



AGENDA

Please turn off all cell phones while meeting is in progress.

STALLION SPRINGS COMMUNITY SERVICES DISTRICT
27850 STALLION SPRINGS DRIVE, TEHACHAPI, CA 93561

BOARD OF DIRECTORS REGULAR BOARD MEETING
TUESDAY, JULY 21, 2020

Due to the COVID-19 Virus this meeting will be held under modified rules authorized by the Governor's Executive Order. We will socially distance and we ask that you wear a mask when attending.

OPEN SESSION:

1. **Flag Salute:**
2. **Call to Order:**
3. **Roll Call:**

Directors present:

Directors absent:

4. **Reserved for President's Comments and Addendum.**
5. **PUBLIC PRESENTATIONS** – This portion of the meeting is reserved for persons desiring to address the Board on any matter not on this agenda and over which this Board has jurisdiction. "Please be advised however, the Brown Act prohibits action on items that are not listed on the Agenda, or properly added to the Agenda under the provisions of the Brown Act. The Board may set such items for consideration at some future Board meeting." Speakers are limited to three (3) minutes. PLEASE STEP TO THE PODIUM TO MAKE YOUR PRESENTATION. STATE YOUR NAME AND ADDRESS FOR THE RECORD, before making your presentation. Thank you.
6. **BOARD MEMBER ITEMS** – This portion of the meeting is reserved for Directors to present to the Board and to the public, information,

announcements and items that have come to their attention. No formal action will be taken. A Board member may request that an item be placed, for consideration, at a future Board meeting.

7. Interview candidates and appoint an individual to be seated on the Stallion Springs CSD Board of Directors to replace Director Rowan.
8. Board Approval of Resolution No. 2020-22, a Resolution of the Board of Directors outlining the relationship with the Stallion Springs Community Emergency Response Team (SSCERT).
9. Discussion and direction in changes to the Water Application to notify future new owners of potential charges associated with their property.
10. Discussion and approval of the CalPERS Wage Scale and the Stallion Springs CSD Organizational Chart.
11. Board approval of MOU (Memorandum of understanding) between Stallion Springs Community Services District and its employees.
12. Approval of the June 16, 2020 Regular Board Meeting Minutes.
13. Approval of Checks for June 2020 and the CalPERS Retirement Payments. - SEE ATTACHED MEMO.
14. Financial Reports-SEE ATTACHED MEMO.
15. Police Report.
16. General Manager's Report.

CLOSED SESSION:

- 1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9: One (1) potential case.



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

27800 STALLION SPRINGS DRIVE, TEHACHAPI, CA 93561
(661) 822-3268, FAX (661) 822-1878, sscsd@stallionspringscsd.com

AGENDA SUPPORTING INFORMATION

Agenda #7

Subject: Interview candidates and appoint an individual to be seated on the Stallion Springs CSD Board of Directors to replace Director Rowan.

Submitted by: Vanessa Stevens, General Manager

Meeting Date: July 21, 2020

Background: At the June 16, 2020 Regular Board Meeting, the Board accepted Director Rowans resignation. Because his resignation was in the first part of his four-year term the Board will appoint someone to fill his position until the Regular Election set for November 3, 2020.

The District received applications from two candidates and those applications are enclosed.

Recommendation: The Board should interview each of the candidates with questions that are pertinent to the position and responsibility, make a motion to appoint one of individuals to the Board, vote so we can swear the individual in.



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Boards Questionnaire

Date: June 16, 2020

Name: DOROTHY (CURRIE) McREYNOLDS

Residence Address: 27560 GOLDRUSH CT, TEHACHAPI, CA 93561

Mailing Address: same

Occupation: RETIRED METHODS ANALYST (BOEING) + CALIF. REAL ESTATE BROKER

Phone Number: Home: 661-822-7125 Business: _____ Cell: 661-808-1615

E-Mail Address: dot1dot@hotmail.com

1. How long have you lived in Stallion Springs? SINCE MAY 2004
2. Are you a registered voter in Kern County? Yes No:
3. Why are you seeking appointment to the Board? Being able to vote on issues for community advancement/improvement
4. What is your experience or knowledge regarding the Board or Stallion Springs?
Just that they seek to protect/improve living conditions in Stallion Springs.
5. State your views regarding the work of the Board. I think they work well with SSCSD to look after community concerns
6. The Board meets a minimum of 12 times per year; more if there are special meetings or projects. Therefore, it is required for all members to be in attendance to insure a quorum. Are you able to devote this amount of time? Yes No
7. Have you attended any meetings of the Board? Yes No
If yes, how many times in the past twelve months? 2
8. Would there be a possible conflict of interest if you were appointed to this Board? Yes No
If yes, please explain: _____

