list of candidates and have no conflict of interest that would compromise my ability to be objective in this process. For this interview process, conflict of interest is defined as: I am not a relative of or have a personal

relationship with any candidate on the list. A relative is defined as including, but may not be limited to: all blood relatives to self or spouse, domestic partner, and children (biologic, step, adopted, or foster). _____ **(initial)**

For District Employees: Failure to comply with this agreement will result in disciplinary action.

Print Name: _____ Signature: _____

Date: _____

Hello _____, _____ and _____,

Thanks so much for being part of our panel. In an effort to give you some time to review the applications prior to the TITLE interviews on _____ and _____, I have attached the applications and applicable attachments (___ total candidates). Also attached is the interview schedule. Please review the names of the applicants. If you believe you cannot provide an objective and fair review of a candidate (i.e., personal relationship, previous interaction that may cause a predisposed bias, etc.), please inform me immediately so that you may remove yourself from the interview process for the recruitment.

Please also review the interview panel guidelines and **reply to me** that you are acknowledging and agree to them (rather than having you sign and scan back to me).

These attachments are intended to be reviewed electronically ONLY. ***Please DO NOT print the applications.*** They will be provided to you at the time of the interviews.

See you _____ and _____!

APPENDIX C

TEMPORARY EMPLOYEES DATA 01/01/15 THROUGH 12/31/17

	Totals	Percent	White	Black	Hispanic	Asian	AM/NHOPI/ 2+^
Santa Clara County Workforce			43%	3%	19%	34%	1%
District Workforce Demographics			47%	5%	19%	22%	7%
Temps at the District	201		39%	5%	24%	13%	5%
Temps with District Relatives	15	7%	33%	13%	13%	7%	7%
Temps Hired by District	26	13%	54%	0%	31%	4%	8%
Temps with Relatives Hired by District	4	15%	50%	0%	50%	0%	0%

^American Indian/Native Hawaiian or Other Pacific Islander/Two or More Combined

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TEMPORARY WORKER AND INTERN INTERVIEW PANEL GUIDELINES

The purpose of an interview is to afford the candidate an opportunity to evidence his/her possession of the training, experience, abilities, knowledge, and personal qualities necessary to do the job. Interviews are useful for inquiring into the quantity and quality of a candidate's experience and the nature of their prior jobs. The burden of proof rests on the candidate, but the responsibility for conducting and inducing the candidate to supply the relevant information rests with the interviewers. The candidate should leave with a feeling that he/she has been given every opportunity to explain his/her ability to perform the job.

- *The interview process*, including the personal information regarding the candidates and the documentation and conversation of the process *is to remain confidential*. If a candidate approaches you for information, you should refer them to the assigned Temporary Staffing Human Resources Management Analyst or the Recruitment Program Administrator.
- *If you believe you cannot provide an objective and unbiased evaluation* (i.e., predetermined bias, relative, personal relationship, previous interaction that may cause a predisposed bias, etc.) *of a candidate, please inform the Temporary Staffing Human Resources Management Analyst* so that you may remove yourself from the interview process.
- *Be supportive and courteous to the candidate*. Create a friendly atmosphere but also be advised that *you should always examine what and how you plan to say it through the eyes of an applicant*. Although interviewers may sometimes engage in "small talk" with candidates to put them at ease, *please be advised that it can get too personal even with topics you might have previously thought of as neutral*.
- *Interviewers should restrict themselves to asking the written questions and may repeat part or all of a question*. *Follow-up questions are permissible but should be limited to asking the candidate to further explain or clarify his/her answer and/or to prompt them to reread the question for completeness*. You may also ask questions related to their work history. Try to frame follow-up or clarification questions by using "why", "how", or "what". Please be advised that *it is not appropriate to lead the candidate to the desired answer or to use follow-up questions to open new areas of inquiry*.
- If it is determined while interviewing the first candidate that *one of the questions does not flow right, needs adjusting, or needs a follow-up question to accompany it, the same adjusted format should follow for the remainder of candidates* to be interviewed.
- *Do not ask questions relating to ethnic background, marital status, number of children, spouse's occupation, transportation arrangements, criminal record, health problems, religious, or political organizations*. If information on any of these points is volunteered by the applicant, further discussion must stop.

