

Marin/Sonoma
Mosquito & Vector Control District
595 Helman Lane
Cotati, California 94931
1-800-231-3236 (toll free) 707-285-2210 (fax)

**BOARD OF TRUSTEES
SPECIAL BOARD MEETINGS
REGULAR BOARD MEETING**

DATE: August 12, 2020
TIME: 6:00 PM Closed Session. 6:30 PM (no earlier) Special Board Meeting in
Open Session. Regular Board Meeting at 7:00 p.m.

LOCATION: **Teleconference – See Below**

Please note that due to the Shelter in Place Orders issued by Sonoma and Marin Counties Health Officers, and the State of California, options for observing the Board Meeting and for submitting communication regarding the meetings have changed. The Board of Trustees will meet remotely via teleconferencing, as authorized by the Governor's Executive Order N-29-20. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below

The Board Meeting Teleconference:

Click the link on the District's website, <https://www.msosquito.org/board-meetings>, to watch live-streamed meetings. The unique link for each meeting is found on the first page of the applicable agenda (see Zoom Meeting Link below for this meeting).

Public Communication:

The public is welcome to address the Board of Trustees on items listed on the Consent Calendar or on other items not listed on the agenda but within the Board's jurisdiction during the general Public Comment period. There will also be an opportunity for the public to comment on other agenda items at the time they are discussed. Please raise your hand using the electronic "raise hand" button Zoom window or provide typed comment via the Q & A button. Both of these features are available at the bottom of the Zoom screen.

The public may submit comments by:

- 1) Emailing comments to dawnw@msosquito.org or
- 2) Delivering written comments via mail to the District; or
- 3) Participating in the teleconference by calling (669) 900-9128 or joining the videoconference at the link provided below:

[Zoom Meeting Link](#)

The Webinar ID is 890 7347 4999

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection by contacting the Board Clerk at dawnw@msosquito.org or calling the District's offices at (707) 285-2200. If, due to a disability, a reasonable accommodation is needed to participate in this meeting, please contact the ADA Coordinator 24 hours in advance of the meeting at (707) 285-2204.

Agendas and supporting documents are also available for review on the District's official noticing bulletin board (595 Helman Lane, Cotati, CA 94931) and at the District's website at: <https://www.msamosquito.org/board-meetings>

In accordance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Marin/Sonoma Mosquito & Vector Control District (MSMVCD) at 1-800-231-3236.

Translators, American Sign Language interpreters, and/or assistive listening devices for individuals with hearing disabilities will be available upon request. A minimum of 48 hours is needed to ensure the availability of translation service.

MSMVCD hereby certifies that this agenda has been posted in accordance with the requirements of the Government Code.

**BOARD OF TRUSTEES
AUGUST 12, 2020
SPECIAL BOARD MEETING 6:00 p.m.
AGENDA**

1. CLOSED SESSION

- A. California Government Code Section 54957**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Position: District Manager.

Report and recommendations by Executive Committee and General Counsel

California Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: General Counsel, Executive

Committee

Unrepresented Employee: District Manager

- B. Adjourn Closed Session to Open Board meeting starting no earlier than 6:30 pm.**

**BOARD OF TRUSTEES
AUGUST 12, 2020
SPECIAL BOARD MEETING 6:30 p.m.
REGULAR BOARD MEETING 7:00 p.m.
AGENDA**

*Items marked * are enclosed attachments.*

Items marked # will be handed out at the meeting.

2. **CALL TO ORDER**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL** (*13 members must be present for a quorum*)

Bruce Ackerman, Fairfax	Ranjiv Khush, San Anselmo
Cathy Benediktsson, Tiburon	Matthew Naythons, Sausalito
Gail Bloom, Larkspur	Monique Predovich, Ross
Tamara Davis, Sonoma Co. at Large	Herb Rowland, Jr., Novato
Art Deicke, Santa Rosa	Ed Schulze, Marin Co. at Large
Julia Ettlin, Windsor	Richard Snyder, Belvedere (<i>Secretary</i>)
Laurie Gallian, Sonoma	Michael Thompson, Rohnert Park (<i>Second V.P.</i>)
Una Glass, Sebastopol	David Witt, Mill Valley
Pamela Harlem, San Rafael (<i>First V.P.</i>)	Shaun McCaffery, Healdsburg
Susan Hootkins, Petaluma	Carol Pigoni, Cloverdale (<i>President</i>)

Open Seats:

Corte Madera, Cotati, one Marin County at Large and one Sonoma County at Large

5. **APPOINTMENT OF NEW TRUSTEE**

Please welcome our new Trustee Cathy Benediktsson, for the Town of Tiburon.

6. **PUBLIC TIME**

*Public Time is time provided by the board so the public may make comment on any item **not on the agenda.***

The public will be given an opportunity to speak on each agenda item at the time the item is presented. Once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board President and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Board or as otherwise limited by order of the Board.

We respectfully request that you state your name and address and provide the Board President with a Speaker Card so that you can be properly included in the consideration of the item.

Please limit your comments to three (3) minutes per person or twenty (20) minutes per subject in total so that all who wish to speak can be heard.

7. **CONSENT CALENDAR**

A. APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on June 17, 2020.

C.* FINANCIAL

Warrants – June 2020

June Payroll: \$194,535.24

June Expenditures: \$561,265.41

Total: \$755,800.65

D.* FINANCIAL

Warrants – July 2020

July Payroll: \$ 191,323.52

July Expenditures: \$3,415,068.79

Total: \$3,606,392.31

ACTION NEEDED

INFORMATION ENCLOSED

E. ENDING ACCOUNT BALANCES:

Operating Fund: \$11,284,215.23

8. **NEW BUSINESS**

**A.* FY 19-20 Preliminary Financial Report
(Informational Item)**

INFORMATION ENCLOSED

B.* Monthly Billing and Treatment Operations Cost Control Billing Sheet for FY 2020-21.

Staff Report: Enclosed is the billing sheet that the District uses to charge other agencies (e.g. such as a city, county or the California Department of Fish and Wildlife) for mosquito control work on their lands. Most public agencies do not contribute any taxes in payment for the District's services; therefore we recover certain costs by billing those agencies we serve in this way. A comparison column is provided to show the costs for the previous fiscal year (FY19-20).

The cost control billing sheet is updated each year & Financial Manager Jennifer Crayne made some refinements to this version to capture the District's costs more accurately.

Later this year, staff will propose a policy formally establish the underlying methodology used for the calculations. This policy could form part of the proposed new District Operations Manual.

RECOMMENDED ACTION: Consider a motion to approve the Monthly Billing and Treatment Operations Cost Control Billing Sheet.
INFORMATION ENCLOSED

C. Presentation by Jeff Wickman, Marin County Employees Retirement Association (MCERA) Administrator.

Staff Report: Mr. Wickman's presentation about the pension system will include time for questions and answers.

D. Laboratory Update

Presentation by Dr. Kelly Liebman, Scientific Programs Manager

E.* Proposed Updates to District Employee Policy Manual

Policy Committee and Staff Report: This proposed major update of the District Employee Policy Manual has been under preparation for several years and incorporates significant revisions and improvements. Chief Negotiator Kelly Tuffo of Liebert Cassidy Whitmore will offer a presentation highlighting the proposed changes. All the major revisions and additions to the manual had been reviewed and approved by the Western Council of Engineers following a series of meetings between the District and WCE. Ms. Tuffo will mention three late-breaking minor changes that were still under discussion with WCE representatives.

Two electronic versions of the document in clean and "track changes" formats are included with the agenda packet. Please contact District staff if you would like a paper copy of either or both versions.

RECOMMENDED ACTION: Consider a motion to approve the updated District Employee Policy Manual.
INFORMATION ENCLOSED (ELECTRONIC PACKET ONLY)

F.* Proposed Temporary Revision to Board Policy Manual Section 5020 (Banking Direct Deposit Policy and Procedures)

(Please see attached Staff Report)

RECOMMENDED ACTION: Consider a motion to:

1. Approve the proposed change to Board Policy Manual Section 5020
2. Authorize staff to increase the balance in the Exchange Bank payroll account by \$125,000
3. Direct staff to report back when the County of Marin returns to normal accounts payable and ACH transaction processing deadlines

INFORMATION ENCLOSED

G.* Proposed New District Operations Manual

Report by Policy Committee & staff: At several previous meetings the Board, Executive Committee and Policy Committee have discussed the desirability of preparing an operations manual that would contain policies that do not fit well in the Board Policy Manual or District Employee Policy Manual. The first two policies proposed for the manual deal with adult mosquito control operations and are presented for the Board's review, following consultations with the Policy Committee and Executive Committee. These policies are intended to replace the obsolete policies A-200 and A-300, which have caused major operational difficulties. Assistant Manager Hawk will provide a brief overview of the proposed policy changes.

RECOMMENDED ACTION: Recommendation by Policy Committee, Executive Committee & staff:

1. Direct staff to create a District Operations Manual
2. Approve the proposed new policy titled "Public Notification of Truck-Mounted Adult Mosquito Control Operations."
3. Approve the proposed new policy titled: "No Adult Mosquito Control List"
4. Repeal the former District Employee Manual Policy A-200 "Adult Mosquito Control Notification."
5. Repeal the former District Employee Manual Policy A-300 "Adult Mosquito No Spray List."

INFORMATION ENCLOSED

H.* Sonoma Creek Enhancement Project: Phase 2

Assistant Manager Hawk will provide a brief overview of the project and its funding requirements. Please see enclosed Staff Report:

RECOMMENDED ACTION: Recommendation by Executive Committee & Staff.

Consider a motion to authorize staff to:

1. Expend an amount not to exceed \$42,000 from the District's current budget for "As-Needed" items (1-8230-99) to be used as contingency funding to allow for completion of the project, only if costs exceed the available project budget.
2. Report back to the Board at a subsequent meeting on the project's status and detailing any expenditures made by the District.

INFORMATION ENCLOSED

**I.* First Amendment to District Manager Employment Agreement
Report from closed session.**

Staff Report: Following the Board's closed session in December 2019 to discuss the performance evaluation conducted by the Executive Committee, the Committee decided to defer any proposed action on a potential salary increase until mid-2020. The proposed amendment would establish potential salary increases for the remainder of the contract period, which began on July 8, 2018 and ends on December 31, 2021. If approved by the Board, two potential salary increases would take effect, one on September 1st, 2020 and the second one on July 1st, 2021. No other changes are proposed to the agreement.

RECOMMENDED ACTION: Recommendation by Policy Committee:

6. Review and discuss the proposed First Amendment to Section 5.0 of the Amended and Restated District Manager Employment Agreement
7. Establish and state verbally the salary increases (if any) to be made to Section 5.0 of the existing Agreement
8. Authorize the Board President to execute the First Amendment to the District Manager Amended and Restated Employment Agreement.

INFORMATION ENCLOSED

9. COMMITTEE & STAFF REPORTS

- A. **Executive Committee**
Report by President Carol Pigoni

10.* MANAGER'S REPORTS

INFORMATION ENCLOSED

11. WRITTEN COMMUNICATIONS

CORRESPONDENCE RECEIVED BY THE DISTRICT FROM RESIDENTS OR ANY OTHER PARTY SHALL BE READ ALOUD OR HANDED OUT TO THE BOARD

12. OPEN TIME FOR BOARD OR STAFF COMMENTS

13. ADJOURNMENT

Marin/Sonoma Mosquito & Vector Control District

Board of Trustees
595 Helman Lane
Cotati, CA 94931

Meeting Held via Videoconference

June 17, 2020

MINUTES

1. CLOSED SESSION

A. **Closed Session pursuant to California Government Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATORS**

District Representatives: Kelly Tuffo, Liebert Cassidy Whitmore
Philip Smith
Erik Hawk

Employee Organization: Western Council of Engineers

B. **Closed Session Adjourned to Open Board Meeting at 7:10 pm.**

2. CALL TO ORDER

President Pigoni called the meeting to order at 7:10 pm.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Members present:

Bloom, Gail	McCaffery, Shaun
Davis, Tamara	Predovich, Monique
Deicke, Art	Rowland Jr., Herb
Ettlin, Julia	Schulze, Ed <i>arrived at 7:18 pm</i>
Gallian, Laurie	Snyder, Richard
Harlem, Pamela	Thompson, Michael
Hootkins, Susan	Witt, David
Khush, Ranjiv	Pigoni, Carol

Members absent:

Ackerman, Bruce
Glass, Una
Naythons, Matthew

Open seats: Corte Madera, Cotati, one Marin County at Large, one Sonoma County at Large and Tiburon

Others present:

Philip Smith, District Manager

Erik Hawk, Assistant Manager

Dawn Williams, Confidential Administrative Assistant

Jennifer Crayne, Financial Manager

A quorum was present, and due notice had been published.

5. PUBLIC TIME

No public comment.

6. CONSENT CALENDAR

A. CHANGES TO AGENDA/APPROVAL OF AGENDA

B.* MINUTES – Minutes for Board Meeting held on May 13, 2020.

C.* FINANCIAL

Warrants – May 2020

May Payroll: \$188,385.50

May Expenditures: \$418,280.29

Total: \$606,665.79

D. ENDING ACCOUNT BALANCES:

Operating Fund: \$12,285,879.09

It was M/S Trustee Davis/Trustee Snyder to accept the Consent Calendar:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass, Trustee Schulze and Trustee Naythons

7. PUBLIC HEARING/PUBLIC COMMENT

A.* The purpose of this Public Hearing was to receive public comment regarding Resolution No. 2019/20-04, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2020-21 for the Vector Control Assessment (Assessment No. 1).

It was M/S Trustee Snyder/Trustee Davis to accept Resolution 2019/20-04:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee

Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

- B.*** The purpose of this Public Hearing was to receive public comment regarding Resolution No. 2019/20-05, A Resolution of the Board of Trustees of the Marin/Sonoma Mosquito and Vector Control District: A Resolution approving the engineer's report, confirming the assessment diagram and assessment and ordering the levy of assessments for fiscal year 2020-21 for the Northwest Mosquito, Vector and Disease Control Assessment (Assessment No. 2).

It was M/S Trustee Gallian/Trustee Davis to accept Resolution 2019/20-05:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

8. NEW BUSINESS

- A.* Two Proposed Memoranda of Understanding (MOU) with the Western Council of Engineers (WCE): General Membership and Management/Confidential Units.**

Chief Negotiator Kelly Tuffo provided an overview of the proposed MOU, noting that the collective effort between the District and WCE produced reasonable long-term agreements that will benefit the District by providing some stability in its labor costs, along with the ability to reopen the agreements if needed due to any fiscal difficulties the District may face.

Ms. Tuffo thanked the MOU Committee and Board for their support and guidance during the lengthy and intensive collective bargaining process, which culminated in the two proposed agreements for the Board's consideration. In addition to the important economic terms, much redundant and outdated language from the prior MOU was revised and clarified. By mutual agreement with WCE, certain sections were removed from the MOU to be included in either the forthcoming rewrite of the District Employee Policy Manual, or the new District Operations Manual.

Public Comment: Kelly Liebman, Scientific Programs Manager and WCE Representative, addressed the Board on behalf of the WCE membership, acknowledging the efforts by both parties and indicating the Union's ratification of the proposed agreements.

It was M/S Trustee Snyder/Trustee Gallian to ratify and accept both Memorandum of Understanding with WCE: General Membership and Management/Confidential Unit:

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass and Trustee Naythons*

B.* Ten-Year Financial Forecasts: 2020 Edition. Report from NBS and District staff.

Nicole Kissam, a Director at NBS, presented their annual financial report, featuring short and long-term financial projections. She discussed the report with the Board, answering a series of questions. Ms. Kissam noted the very helpful contributions made by staff, especially Financial Manager Jennifer Crayne. Special reference was paid in the report and discussion to the difficult economic conditions caused by the coronavirus pandemic.

Ms. Kissam noted that the District's primary sources of income are *ad valorem* taxes and the two benefit assessment districts, with minor supplementation from interest earned and contract revenues. Her opinion was that unlike many other local government agencies, the District is presently in a reasonably good cash position. However, the financial modeling predicts that within a few years, the recurring expenditures needed to satisfy the community's demand for services are likely to increasingly outpace revenues.

Members of the Budget Committee spoke about their involvement with refining the budgeting process and also suggested some modifications to the report, including correcting an error in Chart 3. Ms. Kissam and Manager Smith undertook to make the changes and to recirculate a revised version of the 2020 Financial Report to the Board.

It was M/S Trustee Davis/Trustee Schulze to accept the Ten-Year Financial Forecasts: 2020 Edition report:

Motion passed with a roll call vote:

***Ayes:** Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlín, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni*

***No:** (none)*

***Abstain:** (none)*

***Absent:** Trustee Ackerman, Trustee Glass and Trustee Naythons*

C.* Final Proposed Budget for Fiscal Year (FY) 2020-21.

Jennifer Crayne, Financial Manager gave a brief presentation of the final proposed budget, preparations for which consisted of a compilation of various financial projections, detailed strategic planning models and careful consideration of the District's present and future needs for equipment, staffing and supplies.

Ms. Crayne summarized some minor proposed changes that became necessary subsequent to the Board's approval of the draft proposed budget at the May 13th, 2020 meeting. The total revenue forecast of \$9,945,224 remained the same, but total expenses salaries, wages and benefits, services and supplies increased 0.34%, partly due to the final outcome of the MOUs with represented employees. Excluding capital outlay, there was a 1.66% increase in the net assets used to balance the budget. Lastly, proposed capital expenditures rose 37.8%, largely due to deferring some truck purchases from FY 19-20.

It was M/S Trustee Snyder/Trustee Gallian to approve the annual Budget for FY 2020-21:

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

D.* 2019-20 Marin County Civil Grand Jury: "Follow-Up Report on Web Transparency of Agency Compensation Practices."

Manager Smith reported that in recent years, the Marin County Civil Grand Jury had published a series of reports examining the transparency of special districts and other local agency websites. Out of 150 or so agency web sites assessed, this District was one of only 6 to score an A+. We later maintained that rating during the Grand Jury's follow-up report. This year the Grand Jury published a third report on web transparency, focusing primarily on the compensation paid to elected or appointed officials who serve on the governing bodies. The District was required to respond to Recommendation R7, which in practice also necessitated responding to Recommendations R1 through R6. Staff had already implemented recommendations R1 through R5 and were seeking Board direction to implement R6, which entails publishing an annual report detailing compensation paid to Trustees for the previous year.

It was M/S Trustee Davis/Trustee Snyder to:

- 1. Direct staff to implement Recommendation R6 by preparing and publishing on the District's website an annual report detailing the compensation paid to Board Members for the previous calendar year.*
- 2. Authorize the Board President to send the attached responses to the Grand Jury.*

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

E.* Revised Job Description and Change of Job Title for “Shop/Facilities Coordinator” Position to “Mechanic/Facilities Manager.” Request for Authority to Enter into Agreement with Bryce Consulting to Conduct a Compensation Survey. Delegate authority to the District Manager to Establish a Four-step Salary Scale (up to Specified Maximum) and Direct Staff to Report Back.

Following the unexpected retirement of the long-serving Shop/Facilities Manager in March 2020, staff revised the job description to bring it into conformance with current human resources practices and standards. Following discussions with the Executive Committee, staff recommended changing the position title from “Shop/Facilities Coordinator” to “Mechanic/Facilities Manager” (M/FM). Staff believes that the proposed title would better reflect the role, duties and responsibilities of the position, and facilitate the recruitment to fill the position in the near future.

Staff requested authority to engage Bryce Consulting in the amount of \$2,550 to conduct a total compensation survey of the market, and to delegate authority to the Manager to establish a revised pay scale for the position, up to and including the current range of \$109,687 (Step One) to \$126,970 (Step Four), with a report back to the Board on actions taken. Manager Smith noted that representatives of the Western Council of Engineers were consulted and concurred with the proposal.

It was M/S Trustee Davis/Trustee Gallian to:

- 1. Approve the change of job title from “Shop/Facilities Coordinator” to “Mechanic/Facilities Manager”*
- 2. Direct staff to enter into an agreement with Bryce Consulting to conduct a total compensation survey in an amount not to exceed \$2,550*
- 3. Delegate authority to the District Manager to establish the four-step salary scale for the Mechanic/Facilities Manager, not to exceed the current range for the Shop/Facilities Coordinator*
- 4. Direct staff to report back at a subsequent meeting on all actions taken in this matter.*

Motion passed with a roll call vote:

Ayes: Trustee Bloom, Trustee Davis, Trustee Deicke, Trustee Ettlin, Trustee Gallian, Trustee Harlem, Trustee Hootkins, Trustee Khush, Trustee McCaffery, Trustee Predovich, Trustee Rowland, Trustee Schulze, Trustee Snyder, Trustee Thompson, Trustee Witt and Trustee Pigoni

No: (none)

Abstain: (none)

Absent: Trustee Ackerman, Trustee Glass and Trustee Naythons

9. COMMITTEE & STAFF REPORTS

No Committee Reports.

10. MANAGER'S REPORT

Manager Smith and Assistant Manager Hawk offered to answer any questions pertaining to their written reports. (Manager's and Assistant Manager's reports were included in the June Board packet)

11. WRITTEN COMMUNICATIONS

No written communications.

12. OPEN TIME FOR BOARD OR STAFF COMMENTS

Trustee Gallian wished everyone a Happy Fourth of July.

13. ADJOURNMENT

There being no further business to come before the Board, it was M/S Trustee Davis/Trustee Schulze to adjourn the meeting at 9:05 pm.

*District Representative
MSMVCD*

Date of Approval

*Trustee
MSMVCD Board of Trustees*

Date of Approval

Marin/Sonoma Mosquito & Vector Control District
Full Time Payroll
6/1/20-6/15/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
712	Regular	6/15/2020	114	Crayne, Jennifer M	3,082.67	3,082.67
713	Regular	6/15/2020	83	Delsid, Paula A	1,155.34	1,155.34
714	Regular	6/15/2020	87	Smith, Philip D	5,441.57	5,441.57
715	Regular	6/15/2020	81	Williams, Dawn A	1,986.88	1,986.88
716	Regular	6/15/2020	60	Brooks, Sarah M	3,251.44	3,251.44
717	Regular	6/15/2020	64	Holt, Kristen A	3,312.89	3,312.89
718	Regular	6/15/2020	118	Liebman, Kelly A	3,203.94	3,203.94
719	Regular	6/15/2020	62	Beardsley, Kevin G	1,948.00	1,948.00
720	Regular	6/15/2020	86	Beck, David G	2,777.76	2,777.76
721	Regular	6/15/2020	26	Cole, Michael S	2,998.91	2,998.91
722	Regular	6/15/2020	76	Engh, Eric S	3,141.47	3,141.47
723	Regular	6/15/2020	55	Hawk, Erik T	4,045.42	4,045.42
724	Regular	6/15/2020	93	Karinen, Kasey L	2,341.88	2,341.88
725	Regular	6/15/2020	48	Leslie, Daniel W	3,002.82	3,002.82
726	Regular	6/15/2020	74	Miller, Steven L	2,550.13	2,550.13
727	Regular	6/15/2020	63	Mohrman Jr, John C	2,702.51	2,702.51
728	Regular	6/15/2020	52	Morton, Robert D	3,001.72	3,001.72
729	Regular	6/15/2020	61	Nadale, Marc A	2,773.44	2,773.44
730	Regular	6/15/2020	96	Newman, Jared K	2,195.91	2,195.91
731	Regular	6/15/2020	34	Ohlinger, Bruce R	2,127.68	2,127.68
732	Regular	6/15/2020	58	Petersen, Jeffery R	2,890.01	2,890.01
733	Regular	6/15/2020	67	Picinich, Nick A	2,225.88	2,225.88
734	Regular	6/15/2020	40	Reed, Nathen C	3,112.72	3,112.72
735	Regular	6/15/2020	53	Russo Jr, Anthony J	2,779.77	2,779.77
736	Regular	6/15/2020	45	Sequeira, Jason A	3,057.70	3,057.70
737	Regular	6/15/2020	106	Smith, James L	2,409.96	2,409.96
738	Regular	6/15/2020	68	Tescalco, Joseph A	1,615.04	1,615.04
739	Regular	6/15/2020	56	Thomas-Nett, Teresa A	2,407.33	2,407.33
740	Regular	6/15/2020	120	Tyner, Keith W	2,635.00	2,635.00
741	Regular	6/15/2020	54	Wells, Michael L	2,616.07	2,616.07
742	Regular	6/15/2020	104	McGovern, Robert A	2,998.80	2,998.80
743	Regular	6/15/2020	37	Sequeira, Nizza N	3,018.49	3,018.49

Totals for Payroll Checks		32 Items	88,809.15	88,809.15
	Check Type	Count	Net Amount	Dir Dep
	Regular	32	88,809.15	88,809.15
	Totals	32	88,809.15	88,809.15

Report Totals

	Check Type	Count	Net Amount	Dir Dep
	Regular	32	88,809.15	88,809.15
	Totals	32	88,809.15	88,809.15

Marin/Sonoma Mosquito & Vector Control District
Seasonal Payroll
Pay Date: 6/15/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
747	Regular	6/15/2020	123	Tomanek, Bonnie S	1,317.91	1,317.91
748	Regular	6/15/2020	124	Dreyer, Rebecca	1,369.30	1,369.30
749	Regular	6/15/2020	115	Ball, Bradley A	1,480.51	1,480.51
750	Regular	6/15/2020	125	O'Donnell, Ty	1,146.46	1,146.46
751	Regular	6/15/2020	119	Richtik, Raymond M	1,488.60	1,488.60
Totals for Payroll Checks		5 Items			6,802.78	6,802.78

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,802.78	6,802.78
Totals	5	6,802.78	6,802.78

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,802.78	6,802.78
Totals	5	6,802.78	6,802.78

Marin/Sonoma Mosquito & Vector Control District
 Full Time Payroll
 6/15/20-6/30/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
756	Regular	6/30/2020	114	Crayne, Jennifer M	3,082.71	3,082.71
757	Regular	6/30/2020	83	Delsid, Paula A	586.33	586.33
758	Regular	6/30/2020	87	Smith, Philip D	5,441.57	5,441.57
759	Regular	6/30/2020	81	Williams, Dawn A	2,533.60	2,533.60
760	Regular	6/30/2020	60	Brooks, Sarah M	3,040.54	3,040.54
761	Regular	6/30/2020	64	Holt, Kristen A	2,986.94	2,986.94
762	Regular	6/30/2020	118	Liebman, Kelly A	3,203.90	3,203.90
763	Regular	6/30/2020	62	Beardsley, Kevin G	1,947.96	1,947.96
764	Regular	6/30/2020	86	Beck, David G	2,777.76	2,777.76
765	Regular	6/30/2020	26	Cole, Michael S	2,998.91	2,998.91
766	Regular	6/30/2020	76	Engh, Eric S	3,141.43	3,141.43
767	Regular	6/30/2020	55	Hawk, Erik T	4,045.46	4,045.46
768	Regular	6/30/2020	93	Karinen, Kasey L	2,341.88	2,341.88
769	Regular	6/30/2020	48	Leslie, Daniel W	3,002.82	3,002.82
770	Regular	6/30/2020	74	Miller, Steven L	2,550.13	2,550.13
771	Regular	6/30/2020	63	Mohrman Jr, John C	2,797.25	2,797.25
772	Regular	6/30/2020	52	Morton, Robert D	2,606.97	2,606.97
773	Regular	6/30/2020	61	Nadale, Marc A	3,140.93	3,140.93
774	Regular	6/30/2020	96	Newman, Jared K	2,514.27	2,514.27
775	Regular	6/30/2020	34	Ohlinger, Bruce R	2,127.68	2,127.68
776	Regular	6/30/2020	58	Petersen, Jeffery R	2,723.79	2,723.79
777	Regular	6/30/2020	67	Picinich, Nick A	2,487.87	2,487.87
778	Regular	6/30/2020	40	Reed, Nathen C	3,142.13	3,142.13
779	Regular	6/30/2020	53	Russo Jr, Anthony J	2,915.25	2,915.25
780	Regular	6/30/2020	45	Sequeira, Jason A	3,260.32	3,260.32
781	Regular	6/30/2020	106	Smith, James L	2,409.96	2,409.96
782	Regular	6/30/2020	68	Tescalco, Joseph A	1,615.04	1,615.04
783	Regular	6/30/2020	56	Thomas-Nett, Teresa A	2,733.93	2,733.93
784	Regular	6/30/2020	120	Tyner, Keith W	2,634.96	2,634.96
785	Regular	6/30/2020	54	Wells, Michael L	2,616.07	2,616.07
786	Regular	6/30/2020	104	McGovern, Robert A	3,139.88	3,139.88
787	Regular	6/30/2020	37	Sequeira, Nizza N	3,290.07	3,290.07

Totals for Payroll Checks	32 Items		89,838.31	89,838.31
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Summary

Check Type	Count	Net Amount	Dir Dep
Regular	32	89,838.31	89,838.31
Totals	32	89,838.31	89,838.31

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	32	89,838.31	89,838.31
Totals	32	89,838.31	89,838.31

Marin/Sonoma Mosquito & Vector Control District
Seasonal Payroll
Pay date: 6/30/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
811	Regular	6/30/2020	123	Tomanek, Bonnie S	1,211.36	1,211.36
812	Regular	6/30/2020	124	Dreyer, Rebecca	1,255.33	1,255.33
813	Regular	6/30/2020	115	Ball, Bradley A	1,358.30	1,358.30
814	Regular	6/30/2020	125	O'Donnell, Ty	1,039.02	1,039.02
815	Regular	6/30/2020	119	Richtik, Raymond	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			6,225.97	6,225.97

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,225.97	6,225.97
Totals	5	6,225.97	6,225.97

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,225.97	6,225.97
Totals	5	6,225.97	6,225.97

Marin/Sonoma Mosquito & Vector Control District
Trustee Pay
April 2020 - June 2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
792	Regular	6/30/2020	1089	Ackerman, Bruce O	92.35	92.35
793	Regular	6/30/2020	1083	Bloom, Gail	207.79	207.79
794	Regular	6/30/2020	1038	Davis, Tamara	184.70	184.70
795	Regular	6/30/2020	1094	Ettlin, Julia	184.70	184.70
796	Regular	6/30/2020	1077	Gallian, Laurine K	184.70	184.70
797	Regular	6/30/2020	1075	Glass, Una	92.35	92.35
798	Regular	6/30/2020	1079	Harlem, Pamela M	207.79	207.79
799	Regular	6/30/2020	1088	Hootkins, Susan G	207.79	207.79
800	Regular	6/30/2020	1084	Khush, Ranjiv S	207.79	207.79
801	Regular	6/30/2020	1074	McCaffery, Shaun F	138.52	138.52
802	Regular	6/30/2020	1086	Naythons, Matthew E	92.35	92.35
803	Regular	6/30/2020	1082	Pigoni, Carol E	184.70	184.70
804	Regular	6/30/2020	1072	Rowland Jr, Herbert M	184.70	184.70
805	Regular	6/30/2020	1050	Schulze, Edward R	184.70	184.70
806	Regular	6/30/2020	1091	Snyder, Richard N	184.70	184.70
807	Regular	6/30/2020	1093	Thompson, Michael D	134.70	134.70
808	Regular	6/30/2020	1092	Witt, David J	184.70	184.70
Totals for Payroll Checks		17 Items			2,859.03	2,859.03

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	17	2,859.03	2,859.03
Totals	17	2,859.03	2,859.03

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	17	2,859.03	2,859.03
Totals	17	2,859.03	2,859.03

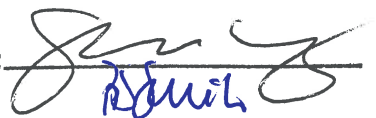

A/P 6.08.20

Account	Date	Amount	Check	Description
H 7487	06/08/2020	358.88	806454515	ACE ELECTRIC SERVICE
H 7487	06/08/2020	441.74	806454516	AIRGAS USA, LLC
H 7487	06/08/2020	10,000.00	806454517	ALDRICH NETWORK CONSULTING
H 7487	06/08/2020	12,448.99	806454518	ALDRICH NETWORK CONSULTING
H 7487	06/08/2020	2,500.00	806454519	ALL CAL CONSTRUCTION SERVICES
H 7487	06/08/2020	1,000.00	806454520	ALL CAL CONSTRUCTION SERVICES
H 7487	06/08/2020	30,800.00	806454521	ALPINE HELICOPTER SERVICE INC
H 7487	06/08/2020	4,488.84	806454522	ARGO ADVENTURE/LIEWER
H 7487	06/08/2020	111.28	806454523	AT & T
H 7487	06/08/2020	178.94	806454524	BRAD BALL
H 7487	06/08/2020	11,800.00	806454525	BARTEL ASSOCIATES, LLC
H 7487	06/08/2020	1,077.69	806454526	BAY ALARM COMPANY
H 7487	06/08/2020	286.92	806454527	BAY ALARM COMPANY
H 7487	06/08/2020	200.00	806454528	DAVID BECK
H 7487	06/08/2020	618.69	806454529	BIOQUIP PRODUCTS
H 7487	06/08/2020	163.45	806454530	SARAH BROOKS
H 7487	06/08/2020	8,202.45	806454531	CA SURVEYING & DRAFTING SUPPLY INC.
H 7487	06/08/2020	4,425.00	806454532	CALPERS 457 PLAN
H 7487	06/08/2020	946.32	806454533	CINTAS CORPORATION
H 7487	06/08/2020	350.49	806454534	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	06/08/2020	1,923.32	806454535	COMPLETE WELDERS SUPPLY, INC.
H 7487	06/08/2020	3,491.34	806454536	DELTA DENTAL OF CALIFORNIA
H 7487	06/08/2020	922.13	806454537	FISHER SCIENTIFIC
H 7487	06/08/2020	2,100.00	806454538	FOCUS 4
H 7487	06/08/2020	4,405.00	806454539	GREEN VINE LANDSCAPING, INC.
H 7487	06/08/2020	5,340.71	806454540	HANSEL AUTO GROUP
H 7487	06/08/2020	177.24	806454541	THE HARTFORD
H 7487	06/08/2020	86.99	806454542	KRISTEN HOLT
H 7487	06/08/2020	30.93	806454543	HOME DEPOT CREDIT SERVICES
H 7487	06/08/2020	1,408.00	806454544	JH TECHNOLOGIES, INC.
H 7487	06/08/2020	6,045.00	806454545	LEADING EDGE ASSOCIATES, INC.
H 7487	06/08/2020	2,075.01	806454546	LEADING EDGE ASSOCIATES, INC.
H 7487	06/08/2020	4,387.00	806454547	LIEBERT CASSIDY WHITMORE
H 7487	06/08/2020	2,360.35	806454548	LIFE TECHNOLOGIES CORPORATION
H 7487	06/08/2020	165.60	806454549	MARIN INDEPENDENT JOURNAL
H 7487	06/08/2020	1,640.99	806454550	METTLER-TOLEDO RAININ, LLC
H 7487	06/08/2020	1,013.40	806454551	MITEL
H 7487	06/08/2020	196.19	806454552	ROBERT MORTON
H 7487	06/08/2020	3,024.74	806454553	NATIONWIDE TRUST COMPANY, FSB
H 7487	06/08/2020	8,021.02	806454554	NORTH BAY PETROLEUM
H 7487	06/08/2020	17,062.50	806454555	OUTFRONT MEDIA
H 7487	06/08/2020	292.89	806454556	QUADIANT FINANCE USA, INC.
H 7487	06/08/2020	223.47	806454557	RECOLOGY SONOMA MARIN
H 7487	06/08/2020	103.06	806454558	REDWOOD LOCK LLC
H 7487	06/08/2020	528.38	806454559	ANTHONY RUSSO, JR.
H 7487	06/08/2020	872.71	806454560	SACRAMENTO BEEKEEPING & HONEY
H 7487	06/08/2020	420.58	806454561	SANTA ROSA AUTO PARTS
H 7487	06/08/2020	180.00	806454562	JASON SEQUEIRA
H 7487	06/08/2020	330.00	806454563	SONOMA MEDIA INVESTMENTS, LLC
H 7487	06/08/2020	9,000.00	806454564	SONOMA COUNTY PARKS FOUNDATION
H 7487	06/08/2020	718.74	806454565	TASC
H 7487	06/08/2020	782.20	806454566	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	06/08/2020	200.00	806454567	JOSEPH TESCALLO
H 7487	06/08/2020	1,687.91	806454568	UNIVAR USA INC
H 7487	06/08/2020	93.09	806454569	UPS
H 7487	06/08/2020	2,461.07	806454570	VERIZON WIRELESS
H 7487	06/08/2020	861.89	806454571	VISION SERVICE PLAN (CA)

A/P 6.0⁰ 20

H	Account	Date	Amount	Check	Description
	7487	06/08/2020	2,945.36	806454572	4IMPRINT, INC.
	Total		177,978.49		
	Count		58		

During the signing of these checks
all supporting documents were provided.

Signature: 
Signature: 

H	Account	Date
	7487	03/05/2020
	Total	
	Count	



Amount
1,375.00
1,375.00
1

Check
806454312

Description
VOID SONOMA COUNTY FAIR

Void A/P Check #
806454312

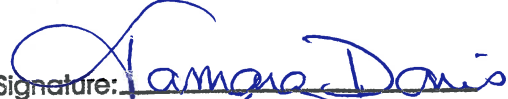

During the signing of these checks
all supporting documents were provided.

Signature: 
Signature: 

	Account	Date	Amount	Check	Description
H	7487	06/08/2020	872.71	806454560	VOID SACRAMENTO BEEKEEPING & HONEY
	Total		872.71		
	Count		1		

VOID A/P Check
806454560

During the signing of these checks
all supporting documents were provided.

Signature: 
Signature: 

Account	Date	Amount	Check	Description
H 7487	06/23/2020	14,782.71	806454573	ADAPCO, INC.
H 7487	06/23/2020	180.00	806454574	ADVOWASTE MEDICAL SERVICES, LLC
H 7487	06/23/2020	1,279.14	806454575	AFLAC
H 7487	06/23/2020	5,000.00	806454576	ALDRICH NETWORK CONSULTING
H 7487	06/23/2020	6,262.95	806454577	ALDRICH NETWORK CONSULTING
H 7487	06/23/2020	10,370.00	806454578	ALPINE HELICOPTER SERVICE INC
H 7487	06/23/2020	500.00	806454579	DAVID BECK
H 7487	06/23/2020	900.00	806454580	BEST BEST & KRIEGER, LLC.
H 7487	06/23/2020	3,570.00	806454581	BRYCE CONSULTING, INC.
H 7487	06/23/2020	4,425.00	806454582	CALPERS 457 PLAN
H 7487	06/23/2020	1,491.86	806454583	CINTAS CORPORATION
H 7487	06/23/2020	1,424.21	806454584	CITY OF COTATI
H 7487	06/23/2020	10,685.96	806454585	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	06/23/2020	168.94	806454586	MICHAEL COLE
H 7487	06/23/2020	310.50	806454587	MICHAEL COLE
H 7487	06/23/2020	155.05	806454588	COMCAST BUSINESS
H 7487	06/23/2020	1,086.60	806454589	COMPLETE WELDERS SUPPLY, INC.
H 7487	06/23/2020	19,834.24	806454590	COUNTY OF MARIN
H 7487	06/23/2020	218.30	806454591	JENNIFER CRAYNE (PETTY CASH)
H 7487	06/23/2020	387.42	806454592	JENNIFER CRAYNE
H 7487	06/23/2020	25.00	806454593	ICMA RETIREMENT CORPORATION
H 7487	06/23/2020	748.78	806454594	INTERSTATE BATTERY SYSTEM
H 7487	06/23/2020	52,923.83	806454595	KAISER FOUNDATION HEALTH PLAN
H 7487	06/23/2020	200.00	806454596	LUZ MARIA RODRIGUEZ
H 7487	06/23/2020	114,614.36	806454597	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	06/23/2020	234.40	806454598	ROBERT MCGOVERN
H 7487	06/23/2020	162.94	806454599	JOHN MOHRMAN JR.
H 7487	06/23/2020	9,830.02	806454600	MUNICIPAL RESOURCE GROUP, LLC
H 7487	06/23/2020	3,024.74	806454601	NATIONWIDE TRUST COMPANY, FSB
H 7487	06/23/2020	70.50	806454602	NICK PICINICH
H 7487	06/23/2020	95.00	806454603	NICK PICINICH
H 7487	06/23/2020	296.00	806454604	NORTH BAY COMMERCIAL SERVICES INC.
H 7487	06/23/2020	8,348.34	806454605	NORTH BAY PETROLEUM
H 7487	06/23/2020	257.20	806454606	NORTH MARIN WATER DISTRICT
H 7487	06/23/2020	985.72	806454607	OFFICE DEPOT BUSINESS CREDIT
H 7487	06/23/2020	409.78	806454608	P.G. & E.
H 7487	06/23/2020	1,185.66	806454609	P.G. & E.
H 7487	06/23/2020	1,500.00	806454610	PATRICK VON ELM
H 7487	06/23/2020	1,642.50	806454611	RICHARD A. SANCHEZ
H 7487	06/23/2020	872.71	806454612	SACRAMENTO BEEKEEPING & HONEY
H 7487	06/23/2020	290.31	806454613	SANTA ROSA AUTO PARTS
H 7487	06/23/2020	79.80	806454614	NIZZA SEQUEIRA
H 7487	06/23/2020	38,596.35	806454615	SILVERIA, BUICK, GMC TRUCK
H 7487	06/23/2020	38,596.35	806454616	SILVERIA, BUICK, GMC TRUCK
H 7487	06/23/2020	4,250.00	806454617	SONOMA MEDIA GROUP
H 7487	06/23/2020	4,549.50	806454618	SONOMA MEDIA GROUP
H 7487	06/23/2020	718.74	806454619	TASC
H 7487	06/23/2020	200.00	806454620	TERESA THOMAS-NETT
H 7487	06/23/2020	500.00	806454621	JOSEPH TESCALLO
H 7487	06/23/2020	3,466.94	806454622	UNIVAR USA INC
H 7487	06/23/2020	93.12	806454623	UPS
H 7487	06/23/2020	11,726.06	806454624	US BANK
H 7487	06/23/2020	1,285.00	806454625	VANTAGEPOINT TRANSFER AGENTS-803673
H 7487	06/23/2020	522.10	806454626	VECTOR CONTROL JPA
H 7487	06/23/2020	200.00	806454627	MICHAEL WELLS
Total		385,534.63		
Count		55		

A/P 6.23.20

During the signing of these checks all supporting documents were provided.

Signature: Tamara Dams
Signature: R. Smith

Marin/Sonoma Mosquito & Vector Control District
Full Time Payroll
7/15/2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
819	Regular	7/15/2020	114	Crayne, Jennifer	3,164.80	3,164.80
820	Regular	7/15/2020	87	Smith, Philip D	5,441.57	5,441.57
821	Regular	7/15/2020	81	Williams, Dawn A	2,086.16	2,086.16
822	Regular	7/15/2020	60	Brooks, Sarah M	3,151.40	3,151.40
823	Regular	7/15/2020	64	Holt, Kristen A	3,059.20	3,059.20
824	Regular	7/15/2020	118	Liebman, Kelly A	3,367.21	3,367.21
825	Regular	7/15/2020	62	Beardsley, Kevin G	2,026.22	2,026.22
826	Regular	7/15/2020	86	Beck, David G	2,850.23	2,850.23
827	Regular	7/15/2020	26	Cole, Michael S	3,079.03	3,079.03
828	Regular	7/15/2020	76	Engl, Eric S	3,230.29	3,230.29
829	Regular	7/15/2020	55	Hawk, Erik T	4,286.11	4,286.11
830	Regular	7/15/2020	93	Karinen, Kasey L	2,423.36	2,423.36
831	Regular	7/15/2020	48	Leslie, Daniel W	3,080.99	3,080.99
832	Regular	7/15/2020	74	Miller, Steven L	2,611.13	2,611.13
833	Regular	7/15/2020	63	Mohrman Jr, John	2,778.97	2,778.97
834	Regular	7/15/2020	52	Morton, Robert D	2,710.16	2,710.16
835	Regular	7/15/2020	61	Nadale, Marc A	2,860.08	2,860.08
836	Regular	7/15/2020	96	Newman, Jared K	2,291.95	2,291.95
837	Regular	7/15/2020	34	Ohlinger, Bruce R	2,195.49	2,195.49
838	Regular	7/15/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
839	Regular	7/15/2020	67	Picinich, Nick A	2,356.55	2,356.55
840	Regular	7/15/2020	40	Reed, Nathen C	3,196.03	3,196.03
841	Regular	7/15/2020	53	Russo Jr, Anthony	2,858.30	2,858.30
842	Regular	7/15/2020	45	Sequeira, Jason A	3,162.96	3,162.96
843	Regular	7/15/2020	106	Smith, James L	2,484.59	2,484.59
844	Regular	7/15/2020	68	Tescallo, Joseph A	1,681.11	1,681.11
845	Regular	7/15/2020	56	Thomas-Nett,	2,472.45	2,472.45
846	Regular	7/15/2020	120	Tyner, Keith W	2,725.12	2,725.12
847	Regular	7/15/2020	54	Wells, Michael L	2,681.03	2,681.03
848	Regular	7/15/2020	104	McGovern, Robert	3,102.18	3,102.18
849	Regular	7/15/2020	37	Sequeira, Nizza N	3,094.34	3,094.34

Totals for Payroll Checks	31 Items				89,330.66	89,330.66
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Summary

Check Type	Count	Net Amount	Dir Dep
Regular	31	89,330.66	89,330.66
Totals	31	89,330.66	89,330.66

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	31	89,330.66	89,330.66
Totals	31	89,330.66	89,330.66

Marin/Sonoma Mosquito & Vector Control District
 Seasonal Payroll
 7/15/2020

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
853	Regular	7/15/2020	123	Tomanek, Bonnie S	1,181.01	1,181.01
854	Regular	7/15/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
855	Regular	7/15/2020	115	Ball, Bradley A	1,358.30	1,358.30
856	Regular	7/15/2020	125	O'Donnell, Ty	1,039.01	1,039.01
857	Regular	7/15/2020	119	Richtik, Raymond M	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			6,195.60	6,195.60

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
Totals	5	6,195.60	6,195.60

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
Totals	5	6,195.60	6,195.60

Marin/Sonoma Mosquito & Vector Control District
Full Time Payroll 7/31/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
861	Regular	7/31/2020	114	Crayne, Jennifer M	3,164.80	3,164.80
862	Regular	7/31/2020	87	Smith, Philip D	5,441.57	5,441.57
863	Regular	7/31/2020	81	Williams, Dawn A	2,086.16	2,086.16
864	Regular	7/31/2020	60	Brooks, Sarah M	3,151.40	3,151.40
865	Regular	7/31/2020	64	Holt, Kristen A	3,059.20	3,059.20
866	Regular	7/31/2020	118	Liebman, Kelly A	3,367.21	3,367.21
867	Regular	7/31/2020	62	Beardsley, Kevin G	2,026.22	2,026.22
868	Regular	7/31/2020	86	Beck, David G	2,850.23	2,850.23
869	Regular	7/31/2020	26	Cole, Michael S	3,079.07	3,079.07
870	Regular	7/31/2020	76	Engh, Eric S	3,230.29	3,230.29
871	Regular	7/31/2020	55	Hawk, Erik T	4,286.11	4,286.11
872	Regular	7/31/2020	93	Karinen, Kasey L	2,423.36	2,423.36
873	Regular	7/31/2020	48	Leslie, Daniel W	3,080.99	3,080.99
874	Regular	7/31/2020	74	Miller, Steven L	2,611.13	2,611.13
875	Regular	7/31/2020	63	Mohrman Jr, John C	2,778.97	2,778.97
876	Regular	7/31/2020	52	Morton, Robert D	2,669.42	2,669.42
877	Regular	7/31/2020	61	Nadale, Marc A	2,860.08	2,860.08
878	Regular	7/31/2020	96	Newman, Jared K	2,659.21	2,659.21
879	Regular	7/31/2020	34	Ohlinger, Bruce R	2,195.49	2,195.49
880	Regular	7/31/2020	58	Petersen, Jeffery R	2,821.65	2,821.65
881	Regular	7/31/2020	67	Picinich, Nick A	2,301.03	2,301.03
882	Regular	7/31/2020	40	Reed, Nathen C	3,196.03	3,196.03
883	Regular	7/31/2020	53	Russo Jr, Anthony J	2,858.30	2,858.30
884	Regular	7/31/2020	45	Sequeira, Jason A	3,162.96	3,162.96
885	Regular	7/31/2020	106	Smith, James L	2,484.59	2,484.59
886	Regular	7/31/2020	68	Tescallo, Joseph A	1,681.11	1,681.11
887	Regular	7/31/2020	56	Thomas-Nett, Teresa A	2,472.45	2,472.45
888	Regular	7/31/2020	120	Tyner, Keith W	2,725.12	2,725.12
889	Regular	7/31/2020	54	Wells, Michael L	2,680.99	2,680.99
890	Regular	7/31/2020	104	McGovern, Robert A	3,102.18	3,102.18
891	Regular	7/31/2020	37	Sequeira, Nizza N	3,094.34	3,094.34

Totals for Payroll Checks	31 Items		89,601.66	89,601.66
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Summary

Check Type	Count	Net Amount	Dir Dep
Regular	31	89,601.66	89,601.66
Totals	31	89,601.66	89,601.66

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	31	89,601.66	89,601.66
Totals	31	89,601.66	89,601.66

Marin/Sonoma Mosquito & Vector Control District
Seasonal Payroll 7/31/20

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount	Dir Dep
896	Regular	7/31/2020	123	Tomanek, Bonnie S	1,181.01	1,181.01
897	Regular	7/31/2020	124	Dreyer, Rebecca	1,255.32	1,255.32
898	Regular	7/31/2020	115	Ball, Bradley A	1,358.30	1,358.30
899	Regular	7/31/2020	125	O'Donnell, Ty	1,039.01	1,039.01
900	Regular	7/31/2020	119	Richtik, Raymond M	1,361.96	1,361.96
Totals for Payroll Checks		5 Items			6,195.60	6,195.60

Summary

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
Totals	5	6,195.60	6,195.60

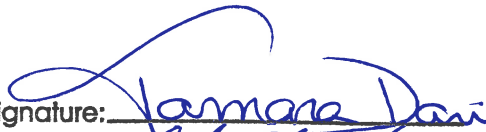

Report Totals

Check Type	Count	Net Amount	Dir Dep
Regular	5	6,195.60	6,195.60
Totals	5	6,195.60	6,195.60

A/P 7.00.20

Account	Date	Amount	Check	Description
H 7487	07/08/2020	623.50	806454628	ALLIANT INSURANCE SERVICES
H 7487	07/08/2020	13,980.00	806454629	ALPINE HELICOPTER SERVICE INC
H 7487	07/08/2020	4,100.00	806454630	AMERICAN MOSQUITO CONTROL ASSOCIATI
H 7487	07/08/2020	111.28	806454631	AT & T
H 7487	07/08/2020	2,781,000.00	806454632	CALPERS
H 7487	07/08/2020	4,425.00	806454633	CALPERS 457 PLAN
H 7487	07/08/2020	450.16	806454634	CINTAS CORPORATION
H 7487	07/08/2020	1,561.90	806454635	CITY OF COTATI
H 7487	07/08/2020	350.49	806454636	COMMON SENSE BUSINESS SOLUTIONS, IN
H 7487	07/08/2020	467.30	806454637	COMPLETE WELDERS SUPPLY, INC.
H 7487	07/08/2020	88.50	806454638	CONCENTRA OCCUPATIONAL HEALTH CNTRS
H 7487	07/08/2020	3,491.34	806454639	DELTA DENTAL OF CALIFORNIA
H 7487	07/08/2020	100.16	806454640	FISHMAN SUPPLY COMPANY
H 7487	07/08/2020	343.05	806454641	GREAT AMERICA FINANCIAL SERVICES
H 7487	07/08/2020	177.24	806454642	THE HARTFORD
H 7487	07/08/2020	7,000.00	806454643	MARIN/SONOMA MOSQUITO AND
H 7487	07/08/2020	50.00	806454644	MARIN INDEPENDENT JOURNAL
H 7487	07/08/2020	11,500.00	806454645	MVCAC
H 7487	07/08/2020	3,024.74	806454646	NATIONWIDE TRUST COMPANY, FSB
H 7487	07/08/2020	2,164.31	806454647	NORTH BAY PETROLEUM
H 7487	07/08/2020	70.00	806454648	POINT REYES LIGHT
H 7487	07/08/2020	250.00	806454649	QUADIENT FINANCE USA, INC.
H 7487	07/08/2020	552.07	806454650	TASC
H 7487	07/08/2020	782.20	806454651	TEAMSTERS LOCAL UNION NO. 856 HEALT
H 7487	07/08/2020	62.04	806454652	UPS
H 7487	07/08/2020	263,054.00	806454653	VECTOR CONTROL JPA
H 7487	07/08/2020	230.37	806454654	VECTOR CONTROL JPA
H 7487	07/08/2020	2,197.81	806454655	VERIZON WIRELESS
H 7487	07/08/2020	861.89	806454656	VISION SERVICE PLAN (CA)
H 7487	07/08/2020	766.41	806454657	WATERLOGIC
	Total	3,103,835.76		
	Count	30		



During the signing of these checks
all supporting documents were provided

Signature: 
Signature: 

A/P 7.22.20

Account	Date	Amount	Check	Description
H 7487	07/22/2020	25,741.23	806454658	ADAPCO, INC.
H 7487	07/22/2020	1,279.14	806454659	AFLAC
H 7487	07/22/2020	292.50	806454660	BEST BEST & KRIEGER, LLC.
H 7487	07/22/2020	849.60	806454661	BOLT
H 7487	07/22/2020	776.82	806454662	BRODIE'S TIRE & BRAKE INC.
H 7487	07/22/2020	170.00	806454663	BRYCE CONSULTING, INC.
H 7487	07/22/2020	1,789.00	806454664	CA DEPT OF TAX AND FEE ADMINISTRATI
H 7487	07/22/2020	4,475.00	806454665	CALPERS 457 PLAN
H 7487	07/22/2020	16,611.94	806454666	CLARKE MOSQUITO CONTROL PRODUCTS, I
H 7487	07/22/2020	155.05	806454667	COMCAST BUSINESS
H 7487	07/22/2020	18,979.25	806454668	COUNTY OF MARIN
H 7487	07/22/2020	343.05	806454669	GREAT AMERICA FINANCIAL SERVICES
H 7487	07/22/2020	52,923.83	806454670	KAISER FOUNDATION HEALTH PLAN
H 7487	07/22/2020	8,121.50	806454671	LIEBERT CASSIDY WHITMORE
H 7487	07/22/2020	286.52	806454672	KELLY LIEBMAN
H 7487	07/22/2020	120,062.62	806454673	MARIN COUNTY EMPLOYEES RETIREMENT A
H 7487	07/22/2020	1,027.54	806454674	MITEL
H 7487	07/22/2020	3,024.74	806454675	NATIONWIDE TRUST COMPANY, FSB
H 7487	07/22/2020	1,947.50	806454676	NBS GOVERNMENT FINANCE GROUP
H 7487	07/22/2020	200.00	806454677	JARED NEWMAN
H 7487	07/22/2020	40.24	806454678	NORTHBAY REPROGRAPHICS
H 7487	07/22/2020	25.46	806454679	P.G.& E.
H 7487	07/22/2020	1,426.91	806454680	P.G.& E.
H 7487	07/22/2020	1,450.00	806454681	PATRICK VON ELM
H 7487	07/22/2020	223.47	806454682	RECOLOGY SONOMA MARIN
H 7487	07/22/2020	10.00	806454683	REDWOOD LOCK LLC
H 7487	07/22/2020	200.00	806454684	NATHEN REED
H 7487	07/22/2020	1,642.50	806454685	RICHARD A. SANCHEZ
H 7487	07/22/2020	4,041.97	806454686	SAFETY KLEEN CORP
H 7487	07/22/2020	1,446.71	806454687	SANTA ROSA FIRE EQUIPMENT, INC.
H 7487	07/22/2020	714.45	806454688	SANTA ROSA AUTO PARTS
H 7487	07/22/2020	1,094.50	806454689	SENTRY LIFE INS. CO.
H 7487	07/22/2020	18,290.00	806454690	SONOMA LAFCO
H 7487	07/22/2020	552.07	806454691	TASC
H 7487	07/22/2020	13,151.95	806454692	UNIVAR USA INC
H 7487	07/22/2020	159.34	806454693	UPS
H 7487	07/22/2020	5,862.62	806454694	US BANK
H 7487	07/22/2020	1,844.01	806454695	VANTAGEPOINT TRANSFER AGENTS-803673
Total		311,233.03		
Count		38		

During the signing of these checks
all supporting documents were provided.