9. Have you ever come before or dealt with the Board? Yes No

If yes, please explain: _____

12. Have you ever served on a local government Board or Committee in this or any other community?

Yes No

If yes, please explain: *As a realtor, I had multiple occasions in communicating with governing boards relating to various property concerns (from non-compliance issues to explaining CC+R Requirements)*

IF ADDITIONAL SPACE IS NEEDED, PLEASE CONTINUE ON A SEPARATE SHEET.

RETURN TO: General Manager, Stallion Springs Community Services District, 27800 Stallion Springs Drive, Tehachapi, California 93561 or Fax to (661)822-1878. Please include a cover letter expressing your interest in serving on the Board of Directors. Please call or e-mail if you have any questions: (661)822-3268 daranda@stallionspringscsd.com



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Boards Questionnaire

Date: 6-18-20

Name: Teresa Sasnett
Residence Address: 27320 Nashua Ct
Mailing Address: Client Service Manager
Occupation: Client Service Manager
Phone Number: Home: 661-244-4823 Business: 949-689-9333 Cell: 949-689-9333
E-Mail Address: trunning365@gmail.com

1. How long have you lived in Stallion Springs? 14 yrs

2. Are you a registered voter in Kern County? Yes No:

3. Why are you seeking appointment to the Board? I love being a part of this community and would like the opportunity to give back while helping to maintain and improve it as well -

4. What is your experience or knowledge regarding the Board or Stallion Springs? The board acts as the voice of the community and helps decide what maint and improvements are needed through research and communication

5. State your views regarding the work of the Board. The board has done a great job over the years and has proven their worth to all.

6. The Board meets a minimum of 12 times per year; more if there are special meetings or projects. Therefore, it is required for all members to be in attendance to insure a quorum. Are you able to devote this amount of time? Yes No

7. Have you attended any meetings of the Board? Yes No

If yes, how many times in the past twelve months? 4-none since Covid

8. Would there be a possible conflict of interest if you were appointed to this Board? Yes No

If yes, please explain: _____

Teresa M. Sasnett
27320 Nashua ct.
Tehachapi, Ca. 93561

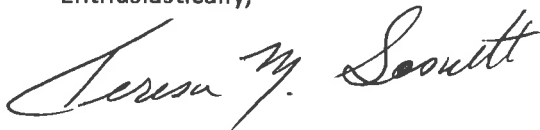
Stallion Springs Community Services District
27800 Stallion Springs Drive
Tehachapi, Ca. 93561

June 18th, 2020

Dear General Manager and Board Members,

I am applying for a position on the board because I love being a part of this community, it has been my home for the last 14 years and I am rooted here. One of the best parts of being a resident in Stallion Springs is the comradery felt from the moment you drive in, people wave, smile, and the atmosphere is welcoming. I have seen some great improvements over the years, the pool, the rec room, the CSD office and more. I always strive to keep up with everything going on in the community and after attending several meetings last year and early this year, it is clear to me that the board has the best interest of the community at heart. To maintain and continue improving the type of community we currently live in takes commitment, and I wish to serve my neighbors by being a part of this board. I believe my 17 years as Project/Client Service manager (for a large corporation), along with my paralegal certification, and BA in Organizational Management I can offer sound experience coupled with the ability to listen and learn. I look forward to the opportunity to be of service.

Enthusiastically,

A handwritten signature in black ink that reads "Teresa M. Sasnett". The signature is written in a cursive style with a large initial "T" and "S".

Teresa M. Sasnett



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AGENDA SUPPORTING INFORMATION

Agenda #8

Subject: Approval of Resolution No. 2020-22, a Resolution of the Board of Directors outlining the relationship with the Stallion Springs Community Emergency Response Team (SSCERT).

Meeting Date: July 21, 2020

Submitted by: Vanessa Stevens, General Manager

Background: The Stallion Springs Community Services District is a governmental agency and the SSCERT is a non-profit organization, therefore each respective entity must follow laws in regard to property, equipment and expending funds.

David and I have had several discussions with SSCERT and our legal counsel and thus this Resolution was created. Note that upon the approval of this Resolution, Resolution No. 2016-22 shall be immediately void.