I have reviewed the list of candidates and have no conflict of interest that would compromise my ability to be objective in this process. For this interview process, conflict of interest is defined as: I am not a relative of, have a personal relationship with, or have had previous interactions that may cause the perception of favoritism to any candidate on the list. A relative is defined as including, but may not be limited to: all blood relatives to self or spouse, domestic partner, and children (biologic, step, adopted, or foster). _____ (initial)

For District Employees: Failure to comply with this agreement will result in disciplinary action.

Print Name: _____

Signature: _____

Date: _____



Committee: Diversity and Inclusion
Meeting Date: 05/29/18
Agenda Item No.: 4.4
Unclassified Manager: Anil Comelo
Email: acomelo@valleywater.org
Est. Staff Time: 20 Minutes

COMMITTEE AGENDA MEMO

SUBJECT: Emerging Leaders Diversity & Inclusion Capstone Project

RECOMMENDED ACTION:

Provide Ad Hoc Committee Information on the Emerging Leaders Diversity & Inclusion Capstone Project. This is a discussion item and the Committee may provide comments, however, no action is required.

SUMMARY:

The Emerging Leaders Certificate Program (ELCP), is a rigorous, year-long program that requires a minimum of 200 hours to graduate. The curriculum includes live-training, outside project work, coaching and/or supervision of District employee(s), panel presentations and e-learning, and is designed for employees striving to be Supervisors or Unit Managers but with fewer than two (2) years of supervisory experience.

This year, the ELCP has a group of four District employees who have taken on a project to evaluate the Diversity & Inclusion Program at the District. Specifically, the purpose of this project is to assess the effectiveness of the Diversity & Inclusion (D&I) Master Plan/Program activities since the 2011 Leading Edge management audit; and make recommendations based on the benchmarking of industry best practices and feedback from internal stakeholders. The four members of the group are: Amy Fonseca, Wade Blackard, Kristen Yasukawa, and Cody Houston. They would like to attend the Diversity & Inclusion Ad Hoc Committee to share their current findings and seek input on the project from the Board.

ATTACHMENT(S):

Attachment 1: Emerging Leaders Diversity & Inclusion Capstone Project Plan.

Emerging Leaders Certification Program
Capstone Project: Diversity & Inclusion Master Plan Assessment

Project Plan

Project Team: Wade Blackard, Amy Fonseca, Cody Houston, Kristen Yasukawa

Project Dates: March 1, 2018 through September 13, 2018

Purpose

The purpose of this project is to assess the effectiveness of the Diversity & Inclusion (D&I) Master Plan/Program activities since the 2011 Leading Edge management audit; and make recommendations based on the benchmarking of industry best practices and feedback from internal stakeholders.

Description

The 2011 Leading Edge management audit provides insight into improvements that the District could make in its D&I efforts. The current D&I Master Plan reflects goals that could be implemented based upon these recommendations. This project will assess not only the completion of targeted tasks, but effectiveness where possible.

The project team will conduct interviews with internal stakeholders to gather data, and research outside agencies/companies to benchmark District D&I practices with industry best practices and progressive programs. This information will provide insight into the possible D&I goals that could be implemented at the District and will be used to develop results-oriented recommendations.

Assumptions

- Avoid using quotas as a measurement of program effectiveness.
- Recommendations will be considered for implementation.

Communication Plan

- Sponsors: Meet a minimum of three times during the project for kick off (March), preliminary findings (May), and final draft report (July). Communicate as needed via email.
- D&I Ad Hoc Committee: Attend committee meetings as they occur during the project to gather information and present findings.
- Internal stakeholders: Gather information (email, interview, etc.) and share the final report and recommendations at the end of the project.
- External agencies/companies: Gather information on industry best practices and progressive programs research, and share this information at the end of the project.

Deliverables

The project team will develop all deliverables with the input from the sponsors.

1. Report: Narrative of the data gathering process and findings.
2. Assessment Table: Listing the D&I Master Plan/Program activities with corresponding findings and recommendations (sample format: the Safe, Clean Water Independent Monitoring Committee recommendations report table).
3. Presentation: Visual aid summarizing the report, assessment table and highlighting the key recommendations.



Committee: Diversity and Inclusion
Meeting Date: 05/29/18
Agenda Item No.: 4.5
Unclassified Manager: Anil Comelo
Email: acomelo@valleywater.org
Est. Staff Time: 10 Minutes

COMMITTEE AGENDA MEMO

SUBJECT: Next Meeting Schedule and Next Steps

RECOMMENDED ACTION:

Schedule Next Date, Time, and Agenda

SUMMARY:

The Committee will discuss and confirm next meeting date and tentative agenda items.

ATTACHMENT(S):

None.