Signature: 
Signature: 

MARIN SONOMA MOSQUITO & VECTOR CONTROL D
595 HELMAN LN
COTATI CA 94931



Important Message!

Banking service interruptions will occur in September.

(Read more below)

MARK YOUR CALENDAR!

Exchange Bank will undergo system changes in September that will affect the availability of our banking services.

We want to make sure you know about these changes in advance so that you can be prepared.

September 11-14, 2020

Please pay special attention to all communications you receive from Exchange Bank beginning now and continuing through September 14th..

Learn more at exchangebank.com

STATEMENT SUMMARY

ACCOUNT INFORMATION

Type	Description	Account #	Balance
Checking	Business Checking		\$11,958.57

ACCOUNT SUMMARY-Checking

1030030512

Beginning Balance as of	06-30-20	\$5,353.07
1 Deposit(s)		\$7,000.00
2 Other Credit(s)		\$248,084.06
0 Check(s)		\$0.00
7 Other Debit(s)		\$248,478.56
Ending Balance	07-31-20	\$11,958.57

DEPOSITS

Date	Amount	Date	Amount
07-13	\$7,000.00		



PO Box 3788, Santa Rosa, CA 95402-3788

OTHER CREDITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
07-10	COUNTY OF MARIN COM PAY MARIN SONOMA MOSQUITO	\$123,866.74
07-30	COUNTY OF MARIN COM PAY MARIN SONOMA MOSQUITO	\$124,217.32

OTHER DEBITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
07-14	101533 MARIN SON DIR DEP MARIN SONOMA MOSQUITO	\$89,330.66
07-14	101533 MARIN SON DIR DEP MARIN SONOMA MOSQUITO	\$6,195.60
07-14	PAYLOCITY CORPOR TAX COL MARIN SONOMA MOSQUITO	\$28,340.48
07-30	PAYLOCITY CORPOR TAX COL MARIN SONOMA MOSQUITO	\$28,420.06
07-30	101533 MARIN SON DIR DEP MARIN SONOMA MOSQUITO	\$89,601.66
07-30	101533 MARIN SON DIR DEP MARIN SONOMA MOSQUITO	\$6,195.60
07-31	101533 MARIN SON BILLING MARIN SONOMA MOSQUITO	\$394.50

DAILY BALANCE SUMMARY

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
06-30	\$5,353.07	07-13	\$136,219.81	07-31	\$11,958.57
07-10	\$129,219.81	07-14	\$12,353.07		

Financial Summary- June 2020 (preliminary close)

Fund Balances @ June 2020 month end and FYE 19/20:

Operating Fund \$11,502,644 (preliminary close)

Capital Replacement Fund \$2,000,000

Public Health Emergency Fund \$1,961,727

The month of June represents the end of the fourth quarter and the end of FY 2019/20. A preliminary review of District revenues and expenses trends as follows:

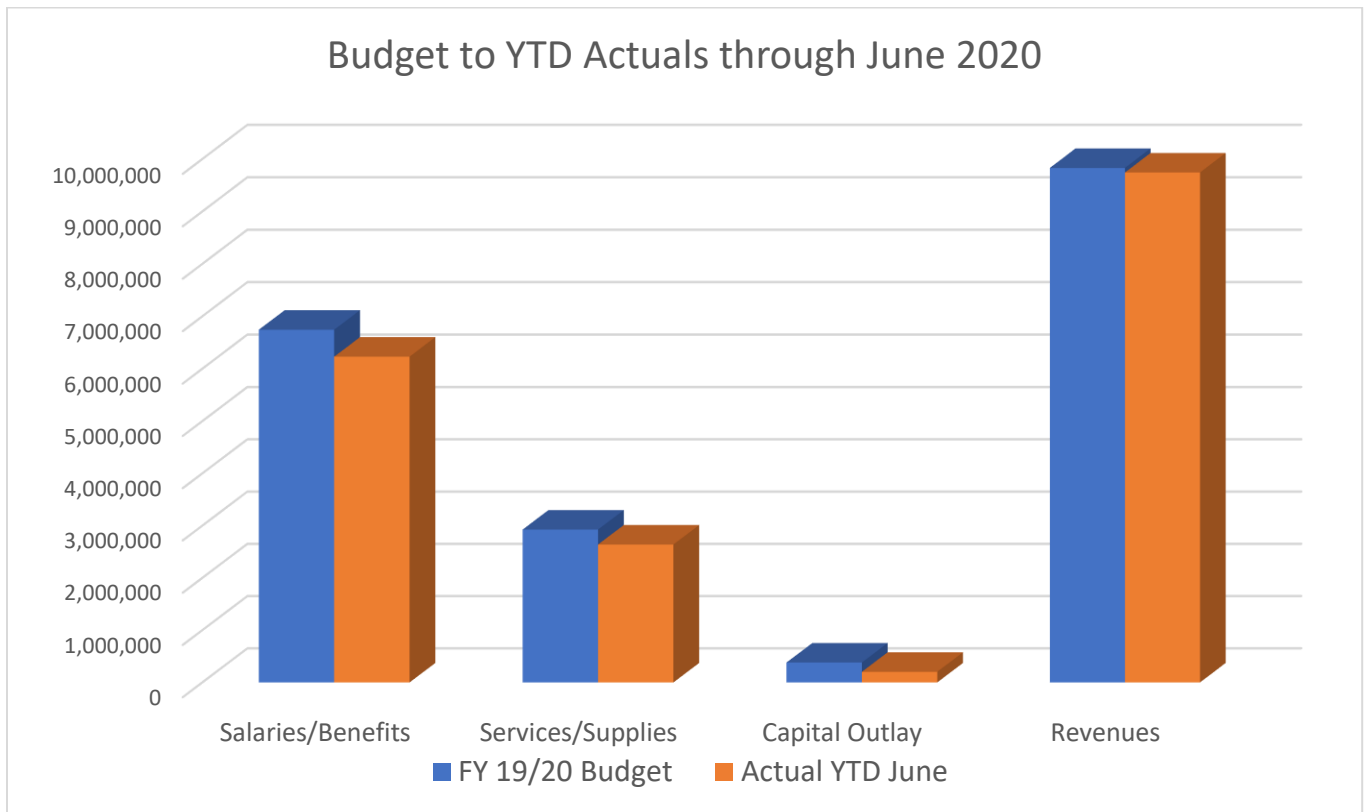
Revenues: YTD revenue totaling \$9,436,791 has been posted to the District's Operating Fund and a property tax receivable from Sonoma County has been posted totaling \$306,702 for a grand total of \$9,743,492 or 99.12% of the budgeted revenue for FY 2019/20. This indicates that improved budgeting methods for revenue have greatly improved accuracy and predictability.

The Operating Fund balance at 6/30/20 is \$11,502,644 compared to \$10,174,825 at 6/30/19. However, it should be noted that the Operating Fund at 6/30/20 includes two fund transfers; \$97,000 from the Bank of America account closure and \$428,310 from the Capital Fund which were surplus funds remaining after setting the newly approved target fund levels at the beginning of FY 19/20.

Expenses:

- **Salaries/Benefits** totaled \$6,230,751 of \$6,743,947 budgeted or 92.4%. This savings is largely attributed to a delay in filling open and new staff positions and the unexpected retirement of the long-standing Shop/Facilities Coordinator, Steve Delucchi.
- **Services/Supplies** totaled \$2,438,078 of \$2,925,094 budgeted or 83.4%. Staff continues to work diligently to control and manage expenses. The agriculture budget for materials came in \$132,613 under budget and Education/PR came in \$154,089 under budget.
- **Capital Outlay** totaled \$203,420 of \$381,365 budgeted or 53.3%. Issues created by the COVID-19 pandemic made the purchase of vehicles very challenging. For this reason, capital outlay was under budget by nearly half. Those vehicles not purchased will be added to the FY 20/21 budget.

In summary, FY 2019/20 can be measured as a success. Revenues outpaced expenses by \$871,242. Staff has made great improvements in budgeting for revenue, which will provide clearer direction for future expenditure planning. Staff continues to closely monitor expenditures and maintain a high level of fiscal responsibility. As we are learning from the COVID-19 pandemic, some things are just outside the scope of our best efforts to plan and prepare.



**MONTHLY BILLING and TREATMENT OPERATIONS
COST CONTROL BILLING SHEET FY 2020/21**

LABOR COST:	APPROVED PRIOR FY 2019/20			PROPOSED FY 2020/21 Includes OPEB & Retirement		OT Rate FY 20/21
	Vector Control Technician	\$94.00	hr	*	\$84.25	hr
Field Supervisor	\$100.25	hr	*	\$97.50	hr	\$125.00
Environmental Biologist	NA		*	\$100.25	hr	NA
Lead Biologist	\$100.25	hr	*	\$100.25	hr	NA
Biologist	NA		*	\$96.00	hr	NA
Scientific Programs Manager	\$93.75	hr	*	\$91.75	hr	NA
Mechanic/Facilities Manager	\$107.00	hr	*	\$89.75	hr	\$120.25
Assistant Mechanic	\$86.50	hr	*	\$74.75	hr	\$100.75
Assistant Manager	\$128.50	hr	*	\$133.75	hr	NA
District Manager	\$165.50	hr	*	\$165.75	hr	NA
Seasonal Field/Lab Asst.	\$20.00	hr	*	\$22.00	hr	\$33.00

* The current hourly rate for each position at top step for FY 20/21 Cost was added to cover medical, dental and vision benefits for each position. Also included: OPEB liability & retirement based on Tier/group
All rates rounded to the nearest 1/4 dollar.

EQUIPMENT COST:	APPROVED PRIOR FY 2019/20		CURRENT YEAR COLA	PROPOSED FY 2020/21	
	Argo (ATV's)	62.50	1/2 hr	*	87.25
ATV's/Bikes	19.50	hr	2.90%	20.25	hr
Excavator/Komatsu	46.50	hr	2.90%	48.00	hr
Lite Foot	46.50	hr	2.90%	48.00	hr
Airboat / Pisten Bully	105.25	hr	2.90%	108.50	hr
Utility Task Vehicle (UTV)	34.50		**	31.50	hr

2.90% CPI-U was added to FY 2019/20 rates for FY 2020/21. All rates were rounded up to the nearest 1/4 dollar.

CPI-U based on Feb-Feb SF Bay Area

*See explanation of hourly rate calculation for ARGO use

**See explanation of hourly rate calculation for UTV use

AERIAL APPLICATIONS:		APPROVED PRIOR FY 2019/20		PROPOSED FY 2020/21	
Helicopter		1,550.00	hr	1,550.00	hr
Ferrying Time		1,550.00	hr	1,550.00	hr
Ground Supt Vehicle		3.00	per/mi	3.00	per/mi
Fuel Surcharge		varies		varies	

STAFF REPORT



DATE: August 12, 2020

TO: The Board of Trustees

FROM: Philip D. Smith, District Manager

SUBJECT: Proposed Temporary Revision to Board Policy Manual Section 5020 (Banking Direct Deposit Policy and Procedures)

RECOMMENDATION

Consider a motion to:

1. Approve the proposed change to Board Policy Manual Section 5020
2. Authorize staff to increase the balance in the Exchange Bank payroll account by \$125,000
3. Direct staff to report back to the Board when the County of Marin returns to normal accounts payable and ACH transaction processing deadlines.

BACKGROUND

During the July 31, 2020 payroll process, the District's Financial Manager discovered that the Marin County Department of Finance had not transferred the funds she requested to the District's payroll account with Exchange Bank. Marin County Department of Finance staff informed the District's Financial Manager that the County was experiencing difficulties in processing ACH transactions.

At this point the District was very close to not being able to compensate its employees on time. County Department of Finance staff then informed us that, without prior notification, they had instituted a change in procedure, increasing the lead time for ACH transfer requests. Due in part to COVID-19 related issues, and its employees working remotely, the County now requires at least 5 (five) business days advance notice to process ACH transfers, instead of the prior 48 hours. Further complicating the situation, transfers are now processed only on Tuesdays and Thursdays. These new procedures have introduced difficult new constraints to the District's already complex and time sensitive payroll process. For example, in addition to the County's lead times, Paylocity (the payroll service provider) imposes its own further lead times for payroll processing. As a result, District staff cannot presently be certain of making payroll on time, as is legally required.

ANALYSIS

To remedy the situation staff proposes that the following language be added to Board Policy Manual Section 5020, item 11:

Due to the increased notice required for County of Marin Department of Finance (Finance) staff to make ACH transfers during the coronavirus pandemic, as a temporary measure, the District may maintain, at all times, an additional amount approximately equivalent to one current payroll in the Exchange Bank account. The sole purpose of these additional funds is to be able to meet payroll in the event that the County of Marin fails to transfer funds in time for the payroll service company to process the next payroll. Payroll dollar amounts vary according to factors such as whether trustee payroll and seasonal employee payroll are included. However, this additional payroll amount shall not exceed \$125,000. District staff will continue reporting

the Exchange Bank account balance as part of regular monthly financial reports and will continue to include monthly Exchange Bank account statements in the regular Board meeting agenda packets, to maintain a high level of transparency.

Upon receiving notification from County of Marin Finance staff that the currently extended lead times for financial transfers are to be returned to normal, District financial staff shall discontinue the practice of maintaining the additional payroll contingency amount of \$125,000 in the Exchange Bank account.

A complete copy of Section 5020 (including the proposed addition) is included as an attachment.

POLICY TITLE: Banking Direct Deposit Policy & Procedures

NUMBER: 5020

Purpose:

To establish procedures to be followed by staff when executing electronic funds transfers for the purposes of Trustee and/or employee payroll and expense reimbursements.

Policy:

Whenever possible, all employees and Trustees of the District receive payroll and expense reimbursements payments (e.g. travel reimbursements) by means of direct deposit via the Automated Clearing House (ACH) system. As the primary means of accomplishing payroll, the District use a payroll services company to calculate and withhold taxes, administer other deductions and electronically deposit payments via the Automated Clearing House (ACH).

The District maintain one bank account for the sole purpose of Treasury Management. This account holds the funds used to make ACH payments to a (domestic US) bank account of the recipient's choice. This account be maintained at Exchange Bank unless the District elects to substitute an account at another financial establishment, in accordance with section 5 (13) below.

For backup purposes, the District will retain the ability to process payroll and expense reimbursements in-house. In this event, direct deposit payments shall be made using the bank account established specifically for payroll and expense reimbursement purposes.

Procedures

Each trustee and each employee shall submit to the Financial Manager a form authorizing the District to use ACH deposit and, if desired, a split deposit. (see Attachment A).

The bank account established by the District for payroll and expense reimbursements be operated strictly in accordance with the following procedures and restrictions. The layers of controls specified herein are intended to ensure segregation of duties and to avoid problems related to fraud and embezzlement.

1. The District Manager shall be the designated Administrator of the account. (The Bank requires that one person be designated as Administrator and this person must be an authorized signer on the account). To maintain internal controls and ensure separation of powers, the Administrator shall not have the authority to create ACH files or authorize transfers.
2. No checks may be drawn on the Exchange Bank account. All withdrawals shall be performed by ACH (electronic funds transfer) only. Deposits to the account may be made by check or electronic fund transfer e.g. a payroll ACH file

generated by the District's accounting system or payroll service provider. Transfers into the direct deposit account to cover payroll and other reimbursements shall normally be made by the County of Marin's financial staff, who administer the District's accounts with the County of Marin.

3. Payroll and expense reimbursements be processed in accordance with the following provisions:
 1. Each employee or Trustee shall complete a form designating a bank account (or accounts) specifying the applicable routing and account numbers. The payment may be split between two accounts if desired by the recipient e.g. a specified amount can be sent to a savings account and the net remainder deposited to a checking account, or vice versa.
 2. The proposed payroll and expense payments shall be prepared in a batch by District Financial staff using the District's computer systems.
 3. The schedule of payments will then be reviewed and approved by the Manager or Assistant Manager.
 4. Several days before the payroll or expense reimbursement date, staff will compute the total amount of the payments to be made and request that County of Marin staff prepare an ACH instruction file to transfer the total amount of the payments to be made from the District's account with the County of Marin/Bank of America financial system to the direct deposit account at Exchange Bank.
 5. If a payroll service company is to process payroll and make the ACH deposits, that company will complete the remainder of the ACH deposit process. Alternatively, if District staff are to accomplish the payroll process, they will upload an ACH instruction file to the Exchange Bank Commercial Cash Management System, detailing on what date, and to which accounts, the various payments are to be sent.
 6. Approval by a designated Trustee is required before any payroll and expense reimbursement payments may be released, regardless of whether payroll is processed by a payroll services provider or by District staff. This approval is analogous to a second signature on a check, except that, in the case of in-house payroll processing, the approval is performed electronically by the Trustee logging securely into Exchange Bank's web site and approving all recipients' bank account numbers, in addition to the deposit amount and payee

name." To further increase security, the Trustee will be provided by Exchange Bank with an electronic token that generates a secure code that is required for release of the electronic payments. In the event that a payroll services company processes the payroll, the Trustee will review the supporting documentation and calculations provided by District Financial staff. The authorized Trustee's signature indicating his or her approval must be affixed to the supporting documentation before ACH deposits can be made.

7. For in-house payroll, Exchange Bank will authorize a maximum of three Trustees to provide such approvals. No District staff member, including the Manager, will be issued with a secure token. Payroll cannot be released in the Exchange Bank system without completion of the Trustee's approval step. One of the duly authorized Trustees shall also approve the schedule of payments to be processed by a payroll services company. Regardless of the payroll method used, supporting payroll documentation will be provided to the Trustee approving payroll and subsequently to the full Board at its next regular meeting.
8. At least once every year, a Trustee authorized to review or approve payroll shall examine the list of payroll recipients to ensure that the account and routing numbers listed are correct and correspond with the District's employee and Trustee roster.
9. If payroll is processed in-house, prior to the first deposit to any given bank account, District staff will send a test deposit (known as a pre-note) of zero dollars to the account to check that deposits can be made successfully to that account using the ACH system. If a payroll services company processes payroll and the deposit to a recipient's account fails, the funds are automatically returned to Exchange Bank. The District's Financial Manager will then follow up and issue a check to replace the rejected direct deposit amount.
10. Although problems with direct deposit have proven to be rare, District staff will be alerted by the online system of any failures or problems with a deposit. Staff will take corrective action as necessary.
11. The District shall maintain a n amount-balance, not to exceed \$10,000 at any given time, in the Exchange Bank account to pay the bank's monthly account charges, ACH transfer fees and fees charged by a payroll service company.

Due to the increased notice required for County of Marin Department of Finance (Finance) staff to make ACH transfers during the coronavirus pandemic, as a temporary measure, the District may maintain, at all times, an additional amount approximately equivalent to one current payroll in the Exchange Bank account. The sole purpose of these additional funds is to be able to meet payroll in the event that the County of Marin fails to transfer funds in time for the payroll service company to process the next payroll. Payroll dollar amounts vary according to factors such as whether trustee payroll and seasonal employee payroll are included. However, this additional payroll amount shall not exceed \$125,000. District staff will continue reporting the Exchange Bank account balance as part of regular monthly financial reports and will continue to include monthly Exchange Bank account statements in the regular Board meeting agenda packets, to maintain a high level of transparency.

Upon receiving notification from County of Marin Finance staff that the currently extended lead times for financial transfers are to be returned to normal, District financial staff shall discontinue the practice of maintaining the additional payroll contingency amount of \$125,000 in the Exchange Bank account.

- ~~11.~~ From time to time, the District staff may make a deposit to replenish the account balance. Bank charges will be recognized in the District's accounts by means of a quarterly journal entry. A summary of the Exchange Bank account transactions shall be included in the Board packet.
12. A supplemental document titled "Current ACH Procedures" lists the detailed step by step processes to be followed by staff when preparing payroll direct deposit in-house. This document may be amended from time to time by the District Manager, who shall ensure that no added security risk is created by the operational change. The District Manager shall provide notification to the Chair of the District's Audit Committee within ten working days of the change taking effect.
13. Should the District determine that Exchange Bank's terms and conditions or system no longer serves the District's best interests, the District may close this account and establish a similar account with another Bank. District staff must receive approval from the Board of Trustees prior to taking this action.

POLICY TITLE: Public Notification of Truck-Mounted Adult Mosquito Control Operations

NUMBER: TBD

Purpose:

To establish procedures to be followed by staff when providing notification of truck-mounted adult mosquito control operations.

Background

The District utilizes a science based Integrated Vector Management Program (IVMP) to carry out mosquito and vector control operations and provisions included in and authorized by the California Health and Safety Code (Sections 2053, 2060-2067 and 2855).

Adult mosquito control forms a vital component of the District's IVMP. As the last step in the IVMP, control of adult mosquitoes is utilized when necessary to reduce adult mosquito populations and the attendant biting pressure. Adult mosquito control operations also further minimize the potential for mosquito-borne disease transmission and can serve to break a confirmed disease transmission cycle.

The District carefully selects the adult mosquito control materials and application equipment to be used (e.g. Ultra-Low Volume foggers) to ensure efficient and effective control as well as to minimize the potential for non-target impacts and disturbances to the community. Additionally, the District's IVMP includes best management practices (BMPs) to further reduce the potential for non-target impacts and impacts to members of the community who may be chemically sensitive. For additional information regarding BMPs, application equipment, detailed information on mosquito adulticides and supporting scientific literature, please refer to the District's Programmatic Environmental Impact Report (June 2016 – www.msosquito.org).

Health and Safety Code Section 2053 includes provisions subject to the limitations of the United States Constitution and California Constitution, for employees of a mosquito district to enter any property, either within the district or property that is located outside of the district from which vectors may enter the district, without hindrance or notice to abate public nuisances directly or by giving notice to the property owner to abate the public nuisance and control vectors and treat property with appropriate physical, chemical, or biological control measures.

Policy:

The District shall use a mass communication & notification system to provide notifications of mosquito control, urgent public health issues and vector-related public health emergencies.

The District shall provide notification to the public (24 to 48 hours in advance, whenever possible) and/or the appropriate agency or agencies in advance of applying mosquito adulticides in large-

scale treatments that will occur in close proximity to homes, heavily populated, high traffic, and/or sensitive areas. This notification will be provided to the public and agencies within 400 feet (400') of the application area before applying adult mosquito control materials via Ultra-Low Volume (ULV) application equipment that is mounted on a truck.

Procedures:

A notification message prior to conducting adult mosquito control will include the date and time of the application, the general location of the application, the material(s) to be applied and other pertinent information. Notification messages are sent via the system described above to the public on preferred designated, contact paths which include cell phone, text message, home phone, and/or e-mail. It is important to note that it is the responsibility of residents, businesses and property owners to maintain current contact information including the preferred, designated contact paths within the District's communication system, or directly with the District. Members of the public and agencies can view and maintain their contact information within the communication system via the District's website under the "Adult Mosquito Control Notification" tab on the home page, www.msmosquito.org, or by contacting the District directly.

Alternatively, when performing adult mosquito control work on private properties, especially in remote or rural areas, the District may elect to directly contact residents within 400' of the application area instead of using the mass notification system.

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL



POLICY TITLE: **Adult Mosquito Control Notification**
POLICY NUMBER: **A- 200**

According to the California Health and Safety Code, SB 1588 Article 4, Section 2040, the District may do the following either within the District's boundaries or outside the District's boundaries if deemed necessary to prevent vectors or vector-borne diseases from entering the District's boundaries:

- Conduct surveillance programs and other appropriate studies of vectors and vector-borne diseases.
- Take any and all necessary or proper actions to prevent the occurrence of vectors and vector-borne diseases.
- Take any and all necessary or proper actions to abate or control vectors and vector-borne diseases.
- Undertake Integrated Pest Management (IPM) procedures. IPM procedures use the least toxic approach for the control of mosquito breeding sources. IPM may include adulticiding if other IPM measures such as source reduction and larviciding have failed to adequately limit density or growth of the adult mosquito population.

The responsibility of the District to protect public health from vector-borne disease is also found in:

- The Trustee Reference Manual, page 10, District's Powers, Chapter 5, Article 3, 2040-2055.
- The District's Arbovirus Surveillance and Response plan adopted June 2006, page 6, section 4, Response Levels.
- The Cooperative Agreement signed yearly between the California Department of Health Services and the Marin/Sonoma Mosquito and Vector Control District.

For most members of the public there is no need to relocate during adult mosquito control procedures. The District, however, recognizes that there is a percentage of the public that is sensitive to material the District may use for adult mosquito control. Therefore, the District will use the following to notify concerned citizens whenever possible:

- Newspaper, radio, television or telephone.
- Website and web notification.
- Email notification.
- City or town administrations.
- Posting on-site where possible.

This policy provides the District Manager with two (2) specific guidelines when he deems it necessary to use adult mosquito control within the District. These are explained below:

- 1.) When the District Manager declares a **public health risk**:
 - a. Using the District Notification System, citizens within a ½ mile radius of the area to be treated will receive a 48 hour notification of treatment.
 - b. For citizens on the District's No Spray List, no fogging will be conducted within 350 feet from the edge of their property.
 - c. When using hand-held equipment for adult mosquito control, a field technician will attempt to notify any person on the District's No Spray List that is within 100 feet of the application.
 - d. The District Manager will include a report on the declaration of the public health risk at the next board meeting.
- 2.) When the District Manager declares an **imminent health hazard**:
 - a. Using the District Notification System, citizens within a ½ mile radius of the area to be treated will receive a 48 hour notification of treatment.
 - b. Unlike a **public health risk**, when an **imminent health hazard** has been declared, treatment will occur on all properties with no restrictions.
 - c. The District Manager will be in contact with the President of the Board of Trustees.
 - d. The District Manager will include a report on the declaration of the **imminent health hazard** at the next board meeting.

POLICY TITLE: “No Adult Mosquito Control” List

NUMBER: TBD

Purpose:

To establish procedures to be followed by staff when processing requests from residents to be included on the District’s “No Adult Mosquito Control” list.

Background

Although the District is not required to obtain permission from a resident, property owner, business owner or member of the public to perform adult mosquito control, the District maintains an electronic database of persons who have requested that their property be excluded from adult mosquito control operations.

Procedure

Persons wishing to exclude their residence from adult mosquito ULV applications, may request to be added to the database in one of the following ways:

1. By calling the District office at 707-285-2200 or 800-231-3236
2. Visiting the District’s website at www.msmosquito.org
3. Making a request in person at the District offices located at 595 Helman Lane, Cotati 94931

Residents who choose to include their residence on the No Adult Mosquito Control list will be advised of the following:

A. Members of the public who have included their residence on the No Adult Mosquito Control list will be notified if an adult mosquito control application will occur within 100’ of their property.

B. If immediate adult mosquito control applications are deemed necessary to address a public health threat, the District may conduct adult mosquito control applications on a given property that is included on the No Adult Mosquito Control list. In such a case, the District will endeavor to notify the resident(s) prior to the application(s). Persons wishing to include their residence on the No Adult Mosquito Control list will be advised to register and include their contact information in the District’s mass communication and notification system. Notification messages will be sent via the preferred method of delivery as designated by the resident at the time they registered with the mass communication and notification system.

C. Other mosquito and vector control work (e.g. mosquito larvicide applications) will continue as needed.

**MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL**



POLICY TITLE: **Adult Mosquito Control No Spray List**
POLICY NUMBER: **A-300**

For most members of the public, there is no need to be concerned about adult mosquito control. The District recognizes that the public has the right to refuse adult mosquito control on their property. Therefore, the District has developed a policy to allow citizens to apply to be on the District's No Spray List.

In order for a citizen to be on the No Spray List, they must give the District their name, address and phone number, either by calling or emailing the District, or sending their information via U.S. Postal Service.

All citizens who apply to be on the No Spray List will receive a phone call by the District to verify their request.

The citizen's information will be added to the District's No Spray List database. Once on the No Spray List, no other information from the citizen is needed.

It is the responsibility of every citizen on the No Spray List to keep their information current with the District.

See the District's **Adult Mosquito Control Notification** policy for information on when adult mosquito control will be used.

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Adult Mosquito Control No Spray List

STAFF REPORT



DATE: August 12, 2020

TO: The Board of Trustees

FROM: Erik Hawk, Assistant Manager, Philip D. Smith, District Manager

SUBJECT: Request for Allocation of Contingency Funds for Phase 2 of the Sonoma Creek Enhancement Project

RECOMMENDATION

Consider a motion to authorize staff to:

1. Expend an amount not to exceed \$42,000 from the District's current budget for "As-Needed" items (1-8230-99) to be used as contingency funding to allow for completion of the project, only if costs exceed the available project budget.
2. Report back to the Board at a subsequent meeting on the project's status and detailing any expenditures made by the District.

BACKGROUND

In 2007, the District first entered a partnership with the United States Fish and Wildlife Service and Audubon California for the first phase of the Sonoma Creek Enhancement Project. The goal of the project was, and remains, to enhance wildlife habitat including threatened and endangered species, and to minimize mosquito production over approximately 300 acres of tidal marsh habitat within the San Pablo Bay National Wildlife Refuge. The project site has been a problematic source of mosquito production since at least the 1960's and the District incurs substantial annual costs related to surveillance and aerial mosquito larvicide applications. Phase 2 of the project will begin late summer or early fall 2020. A specialized contractor will use an amphibious excavator in the marsh to complete the primary tidal exchange channel and create smaller auxiliary channels to facilitate drainage in areas that create mosquito breeding problems after high tide events.

FINANCIAL ANALYSIS

At present, there is sufficient grant funding to complete the work. However, depending on the conditions in the marsh, the degree of difficulty in maneuvering the excavator and creating the auxiliary channels, additional funds may be required to complete the project. In this eventuality, the District would be the only source of funding available to complete the project as designed. Completing the project would offer major benefits to the District, including reduced workload, helicopter time and materials expenditures. Although most aerial larvicide applications at this site are not so expensive, a recent application cost in excess of \$24,000. The average number of applications in recent years has been 8.2 applications per year, with an increasing trend. Last year we applied 11 times. In 2020 to date, we have applied 10 times, with costs totaling over \$50,000. Completion of the project and its drainage channels should greatly reduce the necessity for repeated larvicide applications in the future.

Funds are currently available in the District's FY 20-21 budget in line item 1-8230-99. If the full \$42,000 were needed, staff would work with the Budget Committee to make appropriate adjustments at the time of a mid-year budget amendment.

FIRST AMENDMENT TO MARIN/SONOMA MOSQUITO & VECTOR CONTROL DISTRICT
AMENDED AND RESTATED DISTRICT MANAGER EMPLOYMENT AGREEMENT

This First Amendment (“Amendment”) to the Marin/Sonoma Mosquito & Vector Control District (“DISTRICT”) District Manager Employment Agreement (“Agreement”), dated as of July 1st, 2018 is by and between the DISTRICT, a California Special District and Phillip D. Smith, District Manager, (“SMITH”), and collectively referred to as “the parties.”

RECITALS

WHEREAS, the parties entered into Agreement on July 1st 2018 in order to provide the terms of employment of the District Manager; and

WHEREAS, the parties desire to amend the Agreement to clarify certain provisions of the Agreement.

NOW, THEREFORE, the parties agree as follows.

FIRST AMENDMENT

1. Section 5.0 Salary, is hereby amended in its entirety to read as follows:
“5.0 Salary Effective September 1st, 2020, the DISTRICT agrees to pay SMITH an annual salary of (INSERT TEXT AMOUNT) thousand dollars (INSERT FIGURES). Effective July 1, 2021 the DISTRICT agrees to pay SMITH an annual salary of (INSERT TEXT AMOUNT), (INSERT FIGURES) which is increased by a cost of living adjustment (COLA) equal to the change in the February to February Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers in the San Francisco-Oakland-San Jose Area as reported by the Bureau of Labor Statistics, from the salary effective on September 1, 2020.
Salary will be payable to SMITH at the same time and manner as provided for other exempt employees of the DISTRICT and regardless of the number of hours worked by SMITH during the period of time covered by each installment. SMITH acknowledges and agrees that such compensation for services as District Manager will be in effect unless modified by the mutual agreement of the parties set forth in writing.
2. Other than as stated above, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the above written Effective Date.

Phillip D. Smith, District Manager

Carol Pigoni, Board President
Marin/Sonoma Mosquito & Vector
Control District

Date

Date

Attest: _____

Manager's Report

- Acrylic partitions and shielding were installed to the offices last week to provide increased protection against coronavirus transmission.
- Through the \$13.5B PG&E bankruptcy settlement process, we are still attempting to recover some of the District's costs associated with its efforts in the fire recovery zones. At present we are engaging with BrownGreer PLC, the settlement administrator for the Fire Victims Claims Trust.
- As of August 5th, 2020, the District's OPEB trust fund balance at CERBT has increased to \$4,392,579, slightly exceeding the January 2020 high point of \$4,318,335.
- District financial staff plan to make a deposit to the CERBT OPEB Trust account in the next accounts payable batch. The amount will be comprised of the annual, actuarially determined contribution plus one quarter of the special contribution of \$2.159M authorized by the approved annual budget. The remaining amount of the special contribution will be spaced evenly over the fiscal year. Initially a check for approximately \$2.7M was issued for the entire amount of the special contribution plus the actuarially determined contribution for FY 20-21, but after consulting with Board members, it was decided to divide the total contribution for FY 20-21 into four equal installments. The earlier lump sum contribution shows in this month's financials in the agenda, but the documentation of the voided check and the smaller replacement contribution will be provided in the agenda packet for the Board's next meeting.
- Due to the continuing pandemic, recruitment for the Education Program Specialist remains on hold. As of August 4, Bryce Consulting had not yet completed the total compensation survey for the Mechanic/Facilities Manager position. Recruitment for that position will begin as soon as we have the data and have conferred over the matter with the Western Council of Engineers & its representatives.
- The County of Marin Department of Finance changed its accounts payable process without notifying us and as a result, funds for the August 31st payroll would not have been in Exchange Bank in time had Jennifer Crayne not intervened and requested an emergency wire transfer. To guard against a recurrence, staff proposes a temporary modification to the Board Policy Manual Section 5020 (Banking Direct Deposit Procedures). Please see the main agenda for details.
- President Pigoni and the Executive Committee advise that the Board will likely not meet in September, making October 14th, 2020 the next regular Board meeting date.
- Following a competitive bidding process, we have awarded the contract for ongoing landscape maintenance services to Cagwin & Doward of Petaluma. Similarly, we have awarded a contract for preventive maintenance and repairs to the District's 21 industrial roll-up doors to the Jones Garage Door Company of Petaluma.
- A third competitive procurement process resulted in a new multi-year agreement for copier/printer equipment. As a result, we will have newer, more versatile machines at a lower cost than the prior contract. Thanks to Jennifer Crayne and Dawn Williams for their work on this project.

Assistant Manager's Report

- There have been several high tide events over 6 feet in height, and as a result mosquito production in tidal marshes has been especially heavy over the last month. The Technicians and Field Supervisors have planned and are working diligently to perform timely surveillance and control operations.
- Field staff observed substantial populations of salt marsh mosquitoes (*Aedes dorsalis*) within and adjacent to tidal marsh habitats in Sonoma County in July. After interagency correspondence and calculating the timing of the adult hatch, we feel that it is likely that the mosquitoes came from a neighboring county. Field staff worked to reduce the populations and prevent them from reaching rural properties and cities within flight range (e.g. Sonoma, Petaluma, Novato).
- The District continues to receive service requests pertaining to the house mosquito (*Culex pipiens*). Several of the issues originated from water leaks under homes and resulted in mosquito biting issues in communities.
- The laboratory staff continue to perform tick surveillance, manage large scale mosquito traplines in the field, and manage the District's operational database.
- Yellowjackets have been very active, especially in Marin County. We are receiving numerous requests for yellowjacket service daily. Currently, 2020 is on track to set a record for yellowjacket requests.
- Members of the public continue to utilize and communicate appreciation regarding the mosquitofish pick-up station located adjacent to the front doors of the District office.
- Operations staff are working collaboratively with the Marin County Flood Control District to minimize mosquito production relative to the Novato Creek Dredge Project and Pacheco Pond in the Bel Marin Keys area. So far, both endeavors have been successful.
- We are working collaboratively with the US Fish & Wildlife Service to improve access and achieve mosquito source reduction on Skaggs Island. This site has been an especially problematic source of mosquito production for many years!
- We are excited to welcome Steve Miller into the third Field Supervisor position. Steve served as a Vector Control Technician for over 12 years.
- Recruitments for Field Technician positions will be underway soon.
- Staff, myself, and Manager Smith attended the virtual U.C. Drone Camp at the end of June. The seminars and workshops were well put together, instructed, and informational.

INSERT DATE

Dear District Employee,

Welcome to employment with the Marin/Sonoma Mosquito and Vector Control District (“District”). The District is a public agency charged with the control and abatement of potentially disease-bearing vectors and other pests.

I hope that you will enjoy working at the District and that you find your work interesting and challenging. As a service-oriented organization, our goal is to maintain a friendly and courteous attitude and conduct our daily activities in a manner reflecting pride, efficiency, and competence. This District Employee Policy Manual has been prepared to give employees a better understanding of the District and its operating rules. District employees include administrative and supervisory staff, field and support personnel.

This Manual is designed to guide staff in the day-to-day operations of the District. There will be circumstances, from time to time, which will require changes to the described policies, practices and benefits. Updated pages will be distributed to you as amendments are made and changes occur. Please take a few moments and insert the new material as you receive it.

This District Employee Policy Manual covers work expectations, benefits, and organizational policy, and helps ensure uniformity throughout the organization. It affirms that the District retains sole discretion over the management and operations of the District as well as execution of the District’s goals and policies. Please note that all forms referenced within the Policy Manual can be obtained at the District office.

As a District employee, you are required to read the District Employee Policy Manual carefully, then sign the Employee Statement below and return the signed Statement to the District Manager.

Very truly yours,

Philip D. Smith,
District Manager



Employee Acknowledgment

The District Employee Policy Manual has been prepared for your information and understanding of the policies, philosophies, practices and benefits offered by the District. As a condition of employment, all employees are required to read and request necessary clarification of these Policies. Each employee is required to sign a statement of receipt acknowledging that:

- a) they have received a copy, or has been provided access to the Policies; and
- b) they understand that they are responsible to read and become familiar with the contents and any revisions to the Policies.

PLEASE READ THIS DOCUMENT CAREFULLY. Upon completion of your review, please sign the statement below and return it to the District Manager within five (5) workdays. A reproduction of this acknowledgement appears at the back of this handbook for your records.

My signature below indicates that I have received, read, understand, and accept responsibility for my compliance with the District Employee Policy Manual. I agree to comply with all the District policies, procedures and programs found in the District Employee Policy Manual and subsequent revisions or updates, which will be communicated by the District Manager. I understand and agree that these policies do not create any contract right, nor any express or implied contract of employment. The District retains the full discretion to modify these Policies at any time in accordance with law.

Any questions regarding the interpretation of any material within this manual should be directed to the District Manager or designee.

An official current copy of this manual will be posted to the District intranet for employee review and consultation.

Employee signature

Date



LOYALTY OATH/AFFIRMATION

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Date: _____, 202__

By: _____
(Employee's Signature)

(Print Employee's Name)

Loyalty Oath Administered by:

Date: _____, 202__ By:

[Name of officer authorized to administer loyalty oath/affirmation]

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020



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**MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020**



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MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020



POLICY TITLE: Adoption/Amendment of Policies/Conflicts With MOU

POLICY NUMBER: A-100

Purpose

This District Employee Policy Manual describes the employment policies and practices of the District in effect at the time of publication and/or approved revision. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Distribution

The current manual will be posted on the District intranet site and should be considered the current, authoritative version of the manual.

To provide notification of changes, any written amendments to this handbook will be distributed to all employees.

Amendment of Policies

The District reserves the right and full discretion to revise, modify, delete or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document in accordance with the law. However, any such changes must be in writing and must be adopted by the Board of Trustees by majority vote. The District Manager may also propose amendment, repeal or adoption of policies.

No oral statements or representations can in any way change or alter the provisions of this handbook.

No Contract

These policies do not create any contract right, nor any express or implied contract of employment.

No Conflict with MOU

If a provision of this Manual conflicts with any provision of a valid, applicable memorandum of understanding entered into by the District and a recognized employee organization, to the extent of such conflict, the provision of the memorandum of understanding shall be deemed controlling for employees covered by the memorandum of understanding.

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020



POLICY TITLE: **Appearance Standards**

POLICY NUMBER: **A-200**

Purpose

These dress code, tattoo, and body piercing appearance standards are designed to promote the District's legitimate and non-discriminatory goals to promote workplace safety and a professional image that is consistent with the employee's job duties and level of public contact.

This policy will apply to volunteers who work at public events on behalf of the District.

Standards

Employees are required to dress appropriately for the jobs they are performing. The following requirements shall apply to all District employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with his/her supervisor for consideration and determination.

1. All clothing, prescribed uniforms and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed, including working directly with the public.
2. Employees who are required to enter onto private property as part of their job duties will present themselves neatly and professionally in order to garner public trust and confidence.
3. Prescribed uniforms and safety equipment must be worn.
4. Hair must be neat, clean and well-groomed.
5. Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion and in accordance with the District's facial hair policy where applicable.
6. Jewelry is acceptable except where it constitutes a health or safety hazard.
7. Good personal hygiene is required.
8. Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.

Tattoos

1. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.
2. Any non-conforming tattoos will be covered with clothing, bandage or makeup while at work, or removed.
3. In addition to the above requirements, all visible tattoos larger than an inch in diameter must be covered when employees are required to engage directly with the public for District business.



Piercings

Piercing is acceptable except where it constitutes a health or safety hazard.

Appearance Standards

**MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020**



POLICY TITLE: **Applicability of Policies**

POLICY NUMBER: **A-300**

These Policies apply to all categories of employees of the District unless a specific section or provision excludes a specific category.

Independent contractors, volunteers, and members of the Board of Trustees are not employees. However, where specified, the provisions of specific policies apply to independent contractors, volunteers, and/or members of the Board of Trustees.

Applicability of Policies and Conflicts with MOU

**MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020**



POLICY TITLE: Authority Delegation

POLICY NUMBER: A-400

The Board of Trustees delegates to the District Manager the authority to authorize employment, establish job responsibilities, and perform other personnel actions as to all subordinate employees in accordance with all federal and state laws and regulations and these Policies. The District Manager may delegate responsibility to the Assistant Manager to perform personnel actions in accordance with this section.

For the District Manager, who directly reports to the Board of Trustees, the Board retains authority over all personnel actions as authorized by law and these Policies.

Authority Delegation

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020



POLICY TITLE: **Board of Trustees**

POLICY NUMBER: **B-100**

All policies relating to the Board of Trustees are contained in the **Board Policy Manual**, which can be accessed at the District office at 595 Helman Lane, Cotati and as posted on the District's intranet site.

Board of Trustees

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POLICY TITLE: Catastrophic Leave Policy

POLICY NUMBER: C-100

Purpose

The purpose of this policy is to establish a program allowing District employees to donate accrued sick, vacation, administrative or compensatory time to other eligible employees that are suffering from a catastrophic illness or injury either to themselves, a spouse, registered domestic partner, parent or to a child, or employees experiencing severe hardship resulting from a major disaster.

Definition

Catastrophic Leave is paid leave donated to an employee due to:

1. An employee's serious health condition as defined under the District's Family Medical Leave Policy, and/or life threatening verifiable long-term illness or injury such as, but not limited to, cancer or a heart attack, which clearly disables the individual and puts a financial hardship on the employee.
2. The illness or injury of the employee's spouse, registered domestic partner, parent, or child requiring the employee's care, and that results in the employee being absent for more than twenty (20) consecutive work days and results in financial hardship on the employee.
3. A major disaster declared by the President of the United States if the disaster has caused severe hardship to an employee or a spouse, registered domestic partner, parent or child of the employee that requires the employee to be absent from work, and which puts financial hardship on the employee.

Policy

1. All regular employees of the Marin/Sonoma Mosquito and Vector Control District who have successfully completed 1 (one) year of paid full time work status shall be eligible for Catastrophic Leave due to their own serious illness or injury, in order to care for a spouse, registered domestic partner, child or parent with a serious illness or injury, or to deal with severe hardship resulting from a major disaster.
2. The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for Catastrophic Leave.
3. Catastrophic Leave shall be additional paid leave available from vacation, compensatory or administrative leave, and sick leave hours donated by other District employees to a specific qualified employee.
4. Employees donating sick leave, vacation compensatory or administrative leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least 40 (forty) hours, or a sick leave balance of at least 40 (forty) hours remaining after the donation of vacation or sick leave. Employees may donate all of their accrued compensatory time or administration leave. Donated hours shall be transferred as used.
5. An employee requesting Catastrophic Leave must receive the approval of the District Manager. Such leave may initially be approved up to a maximum of 320 (three hundred and twenty) donated hours (approximately 2 months). If the catastrophic illness or injury continues, additional hours up to 320 (three hundred and twenty) donated hours may be recommended and approved in the following two (2) month period. The amount of leave that may be donated

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by a leave donor in any year generally will not exceed the maximum amount of leave that an employee normally accrues during the year.

6. The Family Medical Leave Act (FMLA) may be used in this type of illness or injury situation and will be reviewed on an individual basis to see how the FMLA would apply.
7. The District's Financial Manager or designee shall account for the donation and disbursement of Catastrophic Leave hours. All time donated will be credited on an hour for hour basis regardless of hourly pay differentials between donating employee and recipient.
8. Catastrophic Leave may be used in conjunction with SDI/PFL benefits upon exhaustion of FMLA/CFRA/PDL qualifying leaves. Catastrophic Leave shall not be used in conjunction with Workers Compensation Leave.
9. In the event of a major disaster, employee leave donations will be deposited in a leave bank for use by employees who have been adversely affected by a specific major disaster. Leave donors may not deposit leave for transfer to a specific leave recipient. Each leave recipient must use the leave for purposes related to the major disaster. The District will make a reasonable determination, based on need, as to how much leave each approved leave recipient may receive under the plan. The District shall adopt a reasonable limit, based on the severity of the disaster, on the period of time after the major disaster occurs during which a leave donor may deposit the leave in the leave bank, and a leave recipient must use the leave received from the leave bank.

Leave deposited on account of one major disaster may be used only for employees affected by that major disaster. Except for an amount so small as to make accounting for it unreasonable or administratively impracticable, any leave deposited under a major disaster leave-sharing plan that is not used by leave recipients by the end of the period specified by the District, must be returned within a reasonable period of time to the leave donors (or, at the employer's option, to those leave donors who are still employed by the employer) so that the donor will be able to use the leave. The amount of leave returned to each leave donor must be in the same proportion as the amount of leave donated by the leave donor bears to the total amount of leave donated on account of that major disaster.

Catastrophic Leave Policy

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POLICY TITLE: Cell Phone/Radio Use Policy

POLICY NUMBER: C-200

Policy

The District requires all employees who use a cell phone or radio in a District vehicle to do so in a safe manner and in accordance with State and Federal Laws. This policy expresses to all employees that cell phone calls are distracting. Any distraction can cause one to lose focus on current surroundings and increase the chances of an accident occurring. Violation of this policy may result in disciplinary action.

General Policy on the Use of District Cell Phones

1. The District provides a District cell phone to each employee required to have one for business reasons, including the need to contact the employee in the field and during work-related emergencies. The District will pay the all costs involved in the use of the cell phone connected to District business. All employees issued a District cell phone shall use such devices in a responsible, appropriate and safe manner. All employees assigned communications equipment shall assume the responsibility to use the equipment in accordance with the provisions of these policies.

Alternatively, the District Manager or designee may authorize an employee to use their personal cell phone for District business. Where such regular use is authorized by the District Manager or designee, the employee shall receive a monthly cell phone stipend of thirty dollars (\$30) per month to cover business-related costs incurred when using their personal cell phones.

Non-exempt employees may not use District cell phones, District electronic devices or personal cell phones for District business while off duty, except as authorized in advance by a supervisor. If a non-exempt employee uses a District cell phone, District electronic device or personal cell phone for District business while off duty, the employee is required to report the time as time worked on their time sheet.

2. The District provides hands free equipment for use with the cell phone.
3. As with other District equipment, employees have no expectation of privacy in District-issued cell phones or the data contained therein. For these purposes, data includes, but is not limited to, text messages, e-mails and call history. Communications and data usage on the cell phone will be monitored, and the District may inspect data contained in the cell phone at any time and without notice to the employee.
4. Employees shall protect District telecommunications devices from loss or damage. If such a device is damaged, fails to work properly, or is stolen or lost, the employee shall immediately notify his or her supervisor.
5. District cell phones should only be used by District employees in the performance of their official duties. Personal use of District cell phones is prohibited, except: where specifically authorized by the District Manager or Assistant Manager; brief, urgent communication from immediate family members or caregivers; or in the case of an emergency when urgent communication is required.

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6. Employees must acquaint themselves with the rate plan that applies to their cell phone and use their best efforts to make the most economical and cost efficient use of the cell phone.
7. Because cell phones have additional "air time" and possible other charges, employees are expected to use a wired landline telephone when available. Employees may make calls from District cell phones only when the call cannot be made at any other time with a provided landline telephone.
8. Each month, cell phone bills will be monitored and any excessive or non-authorized use of District cell phones will be addressed. Employees are subject to discipline for excessive or non-authorized use of District cell phones.
9. Employees are prohibited from using the camera function on District cell phones, except for legitimate business purposes as authorized by a supervisor for work-related purposes.

Use of Personal Cell Phones On Work Time Prohibited

Unless an employee is authorized by the District Manager or designee to use a personal cell phone or other personal communication technology (e.g., smart watch) for District business, the cell phone provided by the District is the only cell phone that an employee can have on his or her person while on District work time and/or business.

Employees are not allowed to use a personal cell phone during business hours/duty time. Personal cell phone use is only permitted during rest and meal breaks, and in the event of an emergency.

Use of District or Personal Cell Phone and Radios While Operating a Vehicle in the Course and Scope of Employment

1. Safety Requirements
 - a. Pursuant to California law and in the interest of safety, District employees are prohibited from using cell phones while driving within the course and scope of employment, except for with hands-free equipment.
 - b. If an employee's job duties require the employee to keep his or her cell phone turned on while driving, they must use a hands-free device and safely pull off the road before taking a phone call.
 - c. Employees often receive service calls on their cell phones or radios while operating a vehicle. When receiving a radio/phone call, employees may only answer, via hands free device, if it is safe to do so and only to briefly respond and end the call. When answering, the employee must inform the caller that they are driving, and inform the caller that the call will be returned. When safe, the employee should pull over to a safe area and contact the caller to complete the call. In the alternative, employees may ask the caller to call you back after a time period sufficient to find a safe place to stop the vehicle. Do not attempt to write down a phone number while driving.
 - d. Under no circumstances should employees compose, send or read text messages, e-mails or instant messages while operating a motor vehicle in the performance of their job duties for the District.
 - e. Employees should be aware of the features of their cell phone and/or radio so as to minimize the time spent looking at the device while driving.



- f. Employees must keep their cell phone and/or radio within easy reach to ensure that it can be answered if necessary.

2. Emergency Procedures

Pursuant to the California Vehicle Code, employees may use a cell phone (without a hands free device) while driving in the course and scope of their employment with the District for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity.

Penalty for Misuse of Cell Phones and Radios Under this Policy

For violations of this policy, the following progressive discipline will be followed:

1. First offense: An oral reprimand issued.
2. Second offense: A written reprimand issued.
3. Third offense: Suspension without pay.
4. Fourth offense: Termination.

The District reserves the right to apply higher levels of discipline for first, second and third offenses of a serious nature (e.g., violation of the hands-free requirement, and cell phone or radio use resulting in vehicle accidents or law enforcement citations).

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POLICY TITLE: **Class A Driver's License Incentive Pay**

POLICY NUMBER: **C-300**

Purpose

When the District requires a full time employee to obtain or maintain a California Class A Driver's License, the District shall cover the cost of the employee's DMV physical and the fees associated with Department of Transportation (DOT) Drug and Alcohol testing.

Incentive Pay

The District also recognizes the extra responsibility that comes along with having a Class A License. The District shall:

1. Select up to three (3) District employees to obtain or maintain a Class A license, as workload demands, to use for District business purposes.
2. Every two (2) years the employee will receive \$1,000, upon completion and passing of the physical and eye exam required by the State of California, as Class A Driver's License Incentive Pay. Effective with each new or renewed allocation following July 1, 2020, the Class A Driver's License Incentive Pay will be paid on a pay period basis in the amount of twenty dollars and eighty-three cents (\$20.83) per pay period, in lieu of a lump sum payment.

Requirements

An employee assigned to receive Class A Driver's License Incentive Pay must maintain a driving record with no more than two (2) DMV points. An employee assigned to receive Class A Driver's License Incentive Pay who obtains more than two (2) DMV points will no longer be eligible for Class A Driver's License Incentive Pay.

The employee will be placed in a random pool draw for drug and alcohol testing provided by the District, in accordance with the District's Policy Drug and Alcohol Free Workplace Policy.

An employee assigned to receive Class A Driver's License Incentive Pay who is convicted of one (1) driving under the influence of drugs or alcohol, will no longer be eligible for Class A Driver's License Incentive Pay.

