



*Dedicated to Purpose, Driven by Passion,
Unified in Service. We are CVWD.*

Crescenta Valley Water District

Core Values Statement

[Name of Employee]

[Date]

[Course title]



***Serving
Synergistic***

Is able to put aside self-interest in order to make the best decision for the District.
Is able to work collaboratively with others in order to accomplish a common goal.
Acts on opportunities to enrich the knowledge-base of other employees for the betterment of the District.

Dedicated

Is dedicated to the success of the organization and betterment of fellow employees.
Consistently works toward improving the organization.
Is motivated to learn and to teach others.

Passionate

Exhibits a positive attitude.
Understands how their behavior impacts the work environment and morale.
Takes pride in their work and in their contribution to the District.
Pursues training opportunities to improve skills, knowledge, and teamwork.
Acts in stewardship towards fellow co-workers and the community.
Takes initiative and accountability to ensure success.

Unified

Establishes buy-in with others and acts in coordinated effort.
Establishes trust and equity with others.
Fosters a family culture through a sense of belonging.

Goal-Oriented

Works towards compatibility by being mindful of others and by resolving conflict.
Establishes and meets goals to accomplish the mission and vision of the District.
Organizes and keeps track of tasks and milestones towards meeting a goal.

Efficient

Is able to collaborate with others in forming and executing goals.
Creates efficiency through effective collaboration, communication, planning, and execution.



<i>Approachable</i>	Is approachable with open-mindedness.
<i>Communicative</i>	Provides clear and accurate direction and/or information. Listens with engagement and understanding. Listens attentively without distractions. Communicates effectively with others by providing prompt and timely updates. Communicates effectively by providing documentation that is clear to understand. Follows up with stakeholders to ensure information was received and understood. Provides agendas with clear description of topics, intent, and expectations prior to a meeting.
<i>Competent</i>	Conducts their work with a high level of competence as required to perform their job duties.
<i>Respectful</i>	Arrives to meetings on time. Treats others as they would like to be treated. Refrains from using someone else's meeting to push their own agenda.
<i>Reliable</i>	Meets deadlines and commitments made to others. If unable to meet a deadline, provides ample forewarning to stakeholders. Keeps all stakeholders informed of relevant information.
<i>Flexible</i>	Is able to reach a compromise from their initial position in order to seek the best course of action for the District. Is understanding and willing to accept a position or idea other than their own. Demonstrates patience and flexibility when change is needed. Able to adapt and respond to unforeseen events or conditions.
<i>Available</i>	Utilizes best practices for time management to increase their availability to others. Is eager to discuss District related topics with any employee.
<i>Fiscally Responsible</i>	Actions and recommendations reflect financially prudent decision making.



Honest

Provides accurate information to the best of their ability and knowledge.
Offers constructive criticism in a tactful manner for the greater good.
Is receptive to constructive criticism for the greater good.

Ethical

Does what is right at all times, regardless of how their actions are perceived by others.
Appropriately uses District time and resources.
Is able to act on the moral obligation to report unethical behavior.
Takes ownership of failure, learns from the event, and takes corrective action.
Follows policies and rules of the District.

Transparent

Provides information to an individual or a group, when requested or when deemed beneficial for the greater good.



Innovative

Is able to recognize trends and acts on opportunities and threats.
Actively pursues opportunities to collaborate by bringing in diverse experience and ideas of others.
Encourages improvements to efficiency and process.
Thinks outside of the box.
Resists the temptation to accept the status quo.
Stays abreast of new technology, processes, and legislation that will impact the District.



***Safety-
Oriented***

Adheres to safety rules of the District.

Is current on all safety training as required by their position.

Is able to enforce safety rules.