Recommendation: Approve Resolution No. 2020-22 and void Resolution No. 2016-22 immediately.

**BEFORE THE BOARD OF DIRECTORS OF THE
STALLION SPRINGS COMMUNITY SERVICES DISTRICT**

Resolution No. 2020-22

RE: A RESOLUTION OF THE BOARD OF DIRECTORS OF STALLION SPRINGS COMMUNITY SERVICES DISTRICT OUTLINING THE RELATIONSHIP WITH THE STALLION SPRINGS COMMUNITY EMERGENCY RESPONSE TEAM (SSCERT).

WHEREAS, this Board of Directors declares and determines as follows:

WHEREAS, the Stallion Springs Community Services District is a governmental agency and SSCERT is a non profit organization and thus each respective entity must follow their respective laws in regard to property, equipment and expending funds;

WHEREAS, SSCERT's mission is to assist the community in times of need, under the direction of the SSPD;

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE STALLION SPRINGS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECALRE AND ORDER AS FOLLOWS:

- Section 1: The Stallion Springs Community Services District owns the "SSCERT" building behind the Community Center at 27850 Stallion Springs Drive. SSCERT will lease the building at a cost of \$60 per year. The lease of the building includes electrical costs and the Stallion Springs Community Services District reserves the right to increase the lease should the electrical costs become a significant expense.
- Section 2: The Stallion Springs Community Services District will insure the building and SSCERT will insure the contents of the building.
- Section 3: SSCERT will be responsible for any and all improvements in the building upon written approval from the Stallion Springs Community Services District.
- Section 4: The trailers operated by SSCERT will be registered and insured by SSCERT.
- Section 5: All equipment, materials and supplies owned by SSCERT shall be maintained and insured by SSCERT.
- Section 6: This Resolution shall immediately become effective and Resolution No. 2016-22 shall be void.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Stallion Springs Community Services District this 21st day of July 2020, on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ed Gordon, President
Board of Directors

Attest:

Vanessa Stevens, Secretary
Board of Directors

BEFORE THE BOARD OF DIRECTORS OF THE
STALLION SPRINGS COMMUNITY SERVICES DISTRICT

Resolution No. 2016-22

RE: RESOLUTION OF THE STALLION SPRINGS COMMUNITY SERVICES DISTRICT TO ACCEPT THE GRANTING OF A UTILITY TRAILER FROM THE STALLION SPRINGS COMMUNITY EMERGENCY RESPONSE TEAM

WHEREAS, The Stallion Springs Community Services District (SSCSD) recognizes that the District and the Stallion Springs Police Department (SSPD) share a close working relationship with the Stallion Springs Community Emergency Response Team (SSCERT);

WHEREAS, The partnership and combined efforts between the SSPD and SSCERT are to enhance the ongoing safety and response to emergency incidents and the preparation through training of such incidents for the Community of Stallion Springs;

WHEREAS, And, within these efforts, the granting of a Utility Trailer by the SSCERT, a 501 (c) 3 organization, to the SSCSD/SSPD which shall be utilized in training, critical incidents, emergency preparation and various events by SSCERT/SSPD will further enhance the safety and response to such events;

WHEREAS, The SSCSD/SSPD agrees to accept the granting of a Utility Trailer by SSCERT, to be used by both the SSPD and SSCERT as a Mobile Command Post, Emergency Command Post, Mobile Emergency Operation Center, and other type of mobile Command and Control trailer;

WHEREAS, The SSCSD agrees to register the Utility Trailer under the SSPD and agrees to pay any insurance coverage costs

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE STALLION SPRINGS COMMUNITY SERVICES DISTRICT does hereby resolve, declare and order as follows:

Section 1. The SSCSD agrees to accept the granting by the SSCERT of a Utility Trailer (CA license 1JZ3781), for use by the SSPD in partnership with the SSCERT, to be used to further enhance emergency preparation and response.

Section 2. The SSCSD agrees to register the Utility Trailer under the SSPD and agrees to pay any insurance coverage costs.

Section 3. The SSCSD agrees that any maintenance, ongoing maintenance, or repairs shall be covered by the SSPD, unless other arraignments are made with voluntary citizens in the Stallion Springs Community.

Section 4. This resolution shall immediately become effective.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the STALLION SPRINGS COMMUNITY SERVICES DISTRICT this 15th day of November, 2016.