Class A Driver's License Incentive Pay

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POLICY TITLE: **Communication System**

POLICY NUMBER: **C-400**

Purpose

The Marin/Sonoma Mosquito and Vector Control District's public notification system exists to enable the District to directly contact the public via telephone or other means.

Use

This system shall be used to communicate with the public on the following topics:

1. An arising Public Health situation, e.g., outbreaks of mosquito-borne viruses such as the West Nile virus (WNV), invasive species outbreaks, or any other arbovirus.
2. To provide advice on preventative measures the public can take when mosquito control measures are required.
3. To notify the public, when necessary, regarding areas that will receive large scale, adult mosquito control applications.

Any other uses of the communication system besides the conditions cited above require the direct approval of the District Manager or designee.

Communication System



POLICY TITLE: **Compensation**

POLICY NUMBER: **C-500**

Compensation at hiring

1. New Employees

All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed, except as provided elsewhere herein. The District's salary schedule is maintained at the District's offices and on the District's website.

2. Advanced Step Hiring

If the District Manager (or Financial Manager) finds that an applicant is more qualified for the position due to education or other means the District Manager may hire an employee at an advanced salary schedule step based on the skills and/or prior experience of the applicant.

3. Former Employees

A person who previously held a full-time position and was separated in good standing may, when re-employed within twelve months after separation in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination., .

Merit Advancement within Range

1. Performance Evaluation Required

The Manager will authorize merit advancement within salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. (Performance Evaluations are covered in this policy manual at Policy Number P-100.)

2. Period of Employment Required for Merit Advancement

Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following time of employment to be eligible to receive a merit increase:

a. New Employees

A person hired as a new employee shall have a merit advancement date after completion of one (1) year of full time satisfactory service in the first step of the salary range and the passing of State Certification Tests A and B: Pesticide and Mosquito Control, and the recommendation of the District Manager.

b. Promotion or Demotion

An employee who is promoted or demoted shall have a new merit advancement date, which shall be one year from the date of promotion or demotion.



c. Voluntary Demotion

An employee who voluntarily demotes to a position at a lower salary range shall have no change in advancement date.

d. Change in Range Allocation

If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

Compensation at Promotion

Employees promoted to a position with a higher salary range will be placed at the lowest step of the salary schedule of the new classification which provides a salary increase that is closest to five percent (5%) over the salary received prior to promotion. An employee may not receive an increase at promotion that exceeds the top step of the salary range for the new classification.

Compensation

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POLICY TITLE: **Conducting Personal Business**

POLICY NUMBER: **C-600**

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours with the exception of meal periods and break times. Employees who conduct personal business or business for another employer during duty time are subject to discipline, up to and including termination.

Conducting Personal Business

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POLICY TITLE: Confidentiality and District Work Product

POLICY NUMBER: C-700

Confidentiality

In the course of his/her work, an employee may have access to confidential information regarding the District, its suppliers, its customers or perhaps even fellow employees. Each employee is responsible for safeguarding confidential information obtained during employment. An employee may never reveal or divulge any such information unless it is necessary to do so in the performance of the employee's duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the District Manager. Any breach of this policy will not be tolerated and may result in discipline, up to and including termination.

Work Product

All work product developed by District employees during the course of their employment is exclusive property of the District and, as such, employees have no personal property rights to any District work product.

Work product includes but is not limited to items such as: reports, studies, drawings, presentation materials, models, correspondence, budgets, projections, databases, email and all other records whether in electronic format or hard copy. Under no circumstances should any of these items be removed from the District without the knowledge and permission of an employee's supervisor or other authorized manager.

Employees knowingly providing these items directly to any third party without proper authorization may be subject to disciplinary action, up to and including termination.

Confidentiality and District Work Product

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POLICY TITLE: **Confined Space**

POLICY NUMBER: **C-800**

Purpose

It is the intent of this policy to give guidance to Marin/Sonoma Mosquito and Vector Control staff in responding to mosquito or vector problems.

Policy

1. No employee will go underneath a residence or business building for any reason, except as authorized by a direct supervisor.
2. No employee will go underground via manhole or sewer access at any time.
3. Confined spaces require special breathing equipment, and the District does not carry this type of equipment.

Confined Space

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POLICY TITLE: **Credit Cards**

POLICY NUMBER: **C-900**

Pre-Approval

Unless otherwise directed, employees must receive oral or written approval from the District Manager or designee before making purchases on a District credit card.

Documentation

Employees must submit all receipts for purchases made to the District Manager, Financial Manager or other responsible managing employee before the end of each calendar month. If purchases are made without pre-approval or without the required documentation, the employee may be required to reimburse the District for the amount charged to the credit card.

Required Identification

All purchases made with the District's credit cards require the employee to show their District Identification card.

Restrictions

In accordance with California Government Code Section 50084.5 (AB-1399), all Trustees and District employees are prohibited from making available to any non-agency person or persons a credit card issued by the District.

Credit Cards

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POLICY TITLE: **Customer/Public Relations**

POLICY NUMBER: **C-1000**

Employees are expected to be polite, courteous, prompt and attentive to every customer. When a situation arises in which the employee does not feel comfortable or capable of handling a customer/public relations problem, they should call a supervisor immediately.

Customer / Public Relations



POLICY TITLE: Disaster Plan and Disaster Service Workers

POLICY NUMBER: D-100

Purpose

The purpose of this plan is to provide for the preparation and implementation of plans to provide services within this District in the event of an emergency, to empower certain District officials to promulgate orders and regulations necessary to provide for the protection of life and property or to preserve public order and safety, and to provide for the coordination of the emergency service functions of this District with all other public agencies and affected private persons, corporations, and organizations.

Emergency Defined

As used in this chapter, “local emergency” or “emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the District caused by such conditions as air pollution, fire, flood, storm, tsunami, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic eruption, riot, pandemic, or other conditions, except those resulting from a labor controversy, which are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of the District, and the control of which requires the combined forces of this District with other political subdivisions.

Authorization of Emergency Plan

The President of the Board of Trustees, who shall be chairperson, shall activate the District’s disaster plan upon the direction of the District Board of Trustees. The Chairperson is empowered to review, and recommend for adoption by the District Board of Trustees, emergency and mutual aid plans and agreements and such ordinances, resolutions, rules, and regulations as are necessary to implement these plans and agreements, and to perform such other functions as may be designated in the emergency operations plan.

Emergency Operations Plan

The District Board of Trustees shall adopt an emergency operations plan. The plan shall provide for the effective mobilization of all of the resources of the District, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency as those terms are defined in this chapter or by state law. The District Board of Trustees shall periodically review the plan to ensure the maximum effectiveness of the plan. The plan shall be considered supplementary to this chapter, but shall have the effect of law whenever an emergency, as provided in this chapter, has been proclaimed.

Director and Assistant Director of Emergency Services—Powers and Duties.

The Director of Emergency Services, who shall be the District Manager, shall have the following powers and duties:

1. Request the District Board of Trustees proclaim the existence or threatened existence of a local emergency, and the termination thereof, if the Board is in session. The District Manager may issue such a proclamation if the Board is not in session, and in such event, the District Board of Trustees shall take action to ratify the proclamation at the earliest practicable time, but in no event more than seven days after issuance of the proclamation;

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2. Request the Governor proclaim a state of emergency when, in the opinion of the District Manager, resources available locally are inadequate to cope with the emergency;
3. Control and direct the efforts of the emergency organization of the District Departments to accomplish the purposes of this plan;
4. Direct cooperation between, and coordination of, the services and staff of the emergency organization of the District and resolve questions of authority and responsibility that may arise between them;
5. Redirect employees of this District from their usual job assignments to their disaster service assignment;
6. Authorize the payment of overtime compensation to disaster service workers;
7. Represent the emergency organization of the District in all dealings with public or private agencies pertaining to emergencies as defined in this chapter;
8. Prepare and maintain, on a current basis, the emergency operations plan as provided, and described, in this chapter, and submit the plan to the District Board of Trustees for approval. Emergency Organization. All officers and employees of this District, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law be charged with duties incident to the protection of life and property in this District during an emergency, shall constitute the Emergency Organization of the District.

Disaster Service Workers

Under Section 3100 of the California Government Code, all public employees in California are Disaster Service Workers who can be called upon in any emergency. This means that District employees have a responsibility to help in a disaster. During an emergency or disaster, the District may assign employees to perform disaster service work, which may be outside the employee's normal scope of duties and regular work schedule. Employees may also be required to perform their usual duties at a different location or during different or additional hours, and/or to support emergency operations in the County's Emergency Operations Center (EOC).

All District employees, except foreign nationals, are required to take the loyalty oath/affirmation provided by the District, as set forth in the Constitution of California.

Employees are required to fulfill disaster service worker training, as assigned.

When working in the role as a Disaster Service Worker, employees are required to keep detailed records of assignments, time worked, and any reimbursable expenses such as travel expenses. Employees should remain in close communication with their assigned Disaster Service Manager.

Reporting Requirements of District Employees.

Upon the assignment of District Employees to their disaster service assignment, employees must contact by telephone and/or email as soon as practical before the start of their scheduled shifts the District Manager and advise why they are unable to report to work and when they expect to be able to report to work. After the initial report, the employee shall update every 24 hours the District Manager regarding their inability to report to work. The employee must receive authorization from the District Manager for absences. The District Manager will authorize absences for an employee to take care of

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minor children if their schools are closed due to the disaster and/or until relieved by another caregiver, sick family members until relieved by another caregiver, to prepare for the evacuation of homes, or other reasonable absences.

Severability.

If any section, subsection, sentence, clause or phrase of this policy is, for any reason, held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this policy.

Disaster Plan



POLICY TITLE: **Disciplinary Action**

POLICY NUMBER: **D-200**

Policy and Applicability

All employees are subject to discipline and termination as outlined below.

The following categories of persons can be terminated at-will and have no rights to any of the pre- or post-disciplinary processes or procedures in this Policy: (1) temporary employees, (2) provisional or seasonal employees, (3) probationary employees (See Policy P-101), (4) any person who serves pursuant to a contract, and (5) any person who is designated “at-will” in any District policy, document, acknowledgement, resolution or ordinance.

In addition, any regular employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) is not subject to any disciplinary penalty that is inconsistent with his or her FLSA overtime-exempt status.

Grounds for Discipline

1. Discourteous or offensive treatment of the public or fellow employees.
2. Abusive conduct, including malicious verbal, visual or physical actions, or the gratuitous sabotage or undermining of a person’s work performance.
3. Violation of any District rule, policy or regulation, ordinance or resolution.
4. Drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.
5. Being under the influence of prescription medication that affects the safe and effective completion of job duties, or violation of the District’s Drug & Alcohol Free Workplace Policy.
6. Abuse of sick leave (use of sick leave for purposes other than illness, injury or to care for an ill or injured family member).
7. Disorderly conduct.
8. Incompetence or inefficiency.
9. Being wasteful of material, property, or working time.
10. Violation of any lawful or reasonable regulation or order made and given by an employee’s supervisor; insubordination, insulting or demeaning the authority of a supervisor or manager.
11. Neglect of duty.
12. Dishonesty (including, but not limited to, making any false statement, omission or misrepresentation of a material fact).
13. Misuse or unauthorized use of District property, including, but not limited to: physical property,

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tools, equipment, District communication systems, District cell phones and/or radios, District electronic media or intellectual property.

14. Conduct unbecoming of a District employee.
15. Absence without authorized leave.
16. Excessive absenteeism and/or tardiness. .
17. Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment.
18. Unsatisfactory job performance.
19. Malfeasance or misconduct, which shall be deemed to include, but shall not be limited to the following acts or omissions:
 - a. Conviction of a felony that has a nexus to the employee's job duties. "Conviction" shall be construed to be a determination of guilt of the accused by a court, including a plea of guilty or nolo contendere, regardless of sentence, grant of probation or otherwise.
 - b. The damaging of District property, equipment or vehicles.
20. Theft.
21. Mishandling of public funds.
22. Falsifying any District record, including falsifying, altering or tampering with time records, or recording time on another employee's time record.
23. Failure to cooperate with employee's supervisor or fellow employees.
24. Violation of the District's policy against harassment, discrimination and retaliation.
25. Failure to comply with OSHA Safety Standards and District safety policies.
26. Working overtime without prior authorization.
27. Reckless or unsafe conduct.
28. Failure to possess or keep in effect any license, certification, certification, or other similar requirement specified in the employee's job description or otherwise necessary for the employee to perform the duties of the position.

Administrative Leave

The District Manager may place an employee on an administrative leave with pay (1) when the District Manager believes that the employee's continued presence at the work site could have detrimental consequences for District operations, or (2) pending investigation into charges of misconduct. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action may be taken in accordance with these procedures.



Types of Progressive Discipline

Supervisor's File Memo

A supervisor's file memo may be provided to an employee to identify a failure of appropriate conduct or performance issue; to explain the performance the employee is required to demonstrate in the future; and to explain consequences for failure to correct the behavior or problem. A supervisor's file memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A supervisor's file memo is not subject to the discipline or discipline appeal procedures described below.

Oral Reprimand

This is an oral admonishment which alerts the employee to an area of concern. The oral reprimand may be confirmed by a written memorandum, but the memorandum will not be placed in the employee's personnel file. An oral reprimand is not subject to the discipline or discipline appeal procedures described below.

Written Reprimand

A supervisor may reprimand an employee by furnishing him/her with a written statement of the specific reasons to reprimand. A copy of the reprimand will be retained in the employee's personnel file, and may not be appealed. The employee has the right to have a written rebuttal attached to the reprimand in the employee's personnel file if the rebuttal is submitted to the District Manager within 10 working days of the date the reprimand was received.

Suspension Without Pay

The District Manager (or designee) may suspend an employee from paid status from his or her position for cause. Documents related to a suspension shall become part of the employee's personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and the opportunity to appeal as provided in this policy. Employees who are exempt from Fair Labor Standards Act (FLSA) overtime will only be suspended as authorized by the FLSA. FLSA-exempt employees can only be suspended in the following circumstances: 1) for the entire FLSA-designated work week; 2) for one or more full days for violation of a written workplace conduct rule; or 3) for one or more full days for a major safety violation relating to the prevention of serious danger in the workplace or to other employees.

Demotion

The District Manager (or designee) may demote an employee from his or her position for cause. Documents related to a demotion may become part of the employee's personnel file when the discipline is final. An employee subject to demotion will receive prior written notice and the opportunity to appeal as provided in this policy.

Disciplinary Termination

The District Manager (or designee) may terminate an employee from his or her position for cause. Documents related to termination shall become part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and appeal as provided in this policy.



Oral and Written Reprimands

All reprimands will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement of the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

All negative evaluations or letters of reprimand shall remain part of the employee's personnel file. Negative evaluation shall not be used by the District Manager in decisions to dismiss if the performance or the action that merited a warning has not recurred, each/both within a period of at least one year.

Pre-Disciplinary Procedures for Suspension, Demotion or Disciplinary Termination of Regular Employees

Any proposed disciplinary action against a regular employee that may result in suspension without pay, demotion, reduction in pay or disciplinary termination shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice will be prepared by the District Manager after consultation with the District Counsel and will contain the following:

A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

1. The level of discipline intended to be imposed;
2. A statement of the acts or omissions upon which the action is based;
3. A description of the ordinance, regulation or rule(s) violated;
4. A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;
5. A statement advising the employee of the right to respond to the District Manager regarding the changes within five working days from the date of the Notice, either by requesting a conference, by providing a written response, or both;
6. A date by which time the employee must respond in writing if he/she wished to contest the action.

All notices of proposed action shall be personally served or be mailed by certified mail, return receipt requested, to the last known address of the employee.

An employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the District Manager within five working days of the date of notification. Failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

The District Manager, upon receipt of the appeal, will schedule an informal meeting at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The employee will be entitled to a representative of his or her choice during the meeting.



The hearing guidelines and format will be available upon request.

Procedures for Final Disciplinary Action and Disciplinary Termination of Regular Employees

The District Manager will issue his/her opinion and decision within ten working days of the hearing. If the District Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

The District Manager will prepare and provide the employee with a final notice that contains the following:

1. The level of discipline, if any, to be imposed and the effective date of the discipline;
2. The specific charges upon which the discipline is based;
3. A summary of the facts upon which the charges are based;
4. A copy of all written materials, reports, or documents upon which the discipline is based; and
5. A statement of the nature of the employee's right to appeal.

The final notice of discipline will be sent by a mail method that verifies delivery to the last known address of the employee, or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

Post Disciplinary Appeal Procedures for Suspension Without Pay, Demotion and Disciplinary Termination of Regular Employees

If the employee is unsatisfied with the District Manager's decision, the employee may appeal the discipline or termination to the Board of Trustees panel by filing a notice of appeal with the District Manager within ten working days of the District Manager's decision.

The letter requesting a hearing before the Board panel must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the District Manager will be the only information communicated to any Board member prior to the actual presentation to the Board panel.

Appeal to Board of Trustees Panel:

1. A Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, shall hear the appeal. The Board-appointed, three-person panel shall hold a hearing not later than sixty (60) days from the date of filing the appeal, unless otherwise agreed to by the parties.
2. The Panel shall issue an advisory decision within fourteen (14) days after the hearing has been completed and the briefs, if any, have been submitted.
3. Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt or reject that decision as a final decision on the discipline, to the extent permitted by the laws of the State. A Panel decision affirmed by the

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Board is a final decision from the Board

4. The Board of Trustees shall send the final decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives. Copies shall also be distributed to the District Manager.
5. Judicial review of any decision of the full Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90th) day following the date on which the Board of Trustees gives written notice of the final decision.

Disciplinary Action

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POLICY TITLE: **Driver's Eligibility for District's Insurance**

POLICY NUMBER: **D-300**

Purpose

Every employee of this District for whom driving on District business is a job requirement is required to (a) maintain a current California driver's license, (b) follow the by-laws set up by the District's insurance administrator - the Vector Control Joint Powers Agency (VCJPA), and (c) remain eligible for insurance coverage through the VCJPA..

Prior to hiring, the District will obtain an initial DMV report for every employee including full-time, part-time, temporary and seasonal. The District will submit a copy of the report to the VCJPA.

The District will file each employee's name with the DMV's Driver Record Information Service, which will forward a copy of the report and any follow-up notifications to the District.

An employee who is ineligible for insurance coverage through the VCJPA and/or does not have a valid driver's license is prohibited from driving on District business.

The District reserves the right to determine an employee's eligibility to drive a District vehicle on District business. Employees are required to maintain a safe and careful driving record, and allow no more than three points as determined by the Department of Motor Vehicles to accumulate on his/her DMV report. The District reserves the right to revoke permission to drive a District vehicle or to drive on District business, and to take disciplinary action against an employee up to and including discharge for failure to meet minimum job requirements.

Every member District is required to keep on file a copy of the Driver Eligibility for District Insurance policy, signed by each employee who drives District vehicles and/or drives on District business.

Driver's Eligibility for District's Insurance



POLICY TITLE: District Vehicles

POLICY NUMBER: D-400

Policy

This policy concerns the District's guidelines and conditions for the use of District-owned vehicles. It is the District's intention that all District officers be provided transportation for the necessary performance of their assigned duties, and will either have a vehicle available for their use, or be reimbursed for the use of their private vehicle when such use is authorized.

According to District policy and part of the contract agreement, the District Manager is provided full use of a District vehicle together with all maintenance, insurance, taxes and costs associated with its upkeep. Because he/she has the vehicle in fulfillment of District responsibilities, expenses associated with personal use shall be apportioned and reimbursed to the District.

Application

This policy applies to each District employee who regularly or occasionally is required to drive a District vehicle as part of his/her employment. District employees and officers driving District vehicles must have a valid California driver's license of the appropriate class.

DMV Report

The District obtains a driver's record report from the State Department of Motor Vehicles for each employee. From time to time, it also obtains updated reports. Any employee subject to this policy must cooperate with the District in obtaining such reports.

Employees are required to maintain a safe and careful driving record, and allow no more than three points as determined by the Department of Motor Vehicles to accumulate on his/her DMV report. An employee who allows more than three points to accumulate, or who is convicted of a felony involving conduct while driving a vehicle, will be subject to discipline up to and including dismissal for failure to meet job requirements.

Each employee subject to this policy must sign a statement acknowledging that he/she has read, understands, and agrees to comply with this policy of Vector Control Joint Powers Agency (VCJPA) guidelines. A copy of the policy and implementing resolution is available at the District Office.

District Vehicle Use

Employees must obey the following guidelines when using District vehicles:

1. District vehicles may be driven only by authorized District employees and officers, and may only be used for conducting District business. California Government Code Section 50084.5 (AB 1399) prohibits any employee from allowing any unauthorized person, including an immediate family member, to use a vehicle owned and operated by a public agency.
2. District vehicles must at all times be driven in compliance with state and local traffic laws and regulations, and in a safe and courteous manner. Employees are prohibited from engaging in angry behavior, inappropriate gestures, and aggressive acts while driving.
3. The vehicle operator and all passengers must wear safety belts whenever the vehicle is in

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motion.

4. No posters, stickers or advertisements of any form may be placed upon District vehicles without prior approval of the District Manager.
5. District vehicles may be monitored and searched at any time for any reason. District employees have no expectation of privacy in regard to District vehicles and their use.
6. It is the responsibility of the vehicle operator to perform all normal operator inspection tasks periodically between scheduled service intervals, including checking oil levels, coolant levels, tire pressure, cleaning windshields and refueling (vehicles should never be allowed to go below $\frac{1}{4}$ tank of fuel). Vehicle (i.e. trucks and ATVs) and trailer tires should be visually inspected before the vehicle is used each day and the tire pressure on vehicles should be checked with a gauge monthly even if tire pressures visually appear to be within specifications. The tire pressure on trailer tires should be checked before each use. It is also the operator's responsibility to keep the vehicle clean inside and out, and to report any problems, malfunctions, or needed replacement items to the shop staff. Issues should be reported in writing on work order form and submitted to shop staff.

District Vehicle

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POLICY TITLE: Drug and Alcohol Free Workplace

POLICY NUMBER: D-500

Purpose

All work environments of District Employees must be safe, productive, and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

Applicability

This policy applies to all employees when they are on District property or when performing any District-related business. Compliance with this policy is a condition of District employment. Commission of any of the prohibited conduct described herein will subject the employee to disciplinary action up to and including termination.

Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work.

A safety-sensitive employee is:

1. One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license;
2. One who has voluntarily driven a District vehicle requiring a commercial license within the last 12- month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license; or
3. One who performs safety-sensitive functions, such as jobs that involve the direct influence over children. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Prohibited Substances

"Prohibited Substances" addressed by this policy include all substances prohibited by Department of Transportation guidelines including, but not limited to, the following examples:

Drugs

Marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine.

Alcohol

The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight



alcohol, including methyl or isopropyl alcohol.

Legal Medications

Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing District business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. An employee must notify his/her supervisor before beginning work when taking medications or drugs that could interfere with the safe and effective performance of duties or operation of District equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance. The employee will be required to use their own paid leave for the time required to obtain medical clearance.

Prohibited Employee Conduct

1. Engaging in unlawful manufacture, sale, purchase, or distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement will be notified, as appropriate, where criminal activity is suspected.
2. Except as prescribed by a physician, employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work, while assigned to be on-call, and while subject to call back.
3. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP), and may result in discipline up to and including termination of employment.
4. No employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during work hours, or within four (4) hours of reporting for duty. Violations of this provision are prohibited and will subject the employee to disciplinary action, including removal from duty and referral to a qualified Substance Abuse Professional (SAP).
5. The District is dedicated to assuring fair and equitable application of this Substance Abuse policy. Supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination of employment.
6. Any employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be removed from duty immediately, referred to an SAP, and may be subject to discipline. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other

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controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

Notification

1. An employee is required to notify his or her manager or department head before beginning work when taking medications or drugs that could interfere with the safe and effective performance of duties or operation(s) of the District.
2. Pursuant to the "Drug Free Workplace Act of 1988," District employees are required to notify the District Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction. Any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

Rehabilitation

The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be held in abeyance by the District Manager pending the employee's participation in a formal rehabilitation program. The District Manager has discretion to handle each case individually, with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration.

Discipline or termination that is held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

- Successfully complete an approved rehabilitation program;
- Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,
- Be subject to periodic testing without further reasonable cause.

If an employee is returned to duty following rehabilitation, he/she must agree to and sign a **Return-To-Duty Agreement**, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

Employees who are found to have brought drugs, alcohol or other prescription or non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without the opportunity to hold discipline in abeyance pending participation in a rehabilitation program.

The District is committed to providing reasonable accommodation to those employees whose alcohol or drug abuse problem classifies them as disabled under federal and/or state law.

Searches

In order to promote a safe, productive, and efficient workplace, the District has the right to search

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and inspect all District property, including but not limited to lockers, offices, storage areas, furniture, District vehicles, and other places under the common control of the District, or under joint control of the District and employees. No employee has any expectation of privacy in any District building, property, vehicle, or communications system.

Circumstances under which Employees may be Tested

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances. The District will use an outside laboratory to perform all testing. The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

1. Pre-Employment Testing for Applicants of Certain Jobs:

Those external applicants who apply for certain jobs where a special need for pre-employment drug and alcohol testing exists, including those safety-sensitive employees as defined in this policy, must take and pass a drug and alcohol test following a conditional offer of employment.

Jobs where a special need exists are jobs that require:

- Work with children
- Operation of heavy or specialized machinery or equipment
- Driving on a regular basis on District business
- Pesticide application, or
- Other special safety issues.

Receipt of a satisfactory test result is required prior to employment, and failure of a controlled substance test will disqualify the candidate from further consideration for employment. As required by DOT regulations, current employees who transfer from a non-safety sensitive position to a safety-sensitive position will be asked to provide, by written consent, alcohol and drug testing records for the two (2) year period prior to the date of application. Such records shall be obtained from employers who have employed the employee during any period during the two years before the date of the employee's application or transfer. These records shall include any alcohol test results of .04 or higher alcohol concentration, refusals to be tested, verified positive drug tests and documentation of the successful completion of return-to-duty requirements. Current employees, who promote, demote, or transfer from a non-safety-sensitive to a safety-sensitive position, shall test negative prior to assignment to a safety-sensitive classification.

The District will obtain records from the previous employers of new employees in safety sensitive positions, in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or fail to provide "clean" records from previous employers will fail to complete the District's probationary period.

2. Reasonable Suspicion Testing

Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty will be removed from job duties and be required to undergo a reasonable suspicion controlled substance and/or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guideline.



To ensure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. Reasonable suspicion is demonstrated by personal observation of an employee's performance, appearance, behavior, speech, odor, a serious accident or potentially serious near-accident, safety violation, possession, information provided either by reliable and credible sources; or independently corroborated. If the District suspects drugs or alcohol may have played a role in an accident involving District property or equipment, that will also constitute reasonable suspicion. The supervisor shall record the factors that support reasonable suspicion in writing in advance of testing.

Said employee will be subject to testing for the presence of alcohol or drugs in his/her body.

- Presence of such substances will result in disciplinary action up to and including termination, as described above.
- An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.
- If a qualified physician, as part of the examination determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

3. Post-Accident Testing

Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incur disabling damage that requires towing from the site; or the safety-sensitive employee receives a citation under State or local law for a moving violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours following the accident for alcohol and thirty-two hours following the accident for controlled substances. Any employee who leaves the scene of an accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but also any other employees whose performance could have contributed to the accident.

4. Random Testing

Employees working in safety-sensitive classification and employees who perform safety-sensitive functions, as defined by the DOT, will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each employee in a safety-sensitive classification/function will have an equal chance of being tested each time selections are made. Employees in safety-sensitive classifications/functions will be tested either just before departure, or during duty, or just after the employee has ceased performing his/her duty.

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When employees in safety-sensitive classifications/functions are off work due to a long-term lay-off, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of employees in safety-sensitive classifications/functions selected for random testing will be the amount required in DOT guidelines. Currently, 25% of the employee pool is tested for alcohol and 50% for substance abuse. The employee pool will either be all District employees in safety-sensitive classifications/functions or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

Department of Transportation Requirements

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS), including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines.

An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum threshold established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of the DOT guidelines and this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and evaluated by an SAP.

5. Return-to-Duty Testing

All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first twelve months, nor longer than sixty months in total, following return to duty. This testing is separate from any random testing obligation.

6. Employee Requested Testing

Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The

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method of collecting, storing and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the Medical Review Officer (MRO) within seventy-two hours of notice of the initial test result. Requests after seventy-two hours will be only accepted if the delay was due to documental facts that were beyond the control of the employee.

Record Retention

The District is obligated to maintain records of the administration, including violations, of this policy for a period of five (5) years.

Any laboratory reports and test results shall not appear in an employee's general personnel folder but will be contained in a separate confidential medical folder that will be securely kept. The report or test results may be disclosed to District management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur under the following situations:

1. When the information is compelled by law or by judicial or administrative process;
2. When the information has been placed at issue in a formal dispute between the employer and employee;
3. When the information is to be used in administering an employee benefit plan;
4. When the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure; or
5. When requested by the DOT or any state or local officials with regulatory authority over the District or any of its safety-sensitive employees.

Test Related Time-Off Work Provisions

Any employee who is relieved from duty due to a positive drug or controlled substance test must use accumulated compensated leave (i.e., vacation, sick leave, admin. leave, personal necessity leave or floating holidays, if any) during the regular scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or controlled substance test, such time shall be without pay. In the event there is a false positive test, the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

Contact Person

Any questions regarding this policy should be directed to the District Manager:

Name: Phil Smith
Title: District Manager
Address: 595 Helman Lane, Cotati, CA 94931
Telephone: (707) 285-2200 / (800) 231-3236

TESTING PROCEDURES

Reasonable Suspicion Testing

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1. A supervisor observes an employee who may possibly be under the influence of alcohol and/or controlled substances.

Any employee may identify someone suspected of alcohol and/or controlled substance abuse to any supervisor. (Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action.) The supervisor must witness first-hand the employee's signs and symptoms.

2. The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.
3. When the supervisor(s) suspect and believe that an employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as driver's license photo or state-issued photo identification card. Whenever practical, the District Manager (or his/her designee) should be notified in advance of the employee being taken to the collection site.
4. At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
5. The District will take precautions to prevent the employee being tested from going back to work and driving his/her own car home if any tests are positive. Instead, a District employee (or others designated) will take the employee home from the collection site.

The employee whose results are negative (0.02 alcohol concentration or less) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive duty for twenty-four hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment, which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

6. The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

DOT-Authorized Random Testing for Particular Classifications

1. The compliance company notifies the District Manager, who in turn notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.

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2. The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of the testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification, such as a driver's license photo or state-issued photo identification card.
3. At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled substances are to be tested for) and/or breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
4. The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform safety-sensitive functions for twenty-four hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.
5. The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified positive by a Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

Post-Accident Testing

1. The safety-sensitive employee notifies a supervisor that an accident has occurred.
2. The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a driver's license photo or state-issued photo identification card.
3. At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
4. The District Manager (or his/her designee) will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.
5. The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test

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results indicate alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or to perform a safety-sensitive function for twenty-four hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and give a recommendation for treatment, which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

6. The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test results are verified positive by the Medical Review officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment, which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

Drug & Alcohol Free Workplace

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POLICY TITLE: Educational Assistance

POLICY NUMBER: E-100

Purpose

The District desires to encourage all employees to further their academic education both technically and professionally. The District will consider reimbursement of employee education costs for approved books, fees and tuition, up to up to \$5,000 per fiscal year for successful completion of job-related or career-related academic course work. . Any coursework is to be taken voluntarily, at an independent college, university or trade school, and on off duty time.

Application Process

To apply for educational assistance, an employee must apply to the District Manager by April 1st in advance of an educational course that begins the following August or September, or by October 1st for an educational course that begins the following January. If approved by the District Manager, the educational assistance **may be** subject to approval by the Board of Trustees as part of the annual budget or budget amendment.

Once approved by the District, the employee is required to pay “out of pocket” for the coursework and then, upon completion of the class and proof of passing with a grade “C” or higher, submit all the applicable receipts to the District Manager for reimbursement.

Eligibility

Employees are eligible if the following guidelines are met:

1. To be eligible for educational assistance, an employee must be a regular employee of the District and have been employed for at least two (2) years.
2. The classes or training must have a direct relationship to the work done by the Marin/Sonoma Mosquito and Vector Control District.
3. Employees must take coursework on their own time. District work time cannot be used for class time, study or homework.
4. Allowable expenses include fees, tuition and textbooks, only. Ineligible costs are: meals, lodging, transportation, parking, tools, supplies (other than text books) or courses involving sports, games or hobbies.
5. Employees must receive a grade of “C” or better to receive reimbursement for a class. For a credit/no credit class, employees must receive a grade of “credit” or “pass.”
6. The classes or training will be pursued in colleges, universities, or trade schools that are accredited by the relevant regional accrediting agencies for higher education.

Procedure

Employees must submit a written request to the District Manager with the following information on a District reimbursement form by April 1st for a course beginning the following August or September,



or October 1st for a course beginning the following January:

1. The courses the employee seeks to take.
2. How the courses relate to the employees' job duties or a career path available within the District.
3. At the completion of the course, the employee must submit his or her transcript, grade report or proof of attendance and completion. At that time, the District will reimburse the employee for allowable expenses if the employee has achieved a satisfactory grade or proof of successful completion.

Reimbursement Upon Resignation

If the employee resigns twelve months or less after receiving Educational Assistance funds, the employee will be required to reimburse the District for all funds received.

(See also: "Employee Development", below).

Educational Assistance



POLICY TITLE: **Electronic Media Use**

POLICY NUMBER: **E-200**

Introduction

The District requires employees to utilize various forms of electronic communication in carrying out their job duties including, but not limited to desktop and laptop computers, cellular and regular telephones, voice mail, fax machines, all online services paid for by the District, including the Internet, etc. All electronic communications, including all software and hardware, remain the sole property of the District and are to be used for District business and not for personal use.

Policy

An employee has no expectation of privacy in any electronic media owned and/or operated by the District. The District reserves the right to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of District policy or any law. Employees who misuse electronic communications/media are subject to discipline, up to and including termination.

All electronic information created by any employee using any means of electronic communication is the property of the District and remains the property of the District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information or imply an expectation of employee privacy.

The District will override all personal passwords if it becomes necessary to do so for any reason.

Any information about the District, its services, or other types of information that will appear in the electronic media must be approved by the District Manager before the information is placed on an information source.

Inappropriate Use

The following is a non-exhaustive list of examples of inappropriate use of electronic communications/media:

1. Use of electronic communication/media in any manner that would be discriminatory, threatening, harassing or obscene, or for any other purpose which is illegal, against District policy or not in the best interest of the District.
2. Use of electronic communications to engage in defamation, copyright or trademark infringement, or misappropriation of trade secrets
3. Installation of personal software on District computer systems.
4. Access of the electronic communications of other employees or third parties unless directed to do so by District Management.
5. Communication via cell phone, cordless phone, portable computer and fax for any communication of confidential or sensitive District information or any trade secrets.

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6. Access to the Internet, websites, social media, and other types of District-paid computer access for use other than for District-related business or minimal personal use during break times or non-work hours; access for purposes of promoting personal business interests or personal organizational affiliations
7. Unauthorized social media postings commenting on behalf of the District regarding District business.

Questions about access to electronic communications or issues relating to security should be addressed to the District Manager.

Electronic Media Use

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POLICY TITLE: Employee Development

POLICY NUMBER: E-300

Purpose

It may be necessary for employees to attend professional development activities for the benefit of the District, including training programs, seminars, conferences, lectures, workshops, meetings or other outside activities.

Attendance at such activities may be required by the District or requested by individual employees. However, attendance will only be considered to be officially authorized, subject to the following policies on reimbursement and compensation, when the District Manager or designee has issued prior written approval. The District Manager or designee reserves the discretion to limit the number of employees who participate.

Procedure

Approval

To obtain advance approval, employees wishing to attend a professional development activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance. The employee must state how the professional development activity benefits the District.

Reimbursement

Where attendance is required or authorized by the District, the employee's expenses will be reimbursed per the IRS Code and its Regulations upon submission of receipts for reimbursement. Reimbursable expenses include registration fees, materials, meals, transportation and parking. Please see the Expense Reimbursement policy contained within these policies for more information.

Compensable Time

Upon advance approval of the District Manager, employee attendance and travel time at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

Unapproved Non-Duty Time Activities

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. The District generally encourages all employees to improve their job skills and promotional qualifications, but such activities will be subject to this policy regarding reimbursement or compensation only when prior written approval is obtained from the District Manager. (See also: "Educational Assistance," above).

Employee Education



POLICY TITLE: Employee Status

POLICY NUMBER: E-400

Full-Time Employee

A full-time employee is one who has been hired to fill a full-time position in any job classification and has completed his/her probationary period.

Full-time employees are those who are normally scheduled to work and who do work a schedule of 32 hours per week or more.

Unless classified as FLSA exempt, regular employees are non-exempt and eligible for overtime compensation.

Part-Time Employee

Part-time employees are those who normally are scheduled to work and who do work less than 32 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for the following employee benefits described in this policy manual: boot allowance, paid holidays (paid on a pro-rated basis), sick leave. Part time employees designated as 0.75 FTE (30 hours per workweek) may be entitled to prorated health insurance benefits. Part time employees designated as less than 0.75 FTE are not entitled to medical insurance benefits. Part time employees may be eligible for pension benefits in accordance with the Marin County Employees' Retirement Association (MCERA) rules and regulations.

Probationary Employee

A probationary employee is one who has been hired to fill a regular position in any job classification and has less than twelve (12) months (2,080 hours) of actual supervised service with the District. During the initial probationary period, a probationary employee serves at the pleasure of the appointing authority, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due process or evidentiary appeal. A probationary employee serving in the initial probationary period is an at-will employee. Probationary employees are discussed in this policy manual under "Probationary Employment."

Regular Employee

A regular employee is one who has satisfactorily completed the initial probationary period and cannot be disciplined except when the District has cause to do so. A regular employee has a property right in continued employment, and has the right to pre- and post-disciplinary procedural due process and an evidentiary appeal for certain types of disciplinary actions that result in a significant deprivation of property.

At-will Employee

An at-will employee is one who serves at the pleasure of the appointing authority, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due process or evidentiary appeal. At-will employees include:

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1. The District Manager
2. Employees whose positions are funded under a state or federal employment program or a grant.
3. Employees designated as temporary, seasonal or limited term.
4. Probationary employees.

Temporary Employee

Temporary employees are those employed at-will for short-term assignments. Temporary employees will be assigned to duties whenever the District's workload increases to a level that the full-time employees cannot accommodate it. The District may hire temporary employees in any job classification.

Temporary employees may be released at any time, have no property right in continued employment, and have no right to any pre- or post-disciplinary procedural due process or appeal. However, short-term assignments will generally be periods of three months or less. Depending on the District's workload, the assignment may be extended by the District Manager or designee.

Temporary employees do not become regular employees based on their service in a temporary position. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

FLSA Overtime-Eligible Employees

An employee who is entitled to FLSA overtime, regardless of whether paid on a salary or hourly basis is an FLSA overtime-eligible employee. An employee assigned to an FLSA-exempt position on an acting or temporary basis only remains overtime-eligible.

FLSA Exempt Employees

FLSA Exempt employees include all employees who are classified by the District as exempt from overtime provisions of the federal Fair Labor Standards Act. An FLSA exempt employee is not entitled to overtime compensation.

Limited Term Employee

A limited term employee is an employee hired on an as-needed basis for a specific project. Limited term employees shall enter into an M.O.U. with the District to express the specific job duties performed by that specific employee. A limited term employee may be terminated at any time, as the District's needs dictate, has no property right in continued employment, has no right to any pre- or post-disciplinary procedural due process or appeal, and is subject to the following conditions/benefits of contract:

Condition/Benefits of Limited-Term Employee Contracts:

1. Unemployment Insurance
2. Federal Medicare
3. Sick Leave: A limited term employee will accrue sick leave in accordance with the District's Sick Leave Policy, which may be used for the purposes described in the District's Sick Leave Policy. Upon termination of the limited term employee, there will be no pay-off of unused sick leave.

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4. Limited term employees shall not be entitled to paid holidays.
5. Limited term employees will not accrue vacation time.
6. All leave of absences must be approved by the Manager.

Employee Status



POLICY TITLE: Employee Travel and Expense Reimbursement

POLICY NUMBER: E-500

Purpose

To provide guidelines for reimbursement of employee travel costs and other expenditures on behalf of the District.

Policy

During the course of their job duties, some employees will be requested to travel on District business, subject to the following requirements. Travel and similar expenditures must be pre-approved and directly related to District business in order to receive reimbursement. The policy is intended to result in no individual personal gain or loss.

If a paid holiday happens to fall during required District travel then the employee will take a different day off in lieu of the working day on the holiday.

Travel Expense Reimbursement

Subject to prior approval of the District Manager or designee, District employees and Trustees may be compensated for travel expenses related to attendance at or participation in the following;

1. An educational seminar;
2. A meeting of a Legislative body;
3. A meeting of an Advisory body;
4. A conference or organized educational activity conducted as part of required Ethics Training or a similar function;
5. An MVCAC event or meeting.
6. An event as requested by District Manager, or
7. For travel required by the employee's normal job duties.

Costs eligible for reimbursement by the District are as follows:

1. Airfare and transportation to and from airport.
2. Rental vehicle (if needed)
3. Per Diem for food (not including alcohol), lodging and incidental expenses paid to employee as per federal General Services Administration (GSA) standards. Allowable meals, lodging and incidental expenses rates can be obtained at: <http://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. /
4. Hotel cost.

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5. Mileage for use of personal vehicle (per IRS guidelines for mileage reimbursement). If an employee is approved to use his or her own vehicle for travel, the District will reimburse employees for mileage in accordance with the Federal Government's standard mileage rate. This rate is variable. The current rate at the time of travel will be used.

All personal costs incurred by Employee shall be borne by the employee and shall not be reimbursed by the District.

The District may pay directly the cost for public transportation (e.g. airfare) and lodging purchased in advance for District employees eligible to receive expenses while on District business.

Meal Reimbursement

Any employee of the District that travels outside the District boundaries during a normal 8 hour work day while on District business is eligible to request reimbursement for lunch. The amount of reimbursement is at the rate that Marin County Board of Supervisors approve each year. The rates are posted, updated yearly and can be found on the wall next to the Financial Manager's office.

For all meal reimbursement requests, employee must have and complete:

1. Receipt
2. Reimbursement Request Form
3. Detailed explanation of why employee was out of District
4. All supporting documents, i.e., Agenda, Registration, etc.

Procedure

The District will provide an **expense reimbursement report** form to employees and Trustees who incur reimbursable expenses on behalf of the District to help document that their expenses adhere to the policy.

Whenever District employees desire to be reimbursed for out-of-pocket expenses for items or services relating to District business, they must submit their request on a reimbursement form approved by the District Manager and/or the Financial Manager no later than seven business days after incurring the expense or within three days of returning to work at the District, whichever is later, but no later than the close of the fiscal year.

. The request should include an explanation of the District-related purpose for expenditures, with receipts attached as proof of the expense.

The District Manager and/or the Financial Manager will review and approve all reimbursement requests. Reimbursement requests by the District Manager will be reviewed and approved by the Financial Manager and reimbursement requests by the Financial Manager will be reviewed and approved by the District Manager.

Receipts must be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

Expense reports must be submitted within a reasonable time, but not more than seven business days after incurring the expense or within three days of returning to work at the District, whichever

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is later, but no later than the close of the fiscal year.

It is against the law to falsify any expense report. Penalties for misuse of public resources or violating this policy may include but are not limited to the following:

1. The loss of reimbursement privileges;
2. Restitution to the District;
3. Civil penalties for misuse of public resources pursuant to Government Code Section 8314;
4. Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years imprisonment; Violations of travel reimbursement policy may include disciplinary action up and including employment termination.

Petty Cash

A “petty cash” fund is maintained in the District office, having a modest balance intended to fund small and incidental business purchases).

Petty cash may be advanced to District staff upon their request and the execution of an appropriate petty cash receipt, for the purpose of procuring small items or services relating to District business. After the items or services have been obtained, a receipt for it must be submitted to the Financial Manager, and any remaining advanced funds returned. The maximum petty cash advance is \$50.00..

No personal checks may be cashed from the petty cash fund.

The petty cash fund must be included in the District’s annual independent accounting audit.

Reimbursement for Out-of-Pocket Expenses

Whenever an employee of the District, with the approval of the District Manager or designee, incurs “out of pocket” expenses for items or services relating to District business as verified by valid receipts, these expenses should be reimbursed upon request. In those instances when a receipt cannot be obtained, the requested reimbursement must be approved by the District Manager, Financial Manager or other responsible managing employee prior to remuneration.

Employee Travel and Expense Reimbursement

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POLICY TITLE: Employer Property

POLICY NUMBER: E-600

Policy

The District provides employees with equipment necessary to complete their duties. Lockers, desks, vehicles and (other property) are District property and must be maintained according to District rules and regulations. Equipment must be kept clean and well-maintained. District property is to be used only for work-related purposes. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. District property includes: desks, vehicles, lockers, telephones, cell phones, computers (including hardware and software), file cabinets, communications stored or transmitted on agency property, supplies and any other District property or equipment used by District employees in their work. Prior authorization must be obtained before any District property may be removed from the premises.

Use of District Computer Equipment

It may be necessary to assign and/or change "passwords" and personal codes for the voice mail, email or computer. These items are to be used for District business and are to remain the property of the District. Employees are required to provide all current passwords for District voicemail, email, and computers to the District. The District shall keep a record of all passwords used and/or may override any such password system.

Please see the Electronic Media Use Policy in this policy manual for further guidance.

Check Out Sheet

To help avoid loss or misplacement, all District employees shall fill out Equipment Checkout sheets before any designated piece of District equipment requiring the checkout sheet is used, even when the equipment is only used on District premises.

Before equipment is returned to be used again, the employee who used it shall inspect it. Any needed repairs must be reported to the shop staff in writing on the checkout sheet.

Personal Belongings

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items in or on District property are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave the District. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

Off-Duty Use Of Facilities

Employees are prohibited from being on District premises or making use of District facilities while not on duty, unless for legitimate business purposes or otherwise authorized in advance by the District Manager. Employees are expressly prohibited from using District facilities, District property

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or District equipment for personal use, unless authorized in advance by the District Manager.

Employer Property

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POLICY TITLE: Equal Opportunity Employer

POLICY NUMBER: E-700

The District prohibits discrimination or harassment on the basis of race, religious creed, age, color, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, marital status, registered domestic partner status, sex, military and veteran status, or any other basis prohibited by law.

The District will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. Employees or applicants who believe they have experienced any form of employment discrimination are encouraged to report this immediately using the District's complaint procedure, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

The District will provide reasonable accommodations to the extent required by law, to all employees and applicants based on the ability of the person to perform essential job functions satisfactorily, with or without accommodation, in the position they hold or for which they have applied.

Equal Opportunity Employer

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POLICY TITLE: **Ergonomics**

POLICY NUMBER: **E-800**

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace Repetitive Motion Injuries (RMIs). It is committed to providing appropriate resources to create a safe and productive work environment. The District believes that reducing ergonomic risk is a key factor in maintaining an environment of personal safety and well-being, and is essential to our business. It takes all steps to reduce exposure to hazards by means of engineering controls, administrative controls and employee training. The District encourages safe and proper work procedures and requires that all employees follow safety instructions and guidelines. If you have questions about ergonomics, please contact the District Manager.

Ergonomics

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POLICY TITLE: Facial Hair and Protective Respiratory Devices

POLICY NUMBER: F-100

Purpose

To provide working guidelines for the use of a respirator or dust mask for District employees, who are required to use such equipment to perform their essential job duties. This policy applies only to those employees, and is designed to promote the District's legitimate and non-discriminatory goals to promote workplace safety.

Policy

It is the policy of the Marin/Sonoma Mosquito and Vector Control District (MSVCD) that a dust mask and respirator that requires a tight face-to-face piece seal shall not have any interference with the establishment of this seal. The District requires that:

1. Employees shall not wear a respirator with a tight-fitting face piece if:
 - o Facial hair comes between the sealing surface of the face piece and the face or interferes with valve function; or
 - o Any physical or mental condition of the employee interferes with face-to-face piece seal or valve function.
2. Corrective glasses or goggles or other personal protective equipment worn by an employee do not interfere with the face-to-face piece seal.
3. Employees perform a user seal check each time they put on the respirator.
4. Employees, at the direction of supervising staff, will take a fit test at any time.
5. All respirator and dust masks are used in accordance with the label instructions.
6. Mustaches are trimmed at the corner of the mouth with no facial hair interference to meet the mask/respirator fit requirement.
7. Employees are educated on the proper use of the respirator.
8. Employees take responsibility for use of all equipment in accordance to the instructions provided.
9. The records of training are properly maintained.

Facial hair that the District Manager or designee determines to be at risk of interfering with the respirator seal and/or function will not be allowed.

Consequences for Failure to Meet Requirements

If the employee is found not to have a face-to-face piece seal due to facial hair interruption or facial hair that is not compliant with this policy during a work shift, the employee will be subject to discipline



up to and including termination.

Exceptions

The District Manager or designee may allow beards or other facial hair to be grown during times of the year when respirators or dust masks are typically not required. If permitted, the beard or other facial hair must be groomed and the employee must present a professional appearance as determined by the District Manager or designee.

Facial Hair and Protective Respiratory Devices

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POLICY TITLE: Harassment, Discrimination and Retaliation Prevention

POLICY NUMBER: H-100

Purpose

Federal and State laws require that every employee has a right to work in an environment free from all forms of discrimination, harassment and retaliation on the basis of any protected classification. The District maintains a zero tolerance policy regarding discrimination, harassment or retaliation. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

District employees have a grave responsibility to maintain a high standard of honesty, integrity, impartiality and conduct, both to assure proper performance of the District's business, and preserve the confidence of the people it serves. District policy makes clear that harassment, discrimination and retaliation are unacceptable and will not be tolerated in any form from any employee regardless of employment status. All employees are responsible for maintaining a work environment free from harassment, discrimination, and retaliation. The District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

The individuals covered by this Policy are: applicants, employees regardless of rank or title, elected or appointed officials, interns, volunteers, and contractors. This Policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training. .

Protected Classifications

This Policy prohibits harassment, discrimination and retaliation based on the following protected class categories:

1. Race
2. Color
3. Religious Creed
4. National Origin
5. Ancestry
6. Age (40 and above)
7. Sex, including gender, gender identity and gender expression
8. Marital Status
9. Medical Condition
10. Genetic information
11. Physical and/or mental disability



12. Sexual Orientation
13. Military and/or veteran status, and
14. Any other basis protected by law.

This Policy prohibits discrimination, harassment or retaliation because: 1) of an individual's protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.

Protected Activity

This Policy prohibits discrimination, harassment or retaliation because of an individual's protected activity. Protected activity includes: making a request for or receiving an accommodation for a disability; making a request for or receiving accommodation for religious beliefs or practices; making or supporting a complaint under this Policy; opposing violations of this Policy; or participating in an investigation pursuant to this Policy.

Discrimination

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived; or because the individual participates in a protected activity as defined in this Policy.

Harassment

Harassment includes unwelcome verbal, physical or visual conduct that creates a hostile work environment. Examples of actions that may lead to workplace harassment complaints based on protected categories include, but are not limited to, the following:

- Visual Harassment, such as posters, photographs, letters, notes, email, cartoons, or drawings related to the person's protected category/status (including using Agency computer systems related to such materials).
- Verbal Harassment, such as epithets, derogatory comments/statements, vulgar, racist or other discriminatory jokes, or slurs based upon a person's protected category/status. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race, ethnic or sexually oriented stories and jokes.
- Physical Harassment, such as assault, offensive or unwanted touching, blocking or impeding access or other physical interference, sabotaging work or imposing demeaning work tasks based upon a person's protected category/status.

Sexual harassment is a form of workplace harassment and can include, but is not limited to:

- Unwelcome sexual advances
- Leering
- Unwanted touching
- Requests for sexual favors
- Repeated requests for dates
- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- Sexually suggestive objects, picture or cartoons, and other verbal or physical conduct of a sexual nature, and

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- Acts of a sexual nature where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or creates an intimidating, hostile or offensive work environment,

Guidelines for Identifying Harassment

Harassment includes any conduct which would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:

- It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
- Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.
- Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

Retaliation

Retaliation occurs when adverse conduct is taken against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: disciplinary action, counseling, taking sides because an individual has reported harassment or discrimination; spreading rumors about a complainant or about someone who supports or assists the complainant; shunning or avoiding an individual who reports harassment or discrimination; or making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

Notice

All employees will be informed of the District's harassment, discrimination and retaliation policy and complaint process at the time of employment, and through periodic training. In addition, the policy and complaint process will be readily available to all employees and to members of the public who utilize the District facilities and services.

An annual bulletin is prepared and distributed to all employees reminding them of the District's sexual harassment policy. The bulletin will include summaries of cases involving harassment, with examples of back pay, punitive damages and personal financial liability of supervisors.



Complaint Process

Any covered individual who believes he/she has been subjected to discrimination, harassment, or retaliation may file a formal or informal confidential complaint, verbally or in writing to any supervisor, manager, department head, or to the President of the Board of Trustees, without regard to any chain of command. Ideally, a complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Supervisors will immediately refer all harassment complaints to the District Assistant Manager or the District Manager. Upon receiving notification of a harassment complaint, the District will immediately undertake an effective, thorough and objective investigation of the harassment allegations, using the following steps:

1. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: 1) the complainant; 2) the accused; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
2. Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
3. Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
4. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
5. Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.

No individual lodging a complaint or participating in a workplace investigation will be subject to any form of retaliation.

The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing the alleged incidents; he/she shall be advised of this right prior to the commencement of such discussions.

Remedy

Upon conclusion of the investigation of alleged harassment, discrimination and/or retaliation, appropriate action shall be taken by the District Manager or designee if the alleged constitutes harassment, discrimination, and/or retaliation. If the District determines that harassment, discrimination and/or retaliation have occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for unlawful discrimination, harassment, or retaliation will be subject to appropriate disciplinary action commensurate with the severity of the offense, up to and including termination. A District representative will advise complainant(s) whether or not the investigation resulted in affirmative findings. However, any resulting disciplinary action shall remain confidential, except where disclosure is legally-required. c. No individual lodging a complaint or participating in a workplace investigation will be subject to any form of retaliation.

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Action taken to remedy a discrimination, harassment, or retaliation situation shall be done in a manner so as to protect potential future victims.

Employees complaining of discrimination, harassment, or retaliation shall be protected thereafter from any form of reprisal and/or retaliation.

The District encourages all employees to report any incidents of discrimination, harassment, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination or retaliation to the Federal Equal Opportunity Employment Commission or the California Department of Fair Employment and Housing. These administrative agencies investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed, discriminated against, or retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed on the internet at www.dfeh.ca.gov or www.eeoc.gov. Employees can also check posters that are located on District bulletin boards for office locations and telephone numbers.

Confidentiality

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss his or her interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Harassment, Discrimination and Retaliation Prevention

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POLICY TITLE: **Holiday Time Off**

POLICY NUMBER: **H-200**

Eligibility

All regular employees shall be entitled to take all authorized holidays with full pay not to exceed eight (8) hours for any one (1) holiday (pro-rated for part time employees).

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday shall receive no holiday pay for that holiday.

Holidays Observed by the District

The following days shall be holidays for all employees occupying regular positions:

- New Year's Day, January 1st
- Martin Luther King Jr.'s Birthday
- Cesar Chavez Day, March 31st
- President's Day
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day, December 25th
- Two (2) floating holidays

If a holiday falls on Sunday, the following Monday shall be observed as a holiday. If the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. The District Manager may change the day observed as a holiday from the actual day on which the holiday falls.

Floating holidays must be taken in eight (8) hour increments.

Holiday Time Off

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POLICY TITLE: Hours of Work and Pay Periods

POLICY NUMBER: H-300

Work Period

Unless otherwise provided, the work period on which weekly overtime calculations will be based begins Monday at midnight and ends at 11:59 p.m. on Sunday.

The standard workweek for employees occupying full-time positions consists of five eight-hour days, or a total of any forty hours.

In an emergency situation, the District Manager may suspend the standard workweek schedule until such time as the District Manager deems the emergency situation no longer exists.

Hours of Work

The District reserves the right to modify employees' starting and ending times and the number of hours worked. The regular hours of work each day are consecutive except for interruptions for meal periods.

Alternate Work Schedule

An employee may be assigned to a 9/80 alternative work schedule, which shall consist of eight (8) nine (9) hour workdays and one (1) eight (8) hour workday over a two (2) week period.

Employees assigned to a 9/80 schedule will have either every other Monday or Friday off. The same day of the week (Monday or Friday) shall be permanently designated as the employee's regular day off. For employees working a 9/80 work schedule, each employee's designated FLSA work week (168 hours in length) shall begin exactly four hours after the start of his/her eight hour shift on the day of the week that corresponds with the employee's alternating regular day off.

When a full time employee assigned to a 9/80 work schedule has a holiday, the employee will receive eight (8) hours of holiday pay and will be required to use one (1) hour of vacation leave, or utilize an approved flextime scheduling arrangement to make up the extra hour.

When a full time employee assigned to a 9/80 work schedule takes a 9-hour day off and uses management leave, the employee will be required to use nine (9) hours of management leave.

Flextime Scheduling Arrangement

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a workweek. Flextime arrangements are subject to the approval of the District Manager or designee, and are contingent on the availability of supervision, sufficient staffing coverage and satisfaction of other District business needs as determined by the District Manager.

Flextime scheduling arrangements shall not result in overtime. In the event that a flextime arrangement results in a non-exempt employee working in excess of eight (8) hours per day,



the employee will not be eligible for overtime compensation. No flextime schedule arrangement for an FLSA non-exempt employee shall be approved requiring more than forty (40) hours of actual work in a workweek.

Flextime scheduling arrangement can be discontinued by the District at any time with fourteen days' notice to the affected employee. This does not preclude the assignment of overtime during the notice period.

Accurate Time Reporting

All employees must accurately report all work time to the nearest five minutes.

Management Leave

Employees who receive management leave may use available management leave on an hourly basis.

Meal and Rest Periods

Lunch

All overtime-eligible full-time employees who work more than five hours during the work day receive a thirty minute meal period each day, unpaid. Overtime-eligible employees are responsible for taking their meal period at a time designated by the supervisor.

Rest Periods

All overtime-eligible full-time employees receive a fifteen minute paid rest period during the first half of the workday and a second fifteen minute paid rest period during the second half of the workday. Rest periods may not be combined to shorten the workday or to extend the meal period.

Lactation Accommodation

In accordance with state law, the District will provide a reasonable amount of break time to employees who are breast feeding to express milk. If possible, the break time will be that already provided. If not, the break time will be unpaid. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break will not be interrupted except for emergency or exigent circumstances.

To request lactation accommodation, the employee shall contact the District Manager or designee. The District Manager or designee shall respond to the request within five business days.

The District will provide a private lactation room, other than a bathroom, in close proximity to the employee's work area for this break. The lactation room shall be shielded from view and free from intrusion while the employee expresses milk; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The District shall also provide access to a sink with running water and a refrigerator or other cooling device suitable for storing milk in close proximity to the employee's workspace. If a multipurpose room is designated as the lactation room, lactation shall take precedence over other uses, but only for the time it is in use for lactation

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purposes. An employee may file a complaint with the Labor Commissioner for any violation of the law.

Overtime

Pre-Approval

Overtime-eligible employees may not work overtime without the express, advance approval of the District Manager or Assistant Manager. In emergency situations that necessitate working overtime, the employee must notify a supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must obey the supervisor's directive and cease working. Employees who work overtime without approval are subject to discipline, up to and including termination. Overtime-eligible employees who are directed to work overtime must do so.

Rate of Pay

Unrepresented, non-FLSA Exempt employees are entitled to overtime for all hours worked over 40 in a workweek, as defined in this policy. Overtime is paid at the rate of one and one half times the employee's regular rate.

Compensatory Time Off

An overtime-eligible employee may opt to accrue compensatory time-off (CTO) in lieu of cash payment for overtime worked if his or her supervisor agrees prior to overtime work being performed.

Accrual Rate

CTO accrues at the rate of 1.5 hours for each hour, or fraction thereof, worked after 40 hours of actual work within the employee's designated work week. Time in paid leave status does not count toward CTO. CTO cannot be accumulated in excess of 100 hours at any given time.

Employee Request to Use CTO

The District will grant an employee's request to use accumulated CTO provided that: 1) the District can accommodate the use of CTO on the day requested without undue disruption to department operations; and 2) the employee makes the request in writing to the supervisor no later than one week prior to the date requested. If the employee does not provide five days' notice, or if the District cannot accommodate the time off without undue disruption, the District will provide the employee the opportunity to cash out the amount of CTO requested at the end of the current pay period.

Cash Out

All compensatory time must be used by June 30th of each year, or will be paid out by the District.

During employment, accrued, unused compensatory time is cashed out at the employee's current FLSA regular rate of pay (including all FLSA-applicable salary



differentials and special pays).

Employees separating from District service shall be compensated for all accrued, unused compensatory hours at their current FLSA regular rate of pay, or their average FLSA regular rate for the prior three years, whichever is higher.

Hours Worked for the Purpose of Calculating Overtime Eligibility

Overtime pay is determined only by those hours actually worked. Paid leave time, paid time off for holiday pay do not count as hours worked for the purpose of calculating entitlement to overtime.

No Remote Access for Overtime-Eligible Employees

Unless the District Manager specifies otherwise in writing, overtime-eligible employees may not have remote access to District equipment, resources or email. If an overtime-eligible employee is granted remote access, they are required to record all time worked remotely on their time card. Overtime-eligible employees are required to receive advance approval before working overtime remotely.

No Volunteering of Work Time

All time spent for the benefit of the District must be reported as hours worked on time records so that the employee is paid for all work. Overtime-eligible employees may not "volunteer" work time to perform duties that are the same or similar as their stated or regular job duties. Employees have no authorization to work without compensation. No supervisor has authority to request overtime-eligible employees to volunteer work time.

Pay Periods

The District pay period is semi-monthly, and all wages are paid in accordance with applicable Federal and State Law.

Hours of Work and Pay Periods

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POLICY TITLE: Housekeeping

POLICY NUMBER: H-400

All employees are expected to keep their work areas and District vehicles clean and organized. Common areas such as lunchrooms, locker rooms, and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash, recycling and compost properly and in the appropriate receptacle.

Housekeeping

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POLICY TITLE: Job-Incurred Illness or Injury

POLICY NUMBER: J-100

Reporting

In case of an accident during an employee's duty hours and/or on District premises involving an injury to an employee, regardless of how serious, the employee should notify his or her immediate supervisor immediately. Failure to report accidents violates this policy and can lead to difficulties in processing insurance and benefit claims.

Worker's Compensation Procedures

During the period the employee is paid by the District, the employee shall endorse to the District any benefit payments received as a result of Workers' Compensation insurance coverage. The District reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by Workers' Compensation.

If the employee's disability caused by illness or injury arising out of and in the course of the employee's employment extends beyond the ninety calendar days described above, the District may integrate the employee's unused sick leave and vacation with the Workers' Compensation payments, provided that the sum of the Workers' Compensation payments and paid leave does not exceed the employee's regular rate of pay for that period.

Benefits During Period of Absence

Employees on leaves of absence without pay (no longer on the payroll) are not entitled to payment by the District of the premiums for their health, dental, life insurance and retirement. If one's disability should extend beyond their banked hours thus putting them in a non-pay status, he/she may pay the District directly for their benefits in order to keep them in force.

As the retirement contribution is recorded differently; an employee does not have the option to contribute to pension when on non-pay status. When the employee returns to work and is back on the payroll, he/she may buy back retirement time if so desired. This will be handled through the Administrator, Marin County Employee's Retirement Association.

No sick leave or vacation shall be accumulated or paid to an employee during any leave of absence without pay. After an employee has exhausted banked hours, all vacation and sick leave accrual will cease until the employee is back in a pay status.

Job-Incurred Illness or Injury

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POLICY TITLE: **Layoff**

POLICY NUMBER: **L-100**

From time to time, the District may decide, in the exercise of its sole managerial prerogative, to reduce the size of the work force by laying off employees for business, operational, or economic reasons (such as lack of work, reorganizing a departmental unit, or job elimination). Should the District consider such layoffs necessary, the District will consider District business needs and skills and experience required to continue District programs and projects to determine positions eliminated and attempt to provide affected employees with advance notice.

Layoffs of represented employees shall occur in accordance with the applicable labor agreement.

Layoff



POLICY TITLE: Leave of Absence – Discretionary Leave

POLICY NUMBER: L-200

Long Term Discretionary Leave of Absence

An employee may request, and the District Manager may approve, a discretionary leave of absence without pay for a period of up to one year. Discretionary leave is intended for circumstances such as, but not limited to, completion of education/training that would require extended work absence, family care obligations outside of the scope of other leave policies/legally-protected leave, and/or personal reasons outside the scope of other leave policies. Such a leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of accrued vacation time.

Eligibility requires an employee to not be on some current disciplinary action and having completed at least five (5) years of employment with the District.

Leave Without Pay

Once the employee who has been on a discretionary leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

District Contribution Toward Health, Dental and Life Insurance Premiums During Unpaid Discretionary Leave

Employees on leaves of absence without pay, including intermittent or partial leave without pay, shall not be entitled to payment by the District of the premiums for their health, dental and life insurance, except as required by law. For employees on full unpaid leave, the entitlement to District payment of premiums shall end on the last day of the month in which the employee began the leave without pay. In the case of employees on intermittent or partial leave without pay, employees will receive a pro-rated District contribution to health, dental, and life insurance premiums during the period of intermittent or partial leave without pay. An employee on an unpaid leave of absence shall not accrue any seniority with the District for the length of unpaid leave.

Return to Work

Due to the District's limited work force, maintenance of job classifications for the term of a discretionary leave of absence cannot be guaranteed beyond six months (shorter period of time optional), except where required by law. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

Leave of Absence: Authorized Leave

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POLICY TITLE: Leave of Absence – Family Medical Leave Policy

POLICY NUMBER: L-300

Purpose

The District's Family Medical Leave Policy provides eligible employees with an unpaid leave of absence for qualifying reasons under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA). The following provisions set forth certain of the rights and obligation with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the FMLA and the regulations of the CFRA. Unless otherwise provided in this section, "leave" shall mean leave pursuant to the FMLA and / or CFRA. Unless otherwise provided by law, the District will run each employee's FMLA and CFRA leaves concurrently. Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination.

Definitions

1. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken..
2. "Single 12 Month Period" means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered service member and ends 12 months after that date.
3. "Child" means a child under the age of 18 years, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.

A child is "incapable of self-care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.

For purposes of military leave, a child is any child regardless of age or disability.

3. "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
4. "Spouse" means one or two persons to a marriage, regardless of the sex of the persons, and for purposes of CFRA leave, includes a registered domestic partner as defined below.
5. "Domestic Partner," is another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code §§297 and 299.2, shall have the same meaning as "spouse" for purposes of CFRA leave. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.

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6. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves:
 - a. Inpatient Care in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery there from). A person is considered "inpatient" when a health care facility admits them to the facility with the expectation that they will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or
 - b. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - 1) A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days; and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - a) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
 - b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
 - 2) Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave. See Pregnancy Disability Policy L-600.)
 - 3) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
 - 4) A period of incapacity which is permanent or long term due to a condition for

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which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

5) Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

7. “Health Care Provider” means:

- a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
- b. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
- c. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
- d. Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
- e. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
- f. Any health care provider from whom an employer or group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

8. “Covered Active Duty” means: in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions

9. “Contingency Operation” means a military operation that is (1) designated by the Secretary of Defense as an operation in which members of the United States Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (2) that results in the call to order of active duty members of the United States Armed Forces by law or any other provision of law during a war or national emergency declared by the President or Congress.

10. “Covered Service member” means a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, in otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment,

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recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy..

11. "Outpatient Status" means the status of a member of the United States Armed Forces assigned to: (1) a military medical treatment facility as an outpatient; or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
12. "Next of Kin of a Covered Service member" means the nearest blood relative of an injured service member other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.
13. "Serious Injury or Illness" means in the case of a member of the Armed forces, including a member of the National Guard or reserves, means an injury or illness that a covered service member incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating; or in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Reasons for Leave

Leave is only permitted for the following reasons:

1. The birth of a child or to care for a newborn of an employee;
2. The placement of a child with an employee in connection with the adoption or foster care of a child;
3. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition;
4. Leave because of a serious health condition that makes the employee unable to perform the functions of their position;
5. Leave to address a "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation (under the FMLA only, not the CFRA); or
6. Leave to care for a spouse, son, daughter, parent, or "next of kin" who is a covered service member of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This



leave can run up to 26 weeks of unpaid leave during a single 12-month period (under the FMLA only, not the CFRA).

Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) Eligibility

In order to qualify for unpaid leave an employee must have been:

1. Employed by the District for at least 12 months (this period need not be consecutive); and
2. Have worked at least 1,250 hours of service in the immediate 12 months immediately prior to the leave.

Amount of Leave

Eligible employees are entitled to a total of 12 workweeks (or 26 weeks to care for a covered service member) of leave during a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first. In the case of military caregiver leave, FMLA rules govern when the leave year applies.

1. Minimum Duration of Leave

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.

If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the leave must comply with the notice and medical certification provisions of this policy.

Spouses Both Employed By the District

In any case in which both parents of a child, adoptee, or foster child are employed by the District and are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave).

In any case in which both spouses employed by the District are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 26 workweeks during any 12-month period if leave is taken to care for a covered service member. This limitation does not apply to any other type of leave under this policy.

Benefits While on Leave

1. Group Health Insurance Benefits During Unpaid Leave

The leave under this policy is unpaid. While on unpaid leave, employees will continue to be covered by the District's group health insurance for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job. If the employee is disabled by pregnancy, coverage will continue up to four months each leave year. If an

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employee disabled by pregnancy also uses leave under the CFRA for baby-bonding, the District will maintain her coverage while she is disabled by pregnancy (up to four months or 17 1/3 weeks) and during her CFRA leave (up to 12 weeks).

Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The District will inform the employee whether the direct payments for premiums should be paid to the carrier or to the District, and the deadlines for paying premiums in order to prevent coverage from being dropped. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The District shall have the right to recover premiums through deduction from any sums due the District (e.g. unpaid wages, sick leave, vacation, etc.) up to the maximum permitted by law.

2. Leave Accruals

Sick leave and vacation will not accrue during any unpaid leave under this policy.

Holiday pay will not be paid during any unpaid leave under this policy.

Substitution of Paid Accrued Leaves

While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the District may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave, and may also require an employee to use family and medical care leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA-qualifying.

1. Employee's Right To Use Paid Accrued Leaves Concurrently With Family Leave

Where an employee has earned or accrued sick leave or vacation, that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.

2. District's Right To Require An Employee To Use Paid Leave When Using FMLA/CFRA Leave

Employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave, with the following exception:

Employees will only be required to use extended sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

3. District's Right To Require An Employee To Exhaust FMLA/CFRA Leave Concurrently With Other Leaves

If an employee takes a leave of absence for any reason which is FMLA/CFRA qualifying, the

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District will designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement, including Worker's Compensation leave.

FMLA leave will run concurrently with any leave under the CFRA, except when the employee takes FMLA for pregnancy and related medical conditions.

4. District's and Employee's Rights If An Employee Requests Accrued Leave Without Mentioning Either the FMLA or CFRA

If an employee requests to utilize accrued sick leave or other accrued paid leave without reference to a FMLA/CFRA-qualifying purpose, the District may not ask the employee if the leave is for a FMLA/CFRA-qualifying purpose. However, if the District denies the employee's request and the employee provides information that the requested time off is for a FMLA/CFRA-qualifying purpose, the District may inquire further into the reason for the absence. If the reason is FMLA/CFRA-qualifying, the District may require the employee to exhaust accrued leave as described above.

Medical Certification Requirement

Employees requesting leave for their own serious health condition will be required to provide written certification from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position. An employee, on leave for their own serious health condition, will be required to provide certification from their health care provider that the employee is able to return to work and perform all of the essential functions of the job to which the employee is returning.

Employees who request leave to care for a child, parent, domestic partner or a spouse who has serious health condition must provide written certification from the health care provider of the family member requiring care that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, or spouse, and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent or spouse. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employer must obtain recertification if additional leave is requested.

Employees who request leave to care for a covered service member who is a child, spouse, parent, or "next of kin" of the employee must provide written certification from a health care provider regarding the injured service member's serious injury or illness.

Medical certification must be provided thirty (30) days in advance of the request for leave when possible. When this is not possible, the employee must provide the medical certification to the District within the time frame requested by the District (which must allow at least 15 calendar days after the District's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

The employee must provide a certification for their own serious health condition that is complete and sufficient to support the request for leave. A certification is incomplete if one or more of the

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applicable entries on the certification form have not been completed. A certification is insufficient if the information on the certification form is vague, ambiguous, or not responsive. If an employee provides an incomplete or insufficient medical certification the employee will be given written notice of the deficiencies and seven days to cure, unless a longer period is necessary in light of the employee's diligent, good faith efforts to address the deficiencies.. After giving the employee an opportunity to cure the deficiencies in a medical certification for the employee's own serious health condition, the District may contact the health care provider who provided the certification to clarify and/or authenticate the certification. "Authentication" means providing the health care provider with a copy of the certification form and requesting verification that the information on the form was completed or authorized by the health care provider who signed the form. "Clarification" means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of the response. The District may not ask for additional information beyond that required on the certification form.

If the District has a good faith, objective reason to doubt the validity of a medical certification for the employee's own serious health condition, the District may, at its expense, require a second medical opinion on the health condition by the health care provider of its choice. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee, but paid for by the District. The opinion of the third provider will be binding. The District must provide the employee with a copy of the second and third medical opinions, where applicable, without cost, upon the request of the employee.

The first time an employee requests leave because of a qualifying exigency, an employer may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. A copy of new active duty orders or similar documentation shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different covered military member. The District will verify the certification as permitted by the FMLA regulations.

Intermittent Leave

In case of a serious health condition, for either an employee's own or that of a child, spouse or parent, intermittent or reduced leave may be taken when medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. Subject to the recommendation of the employee's health care provider, employees needing intermittent/reduced schedule leave for foreseeable medical treatment must coordinate with the District to schedule the leave so as not to unduly disrupt the District's operations. In such cases, the District may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates recurring periods of leave. The birth or placement of a child does not qualify for intermittent or reduced leave.

Employee Notice of Leave

Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much verbal or written notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact day(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed.

For foreseeable leave due to a qualifying exigency, an employee must provide verbal or written notice of the need for leave as soon as practicable, regardless of how far in advance such leave is



foreseeable.

Reinstatement Upon Return From Leave

1. Right To Reinstatement

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the District, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return.

2. Employee's Obligation To Periodically Report On Their Condition

Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

3. Fitness-for-Duty Certification

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

4. Reinstatement of Key Employees

The District may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the District within 75 miles of the worksite) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.

Required Forms

Employees must complete the applicable forms to receive family and medical care leave. The forms may be requested from the Financial Manager.

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POLICY TITLE: Leave of Absence – Jury Duty/Subpoena

POLICY NUMBER: L-400

Jury Duty

Whenever an employee is called for jury duty the employee will be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount received as jury compensation. Employees are required to provide reasonable advance notice with verification of any need for such leave, as soon as possible. Any employee who is released from jury service prior to the end of their scheduled work hours must report to work unless otherwise authorized by their supervisor.

Time spent in jury duty is not work time for purposes of calculating overtime compensation.

Subpoena

An employee who is subpoenaed to appear in court in a District-related matter regarding an event or transaction in which they participated, were a witness, or investigated in the course of their District job duties, will do so without loss of compensation. The time spent in appearances related to the employee's District job duties will be considered work time. Time spent in any other court appearances will not.

Any witness fees received by the employee shall be turned over to the District.

Exception for Employee-Initiated or Non-District Related Lawsuits

An employee subpoenaed to appear in court in a matter because of civil or administrative proceedings that they initiated (whether District related or not District-related), or due to a matter unrelated to District business, does not receive compensation for time spent related to those proceedings. An employee may request to receive time off without pay, or may use accrued vacation for time spent related to those proceedings. The time spent in these proceedings is not considered work time.

Notice

Any employee who is subpoenaed or ordered to be a witness, must notify their supervisor or department head as soon as possible.

Leave of Absence – Jury Duty/Subpoena

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POLICY TITLE: Leave of Absence – Military Leave

POLICY NUMBER: L-500

Requests for military leave shall be granted pursuant to the provisions of the Family Medical Leave Act, as discussed in Policy Number L-300, the California Military and Veterans' Code Sec. 395.01 and 395.02 and the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335).

Leave of Absence – Military Leave



POLICY TITLE: Leave of Absence – Pregnancy Disability

POLICY NUMBER: L-600

California Pregnancy Disability Leave Law

An employee who is disabled by pregnancy, childbirth, or related medical conditions, is entitled to take an unpaid pregnancy disability leave (PDL) of up to four months (one-third of a year or 17 1/3 weeks), depending upon the period of actual disability. For a full-time employee who works 40 hours per week, “four months” means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a pro rata or proportional amount of leave. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by the employee’s pregnancy disability leave.

Medical Certification

Leave

To be eligible for PDL, the employee must provide the District with a doctor’s written report/excuse stating the length of disability and that the employee is unable to perform her normal job duties, with reasonable advance notice. The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: the employee is disabled from working by pregnancy, childbirth or a related medical condition; 2) the date on which the employee became disabled by pregnancy, childbirth or a related medical condition; and 3) the estimated duration or end date of the leave.

Return to Work

An employee on leave will be required to provide certification from her health care provider that the employee is able to return to work and perform all of the essential functions of the job to which the employee is returning.

State Disability Insurance

Once the District has received the doctor’s written report/excuse stating the first day of disability, there is a seven day waiting period before State Disability Insurance (SDI) benefits begin. When an employee is on PDL she may use her accrued sick and vacation leave before receiving compensation equal to State Disability wages (current SDI pamphlet). Once the employee has passed the seven day waiting period and has chosen to receive SDI benefits, the District will compensate the employee using the current SDI provisions for the remainder of the PDL (per/doctor’s written report/excuse). (See District State Disability Insurance and Paid Family Leave Benefits (S-300)).

Concurrent Use of Paid Leave

Pregnancy disability leave is without pay. However, if the employee elects to use paid leave concurrently with pregnancy disability leave, she must first use sick leave, if any. Once sick leave is depleted, the employee may elect to use vacation leave or any other accrued paid time off during the leave.



CFRA Bonding Leave

Once an employee is no longer disabled due to pregnancy, childbirth, or related medical condition and has given birth,, the employee may then be eligible for twelve weeks provided by the California Family Rights Act (CFRA) for bonding with a newborn.. CFRA baby bonding leave is an unpaid leave. (See District FMLA/CFRA Policy (L-300) regarding concurrent use of paid leave).

If the employee has unused sick or vacation hours, she may use it during this twelve week period.

Benefits While On Leave

PDL

The District will continue to pay the employee's health and welfare benefits and the employee will continue to accrue vacation and sick leave if the four months are needed for PDL.

The District may recover premiums it paid to maintain health coverage if an employee does not return to work following pregnancy disability leave, unless the reason for the failure to return is a circumstance beyond her control or the use of the separate right to 12 weeks of bonding leave under the California Family and Medical Leave Act.

CFRA Bonding Leave

Once an employee is under the twelve weeks provided by CFRA, the District will continue to pay the employee's benefits (except retirement). If the employee does not return to work after the twelve week leave, the District is entitled to receive the payments from the employee for benefits accrued during those twelve weeks and the employee's position is no longer protected.

Employee Status During Leave

The employee retains employee status during the leave. The leave is not a break in service for purposes of longevity or seniority under any collective bargaining agreement or employee benefit plan. Benefits will be resumed upon the employee's reinstatement in the same manner and at the same levels as provided when the leave began, without any new qualification period, physical exam, or other qualifying provisions.

Reinstatement

Upon the expiration of pregnancy leave, the employee will be reinstated to her original or a comparable position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to a comparable, open position.

If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these Policies.

Leave of Absence – Pregnancy Disability

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POLICY TITLE: Leave of Absence – School Related Leave

POLICY NUMBER: L-700

Any District employee who is a parent, guardian or grandparent having custody of one or more children in kindergarten or grades 1 through 12 or attending a license day care facility shall be allowed up to forty (40) hours each school year, not to exceed eight (8) hours in any calendar month of the school year, without pay, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to his/her supervisor of the planned absence. The employee may be required to use vacation leave to cover the absence.

The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date and at a particular time. If both parents, guardians or grandparents having custody work for the District at the same work site, only the first parent requesting will be entitled to leave under this provision.

Any District employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel. If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.

Leave of Absence – School Related Leave

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POLICY TITLE: Leave of Absence – Time Off For Victims And Relatives Of Victims of Crimes

POLICY NUMBER: L-800

Time Off

1. An employee who is a victim of crimes specified in Labor Code section 230.5, including various violent crimes, felony domestic violence, felony stalking, and sexual assault, may take time off to appear in court to be heard at any proceeding, including any proceeding at which a right of the victim is at issue.
2. An employee who has been a victim of a domestic violence, sexual assault, or stalking may take time off to: 1) obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child; 2) obtain medical or psychological assistance; 3) obtain services from a shelter, program or crisis center; or 4) participate in safety planning to protect against further assaults.
3. An employee who is a victim or has any of the following relationships with a victim of a serious or violent felony, or a felony involving theft or embezzlement may be absent from work to attend judicial proceedings related to that crime: spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; stepfather; registered domestic partner; child of registered domestic partner or legal guardian.
4. The term “victim” as used in this paragraph means a person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act,

Notice to the District

An affected employee must give the District reasonable notice that they is required to be absent for the purpose stated above. In case of unscheduled or emergency court appearances or other emergency circumstances, the affected employee must, within a reasonable time after the appearance, provide the District with written proof that the absence was required for any of the above reasons as required by law.

Use of Accrued Leave

Leave under this section is unpaid unless the employee elects to use vacation or other paid leave. Notwithstanding the District’s Sick Leave Policy, employees may use accrued paid sick leave for the leave taken under number 2 listed under “Time Off” in this policy.

Leave of Absence – Time Off For Victims And Relatives Of Victims Of Crimes

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POLICY TITLE: **Leave of Absence – Time Off to Vote**

POLICY NUMBER: **L-900**

While District work hours/shifts are generally very accommodating of time to vote, employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. Employees should make their request at least two days in advance of the election. Up to two hours of paid time will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and require the least time off work. An employee may take additional unpaid time off if required for the employee to be able to vote, or may request the use of accrued vacation.

Leave of Absence – Time Off to Vote



POLICY TITLE: **Nepotism**

POLICY NUMBER: **N-100**

Policy

The District regulates the employment and placement of relatives, spouses, and domestic partners so as to avoid conflicts of interest and to promote safety, security, supervision, and morale. The District Manager has the discretion to prohibit employment of relatives in any of the following circumstances:

Definitions

1. "Relative" means child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.
2. "Spouse" means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by California law. (Fam. Code § 297 & 300.)
3. "Supervisory relationship" means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned to them.

Employment of Relatives

The District will not appoint, promote or transfer a person to a position within the same department, division, or facility in which the person's relative already holds a position, if any of the following would result:

1. A direct or indirect supervisory relationship between the relatives;
2. The two employees having job duties which require performance of shared duties on the same or related work assignment;
3. Both employees having the same supervisor; or
4. A potential for creating an adverse impact on supervision, safety, security, morale or efficiency.

Spouses or Domestic Partners

The District will not appoint, promote, or transfer a person, to the same department, division, or facility in which the person's spouse or registered domestic partner already holds a position, if such employment would result in any of the following:

1. One spouse or domestic partner being under the direct supervision of the other spouse or domestic partner; or
2. Potential conflicts of interest or hazards for married persons or those in domestic partnership which are greater than for those who are not married or in domestic partnerships.

Transfer: If two District employees who work in the same department later become spouses or domestic partners, the District Manager has discretion to transfer one of the employees to a similar position in another department. Although the wishes of the two employees will be considered, the

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District Manager retains sole discretion to determine which employee will be transferred based upon District needs for supervision, safety, security or morale. Any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Separation: If continuing employment of both employees, who work in the same department and who later become spouses or domestic partners, cannot be accommodated in a manner the District Manager finds to be consistent with the District's interest in the promotion of supervision, safety, security, or morale, then the District Manager retains sole discretion to separate one employee from the District. Absent the resignation of one employee, the less senior employee will be separated. Any such separation is not considered to be disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Other Employment Situations

The District Manager must be notified and approve of employment situations where a marriage results in an employee being directly or indirectly supervised by his/her mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person with whom he/she has relationship.

Nepotism

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POLICY TITLE: **Off-Duty Conduct**

POLICY NUMBER: **O-100**

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policy:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility, except where protected by law. Off-duty conduct on the part of an employee that may adversely affect the District's legitimate business interests or the employee's ability to perform his/her job will not be tolerated.

This policy does not affect an employee's ability to exercise their constitutional and legal rights, such as the right of free speech and assembly.

Off-Duty Conduct

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POLICY TITLE: **Outside Employment**

POLICY NUMBER: **O-200**

Policy

While employed by the District, employees are expected to devote their energies to their jobs with the District. For this reason, outside employment is strongly discouraged. For the purpose of this policy, “employment” refers to a formal or informal paid employment, self-employment, or enterprise for compensation.

Prohibited Outside Employment

The following types of outside employment are strictly prohibited:

1. Employment that conflicts with an employee’s work schedule, duties and responsibilities, or that involves the time demands as would render performance of their duties as a District employee less efficient;
2. Employment that creates a conflict of interest with, or is inconsistent or incompatible with, the employee’s duties, functions, responsibilities or employment with the District;
3. Employment that impairs or has a detrimental effect on the employee’s work performance with the District;
4. Employment that requires the employee to conduct work or related activities during the District’s working hours, or using the District’s facilities and/or equipment, whether on the District premises or in the field;
5. Employment that directly or indirectly competes with the District or the interests of the District;
6. Employment that involves the employee's badge, uniform, prestige or influence of District employment;
7. Employment that involves the performance of an act, in other than their capacity as a District employee, which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of the District;
8. Employment that involves receipt, by the employee, of any money or consideration, from anyone other than the District, for the performance of an act which the employee would be required or expected to render in the regular course or hours of their District employment or as a part of their duties as a District employee.

Approval

In order to avoid perceived or actual conflicts of interest that may arise from outside employment, employees must obtain written approval from the Assistant District Manager prior to undertaking any outside employment. Employees who wish to engage in outside employment must submit a written request to the District explaining the details of the outside employment including: the work hours and/or time required; job title or the nature of the activity; the work location; and the supervisor, manager and name of the employer or activity.. The Assistant District Manager has the

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right to deny the request if the outside employment meets any of the exclusions listed above, or is otherwise incompatible with the employee's employment at the District. Approval by the Assistant District Manager for outside employment may be revoked at any time.

An outside employment authorization is valid only up to one year. Should the employee continue the outside employment, activity, or enterprise for a longer duration, they must make another request following the process in this Policy.

If the outside employment is authorized, the employee must promptly report in writing to the Assistant District Manager any of the following changes that may occur during the year of an authorized outside employment: the outside employment ends; or the authorized employment changes as to the number of work hours, location, or types of duties.

If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide Workers' Compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

Appeal

If the Assistant District Manager denies an employee's outside employment request, the employee may submit a written notice of appeal to the District Manager within ten days after the date of the denial. The decision on appeal will be put in writing, provided within ten days after the receipt of the appeal, and will be final.

Discipline

Employees may be subject to discipline for violation of this Outside Employment policy, in accordance with District Policy D-100.

Use of District Resources Prohibited

An employee who has additional or outside employment is prohibited from the use of District records, materials, equipment, facilities or other District resources in connection with the outside employment.

Revocation of Authorization Any outside employment authorization may be revoked or suspended during the year it is granted under the circumstances listed below. An employee may appeal the revocation or suspension as provided in this Policy. a. The employee's work performance declines; or b. An employee's conduct or outside employment conflicts with the conditions of the outside work authorization or is incompatible with the employee's work for the District.

Outside Employment

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020



POLICY TITLE: Performance Evaluation

POLICY NUMBER: P-100

Purpose

The District Manager or his/her designated representative conducts a scheduled performance review of each employee prior to a merit advancement date. The purpose of performance evaluations is to establish and clarify goals and objectives and inform employees of their job performance. The District utilizes performance evaluations to summarize the performance of the employees for the period covered as accurately and as objectively as possible. All matters of significance appearing on the evaluation will be discussed with the employee, who in turn may add their own written comments to the evaluation, which then becomes part of the employee's permanent file.

Frequency

Regular employees who have passed probation will receive a written performance review annually on or near the employee's anniversary date. Unscheduled performance evaluations of any frequency may be made at the discretion of the District Manager or his/her designated representative.

On or about the completion of six months of a probationary period, and again at any point prior to separation or the successful completion of the probationary period, the probationary employee's supervisor will prepare and sign a performance evaluation. The purpose of the probationary performance evaluation is to chart the probationer's progress toward meeting the standards of their position.

Procedure

Performance evaluations are recorded in writing on forms prescribed by the District Manager. Evaluations should be discussed privately with the employee. The employee's signature indicates the employee's acknowledgement that they are aware of the evaluation's contents and has discussed the evaluation with their supervisor. The employee's signature on the evaluation does not indicate agreement with its contents. The employee will receive a copy of the evaluation after the meeting with the supervisor(s) and a copy of the evaluation will be placed in the employee's personnel file.

The employee may comment on the evaluation in a written statement within ten calendar days of the receipt of the evaluation. If the statement is submitted within ten calendar days of the employee's receipt of the evaluation, it will be placed with the evaluation in the employee's personnel file. An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation.

Record Keeping

The supervisor retains a copy of the written evaluation and gives a copy to the employee. The original will be placed in the employee's personnel file and may be reviewed by the employee upon request.

Performance Evaluation

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 2020



POLICY TITLE: Personnel Records

POLICY NUMBER: P-200

The District maintains a personnel file for each employee. An employee's personnel file will contain only material that is necessary and relevant to the administration of the District's personnel program.

Personnel files are the property of the District, and access to the information they contain is restricted.

The information in the employee's personnel file is permanent and is to be held confidential to the extent permitted by law. Personnel files may not be removed from the District's premises.

Personnel files shall be retained by the District for at least three years after separation from employment.

Applicant or Employee Medical Information

All medical information about an employee or applicant shall be retained in separate medical files and is treated as confidential. Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for District business reasons, or if access is required by law, subpoena or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

Employee Access to Personnel File

1. Inspection

A current or former employee and/or their representative, who wishes to review his or her personnel file should make a written request to the Financial Manager. A current employee has the right to inspect their personnel file at reasonable times and at reasonable intervals, within 30 days of a written request.. A former employee is entitled to inspect their personnel records one time per year.

An employee may inspect only their own personnel file and only in the presence of a District representative, at a location where the employee works and at a time other than the employee's work time, or at another agreed upon location without loss of compensation to the employee.

2. Copies

A current or former employee is entitled to receive a copy of their personnel records within 30 days after the employer receives a written request. A current or former employee who wishes to receive such a copy should contact the Financial Manager in writing. The District may charge a fee for the actual cost of copying.

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.



Representative's Inspection

If the current or former employee wishes to have another person/representative inspect their personnel file, they must provide the person/representative with written authorization. The Financial Manager will notify the employee and/or representative of the date, time and place of the inspection in writing.

No Removal of Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

Supervisor Working Files

A supervisor may keep a working file on an individual employee to track work in progress, conduct, and performance related information. A supervisor's working file typically contains documents pertaining to ongoing work such as notes of conversations, assignments, status reports and milestones to support annual performance evaluations.

The supervisor's working file is a confidential file that is kept in a secure area near the employee's immediate supervisor and stored in a locked area when not in use. The contents of a working file will be discarded in a secure manner once the information is no longer necessary.

A supervisor's working file is not considered part of the official personnel file.

Changes to Employee Information

The employee shall inform District administration immediately whenever there is a change in personnel data such as address, telephone number, marital or registered domestic partner status, number of dependents, and person(s) to notify in case of an emergency. The District requires that a current home address be provided. This information is used to facilitate official written communications and may also be used in the event that employees have to be located in order to be activated as Disaster Service Workers.

Personnel Records

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POLICY TITLE: Pesticide Regulation Compliance

POLICY NUMBER: P-300

All District employees who use pesticides or supervise their use must know, understand and have access to all rules and regulations governing operational restricted and non-restricted public health pesticides. Only employees with a current California Qualified Applicator Certificate or License, and employees supervised by another employee with a current California Qualified Applicator Certificate or License, will be permitted to use pesticides.

Guidelines

1. Employee Field Manuals must be complete and up-to-date in every facet of District pesticide use, handling and safety.
2. Pesticide application equipment must be maintained in top working condition.
3. All pesticide application equipment and containers must be properly labeled.
4. Pesticide users must utilize the proper equipment for application.
5. Pesticide users must know and be able to calibrate the equipment they use. Equipment must be calibrated at least annually; additional calibration may be necessary based on performance or maintenance of equipment or if instructed by a supervisor..
6. Pesticide users must be able to do the mathematics necessary to express or calculate dosage rate and application rate.
7. Pesticide users must know what, where, why, and how to apply pesticides in order to prevent adult mosquito emergence and to control adult mosquito populations post emergence.
8. Safety equipment must be utilized in conformance with established policy or guidelines. Failure to do so will result in the immediate initiation of progressive discipline.
9. Pesticide users must know how to carry out preventive maintenance and basic repairs on their application equipment.
10. Pesticide supplies in District vehicles must be replenished at the end of each workday.

Failure to follow all or any of these guidelines, unless otherwise noted, may result in discipline, up to and including termination.

Pesticide Regulation Compliance

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POLICY TITLE: Pesticide Safety

POLICY NUMBER: P-400

Handle all pesticides and herbicides in full understanding and compliance of the label, including, but not limited to, the wearing of the correct safety equipment at all times.

See your supervisor for copies of the pesticide and herbicide labels available in the current Safety Data Sheets (SDS), or for any questions related to pesticide usage.

Triple rinse all containers.

Properly label all containers, tanks, and sprayers.

Only containers provided by the District and approved by a supervisor in the Operations Department may be used to store pesticides.

All pesticides must be stored and transported safely and properly in District vehicles and in accordance with State and local laws.

Pesticide Safety

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POLICY TITLE: Political Activities

POLICY NUMBER: P-500

Policy

Consistent with the Federal Hatch Act and applicable state statutes regarding political activities of government/public sector employees, the District prohibits:

1. Employee use of any District facility or resource in support of any candidate or ballot measure.
2. Campaigning by employees for any candidate or political cause on District time or while on District premises.
3. Participating in political activities of any kind while in a District uniform or other District-issued clothing.
4. Employee use of their office to coerce or intimidate public employees to promote, propose, oppose, or contribute to any political cause or candidate.
5. Participation in political activities during work hours.
6. Participation in political activities in District work areas.
7. Distribution of political communications on District property.
8. Use of District equipment and/or supplies to create political communications.
9. Interference with any election.
10. Attempts to trade job benefits for votes for a particular candidate or cause.
11. Solicitation or receipt of political funds or contributions to promote the passage or defeat of any ballot measure that would affect working conditions, during the working hours of employees, or in District offices.
12. Direct or indirect solicitation of political contributions from other District employees, unless such solicitation is made to a significant segment of the public which incidentally includes District employees.

Permitted Conduct

1. Participation in political campaigns provided the participation does not interfere with District work, is on the employee's own time, and is not prohibited by law.
2. Expression of political opinion on all political subjects or candidates.
3. Candidacy for any local, state or national election.
4. Contributions to political campaigns.

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5. Joining and participating in the activities of political organizations on personal time and off District premises.
6. Requests, during off-duty time, for political contributions, through the mail or other means, from District officers or employees if the solicitation is part of a solicitation made to a significant segment of the public which may include District officers or employees.
7. Solicitation or receipt, during off-duty time, of political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement or other working conditions of District officers or employees.

Political Activities

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POLICY TITLE: Pre-Employment Physical Examination

POLICY NUMBER: P-600

Policy

Those external applicants who apply for certain jobs where a special need for pre-employment drug and alcohol testing exists must take and pass a drug and alcohol test, at the District's expense, following a conditional offer of employment. The categories of jobs subject to pre-employment drug and alcohol testing include, but is not limited to:

1. Safety sensitive jobs that have public safety implications, such as jobs requiring operation of heavy trucks to transport hazardous material and jobs requiring a Class A driver's license; and
2. Jobs that involve direct influence over children.

All job applicants for full-time, temporary and part-time employment who have been made a conditional job offer by the District are required to submit to a post-conditional offer a physician's examination at the District's expense. The District will receive only the ultimate results of the exam or medical information that is related to the employee's job duties.

1. A final offer of employment commitment will be made only if a negative drug screen result is obtained (for those subject to pre-employment drug and alcohol screening) and a qualified physician has certified the applicant is qualified to do the type of work required by the position being applied for.
2. Applicants who refuse to cooperate in the examination and testing will not be considered further for employment.
3. Applicants who have a positive alcohol and/or drug test result will be denied employment.

Class A Drivers covered by the U.S. Department of Transportation regulations are required to obtain and maintain a valid Medical Examiner's Certificate (ME Certificate).

Procedure

Appointments with the medical facility providing the examination and drug testing should be made at least one day prior to testing, if possible, with the applicant provided minimal advance notice (no more than one day, if practical).

When the applicant reports to the medical facility for the scheduled examination and drug testing, identification must be provided to the facility in the form of a photograph and verifiable signature (e.g., vehicle operator's license).

All test results will be kept confidential. The applicant may be told he/she failed to pass the test, but the District Manager or designee will have access to the actual results.

District employment application forms contain the following notice:

Marin/Sonoma Mosquito and Vector Control District has a policy of requiring a job-related physician's exam of persons who are under serious consideration for employment, together

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with urine and blood testing of persons who are under serious consideration for employment for certain jobs where a special need for pre-employment drug and alcohol testing exists. Persons who do not receive said physician's certification of qualification to do the type of work required by the position applied for, or who test positive for the presence of illicit drugs in their body will not be considered further. If you have reason to believe that you will not pass a physician's examination or will register positive on a drug test, or if you are unwilling to consent to such a test or examination, it is recommended that you not submit an application.

Immediately prior to reporting for drug testing, job applicants will complete a Consent and Release Form to be kept on file in the District office.

Independent Medical Opinion

Where the results of a pre-employment medical examination would result in disqualification, an applicant may submit an independent medical opinion for consideration before the final determination is made.

Pre-Employment Physical Examination

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POLICY TITLE: Probationary Employees

POLICY NUMBER: P-700

A probationary employee is one who is serving a probationary period. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work to determine the employee's fitness for the position.

All District employees are required to serve a probationary period of 2,080 hours of actual, supervised service in the position, excluding overtime.. A probationary period shall automatically be extended for the length of any leave of absence exceeding thirty (30) consecutive days. The District reserves the right, at the sole discretion of the District Manager, to extend the duration of the probationary period when such an extension is deemed appropriate and necessary.

A probationary employee has no property right in continued employment during the initial probationary period and may be dismissed at any time during a probationary period without cause and without pre or post-disciplinary procedural due process, including any right of appeal or hearing. In case of such dismissal, the District Manager will notify the dismissed probationary employee in writing that he/she is being separated from District service and the effective date of the separation.

No probationary employee will receive a regular appointment without a written recommendation from the District Manager or designee.

An employee does not acquire regular status in the promotional position until the successful completion of the probationary period. If the employee fails to satisfactorily complete the probationary period in the promotional position, the employee will be entitled to return to the position held prior to promotion at the range and step previously held if not subject to termination for disciplinary reasons. The employee is not entitled to notice or a hearing if rejected during probation.

Probationary Employees

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POLICY TITLE: Protection from Wildfire Smoke

POLICY NUMBER: P-800

Pursuant to CalOSHA regulations (2 CCR section 5141.1), the District provides the following information:

1. Health Effects of Wildfire Smoke

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter,” the tiny particles suspended in the air.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

The smallest -and usually the most harmful -particulate matter is called PM_{2.5} because it has a diameter of 2.5 micrometers or smaller.

2. Right To Obtain Medical Treatment

The District encourages employees who show signs of injury or illness due to wildfire smoke exposure to seek medical treatment. Affected employees will not be subject to reprisal for seeking such treatment. In the event of serious injury or illness caused by wildfire smoke exposure, the employee should seek immediate assistance from emergency medical providers, or the District’s designated medical facility if emergency assistance is not required.

3. Obtaining Current Air Quality Index (AQI) for PM_{2.5}.

Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone.

Although there are AQIs for several pollutants, Title 8, section 5141.1 regarding wildfire smoke only uses the AQI for PM_{2.5}.

The easiest way to find the current and forecasted AQI for PM_{2.5} is to go to www.AirNow.gov and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at www.arb.ca.gov/capcoa/dismap.htm. Employees who do not have access to the internet can contact the District for the current AQI. The EPA website www.enviroflash.info can transmit daily and



forecasted AQIs by text or email for particular cities or zip codes.

4. Procedures for Addressing Wildfire Smoke

If employees may be exposed to wildfire smoke, the AQI applicable to the worksite will be obtained by the supervisor. If the current AQI for PM_{2.5} is 151 or more, the supervisor is required to:

- a. Check the current AQI before and periodically during each shift.
- b. Provide training to employees.
- c. Lower employee exposures.
- d. Provide respirators and encourage their use.

5. The District's Communication System

Supervisors shall alert employees when the air quality is harmful and what protective measures are available to employees.

Supervisors shall encourage employees to inform them if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

The District shall communicate with employees regarding the AQI through two-way radio, phone, text, e-mail or in person.

6. Protecting Employees from Wildfire Smoke

The District shall take action to protect employees from PM_{2.5} when the current AQI for PM_{2.5} is 151 or greater. Examples of protective methods may include:

- a. Locating work in enclosed structures or vehicles where the air is filtered.
- b. Changing procedures such as moving workers to a place with a lower current AQI for PM_{2.5}.
- c. Reducing work time in areas with unfiltered air.
- d. Increasing rest time and frequency, and providing a rest area with filtered air.
- e. Reducing the physical intensity of the work to help lower the breathing and heart rates.

7. Use of a Respirator When Exposed to Wildfire Smoke

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM_{2.5} is less than 151, to provide additional protection.

When the current AQI for PM_{2.5} is 151 or greater, the District shall provide employees with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required.

A respirator should be used properly and kept clean. The following precautions shall be taken:

- a. Respirators will be certified for protection against the specific air contaminants at the workplace by the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention (NIOSH). A label or statement of certification should appear on the respirator or respirator packaging listing what the respirator is designed for (e.g., particulates).

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Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator, shown in the image below, is the minimum level of protection for wildfire smoke.

- b. Supervisors and employees shall read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.
 - c. Employees shall not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
 - d. Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
 - e. Employees who have a heart or lung problem should ask their doctor before using a respirator.
8. Proper Wear, Use and Maintenance of Respirators

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.

The proper way to put on a respirator depends on the type and model of the respirator.

For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:

- a. Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
- b. Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

Protection from Wildfire Smoke

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POLICY TITLE: Public Complaints

POLICY NUMBER: P-900

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or of a state or federal statute, causing the individual to be adversely affected. The Board of Trustees desires that public complaints be resolved in a timely, logical, and systematic manner, at the lowest possible administrative level.

Public complaints of harassment, discrimination or retaliation based on a protected class shall be handled in accordance with the District's Harassment, Discrimination and Retaliation Prevention Policy (Policy Number H-100). The procedure for resolving public complaints as defined in this policy is as follows:

1. The individual with a complaint should first discuss the situation with the District employee present or on the phone with the objective of resolving the matter informally.
2. If the employee is unable to resolve the complaint to the individual's satisfaction, the complaint may be filed with the Supervisor (or other responsible managing employee). Within a reasonable time, the District Manager (or other responsible managing employee) will contact the person filing the complaint to resolve the matter. At the option of the District Manager (or other responsible managing employee), he/she may conduct conferences and take testimony or written documentation toward resolution of the complaint. The person filing the complaint may request a written decision from the District Manager (or other responsible managing employee).
3. If the person filing the complaint is not satisfied with the disposition of the matter by the District Manager (or other responsible managing employee), a written complaint may be filed with the Board of Trustees within ten days of receiving the District Manager's (or other responsible managing employee's) written decision.
4. A Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, shall hear the appeal. The Board-appointed, three-person panel shall hold a meeting to consider the matter no later than sixty (60) days from the date of filing the appeal. In making an advisory decision, the Board panel may conduct conferences, hear testimony, as well as refer to the transcripts of previous written documentation. The panel shall issue an advisory decision to the Board within fourteen (14) calendar days following the meeting and submission of relevant documentation. The Board of Trustees may consider the matter at the next regular meeting, or call a special meeting. A Panel decision affirmed by the Board is a final decision from the Board.
5. The Board of Trustees shall send the final decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives. Copies shall also be distributed to the District Manager.
6. Judicial review of any decision of the full Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90th) day following the date on which the Board of Trustees gives written notice of the final decision.

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This policy in no way prohibits nor is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Public Complaints

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POLICY TITLE: Punctuality and Attendance

POLICY NUMBER: P-1000

Policy

District employees are expected to be punctual and regular in attendance. Punctuality is defined to be at the work area/work station fully prepared to begin job duties at the employee's scheduled start time. When an employee is tardy or has an unscheduled absence, it has a detrimental effect on District operations, because his/her workload shifts to fellow employees and the immediate supervisor, who must perform the absent employee's workload (just as that employee must assume the workload of others who are absent). Employees are expected to report to work as scheduled, on time and prepared to start work, and to remain at work for their entire work schedule, except for break and meal periods or when required to leave on authorized District business. Employees must return from meal and break periods in a timely manner, and avoid all disruptive late arrivals, early departures or other absences from scheduled hours.

An employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from regular working hours.

Employee's Duty to Notify of Absence or Late Arrival

Unless there are extenuating circumstances, if an employee will not be reporting to work or will be late, they must call their immediate supervisor at least one hour before scheduled to begin working for that day. Failure to do so will result in the day of absence being treated as an unauthorized absence. In emergency circumstances, the employee must report the absence within a reasonable time.

Employees also need to inform the supervisor of the expected duration of any absence.

An employee who has an unauthorized tardy or absence not related to a protected reason will not receive compensation for the period of absence.

Excessive Absenteeism and/or Tardiness

Excessive absenteeism or tardiness (whether excused or not) will result in discipline up to and including dismissal. Excessive absenteeism or tardiness occurs when there are more than three (3) incidents of absenteeism or tardiness (not related to a protected reason and not previously authorized) in any rolling 30 day period. Excessive tardiness or absenteeism may be grounds for discipline, up to and including termination. Abuse of, or misrepresentation of any form of accrued or unpaid leave time will be grounds for discipline, up to and including termination.

Punctuality and Attendance

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POLICY TITLE: Reasonable Accommodation Policy

POLICY NUMBER: R- 100

Purpose

To emphasize the District's commitment to comply with the provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act's disability accommodation provisions.

Policy

The District provides employment-related reasonable accommodations to qualified individuals with known physical or mental disabilities within the meaning of the Americans with Disabilities Act and the California Fair Employment and Housing Act.

Procedure

Request for Accommodation

An applicant or an employee who desires a reasonable accommodation in order to perform essential job functions should make such a request in writing to the District Manager. The request must identify: a) the job-related functions the employee is unable to perform without accommodation; and 2) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of the request, the District may require additional information, such as reasonable documentation of the existence of a disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider.

Fitness for Duty Examination

The District may require an applicant or employee to undergo a fitness for duty examination at the District's expense to determine whether the applicant or employee can perform the essential functions of the job with or without reasonable accommodation. The District may also require that a District-approved physician conduct the examination. The District shall articulate in writing the factual basis for the exam. For applicants, the exam must be job related, consistent with business necessity and required of all entering employees in the same job classification. For current employees, the exam must be job related and consistent with business necessity.

The District will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the job. The examination will be limited to determining whether the applicant or employee can perform the essential functions of his/her position and any work restrictions and/or functional limitations that apply to the applicant or employee. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:

1. The applicant or employee has a disability within the meaning of the California Fair Employment and Housing Act;

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2. The applicant or employee is fit to perform essential job functions;
3. Workplace restrictions or functional limitations apply to the applicant or employee, and the duration of the work restrictions or functional limitations;
4. There are any reasonable accommodations that would enable the employee to perform essential job functions; and
5. The employee's continued employment poses a threat to the health and safety of them self or others.

Should the health care provider exceed the scope of the District's request and provide confidential health information, without valid consent of the applicant or employee, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.

Interactive Process Discussion

After receipt of reasonable documentation of disability and/or a fitness for duty report, the District will arrange for a discussion, in person or via telephone conference call, with the applicant, or the employee, and their representative(s), if any. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

Case-by-Case Determination of Availability of Accommodation(s)

The District determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The District will not provide accommodation(s) that would impose an undue hardship upon District finances or operations, or that would endanger the health or safety of the employee or others. The District will inform the employee of its decision as to reasonable accommodation(s) in writing.