The following roll call vote:

AYES: Director Gordon, Director McLaughlin, Director Wellman, Director Young, Chair Lamkin

NOES:

ABSENT:

ABSTAIN:

Clydell Lamkin, President
Board of Directors

ATTESTS:

Sandy Young, Vice President
Board of Directors



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AGENDA SUPPORTING INFORMATION

Agenda #9

Subject: Discussion and direction in changes to the Water Application to notify future new owners of potential charges associated with their property.

Meeting Date: July 21, 2020

Background: At the June 16, 2020 Regular Board Meeting the Board directed the General Manager to look into options to inform future owners of potential charges associated with their property. These charges would be from previous unpaid bills and inactivity fees.

After discussion with office staff we came up with the following verbage added to both the water application and the website under water application tab.

****IMPORTANT NOTICE: THIS PROPERTY MAY HAVE A DEBT OR INACTIVE CHARGES THAT WILL APPEAR ON YOUR NEXT APPLICABLE TAX BILL. PLEASE INITIAL THAT YOU UNDERSTAND AND HAVE READ THE NOTICE****

See attached examples.

Recommendation: Direct staff to move forward with the changes.

Water - Stallion Springs Comm. x +

stallionspringscd.com/water

Home Who We Are Construction CC&Ps Services Updates Contact Us

Water

The water provided to the residents of Stallion Springs comes from groundwater pumped out of the Cummings Basin.

CONSUMER CONFIDENCE REPORTS

Water Application for Utility Service 06/2020 - distributed.pdf

Important Notice to New Owners: If a prior owner has left behind an unpaid balance, you may be responsible for those charges, as well as any inactive charges that may apply. These charges may be applied to your next tax bill. Please check with our office if you have any questions.

2018 Consumer Confidence Report

SSCSD Rate Study 2017-2019.pdf

July 2019 water rates sheet.pdf

POLICY ON DISCONTINUATION OF RESIDENTIAL WATER SERVICE

Residential Water Service.pdf

Moving to Stallion - Stallion S. x +

stallionspringscd.com/moving-to-stallion

Owners

You will need to complete and sign paperwork for your services. There is a fee of \$20.80 for water service and \$25.00 for mail delivery service. These are both one-time fees for a total due of \$45.80 prior to turning on service. You will also sign for and receive two mail keys. Please note - you can duplicate the keys at the local hardware store. Also please note - it is District Policy for all properties to remain in the owners name. (We do not bill renters.)

Please be sure to download Acrobat Reader to be able to fill in the form. (It's free Acrobat computer version, on cell phones, download the App.)

Water Application for Utility Service 06/2020 - distributed.pdf

Important Notice to New Owners: If a prior owner has left behind an unpaid balance, you may be responsible for those charges, as well as any inactive charges that may apply. These charges may be applied to your next tax bill. Please check with our office if you have any questions.

Mailbox Key charge - distributed.pdf

MAIL POST OFFICE FORM - distributed.pdf

CENSUS - distributed.pdf

BRIDGE NEWSLETTER - distributed.pdf

TrashTag Form - distributed.pdf

Please email or mail these forms to connect@stallionspringscd.com when...



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

APPLICATION AND CONTRACT FOR UTILITY SERVICE

The undersigned requests the Stallion Springs CSD to provide water services, for the property below, in accordance with connection fees, service charges, rules and provisions of the District Ordinance Code. In consideration of the CSD's acceptance to provide service, the applicant understands, certifies and agrees to the following:

IMPORTANT NOTICE: THIS PROPERTY MAY HAVE A DEBT OR INACTIVE CHARGES THAT WILL APPEAR ON YOUR NEXT APPLICABLE TAX BILL. PLEASE INITIAL THAT YOU UNDERSTAND AND HAVE READ THIS NOTICE:

1. Titles 7, 9 and 11 of the District Ordinance Code are available for inspection, the provisions of which are incorporated herein, and, by this reference made a part hereof. Applicant agrees to comply with any changes or modifications.
2. The application, when accepted by the District, shall create a contract between both parties, the terms of which are embodied in this application and the District Ordinance Code.
3. This contract is not assignable; any claimed assignment by the applicant shall have no force effect.