District Contribution Toward Health, Dental and Life Insurance Premiums During Unpaid Disability Leave

Employees on leaves of absence without pay, including intermittent or partial leave without pay, shall not be entitled to payment by the District of the premiums for their health, dental and life insurance, except as required by law. For employees on full unpaid leave, the entitlement to District payment of premiums shall end on the last day of the month in which the employee began the leave without pay. In the case of employees on intermittent or partial leave without pay, employees will receive a pro-rated District contribution to health, dental, and life insurance premiums during the period of intermittent or partial leave without pay. An employee on an unpaid leave of absence shall not accrue any seniority with the District for the length of the unpaid leave.

Reasonable Accommodation

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POLICY TITLE: Recruitment and Selection

POLICY NUMBER: R-200

Policy

Consistent with the best interest and needs of the District, the District Manager has the authority and obligation to fill all employee positions in the District with the best qualified applicants. The Board of Trustees reserves the sole and exclusive right to select and hire District Managers.

Hiring Procedures

The District Manager or designee will conduct initial screening of all applicants to ensure that candidates meet minimum qualifications.

The District Manager or designee may reject an application, if the applicant:

1. Has made false statements of any material fact, or practiced any deception or fraud on the application or declarations.
2. Is found to lack any of the requirements, certifications, or qualifications for the position involved.
3. Is physically or mentally unable to perform the essential functions of the job, with or without reasonable accommodation, if disabled.
4. Is a current user of illegal drugs.
5. Is a relative of an employee, and is subject to the District's Nepotism Policy Number N-100.
6. Used or attempted to use political pressure or bribery to secure an advantage in the process.
7. Directly or indirectly obtained information regarding examinations.
8. Failed to submit the employment application correctly or within the prescribed time limits.
9. Has had their privilege to operate a motor vehicle in the State of California suspended or revoked, if driving is job related.
10. For any material cause which in the judgment of the District Manager or designee would render the applicant unsuitable for the position, including a prior resignation from the District, termination from the District, or a significant disciplinary action.

Depending on the number of applications received for a particular recruitment, the District Manager or designee may rank applications in order of qualification levels. The District may choose to call only the most qualified applicants for interviews as opposed to all applicants who meet minimum qualifications.

After completing an examination process determined by the District Manager or designee, conditional offer(s) of employment shall be made to qualified candidates based on the applicant's qualifications, experience, references, evaluations by interviewers and other relevant information, including information obtained from the employee's resume and other submitted documents.

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Offers of employment may be made by the District Manager or Assistant Manager only.

Criminal Conviction Check

After the District makes a conditional offer of employment, the District Manager or Assistant Manager may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially sealed, eradicated, or expunged.

Unless required by law, the District will not deny employment to any applicant solely because they have been convicted of a crime. The District may, however, consider the nature, date and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position.

The following procedure shall not apply to a position for which a state or local agency is otherwise required by law to conduct a conviction history background check, or to a position where an employer or agent thereof is required by any state, federal, or local law to conduct criminal background checks for employment purposes or to restrict employment based on criminal history

1. If the District intends to deny an applicant a position of employment solely or in part because of the applicant's conviction history, it shall make an individualized assessment of whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the applicant the position.
2. If the employer makes a preliminary decision that the applicant's conviction history disqualifies the applicant from employment, the employer shall notify the applicant of this preliminary decision in writing. The notification shall contain a notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer, a copy of the conviction history report, if any, and an explanation of the applicant's right to respond to the notice of the employer's preliminary decision before that decision becomes final and the deadline by which to respond. The explanation shall inform the applicant that the response may include submission of evidence challenging the accuracy of the conviction history report that is the basis for rescinding the offer, evidence of rehabilitation or mitigating circumstances, or both.
3. The applicant shall have at least five business days to respond to the notice before the District makes a final decision. If, within the five business days, the applicant notifies the District in writing that the applicant disputes the accuracy of the conviction history report and is taking specific steps to obtain evidence supporting that assertion, then the applicant shall have five additional business days to respond to the notice.
4. The District shall consider information timely submitted by the applicant before making a final decision.
5. If the District makes a final decision to deny an application solely or in part because of the applicant's conviction history, the District shall notify the applicant in writing of the final denial or disqualification and the applicant's right to file a complaint with the Department of Fair Housing and Employment.

Medical Examinations

Appointment to certain positions may be made contingent upon the applicant/employee passing a drug / alcohol test, and/or a job-related medical examination. Such examination shall only be

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required after a conditional offer of employment has been made. (See Reasonable Accommodation Policy and Pre-Employment Physical Examination Policy.)

Assignment of Duties

Specific employment classifications and/or personnel job descriptions will not modify or limit the power of the District Manager to assign duties as the need arises or to direct and control the work of employees within the scope of the District's policies. Any issues of extended performance of employee job duties significantly outside of the person's regular job classification should be brought to the attention of the District Manager or designee.

Reporting for Duty

The person accepting appointment shall report to the District Manager or designee on the date designated by the District Manager. Otherwise, the applicant shall be deemed to have declined the appointment.

Required Licenses and Certifications

All candidates for positions that may require operation of a District vehicle must have a valid California State Driver's Licenses and a driving record acceptable to the District's insurance carrier. All employees who are required to drive District vehicles will be subject to dismissal on two weeks' notice should their personal and/or District driving records become unacceptable to the District's Administration or its insurance carrier.

When certification is required, an employee will be given a reasonable opportunity to qualify. The District Manager will have the option to terminate an employee who fails a required certification examination. As of July 1, 1979, the only required certification for continued employment is a Mosquito Control Core Certificate.

Recruitment and Selection

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POLICY TITLE: **References/Employment Verification**

POLICY NUMBER: **R-300**

All requests for employment verifications and employee references must be directed promptly to the District Manager or designee. Other employees should not attempt to provide any such information. The District Manager or designee is responsible for handling any inquiries or requests for employment verification in accordance with Agency policies.

In response to any inquiries for requests for references, the District will provide only a former employee's dates of employment, salary and job title. Requests for additional employee information beyond employment verification noted above will be limited to required response to law enforcement, federal and state regulatory agencies and lawful records requests/subpoenas for records. Additional references may be provided only with advance approval of the District Manager.

References/Employment Verification

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POLICY TITLE: Religious Accommodation

POLICY NUMBER: R-400

The District will make reasonable accommodation to the employment conditions for an employee's bona fide religious beliefs, observances and/or practices when such accommodation may be accomplished without undue hardship to the District. Requests for such accommodation must be made in writing to the District Manager or designee.

Religious Accommodation



POLICY TITLE: **Resignation**

POLICY NUMBER: **R-500**

Resignation

In order to leave District service in good standing, an employee must file a written notice of resignation with the District Manager or Assistant Manager at least two weeks before the effective date. The District Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. A resignation becomes final when the District Manager accepts the resignation in writing. Once a resignation has been accepted, it is final and irrevocable. A resignation can be accepted by the District Manager even if it is submitted less than two weeks prior to the planned resignation date. Resignation may not be withdrawn without District Manager's approval.

Abandonment of Position/Constructive Resignation

If an employee fails to report for work without any notification to an immediate supervisor and without prior authorization, and the absence continues for a period of three (3) consecutive scheduled workdays/ shifts, the District will consider this as abandonment of employment resulting in voluntary termination and constructive resignation from employment.

The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. An employee who promptly responds to the District's written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the District Manager before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, including but not limited to severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

Resignation

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POLICY TITLE: Sick Leave

POLICY NUMBER: S-100

Sick Leave Defined

Sick leave is paid leave from duty that can be used for the following purposes:

1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or sibling; or
2. For an employee who is a victim of domestic violence, sexual assault, or stalking to:
 - a. obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or
 - b. obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

Protected Sick Leave:

1. For employees who are not seasonal/temporary or extra help, one-half of the employee's accrued and available annual sick leave is protected and may be used for any of the purposes stated in this Policy.
2. For seasonal/temporary or extra help employees, up to 24 hours, or three days, whichever is greater, of accrued and available sick leave each year is protected and may be used for any of the purposes stated in this Policy. The year is measured beginning on July 1st, or the employee's anniversary of hire date, whichever is later.

Usage

An employee may use accrued sick leave, in a minimum increment of one-half (1/2) hour, beginning on the 90th day after the first day of employment with the District, subject to the limits and request provisions in this Policy.

To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave.

Failure to request sick leave as required by this Policy without good reason, may result in the employee being treated as absent without leave.

In the event that an employee or a member of the employee's immediate family recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work,

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then such employee shall notify the appropriate immediate supervisor and be available to return for duty.

Exempt employees are required to use their sick leave when they are absent from work due to a qualifying reason for partial or full days.

Certification

The District may require that employees who are not seasonal, temporary, or extra help provide a physician's certification to support any absence that involves the illness of the employee or family member if the District suspects that there is an abuse of sick leave by the employee.

All employees, including seasonal, temporary, or extra help, who use paid leave to address issues related to domestic violence, sexual assault or stalking, and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.

The District may require a physician's certification for the employee's illness or the illness of an immediate family member if the employee is absent for more than three (3) consecutive work days. The certification must provide the employee's intended date of return to work

Accrual

Full time employees who are not seasonal/ temporary or extra help accrue eight hours of sick leave for each calendar month of paid status.

Part-time employees who are not seasonal/temporary or extra help accrue sick leave in an amount prorated to the lower number of hours they work each calendar month in paid status, which shall be a minimum of one hour of paid sick leave for every 30 hours worked.

Accrued sick leave carries over from year to year. No accrual limit applies.

A seasonal/ temporary or extra help employee who works 30 or more days within a year from the commencement of employment with the District accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment but a seasonal/ temporary or extra help employee stops earning sick leave once they have accrued 48 hours or 6 work days/ shifts, whichever is greater. Employees granted an approved leave with pay shall accrue sick leave as provided in these policies.

Sick Leave on Separation from Employment

Unless otherwise provided by a labor agreement, unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Sick leave will not be accrued by an employee absent from duty after separation from District service, or during any leave of absence from duty not authorized by the District.

Sick Leave Reinstatement

If an employee separates and is rehired within one year from separation, accrued and unused sick leave, to a maximum of 6 days or 48 hours, whichever is greater, will be reinstated. An employee who worked at least 90 days in the initial employment with the District may immediately use reinstated sick leave. An employee who had not worked 90 days in the initial employment with the District must work the remaining amount of the 90 day-qualifying period to be able to use accrued



sick leave.

Evaluation Of Sick Leave Usage

An employee is subject to disciplinary action for excessive use of sick leave and/or abuse of sick leave. Protected sick leave as defined above, and other protected leaves, will not count toward a charge of excessive use of sick leave.

Abuse of sick leave is a claim of entitlement to sick leave for a purpose not provided under "Definition," above.

Sick Leave

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POLICY TITLE: State Disability Insurance and Paid Family Leave

POLICY NUMBER: S-300

Purpose

California's Employment Development Department (EDD) administers the State Disability Insurance (SDI) and Paid Family Leave (PFL) programs to provide partial wage replacement for employees temporarily unable to work for qualifying reasons.

The purpose of this policy is to define how the SDI/PFL partial wage replacement is integrated with District paid leave benefits.

Eligibility

Employees in the General and Management/Confidential Units are eligible for SDI/PFL wage replacement benefits in accordance with the terms and conditions of the SDI/PFL Program.

1. Employees who experience a loss of wages when they are unable to work due to a non-work-related illness, injury, or pregnancy, may be eligible for Disability Insurance (DI) benefits.
2. Employees who experience a loss of wages when they need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner, or to bond with a new child entering the family through birth, adoption, or foster care placement, may be eligible for Paid Family Leave (PFL) benefits.

Employees fund SDI/PFL benefits through employee payroll deductions. The District does not fund SDI/PFL. Benefit amounts are determined solely by the EDD.

Filing a Claim

It is the employee's responsibility to file a claim for SDI/PFL benefits. The District is not involved in the application or benefit payment process.

Upon request from the EDD, the District will verify employment, pay rate, dates of absence due to a qualifying event, and integration of paid leave (if applicable).

The employee is responsible for notifying the District of claim approval and benefit amounts.

Integration

The SDI/PFL program allows for integration of SDI/PFL benefits with accrued, unused paid leave. Integration has the effect of ensuring the employee will receive his/her normal salary or wages during the period of SDI/PFL wage replacement benefits. The following terms apply:

1. District payroll personnel will integrate payment of paid leave for the remaining base salary only if sick leave, vacation leave, and/or compensatory time off (CTO) is available to draw from when the absence begins. The employee is required to integrate enough paid leave per pay period to amount

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to the employee's base salary in conjunction with SDI/PFL benefits, except (1) in the pay period in which leave is exhausted, and (2) in the pay period in which the employee elects to discontinue integration as specified below.

2. Integration of paid leave benefits with SDI/PFL benefits is to be automatic, except where the employee is concurrently on designated Family Medical Leave. If an employee is concurrently on designated Family Medical Leave (FMLA/CFRA), the employee may *elect* to integrate paid leave with SDI/PFL benefits. In addition, an employee may elect to discontinue integration in order to retain up to forty hours of accrued, unused vacation and/or up to forty hours of accrued, unused sick leave.
3. The total, combined compensation from integrated SDI/PFL benefits and accrued paid leaves shall not exceed the employee's base salary at the time of disability/PFL.
4. In order to receive integrated paid leave, the employee shall provide a copy of their SDI/PFL statement showing the amount of benefits and period of time for which the employee received SDI/PFL benefits. The District will utilize the employee's SDI/PFL statement as the basis for integration of paid leave. The District shall subtract SDI/PFL benefits paid to the employee by EDD from the employee's gross wages in a pay period, and then divide the remainder by the employee's current District hourly rate, totaling the number of leave hours to be deducted from the employee's leave bank.

Type and Order Of Leave

Integration will occur first with accrued, unused sick leave (where use is required according to District policy), and then with accrued, unused vacation and compensatory time off (CTO). An employee who exhausts sick leave, vacation and CTO will receive no monetary compensation from the District for the remaining period of SDI/PFL wage replacement.

An employee is required to use up to one week of accrued, unused vacation time before, and as a condition of, the employee's initial receipt of PFL benefits during any 12-month period.

The District's contribution to group health insurance benefits will continue during FMLA/CFRA/Pregnancy Disability Leave (PDL) qualifying leaves in accordance with District policy. After FMLA/CFRA/PDL leave is exhausted, the District's contribution to group health insurance benefits will continue during SDI/PFL only for the period that the employee integrates paid leave.

Catastrophic Leave may be used in conjunction with SDI/PFL benefits upon exhaustion of FMLA/CFRA/PDL qualifying leaves. This sentence supersedes provisions to the contrary in Section 15.4.2 of the District's Memoranda of Understanding with the General and Management Confidential Units.

Overpayments

Overpayments during integration can frequently occur. The employee is fully responsible for repayment of overpayments. If the employee is overpaid by the District, the employee shall be required to repay the District for the overpayment within three pay periods, or unless otherwise agreed by the parties. The employee is solely responsible for repaying overpayments from the EDD.



POLICY TITLE: Timekeeping Requirements and Time Cards

POLICY NUMBER: T-100

Timekeeping

Every employee (with the exception of the District Manager) is required to record his/her own time on the **Time Card Data Entry Form** in the District's database system. Employees must record the time at the start and at the end of each work period, including before and after the lunch break. Employees also must record the time whenever they leave the building for any reason other than District business. The supervisor must validate/approve all timecards.

Entering another employee's time card information, allowing another employee to enter your time card, or altering a time card violates District policy and may be subject to discipline up to and including employment termination. .

Time Cards

Time cards are legal documents used to record the hours an employee worked, for purposes of accountability, salary eligibility, use of public funds, and tracking pesticide usage.

As legal documents, time cards must accurately and completely reflect an employee's workday.

The District requires that employees fill out time cards, consistent with respective FLSA exempt or non-exempt status practices, on a continuous basis, as work is completed throughout the workday, and including all overtime worked by overtime-eligible employees. At the end of the day, employees should record vehicle and equipment preparation for the next workday.

Accuracy is of the utmost importance. Inaccurate record keeping will result in poor work evaluations and, if not improved, discipline up to and including suspension without pay and/or dismissal.

Time cards are subject to review by other District staff including supervisors and higher, as well as County Agricultural Inspectors, agents of the State Department of Health Services, the Department of Pesticide Regulation and the California Highway Patrol.

Time cards must be turned in at the end of the workday for which they are filled out. Any problems inputting time card records should be reported immediately to a supervisor.

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POLICY TITLE: Tobacco-Free and Smoke-Free Workplace

POLICY NUMBER: T-200

The District is a tobacco-free and smoke-free environment, which prohibits the use of all tobacco products, including, but not limited to, cigarettes, e-cigarettes, vaping, cigars, pipes, and smokeless (including chewing) tobacco. California state law prohibits smoking, including e-cigarettes, vaping, and the use of tobacco products in District buildings. In the best interest of the health and safety of employees and the general public, the smoking and use of tobacco products and e-cigarettes is banned completely within District buildings and confined spaces. District buildings and confined spaces includes, but is not limited to: in District leased or owned vehicles; District leased or owned offices, buildings and facilities; open, private and shared offices; cubicles; lounges; lobbies; waiting rooms; break rooms; workrooms; restrooms; elevators; and stairwells. It also includes the common areas of covered parking lots and residential spaces, such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms of those places. .

Smoking is also prohibited in any outdoor area within 20 feet of a main exit, entrances, or operable window of a public building. Employees are also prohibited from smoking and using tobacco products and e-cigarettes at any District job site where they are required to be as part of their employment, whether indoors or outdoors.

District employees who violate this policy will be subject to disciplinary action.

Successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises, including visitors, vendors and contractors, share in the responsibility of adhering to this policy.

District employees are asked to advise members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Such individuals should be asked to refrain from smoking. If members of the public refuse to comply with this policy, employees will inform management, who may direct the individual to leave the District property.

Tobacco-Free and Smoke-Free Workplace

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POLICY TITLE: **Transfers**

POLICY NUMBER: **T-300**

Definition

A transfer is a lateral movement in position to a job in the same or lower classification and pay grade, for which the employee is qualified in the opinion of the District Manager.

Employee-Initiated Transfers

The District recognizes the importance of facilitating employee-initiated transfers in order to retain qualified employees and to provide a broadened opportunity based for employees seeking career advancements.

The District will post transfer opportunities five (5) days in advance of recruitments.

To be eligible to apply for a voluntary transfer, an employee must complete a minimum of six (6) months in their current position, have satisfactory performance evaluations, be free from discipline for a minimum of one year, and meet the minimum qualifications for the position to which they seek to transfer.

Transfers shall be effective at the beginning of a pay period.

District-Initiated Transfers

The District reserves the right to involuntarily transfer employees based on the needs of the District. The District will endeavor to provide employees with at least two (2) weeks' notice of any such transfer.

Transfers



POLICY TITLE: Travel Time

POLICY NUMBER: T-400

Commute Time

Travel between home and work (“commute time”) is generally not compensable. Travel from home to the first work site of the day or from the last work site of the day to home is considered commute time.

If an overtime-eligible employee is required to travel to a work location that is different from the employee’s regular work location, then the excess difference in time between the employee’s normal commute and the new location is compensable.

Travel during the Workday

Travel during the workday, after the employee has reported to work, is compensable for overtime-eligible employees, unless it is in connection with a bona fide meal break. However, travel from the employee’s last work location to home is not compensable. Supervisors should not require employees who will be traveling during the workday to report to their normal work site at the start or the end of their shift unless it is truly necessary for the employee to report to such location.

Special One-Day Out of Town Assignment or Overnight Travel

If an overtime-eligible employee is required to travel from home to a work assignment out of town, including mutual aid assignments, then all travel time getting to and from the location is compensable, including time as a passenger. However, time spent taking a meal break, sleeping, or engaging in purely personal pursuits not related to travel or making travel connections shall be deducted from travel time. The District reserves the right to require or approve an employee’s use of a District vehicle for travel to and from the assignment.

The District reserves the right to require that the employee stay in overnight accommodations at the assigned location in lieu of traveling between the assigned location and home.

Travel Time

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POLICY TITLE: Truck Maintenance

POLICY NUMBER: T-500

This policy includes the following standards:

Trucks will be washed weekly

Trucks will be kept neat and orderly.

Any damage to a District vehicle due to an accident or incident encountered in the field is to be reported to a supervisor as soon as the driver becomes aware of the problem. A written document detailing the accident details should be turned in to a supervisor as soon as possible, no later than one workday after the accident.

Any mechanical problems found by a driver should be reported to the shop staff as soon as possible in writing, no later than the next workday or immediately if the problem is serious or presents a potential safety issue.

Truck Inspection Sheets



POLICY TITLE: **Uniforms and Protective Clothing**

POLICY NUMBER: **U-100**

Policy

At the discretion of the District Manager and Assistant Manager, regular, part-time, and seasonal staff may be required to wear District-provided uniforms (shirts, trousers and over garments) during work hours.

Requirements

1. Uniforms will be worn so that the technician presents a professional and business-like appearance whenever possible.
2. Torn, worn out or ill-fitting uniforms must be brought to the attention of a supervisor.
3. Uniform shirts must remain buttoned, with the exception of the top button, throughout the workday.
4. During hot weather, shirts may be left untucked from the trousers.
5. Jackets or coveralls worn must display District insignia.
6. Coveralls should be worn over uniforms when performing tasks that may damage uniform pants or shirts, and as required by pesticide labels.

Exceptions

1. During hot weather, full uniforms need not be worn under properly and fully marked coveralls.
2. During cold weather, warm uniform clothing may be worn.
3. Uniforms are not required to be worn at out-of-District continuing education and training events.

Uniform cost reimbursement

The cost of any uniforms and/or protective clothing and shoes which employees are required to wear will be borne by the District.

The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase, or arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

Boot Allotment (BA)

For employees who are required by the District to wear work boots on the job, the District will reimburse employees for receipted purchase of work boots meeting District specifications up to the maximum annual reimbursement provided by the District as determined by the District Manager or as provided in the applicable labor agreement.

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1. The BA provides the operational, supervisory, and laboratory personnel an allotment each fiscal year to purchase work boots. Each employee covered under the BA shall be reimbursed upon the submitted proof of purchase (receipt) any time from July 1st thru June 30th of each year.
2. A work boot for the purpose of this document is a waterproof work boot that provides protective support for fieldwork. Sport shoes and/or sport hiking shoes do not qualify for the BA. If there is any question regarding qualifying footwear, an employee should consult with their supervisor or the District Manager or designee. BA reimbursements are subject to approval from the District Manager or designee.
3. Full-time, seasonal and part-time employees who work in the field are eligible for the BA.

Uniforms and Protective Clothing

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POLICY TITLE: **Vacations**

POLICY NUMBER: **V-100**

Vacation Allowance

Every full time, regular employee in paid status and shall accrue vacation leave as follows:

1. **Two weeks** (80 hours) of vacation with pay per year if the employee has been in the service of the District for less than three years . Vacation at this level accrues at a rate of 6.66 hours per month, starting with the first month of employment.
2. **Three weeks** (120 hours) of vacation with pay per year if the employee has been in the service of the District for at least three years, but less than nine years. Vacation at this level accrues at a rate of 10.00 hours per month.
3. **Four weeks** (160 hours) of vacation with pay per year if the employee has been in the service of the District for at least eight years and one month but less than eighteen years and one month. Vacation at this level accrues at a rate of 13.33 hours per month.
4. **Five weeks** (200 hours) of vacation with pay if the employee has been in the service of the District for at least eighteen years and one month. Vacation at this level accrues at a rate of 16.66 hours per month.

Definitions

“Years of service” means years of unbroken service with the District, which in no case may be calculated from a date prior to the time the employee actually began working for the District as a regular employee.

Method of Vacation Credit

Vacation will begin accruing upon the completion of the initial year of service. After the initial year of service, vacation is earned and accrued monthly and recorded by the number of hours earned.

Vacation Carry-Over

Employees may carry-over, past an anniversary date, vacation in the amount of eighty hours over the employee’s regular vacation entitlement. Once the employee reaches the eighty-hour cap, vacation will no longer accrue until the employee’s vacation balance falls below the cap. Vacation accruals will be noted on employee paychecks.

The District Manager or Assistant Manager may allow the employee to exceed the applicable accumulation ceiling to accommodate work requirements. The District Manager or Assistant Manager will work with the employee to develop a plan for the employee to use vacation leave to return the employee’s vacation balance to at or below the applicable maximum within a reasonable period.

Vacation Schedule

Vacation must be scheduled in a manner consistent with the District’s operational requirements. Employees are required to provide their supervisor with reasonable advance notice and obtain approval prior to using vacation. Requests for vacation leave must be received in writing at least

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five (5) working days prior to the first requested leave date. This allows the employee and the supervisor to prepare for the employee's time off and assure that all staffing needs are met. The District Manager or Assistant Manager may waive the five-day notice requirement and grant the employee's request to use vacation leave in case of an emergency (i.e. accident or illness) within the employee's immediate family. For purposes of this policy, "immediate family" means spouse or registered domestic partner, the employee's child (including adopted or foster children or a minor with whom the employee stands in loco parentis), mother or father. In such cases, and subject to legal requirements, the employer may require evidence from the employee sufficient to authenticate the emergency cited by the employee as the basis for the emergency vacation leave requests, subject to legal restrictions.

The District reserves the right to deny vacation requests on the basis of operational need.

If two or more employees request vacation covering the same period and cannot be absent simultaneously, the determination as to which employee will be permitted to take vacation is left to the discretion of the supervisor, or designated authorized signatory.

Exempt employees are required to use their accrued vacation when they are absent from work for partial or full days.

Vacation Allowance for Separated Employees

When an employee is separated from service, the full amount of employee's remaining accrued vacation allowance, if any, shall be paid as wages at the employee's final rate at which vacation benefits would be paid were the employee to take vacation, and added to the employee's final compensation. .

Recording Vacation

Employees must record vacation usage on their time cards.

Holiday During Vacation

If any paid holidays for which the employee is eligible fall within an employee's vacation leave, such holiday shall not be charged against the employee's vacation time.

Vacation Schedules in an Emergency, Serious Threat or Major Operational Challenge

All vacation schedules are subject to suspension in case of an emergency, a serious threat of mosquito or other vector-borne disease, or a major operational challenge as determined by the District Manager.

Vacation

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POLICY TITLE: **Vehicle Cost Reimbursement / Insurance Requirements –
Personal Vehicles**

POLICY NUMBER: **V-200**

When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost on the basis of total miles driven and at the rate specified in the IRS Guidelines in effect at the time of usage.

Generally, the District prefers that employees use District vehicles for work-related trips. However, employees may request to use their personal vehicle to go to work assignments outside the District premises, which include, but are not limited to, Fairs, Parades, Education Functions, etc. Requests are subject to approval of the District Manager or Assistant Manager. To be eligible for approval to utilize a personal vehicle for District business, an employee must have a valid driver's license and provide a current and/or updated insurance policy for personal vehicle showing liability coverage of no less than \$100,000/\$300,000 liability.

Vehicle Cost Reimbursement/Insurance Requirements – Personal Vehicles



POLICY TITLE: Wellness Benefit

POLICY NUMBER: W-100

Eligibility

To be eligible for the District's annual Wellness Benefit, an employee must be a regular, full time District employee.

Use of Wellness Benefit

The Wellness Benefit is a yearly allowance of five hundred dollars (\$500) provided to a regular, full time District employee to be used to offset health care and personal health care costs for the employee and the employee's family.

Time Limits

This amount is granted on July 1st and must be used by June 30th. All receipts must be dated within this time frame. This amount will not be rolled over from year to year. Failure to provide receipts for expenses within the time limits will result in a forfeiture of funds.

Reimbursement

Employees shall be reimbursed twice a year upon proof of purchase (receipt) of eligible expenditures. Reimbursement will occur on December 1st and June 1st.

During the year, the employee shall be reimbursed in any month as long as proof of purchase has been shown and the expenditure has reached two hundred dollars (\$200) or more.

Eligible Expenditures:

1. Medical Expenses
2. Family and Marriage counseling
3. Health Club memberships
4. Co-payment for medical and dental costs
5. Dental expenses
6. Acupressure

The Manager may approve other possible reimbursements, upon request by the employee.

Pro-Rated Allotments

If a regular, full time employee is hired after November 1st and on or before February 28th, the employee will be provided a Wellness Benefit reimbursement up to two hundred fifty dollars (\$250). Receipts must be dated within the first day of hire through the end of the current fiscal year.

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If a regular, full time employee is hired on or after March 1st, the Wellness Benefit will not be granted that employee for the current fiscal year. The \$500 Wellness Benefit will be granted beginning the next fiscal year (July 1st – June 30th), or as provided under the applicable labor agreement, and again receipts must be dated within this time frame.

Wellness Benefit

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POLICY TITLE: Whistleblower Protection

POLICY NUMBER: W-200

Policy

The District prohibits all of the following:

1. Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
2. Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
3. Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation; and
4. Retaliating against an employee because the employee's family member has, or is perceived to have engaged in any of the protected activities listed in (a)-(c) above.

Coverage

This policy governs and protects District officials, officers, employees, and applicants for employment.

Definitions

"Protected activity" includes any of the following:

1. Filing a complaint with a federal or state enforcement or administrative agency that discloses any information that the employee has reasonable cause to believe violates state or federal law or a violation or noncompliance with a local, state, or federal rule or regulation.
2. Participating in or cooperating in good faith with a local, federal or state enforcement agency that is conducting an investigation in to alleged unlawful activity.
3. Testifying in good faith and with reasonable cause as a party, witness, or accused regarding alleged unlawful activity.
4. Associating with another covered individual who is engaged in any of the protected activities enumerated here.
5. Making or filing in good faith and with reasonable cause an internal complaint with the District regarding alleged unlawful activity.

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6. Providing informal notice to the District regarding alleged unlawful activity.
7. Calling a governmental agency's "Whistleblower hotline" in good faith.
8. Filing a written complaint under penalty of perjury that the District has engaged in gross mismanagement, a significant waste of public funds, or a substantial and specific danger to public health or safety.
9. Refusing to participate in any activity that the employee reasonably believes would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation.

"Adverse action" may include, but is not limited to, any of the following:

1. Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of actual or potential protected activity.
2. Refusing to hire an individual because of actual or potential protected activity.
3. Denying promotion to an individual because of actual or potential protected activity.
4. Taking any form of disciplinary action because of actual or potential protected activity.
5. Extending a probationary period because of actual or potential protected activity.
6. Altering work schedules or work assignments because of actual or potential protected activity.
7. Condoning hostility and criticism of co-workers and third parties because of actual or protected activity.
8. Spreading rumors about a person because of that person's actual or perceived protected activity.
9. Shunning or unreasonably avoiding a person because of that person's actual or perceived protected activity.

Complaint Procedure

An applicant, employee, including seasonal/ temporary/ extra help employees, who feels they have been retaliated against in violation of this Policy should immediately report the conduct according to the complaint procedure in the District's Policy Against Discrimination, Harassment or Retaliation so that the complaint can be resolved fairly and quickly. Supervisors and Managers have the same responsibilities as defined in the Policy Against Discrimination, Harassment or Retaliation.

Whistleblower Protection

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POLICY TITLE: **Workday Time Allocation for Technicians**

POLICY NUMBER: **W-300**

To the best of each regular, part-time and seasonal technician's ability, the following daytime allocations should be followed.

Breaks: Two fifteen-minute breaks are allowed during the workday—one to be taken mid-morning and one mid-afternoon, work schedule permitting. These breaks provide rest and are considered a safety necessity. Allocated breaks are not to be saved and grouped in order to shorten the workday. There are other mechanisms available to handle specific work schedule needs.

Lunch: Lunch is a half-hour break to be taken, whenever possible, sometime between 11:30am and 12:30pm.

Tardiness, extended break times and abuse of sick leave or vacation constitute a breach of work rules and are subject to the immediate initiation of progressive discipline.

Unless otherwise directed technicians should optimize fieldwork time and still should return to the District office with sufficient time to refuel vehicles and replenish operational supplies.

End of the day paperwork should only deal with vehicle/equipment preparation, with all other work being logged as it is accomplished, unless otherwise directed by a supervisor.

On days that little or no next-day preparation is necessary, staff should optimize productive fieldwork time and report back to the office on time for standard check-out..

All overtime must be authorized in advance by the District Manager or Assistant Manager. In the event of returning travel delays (e.g., accidents) or delays in work start arrival, staff recording incidental unplanned overtime will not be subject to disciplinary action.

Failure to follow all or any of these guidelines, unless otherwise noted, may result in the initiation of progressive discipline.

Workday Time Allocation for Technicians



POLICY TITLE: Workplace Violence Prohibition

POLICY NUMBER: W-400

Safe and Secure Workplace

The District is committed to providing a safe and secure workplace and will not tolerate acts or threats of violence in the workplace. The workplace includes any location where District business is conducted, including vehicles and parking lots. Any violation of this Policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

Prohibited Behavior

Employees are prohibited from participating in or promoting acts of intimidation, violence, threats, coercion, assault and/or abusive behavior toward any person while in the course of District employment. The District has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

Workplace Violence

“Workplace violence” is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property.
2. The destruction of, or threat of destruction of District property or another employee’s property.
3. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay.
4. Striking, punching, slapping, or assaulting another person.
5. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
6. Harassing or threatening phone calls.
7. Surveillance.
8. Stalking.
9. Possessing a weapon(s) during work hours unless the District issues the weapon(s) for performance of the job. “Weapon” is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

Incident Reporting Procedures

1. Employees must immediately report to their supervisor or manager whether they have been a victim of, or have witnessed, workplace violence. The supervisor or manager will immediately report the matter to the District Manager
2. The District Manager or designee will document the incident, including the employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The District Manager or designee will take appropriate steps to provide security, such as:
 - Placing the employee alleged to have engaged in workplace violence on administrative

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- leave, pending investigation;
- Asking any threatening or potentially violent person to leave the site; or
- Immediately contacting an appropriate law enforcement agency.

Investigation

The District Manager will see that reported violations of this Policy are investigated as necessary.

Prevention

Each manager has authority to enforce this Policy by:

1. Training supervisors and subordinates about their responsibilities under this Policy;
2. Assuring that reports of workplace violence are accurately and timely documented and addressed;
3. Notifying the District Manager and/or law enforcement authorities of any incidents;
4. Making all reasonable efforts to maintain a safe and secure workplace; and
5. Maintaining records and follow up actions as to reports of workplace violence.

Workplace Violence Prohibition

INSERT DATE

Dear District Employee,

Welcome to employment with the Marin/Sonoma Mosquito and Vector Control District ("District"). The District is a public agency ~~operating for the benefit of the public and is involved in~~charged with the control and abatement of ~~pests and~~ potentially disease-bearing ~~insects~~vectors and other ~~vectors~~pests.

I ~~personally~~ hope that you will enjoy working at the District and that you find your work interesting and challenging. As a service-oriented organization, our goal is to maintain a friendly and courteous attitude and conduct our daily activities in a manner reflecting pride, efficiency, and competence, ~~with a friendly and courteous attitude.~~

This District Employee Policy Manual has been prepared to give employees a better understanding of the District and its operating rules. District employees include administrative and supervisory staff, field and support personnel, ~~and members of the Board of Trustees appointed by individual city and county offices.~~

This Manual is designed to ~~be a working guide~~guide ~~in staff in~~ the day-to-day operations of the District. ~~The text of the Manual is not intended to be a legal contract with the Employee, but rather an attempt to describe the way the organization works.~~—There will be circumstances, from time to time, which will require changes to the described policies, practices and benefits. Updated pages will be distributed to you as amendments are made and changes occur. Please take a few moments and insert the new material as you receive it.

This District Employee Policy Manual ~~should increase understanding~~covers work expectations, and benefits, ~~eliminate the need for personal decisions on matters of~~ and organizational policy, and helps ~~assure~~ensure uniformity throughout the organization. It affirms that the District retains sole discretion over the management and operations of the District ~~management and as well as~~ execution of the District's goals and policies. Please note that all forms referenced within the Policy Manual can be obtained at the District office.

~~Please~~ As a District employee, you are required to read the District Employee Policy Manual carefully, then sign the Employee Statement below and return the signed Statement to the District Manager.

Very truly yours,

Philip D. Smith,
District Manager



Employee Acknowledgment

The District Employee Policy Manual has been prepared for your information and understanding of the policies, philosophies, practices and benefits offered by the Marin/Sonoma Mosquito and Vector Control District. As a condition of employment, all employees are required to read and request necessary clarification of these Policies. Each employee is required to sign a statement of receipt acknowledging that:

- a) they have received a copy, or has been provided access to the Policies; and
- b) they understand that they are responsible to read and become familiar with the contents and any revisions to the Policies.

PLEASE READ THIS DOCUMENT CAREFULLY. Upon completion of your review, please sign the statement below and return it to the District Manager within five (5) work-days. A reproduction of this acknowledgement appears at the back of this handbook for your records.

My signature below indicates that I have received ,and read, understand, and accept responsibility for my compliance with the District Employee Policy Manual. I agree to comply with all the District policies, procedures and programs found in the District Employee Policy Manual and subsequent revisions or updates, which will be communicated by the District Manager. I understand and agree that these policies do not create any contract right, nor any express or implied contract of employment. The District retains the full discretion to modify these Policies at any time in accordance with law.

Any questions regarding the interpretation of any material within this manual should be directed to the District Manager or designee.-

An official current copy of this manual will be posted to the District intranet for employee review and consultation.

Employee signature

Date



LOYALTY OATH/AFFIRMATION

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Date: _____, 202

By: _____
(Employee's Signature)

(Print Employee's Name)

Loyalty Oath Administered by:

Date: _____, 202 By:

[Name of officer authorized to administer loyalty oath/affirmation]

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POLICY TITLE: **Adoption/Amendment of Policies/Conflicts With MOU**

POLICY NUMBER: **A-100**

Purpose

This District Employee Policy Manual describes the employment policies and practices of the District in effect at the time of publication and/or approved revision. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Distribution

The current manual will be posted on the District intranet site and should be considered the current, authoritative version of the manual.

To provide notification of changes, a Any written ~~changes/amendments to in~~ this handbook will be distributed to all employees ~~so that the employees will be aware of the new policies or procedures.~~

Amendment of Policies

The District reserves the right and full discretion s to revise, modify, delete or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document in accordance with the law, except for the policy of at-will employment. However, any such changes must be in writing and must be adopted by the Board of Trustees by majority vote. The District Manager may also propose amendment, repeal or adoption of policies.

No oral statements or representations can in any way change or alter the provisions of this handbook.

No Contract

These policies do not create any contract right, nor any express or implied contract of employment.

No Conflict with MOU

If a provision of this Manual conflicts with any provision of a valid, n-applicable memorandum of understanding entered into by the District and a recognized employee organization, to the extent of such conflict, the provision of the memorandum of understanding shall be deemed controlling for employees covered by the memorandum of understanding. ~~All memoranda of understanding and District policies and procedures, including Board Resolutions, are incorporated in these rules by reference.~~



POLICY TITLE: **Appearance Standards**

POLICY NUMBER: **A-200**

Purpose

These dress code, tattoo, and body piercing appearance standards are designed to promote the District's legitimate and non-discriminatory goals to promote workplace safety and a professional image that is consistent with the employee's job duties and level of public contact.

This policy will apply to volunteers who work at public events on behalf of the District.

Standards

Employees are required to dress appropriately for the jobs they are performing. The following requirements shall apply to all District employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with his/her supervisor for consideration and determination.

1. All clothing, prescribed uniforms and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed, including working directly with the public.
2. Employees who are required to enter onto private property as part of their job duties will present themselves neatly and professionally in order to garner public trust and confidence.
3. Prescribed uniforms and safety equipment must be worn.
4. Hair must be neat, clean and well-groomed.
5. Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion and in accordance with the District's facial hair policy where applicable.
6. Jewelry is acceptable except where it constitutes a health or safety hazard.
7. Good personal hygiene is required.
8. Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.

Tattoos

1. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.
2. Any non-conforming tattoos will be covered with clothing, bandage or makeup while at work, or removed.
3. In addition to the above requirements, all visible tattoos larger than an inch in diameter must be covered when employees are required to engage directly with the public for District business.



Piercings

Piercing is acceptable except where it constitutes a health or safety hazard.

Appearance Standards

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POLICY TITLE: **Applicability of Policies**

POLICY NUMBER: **A-300**

These Policies apply to all categories of employees of the District unless a specific section or provision excludes a specific category.

Independent contractors, volunteers, and members of the Board of Trustees are not employees. However, where specified, the provisions of specific policies apply to independent contractors, volunteers, and/or members of the Board of Trustees.

Applicability of Policies and Conflicts with MOU

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POLICY TITLE: Authority Delegation

POLICY NUMBER: A-400

The Board of Trustees delegates to the District Manager the authority to authorize employment, establish job responsibilities, and perform other personnel actions as to all subordinate employees in accordance with all federal and state laws and regulations and these Policies. The District Manager may delegate responsibility to the Assistant Manager to perform personnel actions in accordance with this section.

For the District Manager, who directly reports to the Board of Trustees, the Board retains authority over all personnel actions as authorized by law and these Policies.

Authority Delegation

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POLICY TITLE: **Board of Trustees**

POLICY NUMBER: **B-100**

All policies relating to the Board of Trustees are contained in the ***Board of Trustees Policy Manual***, which can be accessed at the District office at 595 Helman Lane, Cotati- and as posted on the District's intranet site.

Board of Trustees

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 201672020



POLICY TITLE: **Catastrophic Leave Policy**

POLICY NUMBER: **C-100**

~~The p~~**Purpose**

The purpose of this policy is:

~~T~~o establish a program allowing District employees to donate accrued sick, vacation, administrative or compensatory time to other eligible employees that are suffering from a catastrophic illness or injury either to themselves, a spouse, registered domestic partner, parent or to a child, or employees experiencing severe hardship resulting from a major disaster.

Definition:

Catastrophic Leave is ~~a~~ paid leave donated to an employee due to:

1. ~~a~~An employee's serious health condition as defined under the District's Family Medical Leave Policy, and/or life threatening verifiable long-term illness or injury such as, but not limited to, cancer or a heart attack, which clearly disables the individual and puts a financial hardship on the employee.
2. The illness or injury of the employee's spouse, registered domestic partner, parent, or child requiring the employee's care, and that results in the employee being absent for more than twenty (20) consecutive work days and results in financial hardship on the employee.
3. A major disaster declared by the President of the United States if the disaster has caused severe hardship to an employee or a spouse, registered domestic partner, parent or child of the employee that requires the employee to be absent from work, and which puts financial hardship on the employee.

Policy:

- All regular employees of the Marin/Sonoma Mosquito and Vector Control District who have successfully completed 1 (one) year of paid full time work status shall be eligible for Catastrophic Leave due to their own serious illness or injury, ~~or in order to care for a~~ spouse, registered domestic partner, child or parent with a serious illness or injury, or to deal with severe hardship resulting from a major disaster.
- The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for ~~e~~Catastrophic Leave.
- Catastrophic Leave shall be additional paid leave available from vacation, compensatory or administrative leave, and sick leave hours donated by other District employees to a specific qualified employee.
- Employees donating sick leave, vacation compensatory or administrative leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least 40 (forty) hours, or a sick leave balance of at least 40 (forty) hours remaining after the donation of vacation or sick leave. Employees may donate all of their accrued compensatory time or administration leave. Donated hours shall be transferred as used.
- An employee requesting Catastrophic Leave must receive ~~the recommendation of his or her Supervisor and~~ the approval of the District Manager. Such leave may initially be approved up to a maximum of 320 (three hundred and twenty) donated hours (approximately 2 months). If

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the catastrophic illness or injury continued~~s~~, additional hours up to 320 (three hundred and twenty) donated hours may be recommended and approved in the following two (2) month period. The amount of leave that may be donated by a leave donor in any year generally will not exceed the maximum amount of leave that an employee normally accrues during the year.

6. The Family Medical Leave Act (FMLA) may be used in this type of illness or injury situation and will be reviewed on an individual basis to see how the FMLA would apply.
7. ~~The The-District's Financial Manager~~ administration services ~~or designee~~ shall account for the donation and disbursement of Catastrophic Leave hours. All time donated will be credited on an hour for hour basis regardless of hourly pay differentials between donating employee and recipient.
- 8. Catastrophic Leave may be used in conjunction with SDI/PFL benefits upon exhaustion of FMLA/CFRA/PDL qualifying leaves. Catastrophic Leave shall not be used in conjunction with ~~any long or short term disability benefits or~~ Workers Compensation Leave.

~~8. While an employee is on Catastrophic Leave, using donated hours, the employee shall not accrue any vacation or sick leave.~~

~~If the employee that has received donated hours wishes to pay back the donated time, the employee must be back to work and have accrued, at least 40 (forty) hours. At that point the employee may begin to repay the donated hours.~~

9. In the event of a major disaster, employee leave donations will be deposited in a leave bank for use by employees who have been adversely affected by a specific major disaster. Leave donors may not deposit leave for transfer to a specific leave recipient. Each leave recipient must use the leave for purposes related to the major disaster. The District will make a reasonable determination, based on need, as to how much leave each approved leave recipient may receive under the plan. The District shall adopt a reasonable limit, based on the severity of the disaster, on the period of time after the major disaster occurs during which a leave donor may deposit the leave in the leave bank, and a leave recipient must use the leave received from the leave bank.
9. Leave deposited on account of one major disaster may be used only for employees affected by that major disaster. Except for an amount so small as to make accounting for it unreasonable or administratively impracticable, any leave deposited under a major disaster leave-sharing plan that is not used by leave recipients by the end of the period specified by the District, must be returned within a reasonable period of time to the leave donors (or, at the employer's option, to those leave donors who are still employed by the employer) so that the donor will be able to use the leave. The amount of leave returned to each leave donor must be in the same proportion as the amount of leave donated by the leave donor bears to the total amount of leave donated on account of that major disaster.

Catastrophic Leave Policy



POLICY TITLE: **Cell Phone/Radio Use Policy**

POLICY NUMBER: **C-200**

Policy

The District requires all employees who use a cell phone or radio in a District vehicle to do so in a safe manner and in accordance with State and Federal Laws. This policy expresses to all employees that cell phone calls are distracting. Any distraction can cause one to lose focus on current surroundings and increase the chances of an accident occurring. Violation of this policy may result in disciplinary action.

General Policy on the Use of District Cell Phones

1. The District provides a District cell phone to each employee required to have one for business reasons, including the need to contact the employee in the field and during work-related emergencies. The District will pay the all costs involved in the use of the cell phone connected to District business. All employees issued ana District cell phone shall use such devices in a responsible, appropriate and safe manner. All employees assigned communications equipment shall assume the responsibility to use the equipment in accordance with the provisions of these policies.

Alternatively, the District Manager or designee may authorize an employee to use their personal cell phone for District business. Where such regular use is authorized by the District Manager or designee, the employee shall receive a monthly cell phone stipend of thirty dollars (\$30) per month to cover business-related costs incurred when using their personal cell phones.

Non-exempt employees may not use District cell phones, District electronic devices or personal cell phones for District business while off duty, except as authorized in advance by a supervisor. If a non-exempt employee uses a District cell phone, District electronic device or personal cell phone for District business while off duty, the employee is required to report the time as time worked on their time sheet.

2. The District provides hands free equipment for use with the cell phone.
3. As with other District equipment, employees have no expectation of privacy in District-issued cell phones or the data contained therein. For these purposes, data includes, but is not limited to, text messages, e-mails and call history. Communications and data usage on the cell phone will be monitored, and the District may inspect data contained in the cell phone at any time and without notice to the employee.
4. Employees shall protect District telecommunications devices from loss or damage. If such a device is damaged, fails to work properly, or is stolen or lost, the employee shall immediately notify his or her supervisor.
5. District cell phones should only be used by District employees in the performance of their official duties. Personal use of District cell phones is prohibited, except: where specifically authorized by the District Manager or Assistant Manager; brief, urgent communication from immediate family members or caregivers; or in the case of an emergency when ~~is~~ urgent communication is required.

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6. Employees must acquaint themselves with the rate plan that applies to their cell phone and use their best efforts to make the most economical and cost efficient use of the cell phone.
7. Because cell phones have additional “air time” and possible other charges, employees are expected to use a wired landline telephone when available. Employees may make calls from District cell phones only when the call cannot be made at any other time with a provided landline telephone.
8. Each month, cell phone bills will be monitored and any excessive or non-authorized use of District cell phones will be addressed. Employees are subject to discipline for excessive or non-authorized use of District cell phones.
9. Employees are prohibited from using the camera function on District cell phones, except for legitimate business purposes as authorized by a supervisor for work-related purposes.

Use of Personal Cell Phones On Work Time Prohibited

Unless an employee is authorized by the District Manager or designee to use a personal cell phone or other personal communication technology (e.g., smart watch) for District business, The cell phone provided by the District is the only cell phone that an employee can have on his or her person while on District work time and/or business.

Employees are not allowed to ~~keep a personal cell phone on their person, including in a pocket, lunch box, purse or other place~~ use a personal cell phone ~~can be found~~ during business hours/duty time. Personal cell phone use is only permitted during rest and meal breaks, and in the event of an emergency.

Use of District or Personal Cell Phone and Radios While Operating a Vehicle in the Course and Scope of Employment

1. Safety Requirements
 - a. Pursuant to California law and in the interest of safety, District employees are prohibited from using cell phones while driving within the course and scope of employment, except for with hands-free equipment.
 - b. If an employee’s job duties require the employee to keep his or her cell phone turned on while driving, ~~he or she~~ they must use a hands-free device and safely pull off the road before taking a phone call.
 - c. Employees often receive service calls on their cell phones or radios while operating a vehicle. When receiving a radio/phone call, employees may only answer, via hands free device, if it is safe to do so and only to briefly respond and end the call. When answering, the employee must inform the caller ~~he or she is~~ that they are driving, and inform the caller that the call will be returned. When safe, the employee should pull over to a safe area and contact the caller to complete the call. In the alternative, employees may ask the caller to call you back after a time period sufficient to find a safe place to stop the vehicle. Do not attempt to write down a phone number while driving.
 - d. Under no circumstances should employees compose, send or read text messages, ~~or~~ e-mails or instant messages while operating a motor vehicle in the performance of their job duties for the District.



- e. Employees should be aware of the features of their cell phone and/or radio so as to minimize the time spent looking at the device while driving.
- f. Employees must keep their cell phone and/or radio within easy reach to ensure that it can be answered if necessary.

2. Emergency Procedures

Pursuant to the California Vehicle Code, employees may use a cell phone (without a hands free device) while driving in the course and scope of their employment with the District for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity.

Penalty for Misuse of Cell Phones and Radios Under this Policy

For violations of this policy, the following progressive discipline will be followed:

1. First offense: An ~~verbal warning~~ oral reprimand issued.
2. Second offense: A ~~written letter of~~ written reprimand issued.
3. Third offense: Suspension without pay.
4. Fourth offense: Termination.

The District reserves the right to apply higher levels of discipline for first, second and third offenses of a serious nature (e.g., violation of the hands-free requirement, and cell phone or radio use resulting in vehicle accidents or law enforcement citations).

Cell Phone/Radio Use Policy

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POLICY TITLE: **Class A Driver's License Incentive Pay**

POLICY NUMBER: **C-300**

Purpose

When the District requires a full time employee to obtain or/ maintain a California Class A Driver's License, the District shall cover the cost of the employee's DMV physical and the fees associated with Department of Transportation (DOT) Drug and Alcohol testing.

Incentive Pay

The District also recognizes the extra responsibility that comes along with having a Class A License. The District shall:

- Select ~~no more than~~ up to three (3) District employees to ~~have obtain or maintain a Class A said~~ license, as workload demands, to use for District business purposes.
- Every two (2) years the employee will receive \$1,000, upon completion and passing of the physical and eye exam required by the State of California, as Class A Driver's License Incentive Pay. Effective with each new or renewed allocation following July 1, 2020, the Class A Driver's License Incentive Pay will be paid on a pay period basis in the amount of twenty dollars and eighty-three cents (\$20.83) per pay period, in lieu of a lump sum payment.

Requirements

~~The An~~ employee assigned to receive Class A Driver's License Incentive Pay must maintain a driving record with no more than two (2) DMV points. An employee assigned to receive Class A Driver's License Incentive Pay who obtains more than two (2) DMV points will no longer be eligible for Class A Driver's License Incentive Pay.

The employee will be placed in a random pool draw for drug and alcohol testing provided by the District, in accordance with the District's Policy Drug and Alcohol Free Workplace Policy. The District currently contracts with Preferred Alliance as our TPA.

An employee assigned to receive Class A Driver's License Incentive Pay who ~~if the employee is~~ convicted of one (1) driving under the influence of drugs or alcohol, ~~they will~~ will no longer be eligible for Class A Driver's License Incentive Pay.

~~be taken off of the Class A license status immediately.~~

Class A Driver's License Incentive Pay



POLICY TITLE: **Communication System**

POLICY NUMBER: **C-4300**

Purpose

The Marin/Sonoma Mosquito and Vector Control District's public notification ~~communication~~ system exists to enable the District to directly contact the public via telephone or other means.

Use

This system shall be used to communicate with the public on the following topics:

- ~~1. Mosquito and vector control programs provided by the District.~~
 - ~~2. Issues related to planned programs to monitor and control mosquito and vector populations.~~
 - ~~3.1. An arising Public Health situation, e.g.i.e., outbreaks of mosquito-borne-borne viruses such as the West Nile virus (WNV), invasive species outbreaks, St. Louis encephalitis (SLE), Western Equine encephalitis (WEE) or any other arbovirus.~~
 - ~~4.2. To pProvide advice on preventative measures the public can take when mosquito control measures are required.~~
 - ~~3. To aAlert+notify the public, when necessary, on-regarding areas that will receive large scale adult mosquito control applications-be treated for adult mosquito control action.~~
- Any other uses of the communication system besides the conditions cited above require the direct approval of the District Manager or designee.

Communication System



POLICY TITLE: **Compensation**

POLICY NUMBER: **C-5400**

Compensation at hiring

1. New Employees

All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed, except as provided elsewhere herein. The District's salary schedule is maintained at the District's offices and on the District's website.

2. Advanced Step Hiring

If the District Manager (or Financial/~~Benefits~~ Manager) finds that an applicant is more qualified for the position due to education or other means the District Manager may hire an employee at an advanced salary schedule step based on the skills and/or prior experience of the applicant.

3. Former Employees

A person who previously held a full-time position and was separated in good standing may, when re-employed within twelve months after separation in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, ~~, or the nearest lower applicable step for the range to which the person was appointed,~~.

Merit Advancement within Range

1. Performance Evaluation Required

The Manager will authorize merit advancement within salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. (Performance Evaluations are covered in this policy manual at Policy Number P-100.)