4. **Water Service:**

Meter Size: _____

Pump # (1 or 2) # _____

Application Fee: \$ _____

Signed or Unsigned _____

Meter Install Fee: \$ _____

Water Capacity Fee: \$ _____

Water Total: \$ _____

Sewer Service: \$ _____

Connection Fee: \$ _____

Capacity Fee: \$ _____

Sewer Total: \$ _____

6. **Mailbox Fee:** \$ _____

Box Site: _____ Box # _____

Mailbox Total: \$ _____

Total Due: \$ _____

SERVICE LOCATION:

Tract: _____ Blk/Lot: _____

Service Address: _____

Account #: _____

ATN: _____

Meter Number: _____

Work Order: _____

Read Date: _____

Meter Read: _____

Owner/Renter: _____

Owner: _____
Mailing Address: _____

Home#: _____ Cell#: _____
Work#: _____
Email: _____

SSCSD: _____ Date: _____

Applicant: _____ Date: _____



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AGENDA SUPPORTING INFORMATION

Agenda #10

Subject: Discussion and approval of the CalPERS Wage Scale and the Stallion Springs CSD Organizational chart.

Submitted by: Vanessa Stevens, General Manager

Meeting Date: July 21, 2020

Background: CalPERS retirement system has its own legal law code. Part of the code requires District's in the retirement system to provide, for approval, a Wage Scale.

With many changes that have taken place, I thought it would be helpful for the Board to review the current organizational chart.

Attached you will find the Wage Scale and an organizational chart with names and an organizational chart without names.

Recommendation: Make a motion to approve the CalPERS Wage Scale and a separate motion to approve the organizational chart as presented.

Position	Wage Scale	Range-Annual	Approved	Filed	Dep
General Manager	Contract	\$115,000	X	X	Administration
Assistant General Manager	31 A-E	\$51,660-\$62,522	X	Vacant	Administration
Vacant					
Financial Officer	36 A-E	\$65,651-\$79,527	X	X	Admin/Water
Administrative Assistant I/Parks & Rec Mgr	33 A-E	\$56,838-\$68,850	X	Vacant	Administration
Administrative Assistant II	31 A-E	\$51,660-\$62,522	X	X	Administration
Public Works Operations Manager Supervisor	43 A-E	\$90,907-\$111,489	X	X	Water/Roads/Parks
Lead Water Operator	34 A-E	\$59,645-\$72,255	X	X	Water
Water Operator in Training	24 A-E	\$37,025-\$44,757	X	X	Water
Water Operator I	27 A-E	\$42,683-\$51,660	X	X	Water
Water Operator II	29 A-E	\$46,943-\$56,838	X	X	Water
Chief Wastewater Plant Operator	35 A-E	\$62,522-\$75,799	X	X	Sewer
Public Service Operator	29 A-E	\$46,943-\$56,838	X	X	Roads/Parks
Public Service Operator Assistant	25 A-E	\$38,820-\$46,943	X	X	Roads/Parks
Chief of Police	46 A-E	\$106,243-\$128,909	X	X	Police
Sergeant	37 A-E	\$68,650-\$83,485	X	X	Police
Police Officer II	36 A-E	\$65,651-\$79,527	X	X	Police
Police Officer I (Part-Time)	34 A-E	\$28.67-\$34.74	X	X	Police
Lead Parks & Recreation Aid (Part-Time)	18 A-E	\$13.41-\$16.18	X	X	Parks

** BLUE LETTERING INDICATES NOT FILLED



ORGANIZATIONAL CHART
(FISCAL YEAR 2019)