2. Period of Employment Required for Merit Advancement

Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following time of employment to be eligible to receive a merit increase:

a. New Employees

A person hired as a new employee shall have a merit advancement date ~~which is six months following the appointment date~~ after completion of one (1) year of full time satisfactory service in the first step of the salary range and the passing of State Certification Tests A and B: Pesticide and Mosquito Control, and the recommendation of the District Manager.

b. Promotion or Demotion



An employee who is promoted or demoted shall have a new merit advancement date, which shall be one year from the date of promotion or demotion.

c. Voluntary Demotion

An employee who voluntarily demotes to a position at a lower salary range shall have no change in advancement date.

d. Change in Range Allocation

If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

Compensation at Promotion

Employees promoted to a position with a higher salary range ~~may be will be placed at the lowest step of the salary schedule of the new classification which provides a salary increase that is closest to five percent (5%) over the salary received prior to promotion. paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase, at the same step, in rate. An employee may not receive an increase at promotion that exceeds the top step of the salary range for the new classification.~~

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will prevail.~~

Compensation

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POLICY TITLE: **Conducting Personal Business**

POLICY NUMBER: **C-6500**

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours with the exception of meal periods and break times. Employees who conduct personal business or business for another employer during duty time are subject to discipline, up to and including termination.

Conducting Personal Business



POLICY TITLE: **Confidentiality and District Work Product**

POLICY NUMBER: **C-7600**

Confidentiality

In the course of his/her work, an employee may have access to confidential information regarding the District, its suppliers, its customers or perhaps even fellow employees. Each employee is responsible for safeguarding confidential information obtained during employment. An employee may never reveal or divulge any such information unless it is necessary to do so in the performance of the employee's duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the District Manager ~~or Financial/Benefits Manager~~. Any breach of this policy will not be tolerated and may result in discipline, up to and including termination.

Work Product

All work product developed by District employees during the course of their employment is exclusive property of the District and, as such, employees have no personal property rights to any District work product.

Work product includes but is not limited to items such as: reports, studies, drawings, presentation materials, models, correspondence, budgets, projections, databases, email and all other records whether in electronic format or hard copy. Under no circumstances should any of these items be removed from the District without the knowledge and permission of an employee's supervisor or other authorized ~~person~~manager.

Employees knowingly providing these items directly to any third party without proper authorization may be subject to disciplinary action, up to and including termination.

Confidentiality and District Work Product



POLICY TITLE: **Confined Space**

POLICY NUMBER: **C-8700**

Purpose

It is the intent of this policy to give guidance to Marin/Sonoma Mosquito and Vector Control staff in responding to mosquito or vector problems.

Policy

- 1. No employee will go underneath a residence or business building for any reason, except as authorized by a direct supervisor.
- 2. No employee will go underground via manhole or sewer access at any time.
- 3. Confined spaces require special breathing equipment, and the District does not carry this type of equipment.

Confined Space



POLICY TITLE: **Credit Cards**

POLICY NUMBER: **C-9800**

Pre-Approval

Unless otherwise directed, employees must receive verbal or written approval from the District Manager or designee before making purchases on a District credit card.

Documentation

Employees must submit~~must turn in~~ all receipts for purchases made to the District Manager, Financial/~~Benefits~~ Manager or other responsible managing employee before the end of each calendar month. If purchases are made without pre-approval or without the required documentation, the employee may be required to reimburse the District for the amount charged to the credit card.

Required Identification

All purchases made with the District's credit cards require the employee to show his/her/their ~~"Mosquito District Identification card. D-Identification Badge."~~ Credit card purchases are not allowed without showing a mosquito District I.D.

AB-1399Restrictions

~~It is the intent of~~In accordance with California Government Code Section 50084.5 (AB-1399), to prohibit any~~all Trustees -Board of Trustee or and~~ District employees are prohibited from making available to any non-agency person or persons a credit card issued by the District.

Credit Cards

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POLICY TITLE: **Customer/Public Relations**

POLICY NUMBER: **C-10900**

Employees are expected to be polite, courteous, prompt and attentive to every customer. When a situation arises in which the employee does not feel comfortable or capable of handling a customer/public relations problem, ~~he or she~~they should call a supervisor,~~the District Manager~~ immediately.

Customer / Public Relations



POLICY TITLE: Disaster Plan and Disaster Service Workers

POLICY NUMBER: D-100

Purpose

The purpose of this plan is to provide for the preparation and implementation of plans to provide services within this District in the event of an emergency, to empower certain District officials to promulgate orders and regulations necessary to provide for the protection of life and property or to preserve public order and safety, and to provide for the coordination of the emergency service functions of this District with all other public agencies and affected private persons, corporations, and organizations.

Emergency Defined

As used in this chapter, “local emergency” or “emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the District caused by such conditions as air pollution, fire, flood, storm, tsunami, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic eruption, riot, pandemic, or other conditions, except those resulting from a labor controversy, which are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of the District, and the control of which requires the combined forces of this District with other political subdivisions.

Authorization of Emergency Plan

The President of the Board of Trustees, who shall be chairperson, shall activate the District’s disaster plan upon the direction of the District Board of Trustees. The Chairperson is empowered to review, and recommend for adoption by the District Board of Trustees, emergency and mutual aid plans and agreements and such ordinances, resolutions, rules, and regulations as are necessary to implement these plans and agreements, and to perform such other functions as may be designated in the emergency operations plan.

Emergency Operations Plan

The District Board of Trustees shall adopt an emergency operations plan. The plan shall provide for the effective mobilization of all of the resources of the District, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency as those terms are defined in this chapter or by state law. The District Board of Trustees shall periodically review the plan to ensure the maximum effectiveness of the plan. The plan shall be considered supplementary to this chapter, but shall have the effect of law whenever an emergency, as provided in this chapter, has been proclaimed.

Director and Assistant Director of Emergency Services—Powers and Duties.

The Director of Emergency Services, who shall be the District Manager, shall have the following powers and duties:

1. Request the District Board of Trustees proclaim the existence or threatened existence of a local emergency, and the termination thereof, if the Board is in session. The District Manager may issue such a proclamation if the Board is not in session, and in such event, the District Board of Trustees shall take action to ratify the proclamation at the earliest practicable time, but in no event more than seven days after issuance of the proclamation;



2. Request the Governor proclaim a state of emergency when, in the opinion of the District Manager, resources available locally are inadequate to cope with the emergency;
3. Control and direct the efforts of the emergency organization of the District Departments to accomplish the purposes of this plan;
4. Direct cooperation between, and coordination of, the services and staff of the emergency organization of the District and resolve questions of authority and responsibility that may arise between them;
5. Redirect employees of this District from their usual job assignments to their disaster service assignment;
6. Authorize the payment of overtime compensation to disaster service workers;
7. Represent the emergency organization of the District in all dealings with public or private agencies pertaining to emergencies as defined in this chapter;
8. Prepare and maintain, on a current basis, the emergency operations plan as provided, and described, in this chapter, and submit the plan to the District Board of Trustees for approval. Emergency Organization. All officers and employees of this District, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law be charged with duties incident to the protection of life and property in this District during an emergency, shall constitute the Emergency Organization of the District.

Disaster Service Workers

Under Section 3100 of the California Government Code, all public employees in California are Disaster Service Workers who can be called upon in any emergency. This means that District employees have a responsibility to help in a disaster. During an emergency or disaster, the District may assign employees to perform disaster service work, which may be outside the employee's normal scope of duties and regular work schedule. Employees may also be required to perform their usual duties at a different location or during different or additional hours, and/or to support emergency operations in the County's Emergency Operations Center (EOC).

All District employees, except foreign nationals, are required to take the loyalty oath/affirmation provided by the District, as set forth in the Constitution of California.

Employees are required to fulfill disaster service worker training, as assigned.

When working in the role as a Disaster Service Worker, employees are required to keep detailed records of assignments, time worked, and any reimbursable expenses such as travel expenses. Employees should remain in close communication with their assigned Disaster Service Manager.

Reporting Requirements of District Employees.

Upon the assignment of District Employees to their disaster service assignment, employees must contact by telephone and/or email as soon as practical before the start of their scheduled shifts the District Manager and advise why they are unable to report to work and when they expect to be able to report to work. After the initial report, the employee shall update every 24 hours the District Manager regarding their inability to report to work. The employee must receive authorization from the District Manager for absences. The District Manager will authorize absences for an employee to take care of



minor children if their schools are closed due to the disaster and/or until relieved by another caregiver, sick family members until relieved by another caregiver, to prepare for the evacuation of homes, or other reasonable absences.

Severability.

If any section, subsection, sentence, clause or phrase of this policy is, for any reason, held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this policy.

Disaster Plan



POLICY TITLE: **Disciplinary Action**

POLICY NUMBER: **D-4200**

Policy and Applicability

~~Regular~~All employees are subject to discipline and termination as outlined below. ~~This policy does not apply to probationary employees, who may be terminated at any time, with or without cause, during their probationary period~~

~~The following categories of persons can be terminated at-will and have no rights to any of the pre- or post-disciplinary processes or procedures in this Policy: (1) temporary employees, (2) provisional or seasonal employees, (3) probationary employees (See Policy P-101), Probationary Employees, or temporary employees who may be terminated with or without cause at any time. (4) any person who serves pursuant to a contract, and (5) any person who is designated "at-will" in any District policy, document, acknowledgement, resolution or ordinance.~~

~~In addition, any regular employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) is not subject to any disciplinary penalty that is inconsistent with his or her FLSA overtime-exempt status.~~

Grounds for Discipline

1. Discourteous or offensive treatment of the public or fellow employees.
2. Abusive conduct, including malicious verbal, visual or physical actions, or the gratuitous sabotage or undermining of a person's work performance.
- ~~3.~~ Violation of any District rule, policy or regulation, ordinance or resolution.
4. Drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.
- ~~5.~~ Being under the influence of prescription medication that affects the safe and effective completion of job duties, or violation of the District's Drug & Alcohol Free Workplace Policy.
~~– Habitual absence or tardiness.~~
- ~~6.~~ Abuse of sick leave (use of sick leave for purposes other than illness, injury or to care for an ill or injured family member).
- ~~7.~~ Disorderly conduct.
- ~~8.~~ Incompetence or inefficiency.
- ~~9.~~ Being wasteful of material, property, or working time.
- ~~10.~~ Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination, insulting or demeaning the authority of a supervisor or manager.

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- 11. Neglect of duty.
- 12. Dishonesty (including, but not limited to, making any false statement, omission or misrepresentation of a material fact).
- 13. Misuse or unauthorized use of District property, including, but not limited to: physical property, tools, equipment, District communication systems, District cell phones and/or radios, District electronic media or intellectual property.
- 14. Willful disobedience.
- 15. Conduct unbecoming of a District employee.
- 16. Absence without authorized leave.
- 17. Excessive absenteeism and/or tardiness. Excessive absenteeism is defined as three noncontiguous days of absence in any rolling one month period.
- 18. Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment.
- 19. Unsatisfactory job performance.
- 20. Malfeasance or misconduct, which shall be deemed to include, but shall not be limited to the following acts or omissions:
 - a. Conviction of a felony that has a nexus to the employee's job duties. "Conviction" shall be construed to be a determination of guilt of the accused by a court, including a plea of guilty or nolo contendere, regardless of sentence, grant of probation or otherwise.
 - b. The damaging of District property, equipment or vehicles.
- 21. Theft.
- 22. Mishandling of public funds.
- 23. Falsifying any District record, including falsifying, altering or tampering with time records, or recording time on another employee's time record.
- 24. Failure to cooperate with employee's supervisor or fellow employees.
- 25. Violation of the District's policy against harassment, discrimination and retaliation.
- 26. Failure to comply with OSHA Safety Standards and District safety policies.
- 27. Working overtime without prior authorization.
- 28. Reckless or unsafe conduct.
- 29. Failure to possess or keep in effect any license, certification, certification, or other similar requirement specified in the employee's job description or otherwise necessary for the



employee to perform the duties of the position.

Administrative Leave

The District Manager may place an employee on an administrative leave with pay (1) when the District Manager believes that the employee's continued presence at the work site could have detrimental consequences for District operations, or (2) pending investigation into charges of misconduct. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action may be taken in accordance with these procedures.

Types of Progressive Discipline

Counseling-Supervisor's File Memo

A counseling supervisor's file memo may be provided to an employee to identify a failure of appropriate conduct or performance issue; to explain the performance the employee is required to demonstrate in the future; and to explain consequences for failure to correct the behavior or problem. A supervisor's file memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A supervisor's file memo is not subject to the discipline or discipline appeal procedures described below. ~~A counseling memo does not become part of the employee's personnel file.~~

Oral Reprimand

This is an oral admonishment which alerts the employee to an area of concern. The oral ~~admonishment reprimand~~ may be confirmed by a written memorandum, but the memorandum will not be placed in the employee's personnel file. An oral reprimand is not subject to the discipline or discipline appeal procedures described below.

Written Reprimand

A supervisor may reprimand an employee by furnishing him/her with a written statement of the specific reasons to reprimand. A copy of the reprimand will be retained in the employee's personnel file, and may not be appealed. The employee has the right to have a written rebuttal attached to the reprimand in the employee's personnel file if the rebuttal is submitted to the District Manager within 10 working days of the date the reprimand was received.

Suspension Without Pay

The District Manager (or designee) may suspend an employee from paid status from his or her position for cause. Documents related to a suspension shall become part of the employee's personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and the opportunity to appeal as provided in this policy. Employees who are exempt from Fair Labor Standards Act (FLSA) overtime will only be suspended as authorized by the FLSA. FLSA-exempt employees can only be suspended in the following circumstances: 1) for the entire FLSA-designated work week; 2) for one or more full days for violation of a written workplace conduct rule; or 3) for one or more full days for a major safety violation relating to the prevention of serious danger in the workplace or to other employees.

Demotion



The District Manager (or designee) may demote an employee from ~~his~~ or her position for cause. Documents related to a demotion may become part of the employee's personnel file when the discipline is final. An employee subject to demotion will receive prior written notice and the opportunity to appeal as provided in this policy.

Disciplinary Termination

The District Manager (or designee) may terminate an employee from his or her position for cause. Documents related to termination shall become part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and appeal as provided in this policy.

Oral and Written Reprimands

All ~~acts of discipline~~ reprimands will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement of the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

All negative evaluations or letters of ~~warning-reprimand~~ shall remain part of the employee's personnel file. Negative evaluation shall not be used by the District Manager in decisions to dismiss if the performance or the action that merited a warning has not recurred, each/both within a period of at least one year.

Notice of Discipline Short of Termination Pre-Disciplinary Procedures for Suspension, Demotion or Disciplinary Termination of Regular Employees

Any proposed disciplinary action against a regular employee which-that may result in suspension without pay, demotion, reduction in pay or disciplinary termination shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice will be prepared by the District Manager after consultation with the District Counsel and will contain the following:

A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

1. The level of discipline intended to be imposed;
- 2. A statement of the acts or omissions upon which the action is based;
- 3. A description of the ordinance, regulation or rule (s) violated;:-
- 4. A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;:-
- 5. A statement advising the employee of the right to ~~request a hearing~~ respond to the District Manager regarding the changes within five working days from the date of the Notice, either by requesting a conference, by providing a written response, or both;:-
- 6. A date by which time the employee must respond in writing if he/she wished to contest the action.

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All notices of proposed action shall be personally served or be mailed by certified mail, return receipt requested, to the last known address of the employee.

Notice of Termination

~~The District manager may dismiss a tenured employee for cause, after consultation with District Counsel. This employee will be served a notice of termination. The notice shall be prepared by the District Manager after consultation with District Counsel and shall contain the following:~~

- ~~● A description of the proposed action and its effective date or dates, and in case of a tenured employee, the ordinance, regulation or rule violated;~~
- ~~● A statement of the acts or omissions upon which the action is based;~~
- ~~● A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and~~
- ~~● A statement advising the employee of the right to file an appeal.~~

An employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the District Manager within five working days of the date of notification. Failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

The District Manager, upon receipt of the appeal, will schedule an informal meeting at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The employee will be entitled to a representative of his or her choice during the meeting.

The hearing guidelines and format will be available upon request.

Procedures for Final Disciplinary Action and Dismissal-Disciplinary Termination of Tenured Regular Status Employees

The District Manager will issue his/her opinion and decision within ten working days of the hearing. If the District Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

The District Manager will prepare and provide the employee with a final notice that contains the following:

1. The level of discipline, if any, to be imposed and the effective date of the discipline;
2. The specific charges upon which the discipline is based;
3. A summary of the facts upon which the charges are based;
4. A copy of all written materials, reports, or documents upon which the discipline is based; and
5. A statement of the nature of the employee's right to appeal.

The final notice of discipline will be sent by a mail method that verifies delivery to the last known address of the employee, or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept



delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

Post Disciplinary Appeal Procedures for Suspension Without Pay, Demotion and Disciplinary Termination of Regular Employees

If the employee is unsatisfied with the District Manager's decision, the employee may appeal the discipline or termination to the Board of Trustees panel by filing a notice of appeal with the District Manager within ten working days of the District Manager's decision.

The letter requesting a hearing before the Board panel must state the name of the employee, the date and nature of the decision appealed, the ground(s) of the appeal, and all specific facts or omissions upon which the appeal is made. This referral letter to the President as well as the written response from the District Manager will be the only information communicated to any Board member prior to the actual presentation to the Board panel.

~~• The Board of Trustees will hear the appeal at its next scheduled board meeting, unless the parties mutually agree to an extension of time.~~

Appeal to Board of Trustees Panel:

1. A Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, shall hear the appeal. The Board-appointed, three-person panel shall hold a hearing not later than sixty (60) days from the date of filing the appeal, unless otherwise agreed to by the parties.
2. The Panel shall issue an advisory decision within fourteen (14) days after the hearing has been completed and the briefs, if any, have been submitted.
3. Within thirty (30) working days of the Panel's advisory decision, the Board of Trustees will review the advisory decision and either adopt or reject that decision as a final decision on the discipline, to the extent permitted by the laws of the State. A Panel decision affirmed by the Board is a final decision from the Board
4. The Board of Trustees shall send the final decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives. Copies shall also be distributed to the District Manager.
5. Judicial review of any decision of the full Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90th) day following the date on which the Board of Trustees gives written notice of the final decision.

~~• The decision of the Board of Trustees shall be final.~~

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

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Disciplinary Action



POLICY TITLE: **Driver's Eligibility for District's Insurance**

POLICY NUMBER: **D-2300**

Purpose

Every employee of this District for whom driving a District vehicle on District business is a job requirement is required to (a) maintain a current California driver's license, and (b) follow the by-laws set up by the District's insurance administrator - the Vector Control Joint Powers Agency (VCJPA), and (c) remain eligible for insurance coverage through the VCJPA.

Prior to hiring, the District ~~is~~ will obtain an initial DMV report for every employee including full-time, part-time, temporary and seasonal. The ~~d~~District will ~~submit~~s a copy of the report to the VCJPA.

The ~~Agency District will~~ files each employee's name with the DMV's Driver Record Information Service, and which will ~~forwards~~s a copy of the report and any follow-up notifications to the District Manager.

~~Upon receipt of the DMV reports, the VCJPA reviews the reports and determines points in accordance with the "California Vehicle Code Violations used in Negligent Operator Count" which is issued by the DMV (the "DMV Count"). The following action is taken for employees with excessive points on their current DMV record:~~

~~1. A DMV Count of 2 but less than 3 points:~~

~~The VCJPA issues a warning letter to the District. The District passes this letter on to the employee. However, if the 2 points are due to a conviction for driving while under the influence of alcohol or controlled substance (without injury), paragraph 2 (below) for "3 or more points" applies.~~

~~2. A DMV Count of 3 or more points:~~

~~The VCJPA notifies the District to obtain written acknowledgment from the employee that upon receipt of one or more additional points, the employee shall no longer be eligible for coverage. A copy of the acknowledgement is returned to the VCJPA.~~

~~A DMV Count of 1 or more additional points. The VCJPA notifies the District that the employee is no longer eligible to drive a District vehicle. If the District continues to allow the employee to drive, the District will be uninsured for any accident where the ineligible employee is involved while driving a District vehicle.~~

~~3. Felony conviction:~~

~~Any employee receiving a felony conviction involving conduct while driving a vehicle, including but not necessarily limited to driving while under the influence of alcohol or controlled substances (with injury), hit and run, and/or vehicular manslaughter (with or without gross negligence), automatically becomes ineligible for insurance coverage through the VCJPA. VCJPA will notify the District. An employee who currently has a felony violation on his/her record will be placed on probation. Upon receipt of any additional point(s), paragraph 3 (above) will apply and that employee shall no longer be eligible for coverage through the VCJPA.~~

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~~4. Revoked or suspended license:~~

~~Any employee with a revoked or suspended license is automatically ineligible for coverage through the VCJPA and the District will be notified.~~

~~An employee who is ineligible for insurance coverage through the VCJPA and/or does not have a valid driver's license is prohibited from driving on District business.~~

~~The District reserves the right to determine an employee's eligibility to drive a District vehicle on District business. Employees are required to maintain a safe and careful driving record, and allow no more than three points as determined by the Department of Motor Vehicles to accumulate on his/her DMV report. The District reserves the right to revoke permission to drive a District vehicle or to drive on District business, and to take disciplinary action against an employee up to and including discharge for failure to meet minimum job requirements.~~

Every member District is required to keep on file a copy of the Driver Eligibility for District Insurance is policy, signed by each employee who drives District vehicles and/or drives on District business.

~~The District has the right to appeal any course of action taken under by this policy to the Board of Directors of the VCJPA.~~

Driver's Eligibility for District's Insurance



POLICY TITLE: **District Vehicles**

POLICY NUMBER: **D-3400**

Policy

This policy concerns the District's guidelines and conditions for the use of District-owned vehicles. It is the District's intention that all District officers be provided transportation for the necessary performance of their assigned duties, and will either have a vehicle available for their use, or be reimbursed for the use of their private vehicle when such use is authorized.

According to District policy and part of the contract agreement, the District Manager is provided full use of a District vehicle together with all maintenance, insurance, taxes and costs associated with its upkeep. Because he/she has the vehicle in fulfillment of District responsibilities, expenses associated with personal use shall be apportioned and reimbursed to the District.

Application

This policy applies to each District employee who regularly or occasionally is required to drive a District vehicle as part of his/her employment. District employees and officers driving District vehicles must have a valid California driver's license of the appropriate class.

DMV Report

The District obtains a driver's record report from the State Department of Motor Vehicles for each employee. From time to time, it also obtains updated reports. Any employee subject to this policy must cooperate with the District in obtaining such reports.

Employees are required to maintain a safe and careful driving record, and allow no more than three points as determined by the Department of Motor Vehicles to accumulate on his/her DMV report. An employee who allows more than three points to accumulate, or who is convicted of a felony involving conduct while driving a vehicle, will be subject to discipline up to and including dismissal for failure to meet job requirements.

Each employee subject to this policy must sign a statement acknowledging that he/she has read, understands, and agrees to comply with this policy of Vector Control Joint Powers Agency (VCJPA) guidelines resolution No. 3-2006. A copy of the policy and implementing resolution is available at the District Office.

District Vehicle Use

Employees must obey the following guidelines when using District vehicles:

1. District vehicles may be driven only by authorized District employees and officers, and may only be used for conducting engaged in District business. California Government Code Section 50084.5 (AB 1399) prohibits any employee from allowing any unauthorized person, including an immediate family member, to use a vehicle owned and operated by a public agency.
2. District vehicles must at all times be driven in compliance with state and local traffic laws and regulations, and in a safe and courteous manner. Employees are prohibited from engaging in angry behavior, inappropriate gestures, and aggressive acts while driving.

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3. The vehicle operator and all passengers must wear safety belts whenever the vehicle is in motion.
4. No posters, stickers or advertisements of any form may be placed upon District vehicles without prior approval of the District Manager.
- 4.5. District vehicles may be monitored and searched at any time for any reason. District employees have no expectation of privacy in regard to District vehicles and their use.
- 5.6. It is the responsibility of the vehicle operator to perform all normal operator inspection tasks periodically between scheduled service intervals, such as including checking oil levels, coolant levels, tire pressure, cleaning windshields and refueling (vehicles should never be allowed to go below ~~4~~¹/₄ tank of fuel). Vehicle (i.e. trucks and ATVs) and trailer tires should be visually inspected before the vehicle is used each day and the tire pressure on vehicles should be checked with a gauge monthly even if tire pressures visually appear to be within specifications. The tire pressure on trailer tires should be checked before each use. It is also the operator's responsibility to keep the vehicle clean inside and out, and to report any problems, malfunctions, or needed replacement items to the ~~respective supervisor.~~ shop staff. Issues should be reported in writing on work order form and submitted to shop staff.

District Vehicle



POLICY TITLE: **Drug and Alcohol Free Workplace**

POLICY NUMBER: **D-4500**

Purpose

All work environments of District Employees must be safe, ~~and~~ productive, and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

Applicability

This policy applies to all employees when they are on District property or when performing any District-related business. Compliance with this policy is a condition of District employment. Commission of any of the ~~actions prohibited conduct~~ described ~~above herein~~ will subject the employee to disciplinary action up to and including termination.

Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work.

A safety-sensitive employee is:

1. One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license;
2. One who has voluntarily driven a District vehicle requiring a commercial license within the last 12- month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license; or
3. One who performs safety-sensitive functions, such as jobs that involve the direct influence over children. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Prohibited Substances

"Prohibited Substances" addressed by this policy include all substances prohibited by Department of Transportation guidelines including, but not limited to, the following examples:

Drugs

Marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine.

Alcohol

The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight



alcohol, including methyl or isopropyl alcohol.

Legal Medications

Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing District business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. An employee must notify his/her supervisor before beginning work when taking medications or drugs ~~which that~~ could interfere with the safe and effective performance of duties or operation of District equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance. The employee will be required to use their own paid leave for the time required to obtain medical clearance.

Prohibited Employee Conduct

~~The use (except as prescribed by a physician), sale, possession, purchase, manufacture or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while on District business is prohibited.~~

1. Engaging in unlawful manufacture, sale, purchase, or distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement will be notified, as appropriate, where criminal activity is suspected.
2. Except as prescribed by a physician, employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work, while assigned to be on-call, and while subject to call back.
3. Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP), and may result in discipline up to and including termination of employment.
4. No ~~safety-sensitive~~ employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during work hours, No safety-sensitive employee shall use alcohol or within four (4) hours of reporting for duty. Violations of this provision are prohibited and will subject the employee to disciplinary action, including removal from ~~safety-sensitive~~ duty and referral to a qualified Substance Abuse Professional (SAP).
- 4.5. The District is dedicated to assuring fair and equitable application of this Substance Abuse policy. ~~Therefore,~~ sSupervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination of employment.
- 2.6. ~~All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing.~~ Any ~~safety-sensitive~~ employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results



through tampering, contamination, adulteration, or substitution will be removed from duty immediately, ~~and be~~ referred to an SAP, and may be subject to discipline. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

Notification

1. An employee is required to notify his or her manager or department head before beginning work when taking medications or drugs that could interfere with the safe and effective performance of duties or operation(s) of the District.
2. Pursuant to the "Drug Free Workplace Act of 1988," District employees are required to notify the District Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction. Any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

Rehabilitation

The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the District Manager pending the employee's attempt at participation in a formal rehabilitation program. The District Manager has discretion to handle each case individually, with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration ~~regarding the waiving of penalties~~.

Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

- Successfully complete an approved rehabilitation program;
- Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,
- Be subject to periodic testing without further reasonable cause.

If an employee is returned to duty following rehabilitation, he/she must agree to and sign a **Return-To-Duty Agreement**, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee ~~and is on a one-time basis only~~. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

Employees who are found to have brought drugs, alcohol or other prescription or non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without ~~recourse~~ the opportunity to hold discipline in abeyance pending participation in a rehabilitation program.



The District is committed to providing reasonable accommodation to those employees whose alcohol or drug abuse problem classifies them as disabled under federal and/or state law.

Searches

In order to promote a safe, productive, and efficient workplace, the District has the right to search and inspect all District property, including but not limited to lockers, offices, storage areas, furniture, District vehicles, and other places under the common control of the District, or under joint control of the District and employees. No employee has any expectation of privacy in any District building, property, vehicle, or communications system.

- ~~• Immediately prior to reporting for drug/alcohol testing, all employees must complete a **Consent and Release** form which shall be kept on file in the District office.~~

Treatment /Rehabilitation Program

~~An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:~~

~~1. **Positive Controlled Substance and/or Alcohol Test:**~~

~~A rehabilitation program is available for employees who have tested positive for prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. The employee will pay program costs and subsequent controlled substance and/or alcohol testing costs. When recommended by the SAP, participation and completion of rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five (5) years.~~

~~2. **Voluntary Admittance:**~~

~~All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the District Manager or his/her designee for review. The employee will pay program costs and subsequent controlled substance and/or alcohol testing costs. An employee completing a rehabilitation program must agree to and sign a **Return-To-Duty Agreement**, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests will result in termination from employment. Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.~~

Notifying the District of Criminal Drug Conviction

Circumstances under which Employees may be Tested

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances. The District will use an outside laboratory to perform all testing. The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.



1. Pre-Employment Testing for Applicants of Certain Jobs:

Those external applicants who apply for certain jobs where a special need for pre-employment drug and alcohol testing exists, including those safety-sensitive employees as defined in this policy, must take and pass a drug and alcohol test following a conditional offer of employment.

Jobs where a special need exists are jobs that require:

- Work with children
- Operation of heavy or specialized machinery or equipment
- Driving on a regular basis on District business
- Pesticide application, or
- Other special safety issues.

~~All job applicants who have been offered District employment, including current non-safety sensitive employees who promote, demote or transfer to such positions, shall undergo urine controlled substance testing prior to employment (but after a conditional offer of employment).~~

Receipt of a satisfactory test result is required prior to employment, and failure of a controlled substance test will disqualify the candidate from further consideration for employment. As required by DOT regulations, current employees who transfer from a non-safety sensitive position to a safety-sensitive position will be asked to provide, by written consent, alcohol and drug testing records for the two (2) year period prior to the date of application. Such records shall be obtained from employers who have employed the employee during any period during the two years before the date of the employee's application or transfer. These records shall include any alcohol test results of .04 or higher alcohol concentration, refusals to be tested, verified positive drug tests and documentation of the successful completion of return-to-duty requirements. Current employees, who promote, demote, or transfer from a non-safety-sensitive to a safety-sensitive position, shall test negative prior to assignment to a safety-sensitive classification.

The District will obtain records from the previous employers of new employees in safety sensitive positions, in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or fail to provide "clean" records from previous employers will fail to complete the District's probationary period.

2. Reasonable Suspicion Testing

Impaired / Not Fit for Duty

Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty will be removed from job duties and be required to undergo a reasonable suspicion controlled substance and/or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guideline.

To ensure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense.



Reasonable suspicion is demonstrated by personal observation of an employee's performance, appearance, behavior, speech, odor, a serious accident or potentially serious near-accident, safety violation, possession, information provided either by reliable and credible sources; or independently corroborated. If the District suspects drugs or alcohol may have played a role in an accident involving District property or equipment, that will also constitute reasonable suspicion. The supervisor shall record the factors that support reasonable suspicion in writing in advance of testing.

~~If said physician determines that a drug/alcohol test is warranted, s~~Said employee will be subject to testing for the presence of alcohol or drugs in his/her body.

- Presence of such substances will result in disciplinary action up to and including termination, as described above.
- An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.
- If a qualified physician, as part of the examination determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

~~2. Reasonable Suspicion Testing~~

~~All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the effects of substance abuse. Examples of suspicion include, but are not limited to, the following:~~

~~— Adequate documentation of unsatisfactory work performance or on-the-job behavior.~~

~~— Physical signs and symptoms consistent with prohibited substance abuse.~~

~~— Occurrence of a serious or potentially serious accident that may have been caused by human error.~~

~~— Fights (i.e., physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.~~

~~— A supervisor who is trained to detect the signs will make reasonable suspicion determination and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.~~

3. Post-Accident Testing

Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incur disabling damage that requires towing from the site; or the safety-sensitive employee receives a citation under State or local law for a moving violation arising from the accident.



Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours following the accident for alcohol and thirty-two hours following the accident for controlled substances. Any employee who leaves the scene of an accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but also any other employees whose performance could have contributed to the accident.

4. Random Testing

Employees working in safety-sensitive classification and employees who perform safety-sensitive functions, as defined by the DOT, will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each ~~safety-sensitive~~ employee in a safety-sensitive classification/function will have an equal chance of being tested each time selections are made. Employees in sSafety-sensitive ~~employees classifications/functions~~ will be tested either just before departure, or during duty, or just after the ~~safety-sensitive~~ employee has ceased performing his/her duty.

When employees in safety-sensitive ~~employees classifications/functions~~ are off work due to a long-term lay-off, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of employees in safety-sensitive ~~employees classifications/functions~~ selected for random testing will be the amount required in DOT guidelines. Currently, 25% of the employee pool is tested for alcohol and 50% for substance abuse. The employee pool will either be all District employees in safety-sensitive ~~employees classifications/functions~~ or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

~~4. Testing for Prohibited Substances – Department of Transportation Requirements~~

~~Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under DOT guidelines. All employees shall be subject to testing prior to employment and for reasonable suspicion. All safety-sensitive employees, as defined by the DOT guidelines, shall be subject to testing randomly and following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five years, as determined by a SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in the DOT guidelines, if any, shall also be subject to testing on a randomly selected and unannounced basis.~~

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS), including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines.

An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum threshold established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath



Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of the DOT guidelines and this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and evaluated by an SAP.

5. **Return-to-Duty Testing**

All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first twelve months, nor longer than sixty months in total, following return to duty. This testing is separate from any random testing obligation.

6. **Employee Requested Testing**

Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the Medical Review Officer (MRO) within seventy-two hours of notice of the initial test result. Requests after seventy-two hours will be only accepted if the delay was due to documental facts that were beyond the control of the employee.

Record Retention

~~The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with controlled access. Employee records are confidential and will be available only to the DOT or any state or local officials with regulatory authority over the District or any of its drivers. Records will be kept a minimum of five years regarding the following: driver alcohol tests; positive controlled substance tests, and employee evaluations and referrals. Records will be kept for a minimum of two years regarding the alcohol and controlled substance collection process. Records will be kept for a minimum of one year regarding the following: collection process; collection logbooks; documents of random selection process; calibration documents for breath testing device; and, documentation of breath alcohol technician training. The District is obligated to maintain records of the administration, including violations, of this policy for a period of five (5) years.~~

Any laboratory reports and test results shall not appear in an employee's general personnel folder but will be contained in a separate confidential medical folder that will be securely kept. The report or test results may be disclosed to District management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur under the



following situations:

1. When the information is compelled by law or by judicial or administrative process;
2. When the information has been placed at issue in a formal dispute between the employer and employee;
3. When the information is to be used in administering an employee benefit plan;
4. When the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure; or
5. When requested by the DOT or any state or local officials with regulatory authority over the District or any of its safety-sensitive employees.

Employee Assessment

~~An SAP will assess any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum threshold set forth in the DOT guidelines. An SAP is a District-selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse.~~

Test Related Time-Off Work Provisions

Any employee who is relieved from duty due to a positive drug or controlled substance test must use accumulated compensated leave (i.e., vacation, sick leave, admin. leave, personal necessity leave or floating holidays, if any) during the regular scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or controlled substance test, such time shall be without pay. In the event there is a false positive test, the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

Contact Person

Any questions regarding this policy should be directed to the District Manager:

Name: ~~Jim Wanderscheid~~ Phil Smith
Title: District Manager
Address: 595 Helman Lane, Cotati, CA 94931
Telephone: (707) 285-2200 / (800) 231-3236

TESTING PROCEDURES

Reasonable Suspicion Testing

1. A supervisor observes an employee who may possibly be under the influence of alcohol and/or controlled substances.

Any employee may identify someone suspected of alcohol and/or controlled substance abuse to any supervisor. (Employees should realize, however, that it is against District policy to make



false or malicious statements about other employees and doing so can result in disciplinary action.) The supervisor must witness first-hand the employee's signs and symptoms.

2. The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.
3. When the supervisor(s) suspect and believe that an employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as driver's license photo or state-issued photo identification card. Whenever practical, the District Manager (or his/her designee) should be notified in advance of the employee being taken to the collection site.
4. At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
5. The District will take precautions to prevent the employee being tested from going back to work and driving his/her own car home if any tests are positive. Instead, a District employee (or others designated) will take the employee home from the collection site.

The employee whose results are negative (0.02 alcohol concentration or less) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive duty for twenty-four hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment, which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

6. The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

DOT-Authorized Random Testing for Particular Classifications

1. The compliance company notifies the District Manager, who in turn notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.
2. The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of the testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification, such as a driver's license photo or state-issued photo identification card.



3. At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled substances are to be tested for) and/or breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
4. The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform safety-sensitive functions for twenty-four hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.
5. The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified positive by a Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

Post-Accident Testing

1. The safety-sensitive employee notifies a supervisor that an accident has occurred.
2. The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a driver's license photo or state-issued photo identification card.
3. At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
4. The District Manager (or his/her designee) will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.
5. The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or to perform a safety-sensitive function for twenty-four hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and give a recommendation for



treatment, which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

6. The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test results are verified positive by the Medical Review officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment, which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

Drug & Alcohol Free Workplace



POLICY TITLE: **Educational Assistance**

POLICY NUMBER: **E-100**

Purpose

The District desires to encourage all employees to further their academic education both technically and professionally. The District will consider reimbursement of employee education costs for will reimburse employees 100% of the cost of approved books, fees and tuition, up to up to \$5,000 per fiscal year for successful completion of job-related or career-related academic course work. The District provides a total expenditure of \$5,000 per employee, which is distributed on a first come, first served basis. Any coursework is to be taken voluntarily, at an independent college, university or trade school, and on off duty time. The reimbursement will cover books, registration and tuition and is distributed on a first come basis.

Application Process

To apply for educational assistance, an employee must apply to the District Manager by April 1st in advance of an educational course that begins the following August or September, or by October 1st for an educational course that begins the following January. If approved by the District Manager, the educational assistance is may be subject to approval by the Board of Trustees as part of the annual budget or budget amendment.

Once approved by the District by the Board of Trustees, the employee must is required to pay "out of pocket" for the coursework and then, upon completion of the class and proof of passing with a grade "C" or higher, submit all the applicable receipts to the District Manager for reimbursement. (See also: "Employee Education", below.)

Eligibility

Employees are eligible if the following guidelines are met:

1. To be eligible for educational assistance, an employee must be a regular employee of the District and have been employed for at least two (2) years.
2. The classes or training must have a direct relationship to the work done by the Marin/Sonoma Mosquito and Vector Control District.
- ~~3. The coursework must be approved by the District Manager. Approval is in the sole discretion of the District Manager.~~
- ~~43.~~ Employees must take coursework on their own time. District work time cannot be used for class time, study or homework.
- ~~54.~~ Allowable expenses include fees, tuition and textbooks, only. Ineligible costs are: meals, lodging, transportation, parking, tools, supplies (other than text books) or courses involving sports, games or hobbies.
- ~~65.~~ Employees must receive a grade of "C" or better to receive reimbursement for a class. For a credit/no credit class, employees must receive a grade of "credit-" or "pass."



76. The classes or training will be pursued in colleges, or universities, or trade schools that are accredited by the relevant regional accrediting agencies for higher education.

Procedure

Employees must submit a written request to the District Manager with the following information on a District reimbursement form by April 1st for a course beginning the following August or September, or October 1st for a course beginning the following January:

1. The courses the employee seeks to take.
2. How the courses relate to the employees' job duties or a career path available within the District.
3. At the completion of the course, the employee must submit his or her transcript, grade report or proof of attendance and completion. At that time, the District will reimburse the employee for allowable expenses if the employee has achieved a satisfactory grade or proof of successful completion.

Reimbursement Upon Resignation

If the employee resigns twelve months or less after receiving Educational Assistance funds, the employee will be required to reimburse the District for all funds received.

(See also: "Employee EducationDevelopment", below).

Educational Assistance



POLICY TITLE: **Electronic Media Use**

POLICY NUMBER: **E-200**

Introduction

The District requires employees to utilize various forms of electronic communication in carrying out their job duties including, but not limited to personal-desktop and laptop computers, cellular and regular telephones, voice mail, fax machines, all online services paid for by the District, including the Internet, etc. All electronic communications, including all software and hardware, remain the sole property of the District and are to be used for District business and not for personal use.

Policy

An employee has no expectation of privacy in any electronic media owned and/or operated by the District. The District reserves the right to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of District policy or any law. Employees who misuse electronic communications/media are subject to discipline, up to and including termination.

All electronic information created by any employee using any means of electronic communication is the property of the District and remains the property of the District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information or imply an expectation of employee privacy.

The District will override all personal passwords if it becomes necessary to do so for any reason.

Any information about the District, its services, or other types of information that will appear in the electronic media must be approved by the District Manager before the information is placed on an information source.

Inappropriate Use

The following is a non-exhaustive list of examples of inappropriate use of electronic communications/media:

1. Use of electronic communication/media in any manner that would be discriminatory, threatening, harassing or obscene, or for any other purpose which is illegal, against District policy or not in the best interest of the District.
2. Use of electronic communications to engage in defamation, copyright or trademark infringement, or misappropriation of trade secrets
3. Installation of personal software on District computer systems.
4. Access of the electronic communications of other employees or third parties unless directed to do so by District Management.
5. Communication via cell phone, cordless phone, portable computer and fax for any communication of confidential or sensitive District information or any trade secrets.

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6. Access to the Internet, websites, [social media](#), and other types of District-paid computer access for use other than for District-related business or minimal personal use during break times or non-work hours; [access for purposes of promoting personal business interests or personal organizational affiliations](#).

7. [Unauthorized social media postings commenting on behalf of the District regarding District business](#).

Questions about access to electronic communications or issues relating to security should be addressed to the District Manager.

Electronic Media Use

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POLICY TITLE: **Employee DevelopmentEducation**

POLICY NUMBER: **E-300**

Purpose

It may be necessary for employees to attend professional development activities for the benefit of the District, including training programs, seminars, conferences, lectures, workshops, meetings or other outside activities.

Attendance at such activities may be required by the District or requested by individual employees. However, attendance will only be considered to be an officially authorized ~~activity~~, subject to the following policies on reimbursement and compensation, when the District Manager or designee has issued prior written approval. The District Manager or designee reserves the discretion to limit the number of employees who participate.

Procedure

Approval

To obtain advance approval, employees wishing to attend a professional development activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance. The employee must state how the professional development activity benefits the District.

Reimbursement

Where attendance is required or authorized by the District, the employee's expenses will be reimbursed per the IRS Code and its Regulations upon submission of receipts for reimbursement. Reimbursable expenses include registration fees, materials, meals, transportation and parking. Please see the Expense Reimbursement policy contained within these policies for more information.

Compensable Time

Upon advance approval of the District Manager, eEmployee attendance and travel time at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

Unapproved Non-Duty Time Activities

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may generally lead to improved job performance. The District generally encourages all employees to improve their job skills and promotional qualifications, but such activities will be subject to this policy regarding reimbursement or compensation only when prior written approval is obtained from the District Manager. (See also: "Educational Assistance," above).

Employee Education



POLICY TITLE: **Employee Status**

POLICY NUMBER: **E-400**

Full-Time Employee

A full-time employee is one who has been hired to fill a full-time position in any job classification and has completed his/her probationary period.

~~Regular f~~Full-time employees are those who are normally scheduled to work and who do work a schedule of 32 hours per week or more ~~40 hours per week~~. ~~Following the completion of the probationary period, regular full-time employees are eligible for most employee benefits described in this policy manual.~~

Unless classified as FLSA exempt, regular employees are non-exempt and eligible for overtime compensation.

Part-Time Employee

Part-time employees are those who normally are scheduled to work and who do work less than ~~40~~ 32 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for ~~some, but not all~~ the following employee benefits described in this policy manual: boot allowance, paid holidays (paid on a pro-rated basis), sick leave. Part time employees designated as 0.75 FTE (30 hours per workweek) may be entitled to prorated pension and health insurance benefits. Part time employees designated as less than 0.75 FTE are not entitled to medical insurance benefits. Part time employees may be eligible for pension benefits in accordance with the Marin County Employees' Retirement Association (MCERA) rules and regulations.

Probationary Employee

A probationary employee is one who has been hired to fill a ~~full-time regular~~ position in any job classification and has less than ~~six (6)~~ twelve (12) months (2,080 hours) of actual supervised service with the District. During the initial probationary period, a probationary employee serves at the pleasure of the appointing authority, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due process or evidentiary appeal. A probationary employee serving in the initial probationary period is an at-will employee. Probationary employees are discussed in this policy manual under "Probationary Employment."

Regular Employee

A regular employee is one who has satisfactorily completed the initial probationary period and cannot be disciplined except when the District has cause to do so. A regular employee has a property right in continued employment, and has the right to pre- and post-disciplinary procedural due process and an evidentiary appeal for certain types of disciplinary actions that result in a significant deprivation of property.

At-will Employee

An at-will employee is one who serves at the pleasure of the appointing authority, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due



process or evidentiary appeal. At-will employees include:

1. The District Manager
2. Employees whose positions are funded under a state or federal employment program or a grant.
3. Employees designated as temporary, seasonal or limited term.
4. Probationary employees.

Temporary Employee

Temporary employees are those employed at-will for short-term assignments. Temporary employees will be assigned to duties whenever the District's workload increases to a level that the full-time employees cannot accommodate it. The District may hire temporary employees in any job classification. ~~Temporary employees will generally be scheduled for less than 40 hours per week.~~

Temporary employees may be released at any time, have no property right in continued employment, and have no right to any pre- or post-disciplinary procedural due process or appeal. However, short-term assignments will generally be periods of three months or less. Depending on the District's workload, the assignment may be extended by the District Manager or designee.-

Temporary employees do not become regular employees based on their service in a temporary position. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

FLSA Overtime-Eligible Employees

An employee who is entitled to FLSA overtime, regardless of whether paid on a salary or hourly basis is an FLSA overtime-eligible employee. An employee assigned to an FLSA-exempt position on an acting or temporary basis only remains overtime-eligible.

FLSA Exempt Employees

FLSA Exempt employees include all employees who are classified by the District as exempt from overtime provisions of the federal Fair Labor Standards Act. An FLSA exempt employee is not entitled to overtime compensation.

Limited Term Employee

A limited term employee is an employee ~~that is~~ hired on an as-needed basis for a specific project. Limited term employees shall enter into an M.O.U. with the District to express the specific job duties performed by that specific employee. A limited term employee may be terminated at any time, as the District's needs dictate, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due process or appeal, and is subject to the following conditions/benefits of contract:

Condition/Benefits of Limited-Term Employee Contracts:

1. Unemployment Insurance
2. Federal Medicare
3. Sick Leave: A limited term employee will accrue ~~eight (8) hours of~~ sick leave per month in accordance with the District's Sick Leave Policy, which may be used for the purposes described in the District's Sick Leave Policy. Upon termination of the limited term employee, there will be



no pay-off of unused sick leave.

4. Limited term employees shall not be entitled to paid holidays.
5. Limited term employees will not accrue vacation time.
6. All leave of absences must be approved by the Manager.

Employee Status

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POLICY TITLE: **Employee Travel and Expense Reimbursement**

POLICY NUMBER: **E-500**

• **Purpose**

To provide guidelines for reimbursement of employee travel costs and other expenditures on behalf of the District.

Policy

During the course of their job duties, some employees will be requested to travel on District business, subject to the following requirements. Travel and similar expenditures must be pre-approved and directly related to District business in order to receive reimbursement. ~~employees will be reimbursed for travel and similar expenditures related to District business as required by law.~~ The policy is intended to result in no individual personal gain or loss.

If a paid holiday happens to fall during required District travel then the employee will take a different day off in lieu of the working day on the holiday.

Travel Expense Reimbursement

Subject to prior approval of the District Manager or designee, District employees and Trustees may be compensated for travel expenses related to attendance at attending or participation in the following;

1. An educational seminar;
2. A meeting of a Legislative body;
3. A meeting of an Advisory body;
4. A conference or organized educational activity conducted as part of required Ethics Training or a similar function;
5. An MVCAC event or meeting.
- 4.6. An event as requested by District Manager, or
- 5-7. For travel required by the employee's normal job duties.

Costs ~~which will be incurred~~ eligible for reimbursement by the District are as follows:

1. Airfare and, transportation to and from airport.
2. Rental vehicle (if needed)
3. Per Diem for food (not including alcohol), and lodging and incidental expenses paid to employee as per federal General Services Administration (GSA) standards. Allowable meals, (does not include alcohol), lodging and incidental expenses rates can be obtained at: <http://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. /IRS code. This

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~~does not include alcohol.~~

4. Hotel cost.
5. Mileage for use of personal vehicle (per IRS guidelines for mileage reimbursement). If an employee is approved to use his or her own vehicle for travel, the District will reimburse employees will use the for mileage in accordance with the Federal Governments standard mileage rate. This rate is variable. The current rate at the time of travel will be used-at the time of travel.

All personal cGosts incurred by Employee shall be borne by the employee and shall not be reimbursed by the District.

~~o All personal costs borne by the employee.~~

The District will may pay directly the cost for travelpublic transportation (e.g. airfare), meals and lodging purchased in advance (per the Internal Revenue Code) offer District employees eligible to receive expenses while on District business.

~~Employees will be paid the regular Federal per diem rate for meals and incidental expenses only. The rates vary for each location. The Federal per diem rates are shown in the IRS publication 1542 (and updates), which gives the rates in the Continental United States.~~

Meal and Travel Reimbursement

Any employee of the District that travels outside the District boundaries during a normal 8 hour work day while on District business is eligible to request reimbursement for lunch. The amount of reimbursement is at the rate that Marin County ~~B~~board of Supervisors approve each year. The rates are posted, updated yearly and can be found on the wall next to the ~~Financial/Benefits~~Financial Manager's office.

For all meal reimbursement requests, employee must have and complete:

1. ~~A~~Receipt
2. ~~Fill out~~Reimbursement Request Form
3. Detailed explanation of why employee was out of District
4. All supporting documents, i.e., Agenda, Registration, etc.

Prior Approval

~~Expenses that do not adhere to the reimbursement policy of the IRS reimbursement rates, and that do not receive prior approval from the Board of Trustees in a public meeting prior to the expense being incurred, will not be eligible for reimbursement.~~

- ~~• All travel must be pre-approved by the District Manager.~~
- ~~• All travel must be for District business.~~
- ~~• Appropriate reasons for travel:~~



~~○ Give a talk or poster presentation.~~

~~○ A member of a MVCAC committee in good standing.~~

~~○ As requested by District Manager.~~

~~■ If a paid holiday happens to fall during required District travel then the employee will take a different day off in lieu of the working day on the holiday.~~

Procedure

The District will provide an **expense reimbursement report** form to employees and Trustees who incur reimbursable expenses on behalf of the District to help document that their expenses adhere to the policy.

Whenever District employees desire to be reimbursed for out-of-pocket expenses for items or services relating to District business, they must submit their request on a reimbursement form approved by the District Manager and/or the Financial/~~Benefits~~ Manager no later than ninety (90) seven business days after incurring the expense or within three days of returning to work at the District, whichever is later, but no later than the close of the fiscal year.

. The request should include an explanation of the District-related purpose for expenditures, with receipts attached as proof of the expense.

The District Manager and/or the Financial/~~Benefits~~ Manager will review and approve all reimbursement requests. Reimbursement requests by the District Manager will be reviewed and approved by the Financial/~~Benefits~~ Manager and reimbursement requests by the Financial/~~Benefits~~ Manager will be reviewed and approved by the District Manager.

Receipts must be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

Expense reports must be submitted within a reasonable time, but not more than seven business days after incurring the expense or within three days of returning to work at the District, whichever is later, but no later than the close of the fiscal year.

It is against the law to falsify any expense report. Penalties for misuse of public resources or violating this policy may include but are not limited to the following:

1. The loss of reimbursement privileges;
2. Restitution to the District;
3. Civil penalties for misuse of public resources pursuant to Government Code Section 8314;
- Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years imprisonment;
4. Violations of travel reimbursement policy may include disciplinary action up and including employment termination.

Petty Cash



A “petty cash” fund is maintained in the District office, having a ~~modest~~maximum balance intended to fund small and incidental business purchases. ~~on hand of \$350.00 (or other appropriate amount).~~

Petty cash may be advanced to District staff upon their request and the execution of an appropriate petty cash receipt, for the purpose of procuring small items or services relating to District business. After the items or services have been obtained, a receipt for it must be submitted to the ~~Financial/Benefits~~Financial Manager, and any remaining advanced funds returned. The maximum petty cash advance is \$50.00. ~~(or other appropriate amount).~~

No personal checks may be cashed from the petty cash fund.

The petty cash fund must be included in the District’s annual independent accounting audit.

Reimbursement for Out-of-Pocket Expenses

Whenever an employee of the District, with the approval of the District Manager or designee, incurs “out-of pocket” expenses for items or services relating to District business as verified by valid receipts, these expenses should be reimbursed upon request ~~from the District’s petty cash fund~~. In those instances when a receipt cannot be obtained, the requested reimbursement must be approved by the District Manager, ~~Financial/Benefits~~Financial Manager or other responsible managing employee prior to remuneration.

- ~~Submit for approval~~

Employee Travel and Expense Reimbursement



POLICY TITLE: **Employer Property**

POLICY NUMBER: **E-600**

Policy

The District provides employees with equipment necessary to complete their duties. Lockers, desks, vehicles and (other property) are District property and must be maintained according to District rules and regulations. Equipment must be kept clean and well-maintained. District property is to be used only for work-related purposes. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. District property includes: desks, vehicles, lockers, telephones, cell phones, computers (including hardware and software), file cabinets, communications stored or transmitted on agency property, supplies and any other District property or equipment used by District employees in their work. Prior authorization must be obtained before any District property may be removed from the premises.

Use of District Computer Equipment

It may be necessary to assign and/or change "passwords" and personal codes for the voice mail, email or computer. These items are to be used for District business and are to remain the property of the District. Employees are required to provide all current passwords for District voicemail, email, and computers to the District. The District ~~may~~ shall keep a record of all passwords used and/or may override any such password system.

Please see the Electronic Media Use Policy in this policy manual for further guidance.

Check Out Sheet

To help avoid loss or misplacement, all District employees shall fill out Equipment Checkout sheets before any designated piece of District equipment requiring the checkout sheet is used, even when the equipment is only used on District premises.

Before equipment is returned to be used again, the employee who used it shall inspect it. Any needed repairs must be reported to the sShop Mmechanicstaff in writing on the checkout sheet.

Personal Belongings

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items in or on District property are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave the District. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

Off-Duty Use Of Facilities

Employees are prohibited from being on District premises or making use of District facilities while not on duty, unless for legitimate business purposes or otherwise authorized in advance by the District Manager. Employees are expressly prohibited from using District facilities, District property

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or District equipment for personal use, unless authorized in advance by the District Manager.

Employer Property



POLICY TITLE: Equal Opportunity Employer

POLICY NUMBER: E-700

The District prohibits discrimination or harassment on the basis of race, ~~religion, creed~~religious creed, age, color, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, marital status, registered domestic partner status, sex, military and veteran status, or any other basis prohibited by law.

The District will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination. Employees or applicants who believe they have experienced any form of employment discrimination are encouraged to report this immediately using the District's complaint procedure, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

The District will provide reasonable accommodations to the extent required by law, to all employees and applicants based on the ability of the person to perform essential job functions satisfactorily, with or without accommodation, in the position they hold or for which they have applied.

Equal Opportunity Employer

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POLICY TITLE: **Ergonomics**

POLICY NUMBER: **E-800**

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace Repetitive Motion Injuries (RMIs). It is committed to providing appropriate resources to create a safe and productive work risk-free environment. The District believes that reducing ergonomic risk is a key factor in maintaining an environment of personal safety and well-being, and is essential to our business. It takes all steps to reduce exposure to hazards by means of engineering controls, administrative controls and employee training. The District encourages safe and proper work procedures and requires that all employees follow safety instructions and guidelines. If you have questions about ergonomics, please contact the District Manager.

Ergonomics

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POLICY TITLE: ~~Expense and Reimbursement Authorization~~

POLICY NUMBER: ~~E-900~~

~~Petty Cash~~

~~A “petty cash” fund is maintained in the District office, having a maximum balance on hand of \$350.00 (or other appropriate amount).~~

~~Petty cash may be advanced to District staff upon their request and the execution of an appropriate receipt, for the purpose of procuring small items or services relating to District business. After the items or services have been obtained, a receipt for it must be submitted to the Financial/Benefits Manager, and any remaining advanced funds returned. The maximum petty cash advance is \$50.00 (or other appropriate amount).~~

~~No personal checks may be cashed from the petty cash fund.~~

~~The petty cash fund must be included in the District’s annual independent accounting audit.~~

~~Reimbursement for Out-of-Pocket Expenses~~

~~Whenever an employee of the District incurs “out-of-pocket” expenses for items or services relating to District business as verified by valid receipts, these expenses should be reimbursed upon request from the District’s petty cash fund. In those instances when a receipt cannot be obtained, the requested reimbursement must be approved by the District Manager, Financial/Benefits Manager or other responsible managing employee prior to remuneration.~~

- ~~• Submit for approval~~

~~Expense and Reimbursement Authorization~~

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POLICY TITLE: ~~Expense Reimbursement – Travel~~

POLICY NUMBER: ~~E-1000~~

Policy

~~District employees will be reimbursed for travel and similar expenditures related to District business as required by law. The policy is intended to result in no individual personal gain or loss.~~

~~Whenever District employees desire to be reimbursed for out-of-pocket expenses for items or services relating to District business, they must submit their request on a reimbursement form approved by the District Manager and/or the Financial/Benefits Manager. The request should include an explanation of the District-related purpose for expenditures, with receipts attached as proof of the expense.~~

~~The District Manager and/or the Financial/Benefits Manager will review and approve all reimbursement requests. Reimbursement requests by the District Manager will be reviewed and approved by the Financial/Benefits Manager and reimbursement requests by the Financial/Benefits Manager will be reviewed and approved by the District Manager.~~

Expense Reimbursement

~~District employees and Trustees may be compensated for attending the following;~~

- ~~• An educational seminar;~~
- ~~• A meeting of a Legislative body;~~
- ~~• A meeting of an Advisory body;~~
- ~~• A conference or organized educational activity conducted as part of required Ethics Training or a similar function; or~~
- ~~• For travel required by the employee's normal job duties.~~

~~The District will pay directly the cost for travel, meals and lodging (per the Internal Revenue Code) of District employees eligible to receive expenses while on District business.~~

~~Employees will be paid the regular Federal per diem rate for meals and incidental expenses only. The rates vary for each location. The Federal per diem rates are shown in the IRS publication 1542 (and updates), which gives the rates in the Continental United States.~~

~~The employees will use the Federal Governments standard mileage rate. This rate is variable. The current rate will be used at the time of travel.~~

Prior Approval

~~Expenses that do not adhere to the reimbursement policy of the IRS reimbursement rates, and that do not receive prior approval from the Board of Trustees in a public meeting prior to the expense being incurred, will not be eligible for reimbursement.~~



Procedure

The District will provide an ~~expense reimbursement report~~ form to employees and Trustees who incur reimbursable expenses on behalf of the District to help document that their expenses adhere to the policy. Receipts must be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

Expense reports must be submitted within a reasonable time, but not more than seven business days after incurring the expense.

It is against the law to falsify any expense report. Penalties for misuse of public resources or violating this policy may include but are not limited to the following:

- ~~The loss of reimbursement privileges;~~
- ~~Restitution to the District;~~
- ~~Civil penalties for misuse of public resources pursuant to Government Code Section 8314;~~
- ~~Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years imprisonment;~~

~~Expense Reimbursement - Travel~~

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POLICY TITLE: **Facial Hair and Protective Respiratory Devices**

POLICY NUMBER: **F-100**

Purpose

To provide working guidelines for the use of a respirator or dust mask for District employees, who are required to use such equipment by-to perform their essential job duties. This policy applies only to those employees, and is designed to promote the District's legitimate and non-discriminatory goals to promote workplace safety.

Policy

It is the policy of the Marin/Sonoma Mosquito and Vector Control District (MSVCD) that a dust mask and respirator that requires a tight face-to-face piece seal shall not have any interference with the establishment of this seal. The District ~~shall ensure requires~~ that:

1. Employees shall not wear a respirator with a tight-fitting face piece if:
 - o Facial hair comes between the sealing surface of the face piece and the face or interferes with valve function; or
 - o Any physical or mental condition of the employee interferes with face-to-face piece seal or valve function.
2. Corrective glasses or goggles or other personal protective equipment worn by an employee do not interfere with the face-to-face piece seal.
3. Employees perform a user seal check each time they put on the respirator.
4. Employees, at the direction of supervising staff, will take a fit test at any time.
5. All respirator and dust masks are used in accordance with the label instructions.
6. Mustaches are trimmed at the corner of the mouth with no facial hair interference to meet the mask/respirator fit requirement.
7. Employees are educated on the proper use of the respirator.
8. Employees take responsibility for use of all equipment in accordance to the instructions provided.
9. The records of training are properly maintained.

Facial hair that the District Manager or designee determines to be at risk of interfering with the respirator seal and/or function will not be allowed.

Consequences for Failure to Meet Requirements

If the employee is found not to have a face-to-face piece seal, due to facial hair interruption or facial hair that is not compliant with this policy during a work shift, the employee will be subject to discipline



up to and including termination.:

1. ~~First offense: receive a verbal warning.~~
2. ~~Second offense: receive a letter of conversation.~~
3. ~~Third offense: a notice of intent to discipline with suspension (3 days).~~
4. ~~Fourth offense: termination.~~

Exceptions

~~Beards and other facial hair can be grown from October 1st through December 31st (while field work is not required (during winter projects).~~

The District Manager or designee may allow beards or other facial hair to be grown during times of the year when respirators or dust masks are typically not required. If permitted, the beard or other facial hair must be groomed and the employee must present a professional appearance as determined by the District Manager or designee.

Facial Hair and Protective Respiratory Devices

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POLICY TITLE: **Harassment, Discrimination and Retaliation Prevention**

POLICY NUMBER: **H-100**

Purpose

Federal and State laws require that every employee has a right to work in an environment free from all forms of discrimination, harassment and retaliation on the basis of any protected classification. The District maintains a zero tolerance policy regarding discrimination, harassment or retaliation. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.~~Any violation of this policy will subject an employee to discipline up to and including termination.~~

~~Marin/Sonoma Mosquito and Vector Control~~ District employees have a grave responsibility to maintain a high standard of honesty, integrity, impartiality and conduct, both to assure proper performance of the District's business, and preserve the confidence of the people it serves. District policy makes clear that harassment, discrimination and retaliation ~~is~~ are unacceptable and will not be tolerated in any form from any employee regardless of employment status. All employees are responsible for maintaining a work environment free from harassment, discrimination, and retaliation. The District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

The individuals covered by this Policy are: applicants, employees regardless of rank or title, elected or appointed officials, interns, volunteers, and contractors. This Policy applies to all terms and conditions of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training. This policy applies to all District employee as well as independent contractors, interns and volunteers.

~~Harassment~~Protected Classifications

This Policy prohibits Hharassment, discrimination and retaliation based on the following protected class categories~~will not be tolerated under any circumstance:~~

1. Race
2. Color
3. Religious Creed~~n~~
4. National Origin
5. Ancestry
6. Age (40 and above)
7. Sex, including gender, gender identity and gender expression~~pregnancy, childbirth or related~~



- ~~medical condition~~
8. Marital Status
 9. ~~Medical Condition (cancer-related or genetic characteristics)~~
 - 9-10. Genetic information
 - 10-11. Physical and/or mental disability (mental and physical, including HIV and AIDS)
 12. Sexual Orientation
 - 11-13. Military and/or veteran status, and
 - 12-14. Actual or Perceived Gender Identity Any other basis protected by law.

This Policy prohibits discrimination, harassment or retaliation because: 1) of an individual's protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.

Protected Activity

This Policy prohibits discrimination, harassment or retaliation because of an individual's protected activity. Protected activity includes: making a request for or receiving an accommodation for a disability; making a request for or receiving accommodation for religious beliefs or practices; making or supporting a complaint under this Policy; opposing violations of this Policy; or participating in an investigation pursuant to this Policy.

Discrimination

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived; or because the individual participates in a protected activity as defined in this Policy.

Harassment

Harassment includes unwelcome verbal, physical or visual conduct that creates a hostile work environment. Examples of actions that may lead to workplace harassment complaints based on protected categories include, but are not limited to, the following:

- Visual Harassment, such as posters, photographs, letters, notes, email, cartoons, or drawings related to the person's protected category/status (including using Agency computer systems related to such materials).
- Verbal Harassment, such as epithets, derogatory comments/statements, vulgar, racist or other discriminatory jokes, or slurs based upon a person's protected category/status. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race, ethnic or sexually oriented stories and jokes.
- Physical Harassment, such as assault, offensive or unwanted touching, blocking or impeding access or other physical interference, sabotaging work or imposing demeaning work tasks based upon a person's protected category/status.

Sexual harassment is a form of workplace harassment and can include, but is not limited to:

- Unwelcome sexual advances
- Leering
- Unwanted touching
- Requests for sexual favors



- Repeated unwanted requests for dates
- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- Sexually suggestive objects, picture or cartoons, and other verbal or physical conduct of a sexual nature, and
- Acts of a sexual nature where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or creates an intimidating, hostile or offensive work environment,

Guidelines for Identifying Harassment

Harassment includes any conduct which would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:

- It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
- Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.
- Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

Retaliation

Retaliation occurs when adverse conduct is taken against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: disciplinary action, counseling, taking sides because an individual has reported harassment or discrimination; spreading rumors about a complainant or about someone who supports or assists the complainant; shunning or avoiding an individual who reports harassment or discrimination; or making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

Discrimination

Discrimination is any practice, process or action in the workplace which works against equality of opportunity and against the ability of each person to be employed and to advance on the basis of merit without regard to the following protected categories:

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- ~~Race~~
- ~~Color~~
- ~~Religion~~
- ~~National Origin~~
- ~~Ancestry~~
- ~~Age (40 and above)~~
- ~~Sex, including gender, pregnancy, childbirth or related medical condition~~
- ~~Marital Status~~
- ~~Medical Condition (cancer-related or genetic characteristics)~~
- ~~Physical and/or Mental Disability (mental and physical, including HIV and AIDS)~~
- ~~Sexual Orientation~~
- ~~Military and/or veteran status~~
- ~~Genetic information~~
- ~~Actual or Perceived Gender Identity~~

Notice

All employees will be informed of the District's harassment, discrimination and retaliation policy and complaint process at the time of employment, and ~~again when any complaint is filed~~ through periodic training. In addition, the policy and complaint process will be readily available to all employees and to members of the public who utilize the District facilities and services.

An annual bulletin is prepared and distributed to all employees reminding them of the District's sexual harassment policy. The bulletin will include summaries of cases involving harassment, with examples of back pay, punitive damages and personal financial liability of supervisors.

~~Within three working days after any complaint has been filed in accordance with this policy, a bulletin will be prepared and distributed to all employees, reminding them of the District's sexual harassment policy.~~

Complaint Process

Any ~~employee covered individual~~ who believes he/she ~~is a victim of~~ has been subjected to sexual discrimination, harassment, or retaliation may file a formal or informal confidential complaint, verbally or in writing to any supervisor, manager, department head, or to the President of the Board of Trustees, without regard to any chain of command. ~~without fear of reprisal or embarrassment.~~ If you believe that you have been a victim of or have witnessed acts of harassment, retaliation or discrimination, ~~notify your own or any other District supervisor, the District Manager or the Financial/Benefits Manager of the District as soon as possible after the incident. Your Ideally, a~~

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complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Supervisors will immediately refer all harassment complaints to the District Assistant Manager ~~personnel administrator, investigative officer~~ or the District Manager. ~~¶~~Upon receiving notification of a harassment complaint, the District will immediately undertake an effective, thorough and objective investigation of the harassment allegations, using the following steps:-

1. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: 1) the complainant; 2) the accused; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
2. Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
3. Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
4. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
5. Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.

~~An informal complaint should generally be made verbally by the employee to his/her immediate supervisor. Although filing the complaint with said immediate supervisor is preferred, the employee is free to file his/her complaint with any supervisory or management employee. No individual lodging a complaint or participating in a workplace investigation will be subject to any form of retaliation.~~

~~A formal complaint is made in writing, using the "Employee Grievance Form", which becomes part of the complaint. Although submitting the formal complaint to the employee's immediate supervisor is preferred, the employee is free to submit the formal complaint to any supervisory employee, or to the President of the Board of Trustees if the employee's immediate supervisor is the District Manager and is unavailable or personally involved in the complaint.~~

~~Complaint Response Process.~~

~~Any supervisory employee who receives a formal or informal sexual discrimination, harassment, or retaliation complaint must at all times maintain the confidentiality of the plaintiff, and shall personally deliver the complaint immediately and directly to the Financial Benefits Manager, or to the District Manager if the Financial/Benefits Manager is unavailable or is personally involved in said complaint.~~

~~Within twenty-four hours of the filing of a formal or informal complaint, even if it is later withdrawn, an investigation will be conducted by the Financial/Benefits Manager and the District Manager, unless either is personally involved in said complaint. Typically, the investigation will include the following steps: an interview of the individual who lodged the~~



~~complaint to obtain complete details regarding the alleged conduct; interviews of anyone who is alleged to have committed the acts to respond to the claims; and interviews of any individuals who may have witnessed, or may have knowledge of, the alleged conduct.~~

~~A written record of any investigation of an alleged sexual harassment is to be maintained. The District recognizes the sensitivity of discrimination and harassment complaints and respects the confidentiality and privacy of the individual reporting or accused of harassment and/or discrimination or providing information in connection to a complaint of harassment or discrimination to the extent reasonably or legally possible.~~

The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing the alleged incidents; he/she shall be advised of this right prior to the commencement of such discussions.

Remedy

Upon conclusion of the investigation of alleged harassment, discrimination and/or retaliation, appropriate action shall be taken by the ~~Personnel Director~~ District Manager or designee against the harasser where sexual harassment is found if the alleged constitutes harassment, discrimination, and/or retaliation. ~~Whatever corrective action punishment is meted out to the harasser shall be made known to the victim of the harassment conduct.~~ If the District determines that harassment, discrimination and/or retaliation have occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for unlawful discrimination, harassment, or retaliation will be subject to appropriate disciplinary action commensurate with the severity of the offense, up to and including termination. A District representative will advise ~~all parties~~ complainant(s) whether or not the investigation resulted in affirmative findings. ~~However, any resulting disciplinary action shall remain confidential, except where disclosure is legally required.~~ ~~concerned of the results of the investigation. The District will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers. No individual lodging a complaint or participating in a workplace investigation will be subject to any form of retaliation.~~

Action taken to remedy a sexual discrimination, harassment, or retaliation situation shall be done in a manner so as to protect potential future victims.

Employees complaining of sexual discrimination, harassment, or retaliation shall be protected thereafter from any form of reprisal and/or retaliation.

The District encourages all employees to report any incidents of discrimination, harassment, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Option to Report to Outside Administrative Agencies

~~An individual has the option to report harassment, discrimination or retaliation to t~~The Federal Equal Opportunity Employment Commission ~~and or~~ the California Department of Fair Employment and Housing. ~~These administrative agencies~~ investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed, discriminated against, or ~~that you have been~~ retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed ~~in the telephone book or~~ on the internet at www.dfeh.ca.gov or www.eeoc.gov. ~~Employees can also check posters that are located on District bulletin boards for office locations and telephone numbers.~~

Confidentiality



Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss his or her interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Harassment, Discrimination and Retaliation Prevention

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POLICY TITLE: Holiday Time Off s

POLICY NUMBER: H-200

Qualifying for Holiday Pay

Eligibility

All regular employees shall be entitled to take all authorized holidays with full pay not to exceed eight (8) hours for any one (1) holiday (pro-rated for part time employees).

An employee who is scheduled to work on a holiday and who fails to report for a scheduled work shift on any such holiday shall receive no holiday pay for that holiday.

Holidays Observed by the District

The following days shall be holidays for all employees occupying regular positions:

New Year's Day, January 1st
Martin Luther King Jr.'s Birthday
Cesar Chavez Day, March 31st
President's Day
Memorial Day
July 4th
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day, December 25th
Two (2) floating holidays

If a holiday falls on Sunday, the following Monday shall be observed as a holiday. If the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. The District Manager may change the day observed as a holiday from the actual day on which the holiday falls.

Floating holidays must be taken in eight (8) hour increments.

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POLICY TITLE: **Hours of Work and Pay Periods**

POLICY NUMBER: **H-3200**

Work week Period

Unless otherwise provided, the work week period on which weekly overtime calculations will be based begins Sunday Monday at midnight and ends at 11:59 p.m. Saturday on Sunday.

The standard workweek for employees occupying full-time positions consists of five eight-hour days, or a total of any forty hours.

In an emergency situation, the District Manager may suspend the standard workweek schedule until such time as the District Manager deems the emergency situation no longer exists.

Hours of Work

~~The District workday for most employees starts at 7:00 a.m. and ends at 3:30 p.m., Monday through Friday (as also set forth in Policy Number W-100).~~ The District reserves the right to modify employees' starting and ending times and the number of hours worked. The regular hours of work each day are consecutive except for interruptions for meal periods.

Alternate Work Schedule

An employee may be assigned to a 9/80 alternative work schedule, which shall consist of eight (8) nine (9) hour workdays and one (1) eight (8) hour workday over a two (2) week period.

Employees assigned to a 9/80 schedule will have either every other Monday or Friday off. The same day of the week (Monday or Friday) shall be permanently designated as the employee's regular day off. For employees working a 9/80 work schedule, each employee's designated FLSA work week (168 hours in length) shall begin exactly four hours after the start of his/her eight hour shift on the day of the week that corresponds with the employee's alternating regular day off.

When a full time employee assigned to a 9/80 work schedule has a holiday, the employee will receive eight (8) hours of holiday pay and will be required to use one (1) hour of vacation leave, or utilize an approved flextime scheduling arrangement to make up the extra hour.

When a full time employee assigned to a 9/80 work schedule takes a 9-hour day off and uses management leave, the employee will be required to use nine (9) hours of management leave.

Flextime Scheduling Arrangement

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a workweek. Flextime arrangements are subject to the approval of the District Manager or designee, and are contingent on the availability of supervision, sufficient staffing coverage and satisfaction of other District business needs as determined by the District Manager.

Flextime scheduling arrangements shall not result in overtime. In the event that a flextime



arrangement results in a non-exempt employee working in excess of eight (8) hours per day, the employee will not be eligible for overtime compensation. No flextime schedule arrangement for an FLSA non-exempt employee shall be approved requiring more than forty (40) hours of actual work in a workweek.

Flextime scheduling arrangement can be discontinued by the District at any time with fourteen days" notice to the affected employee. This does not preclude the assignment of overtime during the notice period.

Accurate Time Reporting

All employees must accurately report all work time to the nearest five minutes.

Management Leave

Employees who receive management leave may use available management leave on an hourly basis.

Meal and Rest Periods

Lunch

All overtime-eligible full-time employees who work more than five hours, but less than eight hours during the work day Employees receive a thirty minute meal period each day, unpaid. Overtime-eligible employees are responsible for taking their meal period at a time designated by the supervisor.

Rest Periods

All overtime-eligible full-time employees Employees receive a fifteen minute paid rest period during the first half of the workday and a second fifteen minute paid rest period during the second half of the workday. Rest periods may not be combined to shorten the workday or to extend the meal period.

Lactation Accommodation

In accordance with state law, the District will provide a reasonable amount of break time to employees who are breast feeding to express milk. If possible, the break time will be that already provided. If not, the break time will be unpaid. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break will not be interrupted except for emergency or exigent circumstances.

To request lactation accommodation, the employee shall contact the District Manager or designee. The District Manager or designee shall respond to the request within five business days.

The District will provide a private lactation room, other than a bathroom, in close proximity to the employee's work area for this break. The lactation room shall be shielded from view and free from intrusion while the employee expresses milk; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The District shall also provide access to a sink with running water and a refrigerator or other cooling device suitable for storing milk in close proximity to



the employee's workspace. If a multipurpose room is designated as the lactation room, lactation shall take precedence over other uses, but only for the time it is in use for lactation purposes.

An employee may file a complaint with the Labor Commissioner for any violation of the law.

Overtime

Pre-Approval

Overtime-eligible employees may not work overtime without the express, advance approval of the District Manager or supervisor/Assistant Manager. In emergency situations that necessitate working overtime, the employee must notify a supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must obey the supervisor's directive and cease working. Employees who work overtime without approval are subject to discipline, up to and including termination. Overtime-eligible employees who are directed to work overtime must do so.

Rate of Pay

Unrepresented, Non-FLSA Exempt employees are entitled to overtime for all hours worked over 40 in a workweek, as defined in this policy. Overtime is paid at the rate of one and one half times the employee's regular rate.

Compensatory Time Off

An overtime-eligible employee may opt to accrue compensatory time-off (CTO) in lieu of cash payment for overtime worked if his or her supervisor agrees prior to overtime work being performed.

Accrual Rate

CTO accrues at the rate of 1.5 hours for each hour, or fraction thereof, worked after 40 hours of actual work within the employee's designated work week. Time in paid leave status does not count toward CTO. CTO cannot be accumulated in excess of 100 hours at any given time.

Employee Request to Use CTO

The District will grant an employee's request to use accumulated CTO provided that: 1) the District can accommodate the use of CTO on the day requested without undue disruption to department operations; and 2) the employee makes the request in writing to the supervisor no later than one week prior to the date requested. If the employee does not provide five days' notice, or if the District cannot accommodate the time off without undue disruption, the District will provide the employee the opportunity to cash out the amount of CTO requested at the end of the current pay period.

Cash Out

All compensatory time must be used by June 30th of each year, or will be paid out by the District.



During employment, accrued, unused compensatory time is cashed out at the employee's current FLSA regular rate of pay (including all FLSA-applicable salary differentials and special pays).

Employees separating from District service shall be compensated for all accrued, unused compensatory hours at their current FLSA regular rate of pay, or their average FLSA regular rate for the prior three years, whichever is higher.

Hours Worked for the Purpose of Calculating Overtime Eligibility

Overtime pay is determined only by those hours actually worked. Paid leave time, paid time off for holiday pay do not count as hours worked for the purpose of calculating entitlement to overtime.

No Remote Access for Overtime-Eligible Employees

Unless the District Manager specifies otherwise in writing, overtime-eligible employees may not have remote access to District equipment, resources or email. If an overtime-eligible employee is granted remote access, they are required to record all time worked remotely on their time card. Overtime-eligible employees are required to receive advance approval before working overtime remotely.

No Volunteering of Work Time

All time spent for the benefit of the District must be reported as hours worked on time records so that the employee is paid for all work. Overtime-eligible employees may not "volunteer" work time to perform duties that are the same or similar as their stated or regular job duties. Employees have no authorization to work without compensation. No supervisor has authority to request overtime-eligible employees to volunteer work time.

Pay Periods

The District pay period is semi-monthly, and all wages are paid in accordance with applicable Federal and State Law.

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Hours of Work and Pay Periods

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POLICY TITLE: **Housekeeping**

POLICY NUMBER: **H-3400**

All employees are expected to keep their work areas and District vehicles clean and organized. Common areas such as lunchrooms, locker rooms, and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash, recycling and compost properly and in the appropriate receptacle.

Housekeeping



POLICY TITLE: ~~Illness and Injury Prevention Program (IIPP)~~

POLICY NUMBER: ~~I-100~~

Statement of Purpose

1. Safety and Health Policy

The State of California's Code of Regulations requires every employer to have an Injury and Illness Prevention Program (IIPP) in place, one including at least seven features:

- ~~• Identification of the person or persons with authority and responsibility for implementing the program~~
- ~~• A system that ensures employees comply with safe and healthy work practices~~
- ~~• A system for communicating with employees on matters of occupational health and safety~~
- ~~• Encouragement for employees to inform their employer of hazards, without fear of reprisal~~
- ~~• Periodic inspections of the worksite to identify and evaluate hazards and unsafe conditions~~
- ~~• Training of all new employees and whenever a new hazard is recognized in the workplace~~
- ~~• Records maintenance of IIPP activities, including training and inspections.~~

The Marin / Sonoma Mosquito & Vector Control District, committed to ensure a safe and healthful work environment, has developed the Injury and Illness Prevention Program described below.

2. District Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well-organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping his/her work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.

3. Responsibility for Safety and Health

All employees of the District are responsible for working safely and maintaining a safe and healthful work environment.

4. Safety Principles

- ~~• Accidents and injuries are preventable.~~
- ~~• No job is so important that it warrants jeopardizing the safety of the employee(s) to accomplish that job.~~
- ~~• The prevention of accidents and injuries is the responsibility of each employee.~~



- ~~Each District employee has to be alert to the presence of potential hazards, and to report such hazards to the immediate supervisor or the District Manager.~~
- ~~The District encourages employees to identify and report the presence of potential hazards, and will take no punitive actions or threaten reprisals against employees who report such conditions.~~
- ~~The District will establish an organizational process to ensure that hazards are identified in a timely manner and that appropriate steps are taken to eliminate or mitigate such hazards, to the extent feasible.~~

~~Identification of the Workplace and Work Activities~~

~~The District owns and occupies the buildings located at 595 Helman Lane in Cotati, California (94931). The District is a public agency operating for the benefit of the public and is involved in the control and abatement of mosquitoes, insects and other vectors through various methods.~~

~~Program Administrator~~

~~Overall responsibility for the development, implementation, and monitoring of the IIPP is vested with the District Manager. Day to day responsibility for the IIPP is assigned to the District Manager, or another person designated by the District Manager. Duties include:~~

- ~~Ensuring that the supervisors are trained in workplace safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable rules, regulations, and the District's safety rules and policies.~~
- ~~Ensuring that employees are trained in accordance with this program~~
- ~~Inspecting, recognizing, and evaluating workplace hazards, including repetitive stress, on a continuing basis.~~
- ~~Developing methods for abating workplace hazards.~~
- ~~Ensuring that workplace hazards are abated in a timely and effective manner.~~
- ~~Maintaining of current certification in CPR and first aid training.~~

~~Identification of Workplace Hazards~~

~~1. Periodic Scheduled Inspections~~

~~At least bimonthly, the Office Manager or other person designated by the District Manager inspects the onsite facilities for potential hazards, using the **District Safety Checklist form** during this inspection (Appendix D).~~

~~2. Unscheduled Inspections~~

~~In addition to the scheduled bimonthly inspections and ongoing review, the Office Manager or person designated by the District Manager arranges for unscheduled inspections at random intervals.~~

~~3. New Matters~~



The Office Manager or person designated by the District Manager arranges for an inspection and investigation of any new substance, process, procedure, or item of equipment introduced into the workplace. The Office Manager or person designated by the District Manager also arranges for an inspection and investigation whenever the District is made aware of a new or previously unrecognized hazard.

4. — Employee Reporting of Hazards

The early detection and correction of workplace hazards is most commonly and efficiently achieved through the efforts of skilled and observant employees. The District fosters a work environment that encourages employee participation. It is the responsibility of all personnel to be alert to the presence of unsafe conditions and work practices that they may encounter during the course of their employment. The reporting of unsafe conditions or work practices is an integral element of the organization's safety and loss control efforts, and as such, requires the active cooperation and participation of all employees. Employees are expected to immediately report any unsafe condition or hazard that they discover in the workplace to the Office Manager or person designated by the District Manager (Appendix C — "**Report of Unsafe Condition or Hazard**"). No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting a Report of Unsafe Condition or Hazard to the Office Manager or person designated by the District Manager without identifying themselves.

5. — Documentation of Inspections

Each inspection above is to be documented as is any hazard discovered and its solution, using the **Safety Inspection Report and Safety Action Report**. The District retains these records for at least five years.

Monitoring and Correction of Identified Potential Safety and Health Concerns

1. — Identified and Newly Discovered Safety and Health Concerns

Situations posing a risk of imminent harm will be subject to immediate correction or abatement. Other identified or newly discovered safety or health concerns need to be corrected within a reasonable time.

2. — Hazards That Give Rise to a Risk of Imminent Harm

Whenever possible, it is the District's intent to abate or correct immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. Any personnel who remain shall do so only voluntarily after being fully informed of the risk.

Communicating with Employees on Safety and Health Issues

All reasonable methods of communicating with employees on safety and health issues are employed by the District, including, but not limited to safety meetings, bulletins and memoranda, written notices, and oral communication,

the **District Employee Policy Manual**, IIPP.,

1. — Safety Meetings

Safety meetings are conducted by the Office Manager or person designated by the District Manager every month. Discussions at these meetings include such issues as:

- New hazards that have been introduced or discovered in the workplace;
- Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future;



- Any health or safety issue deemed by the District to require reinforcement; and
- Any health or safety concerns raised by the employees.

Safety meetings are documented using the **Safety Meeting Report** contained in the appendix.

2. Anonymous Notification Procedures

The District encourages employees who wish to inform the District of workplace hazards anonymously to do so by sending a written notification to the Office Manager or person designated by the District Manager using the **C-Report of Unsafe Condition or Hazard** form. The Office Manager or person designated by the District Manager investigates all such reports in a prompt and thorough manner.

3. Postings

A bulletin board is used to post any safety information or notices required by this IIPP.

4. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job. These training requirements are described in greater detail in later sections of the **District Employee Policy Manual**.

Enforcement of the Training Program

It is the policy of this District that all personnel will comply with the safety rules set forth in the IIPP. Supervisors counsel employees on proper work procedures when violations are noted. Serious, repeat violations of safety rules may result in disciplinary action. The safety rules are not intended to be punitive, but rather are to provide a safe working environment for all District personnel.

Safety and Health Training

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illness and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District provides training to each employee with regard to general safety procedures and to any additional safety procedures arising from hazards specific to that employee's work assignment.

1. Training is provided as follows:

- Upon hiring;
- Whenever an employee is given a new job assignment for which training has not previously been provided;
- Whenever new substances, processes, procedures, or equipment, which represent a new hazard are introduced into the workplace;
- Whenever the District is made aware of a new or previously unrecognized hazard; and
- Whenever the District, the Office Manager, or supervisor believes that additional training is necessary or, such training is reasonably requested by any employee.

2. Training of Supervisors

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~~The District Manager and the Office Manager, or person designated by the District Manager, provides the method by which supervisors are trained or informed of safety and health hazards.~~

~~3.—Documentation~~

~~In conformance with the Labor Code Section 6118.7(c), the District keeps appropriate records of steps taken to implement and maintain the program. These records include the following:~~

- ~~• Minute records of the safety program and the HIPP discussions conducted at regularly scheduled staff meetings;~~
- ~~• Inspection reports;~~
- ~~• Copies of hazard notifications submitted by employees;~~
- ~~• Reports or forms documenting the disposition of hazard notifications;~~
- ~~• Copies of accident and injury reports, and subsequent evaluations; and~~
- ~~• Copies of training records including a thorough description of the training, the name and affiliation of the trainer, the date of the training, the time and length of the training, and the employees in attendance.~~

~~Accident Investigation~~

~~1.—District Policy~~

~~The District investigates all work-related accidents in a timely manner. Reported minor accidents and near misses are investigated as well as serious incidents. A near miss is an incident, that, while not serious in itself, could have resulted in serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future.~~

~~2.—Responsibility for Accident Investigation~~

~~The Office Manager or a person designated by the District Manager is responsible for accident investigation.~~

~~3.—Procedures for Investigation, Correction, and Prevention of Hazards~~

~~Each investigation will be done promptly and involve:~~

- ~~• A thorough gathering of all relevant facts and evidence;~~
- ~~• Identification of the cause of the accident;~~
- ~~• Identification of the procedure to prevent reoccurrence of such an accident;~~
- ~~• Implementation of such procedure; and~~
- ~~• If the investigation is done by the Office Manager or person designated by the District Manager, a report (oral or written) is submitted to the District Manager regarding the above items. The District Manager may, at his or her discretion, submit any such report or any report he or she prepares to the Board of Trustees, for its consideration and action.~~

~~The District will use its best efforts to abate those unsafe conditions in the workplace which are within its control, and pledges~~



financial resources adequate to accomplish that end.

Role of the Safety Committee

The District Manager establishes the Safety Committee. The Safety Committee appoints the Chairperson of the Safety Committee. The Safety Committee is charged to develop and maintain a responsible, pro-active approach to meet the safety needs of the District. This committee acts as a direct liaison for the District employees in identifying potential hazards in the workplace without acting in a punitive manner.

1. Members of the Safety Committee

The Safety Committee consists of the following representatives:

- The District Manager;
- The Office Manager or person designated by the District Manager; and
- Two employees selected at large.

2. Members of the Safety Committee work with the following guidelines:

- Meet quarterly, on the day of a regularly scheduled staff meeting;
- The purpose of this meeting is to discuss various aspects of safety (i.e., accidents and/or prevention, developing programs, documenting files). An agenda will be provided to committee members prior to the meeting;
- Office facilities are inspected on a regular basis to ensure they are operating in a safe manner;
- Review and Update the Safety Manual;
- Check fire extinguishers on a monthly basis to ensure they are properly charged;
- Coordinate training sessions to keep employees up to date on current policies and procedures; and
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.

Safety Rules

1. Vehicular Safety

Drive with caution while entering parking areas, and be alert to the presence of pedestrians.

Drivers and passengers must use seat belts when driving vehicles on District business.

Watch for vehicles entering or leaving the parking area when walking to your vehicle. Always use regular entrances and walkways when going to and from your place of work.

2. Lifting and Carrying



~~If your work involves the handling of equipment, boxes, bundles, books, ledgers, portable filing cases, or other items of office equipment, limit lifting to items you are able to handle without difficulty. Lift by leg power with the back erect and do not lift with your back in a bent position.~~

~~Use only approved stepladders. Stools, chairs, boxes, and drawers shall not be used in place of stepladders.~~

~~3. Work Area Safety~~

~~Pointed objects should not be carried in pockets or with the points exposed, nor should they be placed in vehicles, on desks, or on worktables with the points towards the user.~~

~~Keep fingers in the clear when closing safes, bookcases, drawers, and doors. Always grasp the handle or doorknob and keep fingers away from the edge of drawers or doors.~~

~~Chemicals or chemical products should be handled only when proper protective equipment is worn.~~

~~You should not walk through work areas with sharp objects in hand with points exposed, or with chemicals or chemical products.~~

~~Adjust your chair or seat to obtain the proper height and posture, both in vehicles and in the office.~~

~~Replace tools and equipment to their proper place after use.~~

~~Do not lean back on the rear legs of a straight chair. The chair may slip or break, causing a fall.~~

~~Close file cabinet drawers and other drawers when not in use.~~

~~Heavy material should be placed in lower drawers with lighter materials filed in upper drawers. Fill the lower drawers first.~~

~~4. General Housekeeping~~

~~Deposit broken glass directly into the outside refuse bin, not in wastepaper baskets.~~

~~Inspect workstation shelves and stands periodically to ensure they are in good working order.~~

~~Do not throw any materials or engage in horseplay. Stay clear of areas where overhead work is in progress.~~

~~Use good "housekeeping" throughout the workplace. A clean and orderly office makes a safe and desirable place to work.~~

~~Keep aisles and doorways clear of stumbling hazards such as cartons, bottles, lunch boxes, or umbrellas.~~

~~Deposit lunch papers and other refuse in a trash container after use.~~

~~Use storage space provided to store materials, rather than the tops of cabinets, tables, or equipment.~~

~~Bring slip or trip hazards such as torn or loose floor coverings, water or other materials to the attention of your supervisor. Never ignore obvious hazards. Correct or highlight hazards and report them as soon as observed.~~

~~5. Miscellaneous Safety~~

~~When using stairs, take one step at a time, keep to the right, and hold onto the handrail. Keep your vision~~



~~unobstructed when carrying packages. Avoid running or crowding on stairways, aisles, or corridors.~~

~~Do not walk while reading. Watch your step, and be observant of your surroundings.~~

~~Practice extra care if wearing shoes with poor soles or work boots, particularly on stairways.~~

~~Keep doors either wide open or completely closed—not partly open. Exercise care when opening doors to avoid striking others. If exterior doors are left open, they must be properly secured.~~

~~Smoking and the inhalation of secondhand smoke are responsible for, or contribute to, a large number of medical problems. The District prohibits the use of any tobacco product by all persons anywhere within the office or work area.~~

6. Office Machines, Equipment, and Supplies

~~Only authorized persons may operate or repair office machines, vehicles, or equipment—those who have completed the required training. When the equipment is relatively simple to operate and presents minimal hazard, training may be accomplished through written instructions or on-the-job supervision, rather than a more formal training program.~~

~~Place machines, equipment and parts securely on a desk, table or stand provided for that purpose—not on a side leaf, or projecting over the edge.~~

~~Use special caution when wearing loose clothing or dangling jewelry in the vicinity of machines or equipment.~~

~~Never clean or adjust machines, equipment or vehicles while they are in motion.~~

~~If a machine or a piece of equipment jams, disconnect the power cord until the problem is corrected. Fix the problem only if you have been trained and are authorized to do so. Otherwise, advise your supervisor or the authorized equipment operator.~~

~~Turn off electrical equipment when not in use.~~

~~Before using any equipment, make sure that no one is in a position to be injured by its operation.~~

~~Report to your supervisor any equipment in need of repair or adjustment.~~

~~Always keep safety guards in place except when oiling or cleaning equipment. Disconnect the power source before beginning maintenance.~~

~~Never use fire equipment for any purpose other than fighting fires. Keep immediate access clear to any firefighting equipment.~~

~~When you use the fire extinguisher to suppress a fire, notify your supervisor so that it can be refilled and serviced.~~

~~Keep hallways and fire exits clear of furniture, boxes and other obstacles.~~

~~Provide adequate ventilation for operations involving flammable or toxic chemicals, vapors or fumes.~~

7. Maintenance

~~Carefully guard against slippery floors, stairs, and thresholds. If surfaces are highly polished or become extremely slippery, notify your supervisor so that necessary arrangements can be made with the janitorial contractor.~~



~~Reduce the risk of slipping during wet conditions by using floor mats at building entrances.~~

~~Keep office furniture in good condition at all times. Check the tension of the springs on swivel chairs to help avoid imbalance, which could cause the chair to overturn.~~

~~Wooden furniture can develop sharp or splintered corners. Examine equipment of steel construction for sharp burrs before placing it into service; loose beading around the top of steel desks can be a hazard. Report all such defects so they can be repaired.~~

~~Keep the rollers and guides on cabinet drawers in good working order and operating freely. Check the safety locks or stops on each drawer periodically to reduce the possibility having it fall by pulling it out beyond its stop.~~

~~Secure clocks, pictures, and framed calendars are to be securely to the wall with anchors.~~

8. ~~Illness and Injury~~

~~Report all work-related illnesses or injuries, no matter how slight, to your supervisor. Your supervisor will provide you with a **Report of Injured Worker** form, and you are required to acknowledge receipt of the form in writing.~~

~~All employees should maintain a list of emergency phone numbers to be used in the event of a medical emergency. The Office Manager or person designated by the District Manager will maintain and distribute a list of emergency phone numbers (including nearest relative in case of emergency).~~

Emergency Safety Procedures

~~Please review the **Emergency Planning Guide** in its entirety; it has useful information in the event of any emergency. Keep it handy for quick reference when needed.~~

Important Phone Numbers

- ~~• Fire Department ————— 911~~
- ~~• Police Department ————— 911~~
- ~~• Ambulance / Paramedics ————— 911~~
- ~~• Kaiser Permanente Hospital ————— 707-571-4800~~
- ~~• Poison Control Center ————— 800-876-4766~~

Serious Injury or Illness

~~Notify the local Fire Department / Paramedics — dial 911. Tell them you need an ambulance or immediate medical care. Stay on the line until the person on the other end tells you to hang up. This ensures that all the necessary information is given.~~

~~Stay with the victim. Designate a person to meet the responding authority so valuable time is not lost.~~

~~Notify the Office Manager or other person designated by the District Manager or the District Manager of the situation.~~

~~Keep first aid equipment on the premises for minor injuries. All employees should know the location of such equipment.~~



Office Security

Help prevent theft in your office by observing the following precautions.

- All employees should watch for and question any strangers. Anything suspicious should be promptly reported to the immediate supervisor or District Manager.
- Lock all the doors after business hours, especially after the receptionist leaves.
- Keep all valuables locked when possible. Store valuables away from an exit and out of sight.
- Engrave serial numbers on valuable office items and equipment and keep a record of these numbers.
- Immediately collect all keys from employees leaving service.
- Document all security incidents. The District should report all incidents to local authorities.

Civil Disorder

If the office is invaded by a group of dissidents, call the local authorities at once.

A representative of the District should ask the dissidents to leave, but do not begin a debate. Their goal is to get attention — not engage in meaningful discussion.

Do not attempt to remove demonstrators. Use the local officials for such removal.

If there is a crowd in the street or parking area:

- Lock all exterior doors;
- Warn all employees to stay away from the windows;
- Document events with written notes, dictation equipment, or photography; and
- Consider sending District employees home until the problem is resolved.

Remember, preserving life is more important than protecting property.

Evacuation Procedures

Familiarize yourself with the District's preplanned evacuation routes.

The District designates specific personnel to be responsible for monitoring an evacuation. All employees should be familiar with:

- the evacuation plan;
- the location of exits;
- the location of fire extinguishers;
- the location of first aid kits; and



- ~~emergency telephone numbers and contacts.~~

~~Check for handicapped persons or visitors unfamiliar with the layout of the office.~~

Fire Procedures

~~If you discover a fire of any size, immediately call the Fire Department —911.~~

~~Notify the Office Manager or person designated by the District Manager or the District Manager.~~

~~If possible, use fire extinguishers to extinguish small controllable fires. Fire extinguishers are available and maintained. All employees must know the location of all fire extinguishers and how to operate them.~~

~~If evacuation is necessary, evacuate per your preplanned evacuation route. Do not return to the office for any reason until the fire has been controlled and you have been advised to return by the fire officials.~~

~~The Office Manager or person designated by the District Manager will take a head count of those in the office. Check for the following:~~

- ~~Injured or handicapped persons;~~
- ~~Persons refusing to evacuate;~~
- ~~Visitors or contractors.~~
- ~~Notify neighboring tenants of the situation.~~

Earthquake Procedures

~~If caught indoors, stay indoors. If caught outdoors, stay outdoors.~~

~~If caught indoors during an earthquake:~~

- ~~Take cover under a desk, table or bench;~~
- ~~Sit or stand against an inside wall;~~
- ~~Sit or stand in an inside doorway; and~~
- ~~Avoid glass and outside doors.~~

~~If caught outdoors during an earthquake:~~

- ~~Stay away from overhead electric wires;~~
- ~~Stay away from poles, trees or buildings; and~~
- ~~If driving an automobile, STOP (as soon as possible and with caution) and remain in car. Do not stop under or on an overpass.~~

~~After the shaking stops:~~



- ~~Stop any panic impulse to evacuate;~~
- ~~The Office Manager or person designated by the District Manager shall take a head count of those in the office;~~
- ~~Attempt to bring everyone together in one area;~~
- ~~Try to remain calm and resist attempts to go home unless safe to do so; and~~
- ~~Be prepared to report injuries and property damage.~~

Bomb Threat

~~Keep the caller on the telephone to gather as much information as possible regarding the location of the bomb. Listen for background noise or for other clues that may help identify the caller and his/her location.~~

~~After receiving a threat, immediately call 911.~~

~~It is recommended that you evacuate the building. Do not linger in the vicinity of the building until authorities have searched the premises.~~

~~Take notes of anything out of the ordinary in the office such as items that are out of place.~~

~~Under no circumstances handle or disturb a suspicious object. Immediately advise authorities of any such object.~~

~~Illness and Injury Prevention Program (IIPP)~~



POLICY TITLE: **Job-Incurred Illness or Injury**

POLICY NUMBER: **J-100**

Reporting

In case of an accident during an employee's duty hours and/or on District premises involving an injury to an employee, regardless of how serious, the employee should notify his or her immediate supervisor immediately. Failure to report accidents violates this policy and can lead to difficulties in processing insurance and benefit claims.

Worker's Compensation Procedures

~~Any employee of the District who has suffered an disability caused by illness or injury arising out of and in the course of the employee's employment, as defined by the Workers' Compensation laws of the State of California, is entitled to disability leave while so disabled without loss of compensation, for the period of such disability, to a maximum of ninety calendar days.~~

During the period the employee is paid by the District, the employee shall endorse to the District any benefit payments received as a result of Workers' Compensation insurance coverage. The District reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by Workers' Compensation.

If the employee's disability caused by illness or injury arising out of and in the course of the employee's employment extends beyond the ninety calendar days described above, the District may integrate the employee's unused sick leave and vacation with the Workers' Compensation payments, provided that the sum of the Workers' Compensation payments and paid leave does not exceed the employee's regular rate of pay for that period.

Benefits During Period of Absence

Employees on leaves of absence without pay (no longer on the payroll) are not entitled to payment by the District of the premiums for their health, dental, life insurance and retirement. If one's disability should extend beyond their banked hours thus putting them in a non-pay status, he/she may pay the District directly for their benefits in order to keep them in force.

As the retirement contribution is recorded differently; an employee does not have the option to contribute to pension when on non-pay status. When the employee returns to work and is back on the payroll, he/she may buy back retirement time if so desired. This will be handled through the Administrator, Marin County Employee's Retirement Association.

No sick leave or vacation shall be accumulated or paid to an employee during any leave of absence without pay. ~~Vacation is credited upon completion of the initial year of service. After the initial year of service, vacation is earned monthly and recorded by the number of hours earned. Therefore, a~~After an employee has exhausted banked hours, all vacation and sick leave accrual will cease until the employee is back in a pay status.

Job-Incurred Illness or Injury

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POLICY TITLE: **Layoff**

POLICY NUMBER: **L-100**

From time to time, the District may decide, in the exercise of its sole managerial prerogative, to reduce the size of the work force by laying off employees for business, operational, or economic reasons (such as lack of work, reorganizing a departmental unit, or job elimination). Should the District consider such layoffs necessary, the District will consider District business needs and skills and experience required to continue District programs and projects to determine positions eliminated and attempt to provide affected employees with advance notice.

Layoffs of represented employees shall occur, and in accordance with the applicable labor agreement.

Layoff



POLICY TITLE: **Leave of Absence – Discretionary Leave**

POLICY NUMBER: **L-200**

Long Term Discretionary Leave of Absence In-Conjunction with Paid Leave

~~With the approval of the District Manager, a~~ An employee may request, ~~and the District Manager may approve,~~ a discretionary leave of absence without pay for a period of up to one year ~~(shorter period of time optional).~~ Discretionary leave is intended for circumstances such as, but not limited to, completion of education/training that would require extended work absence, family care obligations outside of the scope of other leave policies/legally-protected leave, and/or personal issues reasons outside the scope of other leave policies. Such a leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of accrued vacation time.

Eligibility

Eligibility requires an employee to not be on some current disciplinary action and having completed at least five (5)– years of employment with the District.

Leave Without Pay

Once the employee who has been authorized on a discretionary leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

District Contribution Toward Health, Dental and Life Insurance Premiums During Unpaid Discretionary Leave

Employees on leaves of absence without pay, including intermittent or partial leave without pay, shall not be entitled to payment by the District of the premiums for their health, dental and life insurance, except as required by law. For employees on full unpaid leave, the entitlement to District payment of premiums shall end on the last day of the month in which the employee began the leave without pay. In the case of employees on intermittent or partial leave without pay, employees will receive a pro-rated District contribution to health, dental, and life insurance premiums during the period of intermittent or partial leave without pay. An employee on an unpaid leave of absence shall not accrue any seniority with the District for the length of unpaid leave.

~~If the employee is disabled or otherwise injured or unable to work, the period of time when the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, shall be considered a period of authorized leave, without pay. No other accrual of vacation, holiday, or sick leave shall be allowed during such periods of time.~~

Return to Work

Due to the District's limited work force, maintenance of job classifications for the term of a ~~an~~ authorized-discretionary leave of absence cannot be guaranteed beyond six months (shorter period of time optional), except where required by law. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

No Conflict with MOU

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~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Leave of Absence: Authorized Leave



POLICY TITLE: Leave of Absence – Family Medical Leave Policy

POLICY NUMBER: L-300

Purpose

The District's Family Medical Leave Policy provides ~~for eligible employees with~~ an unpaid leave of absence for qualifying reasons under the Family and Medical Leave Act (FMLA) ~~and~~ California Family Rights Act (CFRA) ~~and California Pregnancy Disability Leave law (PDL)~~. The following provisions set forth certain of the rights and obligation with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the FMLA and the regulations of the CFRA. Unless otherwise provided in this section, "leave" shall mean leave pursuant to the FMLA and / or CFRA. Unless otherwise provided by law, the District will run each employee's FMLA and CFRA leaves concurrently. Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination.

Definitions

1. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.~~the calendar year of January through December.~~
2. "Single 12 Month Period" means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered service member and ends 12 months after that date.
3. "Child" means a child under the age of 18 years, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.

A child is "incapable of self-care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.

For purposes of military leave, a child is any child regardless of age or disability.

3. "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
4. "Spouse" means one or two persons to a marriage, regardless of the sex of the persons, and for purposes of CFRA leave, includes a registered domestic partner as defined below.~~means a husband or wife as defined or recognized under California State Law for purposes of marriage.~~
5. "Domestic Partner," is another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California ~~as defined by~~ Family Code §§297 and 299.2, shall have the same



meaning as “spouse” for purposes of CFRA leave. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.

6. “Serious health condition” means an illness, injury, impairment or physical or mental condition that involves:
 - a. Inpatient Care (~~i.e., an overnight stay~~) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery there from). A person is considered “inpatient” when a health care facility admits them to the facility with the expectation that they will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight; or
 - b. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - 1) A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days; and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - a) Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
 - b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
 - 2) Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave. See Pregnancy Disability Policy L-600.)
 - 3) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify



for leave even if the absence lasts only one day.

4) A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

5) Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

7. "Health Care Provider" means:

- a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
- b. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
- c. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
- d. Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
- e. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
- f. Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

8. "Covered Active Duty" means: in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions~~means a duty under a call to order of active, retired, reserves, or National Guard members of the United States Armed Forces by law or any other provision of law during a war or national emergency declared by the President or Congress.~~

9. "Contingency Operation" means a military operation that is (1) designated by the Secretary of Defense as an operation in which members of the United States Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (2) that results in the call to order of active duty members of the United States Armed Forces by law or any other provision of law during a war or national emergency declared by the President or Congress.



10. "Covered Service member" means a member of the United States Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, in otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
11. "Outpatient Status" means the status of a member of the United States Armed Forces assigned to: (1) a military medical treatment facility as an outpatient; or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
12. "Next of Kin of a Covered Service member" means the nearest blood relative of an injured service member other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.
13. "Serious Injury or Illness" means in the case of a member of the Armed forces, including a member of the National Guard or reserves, means an injury or illness that a covered service member incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating; or in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran. ~~an injury or illness incurred by a member of the Armed Forces in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.~~

Reasons for Leave

Leave is only permitted for the following reasons:

1. The birth of a child or to care for a newborn of an employee;
2. The placement of a child with an employee in connection with the adoption or foster care of a child;
3. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition;
4. Leave because of a serious health condition that makes the employee unable to perform the functions of ~~his or her~~their position;
5. Leave ~~for to address~~ a "qualifying exigency" ~~may be taken~~ arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the



National Guard or Reserves in support of a contingency operation (under the FMLA only, not the CFRA); or

6. Leave to care for a spouse, son, daughter, parent, or "next of kin" who is a covered service member of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period ~~servicemember of the United States Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty (this leave can run up to 26 weeks of unpaid leave during a single 12-month period)~~ (under the FMLA only, not the CFRA).

Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) Eligibility

In order to qualify for unpaid leave an employee must have been:

1. Employed by the District for at least 12 months (this period need not be consecutive); and
2. Have worked at least 1,250 hours of service in the immediate 12 months immediately prior to the leave.

Amount of Leave

Eligible employees are entitled to a total of 12 workweeks (or 26 weeks to care for a covered service member) of leave during a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken any calendar year. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first. In the case of military caregiver leave, FMLA rules govern when the leave year applies.

1. Minimum Duration of Leave

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is ~~one-two~~ (24) weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.

If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the leave must comply with the notice and medical certification provisions of this policy.

Spouses Both Employed By ~~The~~ District

In any case in which ~~a husband and wife~~ both parents of a child, adoptee, or foster child both are employed by the District and are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave).

In any case in which ~~a husband and wife~~ both spouses employed by the District are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 26 workweeks during any 12-month period if leave is taken to care for a covered service member.



~~Except as noted above,~~ This limitation does not apply to any other type of leave under this policy.

Benefits While on Leave

1. Group Health Insurance Benefits During Unpaid Leave

This leave under this policy is ~~generally~~ unpaid. While on unpaid leave, employees will continue to be covered by the District's group health insurance for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job. If the employee is disabled by pregnancy, coverage will continue up to four months each leave year. If an employee disabled by pregnancy also uses leave under the CFRA for baby-bonding, the District will maintain her coverage while she is disabled by pregnancy (up to four months or 17 1/3 weeks) and during her CFRA leave (up to 12 weeks).

Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The District will inform the employee whether the direct payments for premiums should be paid to the carrier or to the District], and the deadlines for paying premiums in order to prevent coverage from being dropped. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The District shall have the right to recover premiums through deduction from any sums due the District (e.g. unpaid wages, sick leave, vacation, etc.) up to the maximum permitted by law.