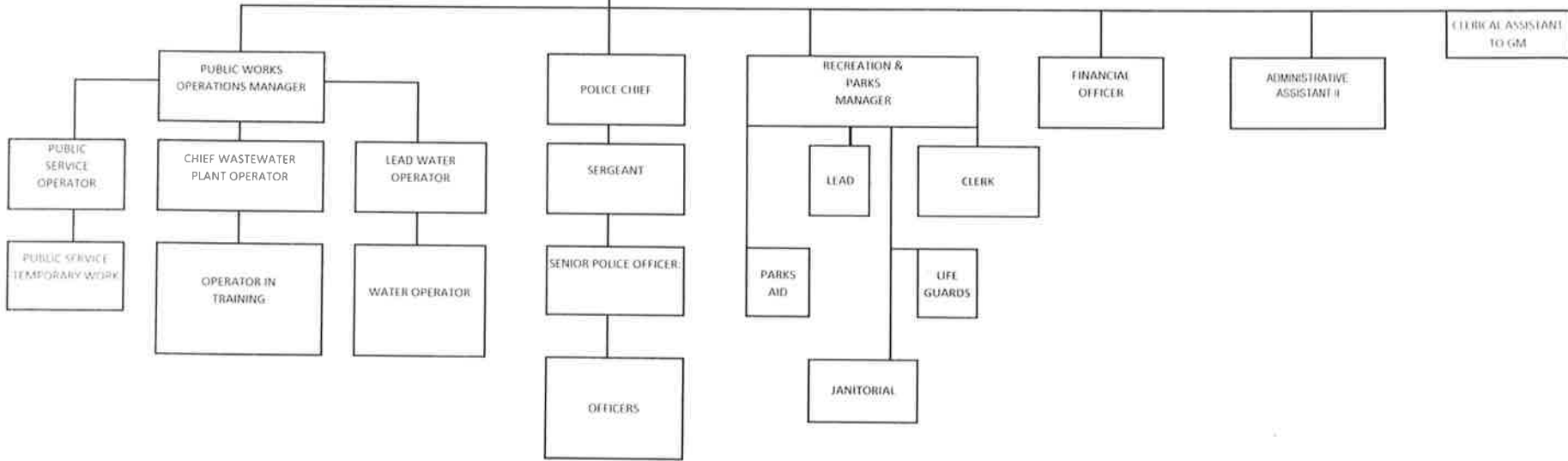
STALLION SPRINGS COMMUNITY SERVICES DISTRICT

REVISED: 7/10/18

CSD BOARD OF DIRECTORS

INTERIM GENERAL MANAGER

ASSISTANT GENERAL MANAGER



* BLUE DENOTES AN EXTRA HELP OR TEMPORARY POSITION
 * GREEN DENOTES A SEASONAL EMPLOYEE



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AGENDA SUPPORTING INFORMATION

Agenda #11

Subject: Board Approval of MOU (Memorandum of Understanding) between Stallion Springs Community Services District and its employees.

Submitted by: Vanessa Stevens, General Manager

Meeting Date: July 21, 2020

Background: In an effort to help eliminate some overtime and to clarify payroll protocol the attached MOU was written and explained to staff at our June staff meeting.

This MOU will help clarify work hours and paid time in a work week and outlines the different scenarios for overtime, Holidays and weekend duty.

Recommendation: Approve the MOU as presented.



STALLION SPRINGS COMMUNITY SERVICES DISTRICT

MEMORANDUM OF UNDERSTANDING BETWEEN STALLION SPRINGS COMMUNITY SERVICES DISTRICT AND THE EMPLOYEES OF STALLION SPRINGS COMMUNITY SERVICES DISTRICT.

Each employee has received a policy manual that was approved by the employees and the Board of Directors for SSCSD.

The policy manual outlines that the District operates under FLSA work hour rules and thus each work week an employee can work up to 40 hours and not incur overtime in any given day of that week. For example: If an employee works 12 hours on one day, 8 hours on another day, 13 hours on another day and 7 hours the final day. There will be no overtime on the 12 hour day nor the 13 hour day.

It is also noted in the employee policy manual that sick time and vacation time does not count toward overtime.

This M.O.U. clarifies these work hour guidelines but also provides for exceptions in qualifying for overtime.

It is understood and agreed that the following scenarios will allow for overtime to be paid:

1. On Call: When an employee is on call and is called out that is an automatic two hours of overtime pay. It could be more based on the

work required. It is important to note the reason for the call out on the time sheet.

2. Snowplowing: Employees that are called in to snowplow and work less than 40 hours in the work week due to the need for rest will receive overtime pay for OFF hours of snowplowing. This may result in less than 40 hours of regular pay for the work week.
3. Weekend Duty: Employees working the weekend duty will receive overtime only if the remaining workweek is worked a full 40 hours without taking sick/vacation time out. If sick/vacation time is taken, weekend worked hours will be paid as straight time.
4. Holidays: Working on a holiday is paid at 1.5 times the rate of pay plus the holiday pay.

It is understood by all employees that overtime is a very expensive cost to the district and all employees will attempt to reduce overtime. Supervisors will attempt to schedule employees during workweeks of holidays so that overtime is reduced. For example, an employee that works four ten-hour days, Tuesday-Friday may be asked the week of a holiday that falls on Monday to take Monday off as a paid holiday, Tuesday off without pay and to work Wednesday, Thursday and Friday. Same would go for the Friday holiday, work Monday, Tuesday, Wednesday and take off Thursday without pay.

I have read and understand all of the above written in this agreement.

(Name)

(Signature)