2. Leave Accruals

Sick leave and vacation will not accrue during any unpaid leave under this policy.

Holiday pay will not be paid during any unpaid leave under this policy.

Substitution of Paid Accrued Leaves

While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the District may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave, and may also require an employee to use family and medical care leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA-qualifying.

1. Employee's Right To Use Paid Accrued Leaves Concurrently With Family Leave

Where an employee has earned or accrued sick leave or vacation, that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.

2. District's Right To Require An Employee To Use Paid Leave When Using FMLA/CFRA Leave

Employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same



extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave, with the following exception:

a.—Employees will only be required to use extended sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

3. District's Right To Require An Employee To Exhaust FMLA/CFRA Leave Concurrently With Other Leaves

If an employee takes a leave of absence for any reason which is FMLA/CFRA qualifying, the District will designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement, including Worker's Compensation leave.

FMLA leave will run concurrently with any leave under the CFRA, except when the employee takes FMLA for pregnancy and related medical conditions.

4. District's and Employee's Rights If An Employee Requests Accrued Leave Without Mentioning Either the FMLA or CFRA

If an employee requests to utilize accrued sick leave or other accrued paid leave without reference to a FMLA/CFRA-qualifying purpose, the District may not ask the employee if the leave is for a FMLA/CFRA-qualifying purpose. However, if the District denies the employee's request and the employee provides information that the requested time off is for a FMLA/CFRA-qualifying purpose, the District may inquire further into the reason for the absence. If the reason is FMLA/CFRA-qualifying, the District may require the employee to exhaust accrued leave as described above.

Medical Certification Requirement

Employees requesting leave for their own ~~or an eligible family member's~~ serious health condition will be required to provide ~~medical-written~~ certification ~~from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position.~~ An employee, on leave for ~~his or her~~their own serious health condition, will be required to provide certification from ~~his or her~~their health care provider that the employee is able to return to work and perform all of the essential functions of the job to which the employee is returning.

Employees who request leave to care for a child, parent, domestic partner or a spouse who has serious health condition must provide written certification from the health care provider of the family member requiring care that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, or spouse, and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent or spouse. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employer must obtain recertification if additional leave is requested.

Employees who request leave to care for a covered service member who is a child, spouse, parent,

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or "next of kin" of the employee must provide written certification from a health care provider regarding the injured service member's serious injury or illness.

Medical certification must be provided thirty (30) days in advance of the request for leave when possible. When this is not possible, the employee must provide the medical certification to the District within the time frame requested by the District (which must allow at least 15 calendar days after the District's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

The employee must provide a certification for their own serious health condition that is complete and sufficient to support the request for leave. A certification is incomplete if one or more of the applicable entries on the certification form have not been completed. A certification is insufficient if the information on the certification form is vague, ambiguous, or not responsive. If an employee provides an incomplete or insufficient medical certification the employee will be given written notice of the deficiencies and seven days to cure, unless a longer period is necessary in light of the employee's diligent, good faith efforts to address the deficiencies. a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established by this policy, the District may delay the taking of FMLA/CFRA leave until the required certification is provided. Medical Certification forms may be obtained from a Human Resources representative. After giving the employee an opportunity to cure the deficiencies in a medical certification for the employee's own serious health condition, the District may contact the health care provider who provided the certification to clarify and/or authenticate the certification. "Authentication" means providing the health care provider with a copy of the certification form and requesting verification that the information on the form was completed or authorized by the health care provider who signed the form. "Clarification" means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of the response. The District may not ask for additional information beyond that required on the certification form.

If the District has a good faith, objective reason to doubt the validity of a medical certification for the employee's own serious health condition, the District may, at its expense, require a second medical opinion on the health condition by the health care provider of its choice. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee, but paid for by the District. The opinion of the third provider will be binding. The District must provide the employee with a copy of the second and third medical opinions, where applicable, without cost, upon the request of the employee. An employee may request a copy of the health care provider's opinions when there is a second or third medical opinion sought.

The first time an employee requests leave because of a qualifying exigency, an employer may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. A copy of new active duty orders or similar documentation shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different covered military member. The District will verify the certification as permitted by the FMLA regulations.

Intermittent Leave

In case of a serious health condition, for either an employee's own or that of a child, spouse or parent, intermittent or reduced leave may be taken when medically necessary. "Medically



necessary” means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. Subject to the recommendation of the employee’s health care provider, employees needing intermittent/reduced schedule leave for foreseeable medical treatment must coordinate with the District to schedule the leave so as not to unduly disrupt the District’s operations. In such cases, the District may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates recurring periods of leave. The birth or placement of a child does not qualify for intermittent or reduced leave.

Employee Notice of Leave

Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much verbal or written notice as possible of their need for leave. If leave is foreseeable, at least 30 days’ notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact day(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed.

For foreseeable leave due to a qualifying exigency, an employee must provide verbal or written notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

Reinstatement Upon Return From Leave

1. Right To Reinstatement

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the District, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return.

2. Employee’s Obligation To Periodically Report On ~~His or Her~~ Their Condition

Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

3. Fitness-for-Duty Certification

As a condition of reinstatement of an employee whose leave was due to the employee’s own serious health condition, which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

4. Reinstatement of Key Employees

The District may deny reinstatement to a “key” employee (i.e., an employee who is among the



highest paid 10 percent of all employed by the District within 75 miles of the worksite) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.

Required Forms

Employees must complete the applicable forms to receive family and medical care leave. The forms may be requested from the Financial Manager.

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Leave of Absence – Family Medical Leave Policy



POLICY TITLE: Leave of Absence – Jury Duty/Subpoena

POLICY NUMBER: L-400

Jury Duty

Whenever an employee is called for jury duty -the employee will be granted a leave of absence with pay in the amount of the difference between the employee's regular earnings and any amount received as jury compensation. Employees are required to provide reasonable advance notice with verification of any need for such leave, as soon as possible. Any employee who is released from jury service prior to the end of their scheduled work hours must report to work unless otherwise authorized by their supervisor. and are expected to return to work each day, or portion thereof, that they are not selected for jury duty.

Time spent in jury duty is not work time for purposes of calculating overtime compensation.

Subpoena

An employee who is subpoenaed to appear in court in a District-related matter regarding an event or transaction in which ~~he or she~~they participated, were a witness, perceived or investigated in the course of his or her~~their~~ District job duties, or any other matter in which the employee is not a party or an expert witness, will do so without loss of compensation. The time spent in appearances related to the employee's District job duties will be considered work time. Time spent in any other court appearances will not.

Any witness fees received by the employee shall be turned over to the District.

Exception for Employee-Initiated or Non-District Related Lawsuits

An employee subpoenaed to appear in court in a matter because of civil or administrative proceedings that ~~he or she~~they initiated (whether District related or not District-related), or due to a matter unrelated to District business, does not receive compensation for time spent related to those proceedings. An employee may request to receive time off without pay, or may use accrued sick leave/vacation for time spent related to those proceedings. The time spent in these proceedings is not considered work time.

Notice

Any employee who is subpoenaed or ordered to be a witness, must notify their supervisor or department head as soon as possible.

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

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POLICY TITLE: Leave of Absence – Military Leave

POLICY NUMBER: L-500

Requests for military leave shall be granted pursuant to the provisions of the Family Medical Leave Act, as discussed in Policy Number L-300, the California Military and Veterans' Code Sec. 395.01 and 395.02 and the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335).

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Leave of Absence – Military Leave



POLICY TITLE: **Leave of Absence – Pregnancy Disability**

POLICY NUMBER: **L-600**

California Pregnancy Disability Leave Law

An employee who is disabled by pregnancy, childbirth, or related medical conditions, is entitled to take an unpaid pregnancy disability leave (PDL) of up to four months (one-third of a year or 17 1/3 weeks), depending upon the period of actual disability. For a full-time employee who works 40 hours per week, “four months” means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a pro rata or proportional amount of leave. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by the employee’s pregnancy disability leave.

Medical Certification

Leave

To be eligible for PDL, the employee must provide the District with a doctor’s written report/excuse stating the length of disability and that the employee is unable to perform her normal job duties, with reasonable advance notice. Failure to provide requested medical certification in a timely manner shall result in denial of leave until it is provided. The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: 1) the employee is disabled from working by pregnancy, childbirth or a related medical condition; 2) the date on which the employee became disabled by pregnancy, childbirth or a related medical condition; and 3) the estimated duration or end date of the leave.

Return to Work

An employee on leave will be required to provide certification from her health care provider that the employee is able to return to work and perform all of the essential functions of the job to which the employee is returning.

State Disability Insurance

Once the District has received the doctor’s written report/excuse stating the first day of disability, there is a seven day waiting period before State Disability Insurance (SDI) benefits begin. When an employee is on PDL she may use her accrued sick and vacation leave before receiving compensation equal to State Disability wages (current SDI pamphlet). Once the employee has passed the seven day waiting period and has chosen to receive SDI benefits, the District will compensate the employee using the current SDI provisions for the remainder of the PDL (per/doctor’s written report/excuse). (See District State Disability Insurance and Paid Family Leave Benefits (S-300)).

Concurrent Use of Paid Leave

Pregnancy disability leave is without pay. However, if the employee elects to use paid leave concurrently with pregnancy disability leave, she must first use sick leave, if any. Once sick leave is depleted, the employee may elect to use vacation leave or any other accrued paid time off during



the leave.

CFRA Bonding Leave

Once an employee finishes the PDL term)is no longer disabled due to pregnancy, childbirth, or related medical condition and has given birth, the employee may then be eligible for twelve weeks provided by the California Family Rights Act (CFRA) for bonding with a newborn. If the employee chooses to take this leave, it will be an unpaid status and the employee will no longer receive payments equivalent to SDI. CFRA baby bonding leave is an unpaid leave. (See District FMLA/CFRA Policy (L-300) regarding concurrent use of paid leave).

If the employee has unused sick or vacation hours, she may use it during this twelve week period.

Benefits While On Leave

PDL

The District will continue to pay the employee's health and welfare benefits and the employee will continue to accrue vacation and sick leave if the four months are needed for PDL.

The District may recover premiums it paid to maintain health coverage if an employee does not return to work following pregnancy disability leave, unless the reason for the failure to return is a circumstance beyond her control or the use of the separate right to 12 weeks of bonding leave under the California Family and Medical Leave Act.

CFRA Bonding Leave

Once an employee is under the twelve weeks provided by CFRA, the District will continue to pay the employee's benefits (except retirement). If the employee does not return to work after the twelve week leave, the District is entitled to receive the payments from the employee for benefits accrued during those twelve weeks and the employee's position is no longer protected.

Employee Status During Leave

The employee retains employee status during the leave. The leave is not a break in service for purposes of longevity or seniority under any collective bargaining agreement or employee benefit plan. Benefits will be resumed upon the employee's reinstatement in the same manner and at the same levels as provided when the leave began, without any new qualification period, physical exam, or other qualifying provisions.

Reinstatement

Upon the expiration of pregnancy leave, the employee will be reinstated to her original or a comparable position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to a comparable, open position.

If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these



Policies.

Lactation Accommodation [moved to H-200]

~~In accordance with state law, the District will provide a reasonable amount of break time to employees who are breast feeding to express milk. If possible, the break time will be that already provided. If not, the break time will be unpaid. The Agency will provide a private location close to the employee's work area for this break. The break time may be denied if it would seriously disrupt the District's operations.~~

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Leave of Absence – Pregnancy Disability

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POLICY TITLE: Leave of Absence – School Related Leave

POLICY NUMBER: L-700

Any District employee who is a parent, guardian or grandparent having custody of one or more children in kindergarten or grades 1 through 12 or attending a license day care facility shall be allowed up to forty (40) hours each school year, not to exceed eight (8) hours in any calendar month of the school year, without pay, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or to pick up a child due to a child care provider or school emergency. ~~participate in activities of the school of their child.~~ The employee must provide reasonable advance notice to his/her supervisor of the planned absence. The employee may be required to use vacation leave to cover the absence.

The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date and at a particular time. If both parents, guardians or grandparents having custody work for the District at the same work site, only the first parent requesting will be entitled to leave under this provision.

Any District employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel. Any District employee who is the parent or guardian may also take unpaid time off to appear at the child's school in response to a request from school administrators, provided that the employee gives reasonable notice to his or her supervisor about the school's request.

If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.

Leave of Absence – School Related Leave



POLICY TITLE: Leave of Absence – Time Off For Victims And Relatives Of Victims of Violent Crimes Or Domestic Violence Crimes

POLICY NUMBER: L-800

Time Off

1. An employee who is a victim of crimes specified in Labor Code section 230.5, including various violent crimes, felony domestic violence, felony stalking, and sexual assault, may take time off to appear in court to be heard at any proceeding, including any proceeding at which a right of the victim is at issue.
2. An employee who has been a victim of a violent crime or domestic violence, sexual assault, or stalking may take time off to: 1) obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding; 2) seek obtain medical or psychological assistance; 3) obtain services from a shelter, program or crisis center; or 4) participate in safety planning to protect against further assaults.
3. An employee who is a victim or has any of the following relationships with a victim of a serious or violent felony, or a felony involving theft or embezzlement crime may be absent from work to attend judicial proceedings related to that crime: spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; stepfather; registered domestic partner; or child of registered domestic partner or legal guardian. -
- 4.4. The term "victim" as used in this paragraph is limited to the means a person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act, against whom any one of the following crimes have been committed: 1) violent felony (as defined in Penal Code § 667.5); 2) a serious felony (as defined in Penal Code § 1192.7); or 3) a felony provision of law proscribing theft or embezzlement.

Notice to the District

An affected employee must give the District reasonable notice that ~~he or she~~ they is required to be absent for the purpose stated above. In case of unscheduled or emergency court appearances or other emergency circumstances, the affected employee must, within a reasonable time after the appearance, provide the District with written proof that the absence was required for any of the above reasons as required by law.

Use of Accrued Leave

Leave under this section is unpaid unless the employee elects to use vacation or other paid leave. Notwithstanding the District's Sick Leave Policy, employees may use accrued paid sick leave for the leave taken under number 2 listed under "Time Off" in this policy.

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

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Leave of Absence – Time Off For Victims And Relatives Of Victims Of ~~Violent Crimes~~ Or ~~Domestic Violence~~

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POLICY TITLE: Leave of Absence – Time Off to Vote

POLICY NUMBER: L-900

While District work hours/shifts are generally very accommodating of time to vote, e Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. ~~If possible, E~~ employees should make their request at least two days in advance of the election. Up to two hours of paid time will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and require the least time off work. An employee may take additional unpaid time off if required for the employee to be able to vote, or may request the use of accrued vacation.

~~No Conflict with MOU~~

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

~~On January 12, 1977, at a regular board meeting of the Board of Trustees for the Marin/Sonoma Mosquito and Vector Control District, a motion was passed to separate from salary negotiations the approved Long Term and Short Term Disability Insurance Plans.~~

~~The purpose of this policy is to provide stability for an employee that was injured off the job and has completed the first 90 days of Short Term Disability (STD), Policy S-200.~~

~~The District has a LTD plan with Standard Insurance Company that is equivalent to or better than the State Disability Insurance program. It begins no earlier than the ninety first (91st) day of disability or after all sick, vacation, floaters and compensation hours have been exhausted by the employee.~~

~~When an employee is on LTD with Standard Insurance they are considered in a non-paid status with the District. At this time the employee will not accrue sick or vacation hours and is no longer eligible to have their benefit premiums paid by the District. The employee will be responsible to pay monthly, to the District, the cost of their benefit premiums, i.e., medical, dental, vision, life insurance, etc. Retirement can be purchased back through the Marin County Employee's Retirement Association once the employee is back in a working status.~~

Leave of Absence – Time Off to Vote

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POLICY TITLE: ~~Long Term Disability~~

POLICY NUMBER: ~~L-1000~~

~~On January 12, 1977, at a regular board meeting of the Board of Trustees for the Marin/Sonoma Mosquito and Vector Control District, a motion was passed to separate from salary negotiations the approved Long Term and Short Term Disability Insurance Plans.~~

~~The purpose of this policy is to provide stability for an employee that was injured off the job and has completed the first 90 days of Short Term Disability (STD), Policy S-200.~~

~~The District has a LTD plan with Standard Insurance Company that is equivalent to or better than the State Disability Insurance program. It begins no earlier than the ninety-first (91st) day of disability or after all sick, vacation, floaters and compensation hours have been exhausted by the employee.~~

~~When an employee is on LTD with Standard Insurance they are considered in a non-paid status with the District. At this time the employee will not accrue sick or vacation hours and is no longer eligible to have their benefit premiums paid by the District. The employee will be responsible to pay monthly, to the District, the cost of their benefit premiums, i.e., medical, dental, vision, life insurance, etc. Retirement can be purchased back through the Marin County Employee's Retirement Association once the employee is back in a working status.~~

~~Long Term Disability~~



POLICY TITLE: **Nepotism**

POLICY NUMBER: **N-100**

Policy

The District regulates the employment and placement of relatives, spouses, and domestic partners so as to avoid conflicts of interest and to promote safety, security, supervision, and morale. The District Manager has the discretion to prohibit employment of relatives in any of the following circumstances:

Definitions

1. "Relative" means child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.
2. "Spouse" means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by California law. (Fam. Code § 297 & 300.)
3. "Supervisory relationship" means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned to them.

Employment of Relatives

The District will not appoint, promote or transfer a person to a position within the same department, division, or facility in which the person's relative already holds a position, if any of the following would result:

1. A direct or indirect supervisory relationship between the relatives;
2. The two employees having job duties which require performance of shared duties on the same or related work assignment;
3. Both employees having the same supervisor; or
4. A potential for creating an adverse impact on supervision, safety, security, morale or efficiency.

Spouses or Domestic Partners

The District will not appoint, promote, or transfer a person, to the same department, division, or facility in which the person's spouse or registered domestic partner already holds a position, if such employment would result in any of the following:

1. One spouse or domestic partner being under the direct supervision of the other spouse or domestic partner; or
2. Potential conflicts of interest or hazards for married persons or those in domestic partnership which are greater than for those who are not married or in domestic partnerships.

Transfer: If two District employees who work in the same department later become spouses or domestic partners, the District Manager has discretion to transfer one of the employees to a similar position in another department. Although the wishes of the two employees will be considered, the



District Manager retains sole discretion to determine which employee will be transferred based upon District needs for supervision, safety, security or morale. Any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Separation: If continuing employment of both employees, who work in the same department and who later become spouses or domestic partners, cannot be accommodated in a manner the District Manager finds to be consistent with the District's interest in the promotion of supervision, safety, security, or morale, then the District Manager retains sole discretion to separate one employee from the District. Absent the resignation of one employee, the less senior employee will be separated. Any such separation is not considered to be disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Initial Employment

~~The District Manager must be notified and approve employment of individuals who will directly or indirectly supervise or be directly or indirectly supervised by his/her husband, wife, domestic partner, parent, stepparent, brother, sister, child, stepchild, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom he/she has relationship.~~

Promotion and Transfer

~~The District Manager must be notified and approve of promotions and transfers of individuals who then will directly or indirectly supervise or be directly or indirectly supervised by his/her husband, wife, domestic partner, parent, step parent, brother, sister, child, stepchild, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom he/she has an intimate relationship.~~

Other Employment Situations

The District Manager must be notified and approve of employment situations where a marriage results in an employee being directly or indirectly supervised by his/her husband, wife, parent, step-parent, brother, sister, child, stepchild, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person with whom he/she has relationship.

Nepotism

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POLICY TITLE: ~~Short Term Disability~~

POLICY NUMBER: ~~N-200~~

~~The District maintains a Disability Compensation Insurance Program as a compensation equivalent to the State Disability Insurance Program. This includes both short-term and long-term disability plans.~~

~~The purpose of this policy is to provide stability for an employee that was injured off the job and is unable to work. This policy covers the first 90 days for the injured employee. If the injured employee requires more than 90 days, refer to the Long Term Disability (LTD) policy L-1000.~~

~~Under the Short Term Disability (STD) Program:~~

- ~~• For the first 90 days that an employee is unable to work due to a non-work related injury, the employee is entitled to receive compensation equivalent to State Disability Insurance (SDI).~~
- ~~• An injured employee must use accrued vacation, sick leave, compensatory time off and floating holidays prior to receiving compensation from the District equivalent to SDI.~~
- ~~• The District shall, during the 90 day disability period for an injured employee, continue to pay the employee's health and welfare benefit premiums at the same level paid prior to the period of disability.~~
- ~~• If the injured employee requires more than 90 days and has exhausted all accrued, paid leaves, the injured employee will be moved to the District's LTD program with Standard Insurance Company. (Refer to LTD policy, L-1000.)~~

~~*Short Term State Disability Insurance and Paid Family Leave Benefits*~~

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POLICY TITLE: **Off-Duty Conduct**

POLICY NUMBER: **O-100**

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policy:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility, except where protected by law. ~~Legal or immoral~~ Off-duty conduct on the part of an employee that may adversely affect the District's legitimate business interests or the employee's ability to perform his/her job will not be tolerated.

This policy does not affect an employee's ability to exercise ~~his or her~~their constitutional and legal rights, such as the right of free speech and assembly.

Off-Duty Conduct



POLICY TITLE: **Outside Employment**

POLICY NUMBER: **O-200**

Policy

While employed by the District, employees are expected to devote their energies to their jobs with the District. For this reason, additional outside employment second jobs are is strongly discouraged. For the purpose of this policy, "employment" refers to a formal or informal paid employment, self-employment, or enterprise for compensation.

Prohibited Outside Employment

The following types of outside employment are strictly prohibited:

1. Employment that conflicts with an employee's work schedule, duties and responsibilities, or that involves the time demands as would render performance of their duties as a District employee less efficient;
2. Employment that creates a conflict of interest with, or is inconsistent or incompatible with, the employee's duties, functions, responsibilities or employment with the District;
3. Employment that impairs or has a detrimental effect on the employee's work performance with the District;
4. Employment that requires the employee to conduct work or related activities on the District's property during the District's working hours, or using the District's facilities and/or equipment, whether on the District premises or in the field;
5. Employment that directly or indirectly competes with the District or the interests of the District;
6. Employment that involves the employee's badge, uniform, prestige or influence of District employment;
7. Employment that involves the performance of an act, in other than their capacity as a District employee, which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of the District;
8. Employment that involves receipt, by the employee, of any money or consideration, from anyone other than the District, for the performance of an act which the employee would be required or expected to render in the regular course or hours of their District employment or as a part of their duties as a District employee.-

Approval

In order to avoid perceived or actual conflicts of interest that may arise from outside employment, Employees must obtain written approval from the Assistant District Manager prior to undertaking any outside employment. Employees who wish to engage in additional outside employment must submit a written request to the District explaining the details of the outside employment including: the work hours and/or time required; job title or the nature of the activity; the work location; and the supervisor, manager and name of the employer or activity. The Assistant District Manager has the

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right to deny the request if the outside employment meets any of the requirements-exclusions listed above, or is otherwise incompatible with the employee's employment at the District. Approval by the Assistant District Manager for outside employment may be revoked at any time.

An outside employment authorization is valid only up to one year. Should the employee continue the outside employment, activity, or enterprise for a longer duration, they must make another request following the process in this Policy.

If the outside employment is authorized, the employee must promptly report in writing to the Assistant District Manager any of the following changes that may occur during the year of an authorized outside employment: the outside employment ends; or the authorized employment changes as to the number of work hours, location, or types of duties.

If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide Workers' Compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

Appeal

If the Assistant District Manager denies an employee's outside employment request, the employee may submit a written notice of appeal to the District Manager within ten days after the date of the denial. The decision on appeal will be put in writing, provided within ten days after the receipt of the appeal, and will be final.

Discipline

Employees may be subject to discipline for violation of this Outside Employment policy, in accordance with District Policy D-100.

Use of District Resources Prohibited

An employee who has additional or outside employment is prohibited from the use of District records, materials, equipment, facilities or other District resources in connection with the outside employment.

Revocation of Authorization

Any outside employment authorization may be revoked or suspended during the year it is granted under the circumstances listed below. An employee may appeal the revocation or suspension as provided in this Policy. a. The employee's work performance declines; or b. An employee's conduct or outside employment conflicts with the conditions of the outside work authorization or is incompatible with the employee's work for the District.

Outside Employment



POLICY TITLE: **Performance Evaluation**

POLICY NUMBER: **P-100**

Purpose

The District Manager or his/her designated representative conducts a scheduled performance review of each employee prior to a merit advancement date. The purpose of performance evaluations is to establish and clarify goals and objectives and inform employees of their job performance. The District utilizes performance evaluations to summarize the performance of the employees for the period covered as accurately and as objectively as possible. All matters of significance appearing on the evaluation ~~will~~ be discussed with the employee, who in turn may add their own written comments to the evaluation, which then becomes part of the employee's permanent file.

Frequency

Regular employees who have passed probation will receive ~~A~~ written performance review ~~will be made~~ annually ~~on or near the employee's anniversary date. in January of each year for Operations and Clerical employees.~~ Unscheduled performance evaluations of any frequency may be made at the discretion of the District Manager or his/her designated representative.

On or about the completion of six months of a probationary period, and again at any point prior to separation or the successful completion of the probationary period, the probationary employee's supervisor will prepare and sign a performance evaluation. The purpose of the probationary performance evaluation is to chart the probationer's progress toward meeting the standards of their position.

Procedure

Performance evaluations are recorded in writing on forms prescribed by the District Manager. Evaluations should be discussed privately with the employee. The employee's signature indicates the employee's acknowledgement that ~~he or she is~~they are aware of the evaluation's contents and has discussed the evaluation with ~~his or her~~their supervisor. The employee's signature on the evaluation does not indicate agreement with its contents. The employee will receive a copy of the evaluation after the meeting with the supervisor(s) and a copy of the evaluation will be placed in the employee's personnel file.

The employee may comment on the evaluation in a written statement within ~~40~~ten workcalendar days of the receipt of the evaluation. If the statement is submitted within ten calendar days of the employee's receipt of the evaluation, it will be placed with the evaluation in the employee's personnel file. An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation.

Record Keeping

The supervisor retains a copy of the written evaluation and gives a copy to the employee. The original will be placed in the employee's personnel file and may be reviewed by the employee upon request.

Performance Evaluation



POLICY TITLE: **Personnel Records**

POLICY NUMBER: **P-200**

The District maintains a personnel file for each employee. An employee's personnel file will contain only material that is necessary and relevant to the administration of the District's personnel program.

Personnel files are the property of the District, and access to the information they contain is restricted.

The information in the employee's personnel file is permanent and is to be held confidential to the extent permitted by law. Personnel files may not be removed from the District's premises.

Personnel files shall be retained by the District for at least three years after separation from employment.

Applicant or Employee Medical Information

All medical information about an employee or applicant shall be retained in separate medical files and is treated as confidential. Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for District business reasons, or if access is required by law, subpoena or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

Employee Access to Personnel File

1. Inspection

A current or former employee and/or their representative, who wishes to review his or her personnel file should make a written request to the Financial and Benefits Manager. The A current employee has the right to inspect ~~the~~ their personnel file at reasonable times and at reasonable intervals, upon giving reasonable notice within 30 days of a written request. A former employee is entitled to inspect their personnel records one time per year.

An employee may inspect only ~~his or her~~ their own personnel file and only in the presence of a District representative, at a location where the employee works and at a time other than the employee's work time, or at another agreed upon location without loss of compensation to the employee.

2. Copies

A current or former employee is entitled to receive a copy of their personnel records within 30 days after the employer receives a written request. A current or former employee who wishes to receive such a copy should contact the Financial and Benefits Manager in writing. The District may charge a fee for the actual cost of copying.

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained



prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

Representative's Inspection

If the current or former employee wishes to have another person/representative inspect their personnel file, they must provide the person/representative with written authorization. The Financial and Benefits Manager will notify the employee and/or representative of the date, time and place of the inspection in writing.

No Removal of Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

Supervisor Working Files

A supervisor may keep a working file on an individual employee to track work in progress, conduct, and performance related information. A supervisor's working file typically contains documents pertaining to ongoing work such as notes of conversations, assignments, status reports and milestones to support annual performance evaluations.

The supervisor's working file is a confidential file that is kept in a secure area near the employee's immediate supervisor and stored in a locked area when not in use. The contents of a working file will be discarded in a secure manner once the information is no longer necessary.

A supervisor's working file is not considered part of the official personnel file.

Changes to Employee Information

The employee shall inform District administration immediately whenever there is a change in personnel data such as address, telephone number, marital or registered domestic partner status, number of dependents, and person(s) to notify in case of an emergency. The District requires that a current home address be provided. This information is used to facilitate official written communications and may also be used in the event that employees have to be located in order to be activated as Disaster Service Workers.

Personnel Records

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POLICY TITLE: **Pesticide Regulation Compliance**

POLICY NUMBER: **P-300**

All District employees who use pesticides or supervise their use must know, understand and have access to all rules and regulations governing operational restricted and non-restricted public health pesticides. Only employees with a current California Qualified Applicator Certificate or License, and employees supervised by another employee with a current California Qualified Applicator Certificate or License, will be permitted to use pesticides.

Guidelines

1. Employee Field Manuals must be complete and up-to-date in every facet of District pesticide use, handling and safety.
2. Pesticide application equipment must be maintained in top working condition.
3. All pesticide application equipment and containers must be properly labeled.
4. Pesticide users must utilize the proper equipment for application.
5. Pesticide users must know and be able to calibrate the equipment they use. Equipment must be calibrated at least annually; additional calibration may be necessary based on performance or maintenance of equipment or if instructed by a supervisor. four times a year.
6. Pesticide users must be able to do the mathematics necessary to express or calculate dosage rate and application rate.
7. Pesticide users must know what, where, why, and how to apply pesticides in order to prevent adult mosquito emergence and to control adult mosquito populations post emergence.
8. Safety equipment must be utilized in conformance with established policy or guidelines. Failure to do so will result in the immediate initiation of progressive discipline.
9. Pesticide users must know how to carry out preventive maintenance and basic repairs on their application equipment.
10. ~~Vehicular~~ Pesticide supplies in District vehicles must be replenished at the end of each workday.

Failure to follow all or any of these guidelines, unless otherwise noted, may result in ~~the initiation of progressive~~ discipline, up to and including termination.

Pesticide Regulation Compliance

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POLICY TITLE: **Pesticide Safety**

POLICY NUMBER: **P-400**

Handle all pesticides and herbicides in full understanding and compliance of the label, including, but not limited to, the wearing of the correct safety equipment at all times.

See your supervisor for copies of the pesticide and herbicide labels available in the current Material Safety Data Sheets (MSDS), or for any questions related to pesticide usage.

Triple rinse all containers ~~in the field~~.

Properly label all containers, tanks, and sprayers.

Only containers provided by the District and approved by a supervisor in the Operations Department may be used to store pesticides.

All pesticides must be stored and transported safely and properly in District vehicles and in accordance with State and local laws.

Pesticide Safety



POLICY TITLE: **Political Activities**

POLICY NUMBER: **P-500**

Policy

Consistent with the Federal Hatch Act and applicable state statutes regarding political activities of government/public sector employees, The District prohibits:

1. Employee use of any District facility or resource in support of any candidate or ballot measure.
2. Campaigning by employees for any candidate or political cause on District time or while in District premises.
3. Participating in political activities of any kind while in a District uniform or other District-issued clothing.
- Employee use of his or hertheir office to coerce or intimidate public employees to promote, propose, oppose, or contribute to any political cause or candidate.

4. Examples of Prohibited Conduct

- 3-5. Participation in political activities during work hours.
- 4-6. Participation in political activities in District work areas.
- 5-7. Distribution of political communications on District property.
- Solicitation of a political contribution from an officer or employee of the District, or from a person on a District employment list, with knowledge that the person from whom the contribution is solicited is an District officer or employee.
- 6-8. Use of District equipment and/or supplies to create political communications.
- 7-9. Interference with any election.
10. Attempts to trade job benefits for votes for a particular candidate or cause.
11. Solicitation or receipt of political funds or contributions to promote the passage or defeat of any ballot measure that would affect working conditions, during the working hours of employees, or in District offices.
- 8-12. Direct or indirect solicitation of political contributions from other District employees, unless such solicitation is made to a significant segment of the public which incidentally includes District employees.

Permitted Conduct

1. Participation in political campaigns provided the participation does not interfere with **Agency District** work, is on the employee's own time, and is not prohibited by law.

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2. Expression of political opinion on all political subjects or candidates.
3. Candidacy for any local, state or national election.
4. Contributions to political campaigns.
5. Joining and participating in the activities of political organizations on personal time and off District premises.
6. Requests, during off-duty time, for political contributions, through the mail or other means, from District officers or employees if the solicitation is part of a solicitation made to a significant segment of the public which may include District officers or employees.
7. Solicitation or receipt, during off-duty time, of political funds or contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement or other working conditions of District officers or employees.

Political Activities



POLICY TITLE: **Pre-Employment Physical Examination**

POLICY NUMBER: **P-600**

Policy

Those external applicants who apply for certain jobs where a special need for pre-employment drug and alcohol testing exists must take and pass a drug and alcohol test, at the District's expense, following a conditional offer of employment. The categories of jobs subject to pre-employment drug and alcohol testing include, but is not limited to:

1. Safety sensitive jobs that have public safety implications, such as jobs requiring operation of heavy trucks to transport hazardous material and jobs requiring a Class A driver's license, protecting national security, enforcing drug laws, and/or operating natural gas pipelines; and
2. Jobs that involve direct influence over children.

All job applicants for full-time, temporary and part-time employment who have been made a conditional job offer by the District are required to submit to a post-conditional offer a physician's examination ~~and drug screen~~ at the District's expense. The District will receive only the ultimate results of the exam or medical information that is related to the employee's job duties.

1. A final offer of employment commitment will be made only if a negative drug screen result is obtained (for those subject to pre-employment drug and alcohol screening) and a qualified physician has certified the applicant is qualified to do the type of work required by the position being applied for.
2. Applicants who refuse to cooperate in the examination and testing will not be considered further for employment.
3. Applicants who have a positive alcohol and/or drug test result will be denied employment.

Class A Drivers covered by the U.S. Department of Transportation regulations are required to obtain and maintain a valid Medical Examiner's Certificate (ME Certificate).

Procedure

Appointments with the medical facility providing the examination and drug testing should be made at least one day prior to testing, if possible, with the applicant provided minimal advance notice (no more than one day, if practical).

When the applicant reports to the medical facility for the scheduled examination and drug testing, identification must be provided to the facility in the form of a photograph and verifiable signature (e.g., vehicle operator's license).

All test results will be kept confidential. The applicant may be told he/she failed to pass the test, but the ~~Financial/Benefits~~ District Manager or designee will have access to the actual results.

District employment application forms contain the following a notice:

Marin/Sonoma Mosquito and Vector Control District has a policy of requiring a job-related



physician's exam of persons who are under serious consideration for employment, together with urine and blood testing of persons who are under serious consideration for employment for certain jobs where a special need for pre-employment drug and alcohol testing exists. Persons who do not receive said physician's certification of qualification to do the type of work required by the position applied for, or who test positive for the presence of illicit drugs in their body will not be considered further. If you have reason to believe that you will not pass a physician's examination or will register positive on a drug test, or if you are unwilling to consent to such a test or examination, it is recommended that you not submit an application.

Immediately prior to reporting for drug testing, ~~all~~-job applicants will complete a Consent and Release Form to be kept on file in the District office.

Independent Medical Opinion

Where the results of a pre-employment medical examination would result in disqualification, ~~Aan~~ applicants may submit an independent medical opinions for consideration before thea final determination is made ~~prior to disqualification~~.

Pre-Employment Physical Examination

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POLICY TITLE: **Probationary Employees**

POLICY NUMBER: **P-700**

A probationary employee is one who is serving a probationary period. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work to determine the employee's fitness for the position.

All ~~regular~~ District employees are required to serve a ~~six month~~ probationary period of 2,080 hours of actual, supervised service in the position, excluding overtime.. A probationary period shall automatically be extended for the length of any leave of absence exceeding thirty (30) consecutive days. The District reserves the right, and has at the sole discretion of the District Manager, to extend the duration of the probationary period when such an extension is deemed appropriate and necessary.

A probationary employee has no property right in continued employment during the initial probationary period and may be dismissed at any time during a probationary period without cause and without pre or post-disciplinary procedural due process, including any right of appeal or hearing. In case of such dismissal, the District Manager will notify the dismissed probationary employee in writing that he/she is being separated from District service and the effective date of the separation.

No probationary employee will receive a regular appointment without a written recommendation from the District Manager or designee.

An employee does not acquire regular status in the promotional position until the successful completion of the probationary period. If the employee fails to satisfactorily complete the probationary period in the promotional position, the employee will be entitled to return to the position held prior to promotion at the range and step previously held if not subject to termination for disciplinary reasons. The employee is not entitled to notice or a hearing if rejected during probation.

Probationary Employees

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POLICY TITLE: ~~Procurement~~

POLICY NUMBER: ~~P-800~~

~~The following procedures apply concerning the purchases of supplies, the construction of capital improvements and the rental of equipment.~~

~~Required Bidding:~~

~~Where bidding is required, the District Manager will solicit bids from reputable suppliers of the materials and services wanted. Suppliers previously requesting an opportunity for bidding on District supplies and services are put on a bidders list and notified at least ten days prior to the opening of any bids covering materials or services which they may wish to sell. Bids will be put in writing and sealed.~~

~~Supplies (Other than Capital Outlay items)~~

~~Insecticides are purchased direct from manufacturers where possible. Where jobber prices are obtained, no bidding will be necessary.~~

~~Capital Outlay Items:~~

~~The purchase of items is approved by the Board in an open meeting during the annual budget process. The District Manager is authorized to make changes during the budget year so long as the total budget is not affected.~~

~~Equipment Rental:~~

~~Rental of equipment by the District is not subject to bidding, except where the total estimated rental cost will exceed \$1,000.00. Airplane bidding is exempt from bidding when there is market competitive pricing a similarity in prices and when the current operator is meeting performance expectations doing an exceptional job.~~

~~Procurement~~

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POLICY TITLE: Protection from Wildfire Smoke

POLICY NUMBER: P-9800

Pursuant to CalOSHA regulations (2 CCR section 5141.1), the District provides the following information:

A. Health Effects of Wildfire Smoke

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

The smallest -and usually the most harmful -particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

B. Right To Obtain Medical Treatment

The District encourages employees who show signs of injury or illness due to wildfire smoke exposure to seek medical treatment. Affected employees will not be subject to reprisal for seeking such treatment. In the event of serious injury or illness caused by wildfire smoke exposure, the employee should seek immediate assistance from emergency medical providers, or the District's designated medical facility if emergency assistance is not required.

C. Obtaining Current Air Quality Index (AQI) for PM2.5.

Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone.

Although there are AQIs for several pollutants, Title 8, section 5141.1 regarding wildfire smoke only uses the AQI for PM2.5.

The easiest way to find the current and forecasted AQI for PM2.5 is to go to www.AirNow.gov and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at www.arb.ca.gov/capcoa/dismap.htm. Employees who do not have access to the internet can contact the District for the current AQI. The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

D. Procedures for Addressing Wildfire Smoke

If employees may be exposed to wildfire smoke, the AQI applicable to the worksite will be obtained



by the supervisor. If the current AQI for PM2.5 is 151 or more, the supervisor is required to:

1. Check the current AQI before and periodically during each shift.
2. Provide training to employees.
3. Lower employee exposures.
4. Provide respirators and encourage their use.

E. The District's Communication System

Supervisors shall alert employees when the air quality is harmful and what protective measures are available to employees.

Supervisors shall encourage employees to inform them if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

The District shall communicate with employees regarding the AQI through two-way radio, phone, text, e-mail or in person.

A. Protecting Employees from Wildfire Smoke

The District shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods may include:

1. Locating work in enclosed structures or vehicles where the air is filtered.
2. Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.
3. Reducing work time in areas with unfiltered air.
4. Increasing rest time and frequency, and providing a rest area with filtered air.
5. Reducing the physical intensity of the work to help lower the breathing and heart rates.

G. Use of a Respirator When Exposed to Wildfire Smoke

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection.

When the current AQI for PM2.5 is 151 or greater, the District shall provide employees with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required.

A respirator should be used properly and kept clean. The following precautions shall be taken:

1. Respirators will be certified for protection against the specific air contaminants at the workplace by the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention (NIOSH). A label or statement of certification should appear on the respirator or respirator packaging listing what the respirator is designed for (e.g., particulates). Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator, shown in the image below, is the minimum level of protection for wildfire smoke.
2. Supervisors and employees shall read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.



3. Employees shall not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
4. Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
5. Employees who have a heart or lung problem should ask their doctor before using a respirator.

H. Proper Wear, Use and Maintenance of Respirators

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.

The proper way to put on a respirator depends on the type and model of the respirator.

For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:

1. Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
2. Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

Protection from Wildfire Smoke

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POLICY TITLE: **Public Complaints**

POLICY NUMBER: **P-40900**

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or of a state or federal statute, causing the individual to be adversely affected. The Board of Trustees desires that public complaints be resolved in a timely, logical, and systematic manner, at the lowest possible administrative level.

Public complaints of harassment, discrimination or retaliation based on a protected class shall be handled in accordance with the District's Harassment, Discrimination and Retaliation Prevention Policy (Policy Number H-100).

The procedure for resolving public complaints as defined in this policy is as follows:

1. The individual with a complaint should first discuss the situation with the District employee present or on the phone ~~a Field Technician (or other responsible employee)~~ with the objective of resolving the matter informally.
2. If the ~~Field Technician (or other responsible employee)~~ employee is unable to resolve the complaint to the individual's satisfaction, the complaint may be filed with the ~~Field~~ Supervisor (or other responsible managing employee). Within a reasonable time, the District Manager (or other responsible managing employee) will meet with contact the person filing the complaint to resolve the matter. At the option of the District Manager (or other responsible managing employee), he/she may conduct conferences and take testimony or written documentation toward resolution of the complaint. The person filing the complaint may request a written decision from the District Manager (or other responsible managing employee).
3. If the person filing the complaint is not satisfied with the disposition of the matter by the District Manager (or other responsible managing employee), a written complaint may be filed with the Board of Trustees within ten days of receiving the District Manager's (or other responsible managing employee's) written decision ~~in writing~~.
4. A Board panel, appointed by the Board of Trustees, consisting of three (3) Board of Trustee members, shall hear the appeal. The Board-appointed, three-person panel shall hold a meeting to consider the matter no later than sixty (60) days from the date of filing the appeal. The Board of Trustees may consider the matter at the next regular meeting, or call a special meeting.—In making an advisory final decision, the Board panel may conduct conferences, hear testimony, as well as refer to the transcripts of previous written documentation. The panel shall issue an advisory decision to the Board within fourteen (14) calendar days following the meeting and submission of relevant documentation. The Board of Trustees may consider the matter at the next regular meeting, or call a special meeting. A Panel decision affirmed by the Board is a final decision from the Board.
5. ~~The person filing the complaint may request a written decision from the Board.~~ The Board of Trustees shall send the final decision, along with a proof of service of mailing, to each of the parties and to each of the parties' representatives. Copies shall also be distributed to the District Manager.
6. Judicial review of any decision of the full Board may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such

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section is filed within the time limits specified in this section. Pursuant to Code of Civil Procedure 1094.6, any such petition will be filed not later than the ninetieth (90th) day following the date on which the Board of Trustees gives written notice of the final decision.

This policy in no way prohibits nor is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Public Complaints



POLICY TITLE: **Punctuality and Attendance**

POLICY NUMBER: **P-1000**

Policy

District employees are expected to be punctual and regular in attendance. Punctuality is defined to be at the work area/work station fully prepared to begin job duties at the workemployee's scheduled start time. When an employee is tardy or has an unscheduled absence, it has a detrimental effect on District operations, because his/her workload shifts to fellow employees and the immediate supervisor, who must perform the absent employee's workload (just as that employee must assume the workload of others who are absent). Employees are expected to report to work as scheduled, on time and prepared to start work, and to remain at work for their entire work schedule, except for break and meal periods or when required to leave on authorized District business. Employees must return from meal and break periods in a timely manner, and avoid all disruptive late arrivals, early departures or other absences from scheduled hours.

An employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from regular working hours.

Employee's Duty to Notify of Absence or Late Arrival

Unless there are extenuating circumstances, if an employee will not be reporting to work or will be late, he or she they must call his or her their immediate supervisor at least one hour before scheduled to begin working for that day. Failure to do so will result in the day of absence being treated as an unpaid-unauthorized absence. In emergency circumstances, the employee must report the absence within a reasonable time.

Employees also need to inform the supervisor of the expected duration of any absence.

An employee who has an unauthorized tardy or absence not related to a protected reason will not receive compensation for the period of absence.

Excessive Absenteeism and/or Tardiness

Excessive absenteeism or tardiness (whether excused or not) will result in discipline up to and including dismissal. Excessive tardiness occurs when an employee is late to work or returning from breaks more than three times during any 30-day period. Excessive absenteeism occurs when the number of absences exceeds 3 days in any three-month period. Excessive absenteeism or tardiness occurs when there are more than three (3) incidents of absenteeism or tardiness (not related to a protected reason and not previously authorized) in any rolling 30 day period. Excessive tardiness or absenteeism may be grounds for discipline, up to and including termination. Abuse of, or misrepresentation of any form of accrued or unpaid leave time will be grounds for discipline, up to and including termination.

Punctuality and Attendance



POLICY TITLE: **Reasonable Accommodation Policy**

POLICY NUMBER: **R- 100**

Purpose

To emphasize the District's commitment to comply with the provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act's disability accommodation provisions.

Policy

The District provides employment-related reasonable accommodations to qualified individuals with known physical or mental disabilities within the meaning of the Americans with Disabilities Act and the California Fair Employment and Housing Act.

Procedure

Request for Accommodation

An applicant or an employee who desires a reasonable accommodation in order to perform essential job functions should make such a request in writing to the District Manager. The request must identify: a) the job-related functions the employee is unable to perform without accommodation; and 2) the desired accommodation(s).

Reasonable Documentation of Disability

Following receipt of the request, the District may require additional information, such as reasonable documentation of the existence of a disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider.

Fitness for Duty Examination

The District may require an applicant or employee to undergo a fitness for duty examination at the District's expense to determine whether the applicant or employee can perform the essential functions of the job with or without reasonable accommodation. The District may also require that a District-approved physician conduct the examination. The District shall articulate in writing the factual basis for the exam. For applicants, the exam must be job related, consistent with business necessity and required of all entering employees in the same job classification. For current employees, the exam must be job related and consistent with business necessity.

The District will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the job. The examination will be limited to determining whether the applicant or employee can perform the essential functions of his/her position and any work restrictions and/or functional limitations that apply to the applicant or employee. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:

1. The applicant or employee has a disability within the meaning of the California Fair Employment and Housing Act;



2. The applicant or employee is fit to perform essential job functions;
3. Workplace restrictions or functional limitations apply to the applicant or employee, and the duration of the work restrictions or functional limitations;
4. There are any reasonable accommodations that would enable the employee to perform essential job functions; and
5. The employee's continued employment poses a threat to the health and safety of them self or others.

Should the health care provider exceed the scope of the District's request and provide confidential health information, without valid consent of the applicant or employee, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.

Interactive Process Discussion

After receipt of reasonable documentation of disability and/or a fitness for duty report, the District will arrange for a discussion, in person or via telephone conference call, with the applicant, or the employee, and ~~his or her~~their representative(s), if any. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

Case-by-Case Determination of Availability of Accommodation(s)

The District determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The District will not provide accommodation(s) that would impose an undue hardship upon District finances or operations, or that would endanger the health or safety of the employee or others. The District will inform the employee of its decision as to reasonable accommodation(s) in writing.

District Contribution Toward Health, Dental and Life Insurance Premiums During Unpaid Disability Leave

Employees on leaves of absence without pay, including intermittent or partial leave without pay, shall not be entitled to payment by the District of the premiums for their health, dental and life insurance, except as required by law. For employees on full unpaid leave, the entitlement to District payment of premiums shall end on the last day of the month in which the employee began the leave without pay. In the case of employees on intermittent or partial leave without pay, employees will receive a pro-rated District contribution to health, dental, and life insurance premiums during the period of intermittent or partial leave without pay. An employee on an unpaid leave of absence shall not accrue any seniority with the District for the length of the unpaid leave.

Reasonable Accommodation



POLICY TITLE: **Recruitment and Selection**

POLICY NUMBER: **R-200**

Policy

Consistent with the best interest and needs of the District, the District Manager has the authority and obligation to fill all employee positions in the District with the best qualified applicants. The Board of Trustees reserves the sole and exclusive right to select and hire District Managers.

Hiring Procedures

The District Manager or designee will conduct initial screening of all applicants to ensure that candidates meet minimum qualifications.

The District Manager or designee may reject an application, if the applicant:

1. Has made false statements of any material fact, or practiced any deception or fraud on the application or declarations.
2. Is found to lack any of the requirements, certifications, or qualifications for the position involved.
3. Is physically or mentally unable to perform the essential functions of the job, with or without reasonable accommodation, if disabled.
4. Is a current user of illegal drugs.
5. Is a relative of an employee, and is subject to the District's Nepotism Policy Number N-100.
6. Used or attempted to use political pressure or bribery to secure an advantage in the process.
7. Directly or indirectly obtained information regarding examinations.
8. Failed to submit the employment application correctly or within the prescribed time limits.
9. Has had their privilege to operate a motor vehicle in the State of California suspended or revoked, if driving is job related.
10. For any material cause which in the judgment of the District Manager or designee would render the applicant unsuitable for the position, including a prior resignation from the District, termination from the District, or a significant disciplinary action.

Depending on the number of applications received for a particular recruitment, the District Manager or designee may rank applications in order of qualification levels. The District may choose to call only the most qualified applicants for interviews as opposed to all applicants who meet minimum qualifications.

After completing an examination process determined by the District Manager or designee, ~~Q~~conditional offer(s) of employment ~~are~~ shall be made to qualified candidates based on the applicant's qualifications, experience, references, ~~evaluations~~ ~~comments~~ by interviewers and other relevant information, including information obtained from the employee's resume and other submitted documents.

Offers of employment may be made by the District Manager or Assistant Manager only.

Criminal Conviction Check

After the District makes a conditional offer of employment, the District Manager or Assistant Manager may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially



sealed, eradicated, or expunged.

Unless required by law, the District will not deny employment to any applicant solely because they have been convicted of a crime. The District may, however, consider the nature, date and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position.

The following procedure shall not apply to a position for which a state or local agency is otherwise required by law to conduct a conviction history background check, or to a position where an employer or agent thereof is required by any state, federal, or local law to conduct criminal background checks for employment purposes or to restrict employment based on criminal history

1. If the District intends to deny an applicant a position of employment solely or in part because of the applicant's conviction history, it shall make an individualized assessment of whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the applicant the position.
2. If the employer makes a preliminary decision that the applicant's conviction history disqualifies the applicant from employment, the employer shall notify the applicant of this preliminary decision in writing. The notification shall contain a notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer, a copy of the conviction history report, if any, and an explanation of the applicant's right to respond to the notice of the employer's preliminary decision before that decision becomes final and the deadline by which to respond. The explanation shall inform the applicant that the response may include submission of evidence challenging the accuracy of the conviction history report that is the basis for rescinding the offer, evidence of rehabilitation or mitigating circumstances, or both.
3. The applicant shall have at least five business days to respond to the notice before the District makes a final decision. If, within the five business days, the applicant notifies the District in writing that the applicant disputes the accuracy of the conviction history report and is taking specific steps to obtain evidence supporting that assertion, then the applicant shall have five additional business days to respond to the notice.
4. The District shall consider information timely submitted by the applicant before making a final decision.
5. If the District makes a final decision to deny an application solely or in part because of the applicant's conviction history, the District shall notify the applicant in writing of the final denial or disqualification and the applicant's right to file a complaint with the Department of Fair Housing and Employment.

Medical Examinations

Appointment to certain positions may be made contingent upon the applicant/employee passing a drug / alcohol test, and/or a job-related medical examination. Such examination shall only be required after a conditional offer of employment has been made. (See Reasonable Accommodation Policy and Pre-Employment Physical Examination Policy.)

Assignment of Duties



Specific employment classifications and/or personnel job descriptions will not modify or limit the power of the District Manager to assign duties as the need arises or to direct and control the work of employees within the scope of the District's policies. Any issues of extended performance of employee job duties significantly outside of the person's regular job classification should be brought to the attention of the District Manager or designee.

Reporting for Duty

The person accepting appointment shall report to the District Manager or designee on the date designated by the District Manager. Otherwise, the applicant shall be deemed to have declined the appointment.

Required Licenses and Certifications

All candidates for ~~field~~ positions that may require operation of a District vehicle must have a valid California State Driver's Licenses and a driving record acceptable to the District's insurance carrier. All employees who are required to drive District vehicles will be subject to dismissal on two week's notice should their personal and/or District driving records become unacceptable to the District's Administration or its insurance carrier.

When certification is required, an employee will be given a reasonable opportunity to qualify. ~~and~~ The District Manager will have the option to terminate an employee who fails a required certification examination. As of July 1, 1979, the only required certification for continued employment is a Mosquito Control Core Certificate.

Recruitment and Selection

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POLICY TITLE: **References/Employment Verification**

POLICY NUMBER: **R-300**

All requests for employment verifications and employee references must be directed promptly to the ~~Personnel Director~~ or District Manager or designees. Other employees should not attempt to provide any such information. The District Manager or designee ~~Personnel Director~~ is responsible for handling any inquiries or requests for employment verification in accordance with Agency policies.

In response to any inquiries for requests for references, the District will provide only a former employee's dates of employment, salary and job title. Requests for additional employee information beyond employment verification noted above will be limited to required response to law enforcement, federal and state regulatory agencies and lawful records requests/subpoenas for records. Additional references may be provided only with advance approval of the District Manager.

References/Employment Verification

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POLICY TITLE: **Religious Accommodation**

POLICY NUMBER: **R-400**

The District will make reasonable accommodation to the employment conditions for an employee's bona fide religious beliefs, observances and/or practices when such accommodation may be accomplished without undue hardship to the District. Requests for such accommodation will must be made in writing to the District Manager or designee.

Religious Accommodation



POLICY TITLE: **Resignation**

POLICY NUMBER: **R-500**

Resignation

In order to leave District service in good standing, an employee must file a written notice of resignation/termination with the District Manager or Assistant Manager at least two weeks before the effective date. The District Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. A resignation becomes final when the District Manager accepts the resignation in writing. Once a resignation has been accepted, it is final and irrevocable. A resignation can be accepted by the District Manager even if it is submitted less than two weeks prior to the planned resignation date. Resignation may not be withdrawn without District Manager's approval.

Abandonment of Position/Constructive Resignation

If an employee fails to report for work without any notification to an immediate supervisor and without prior authorization, and the absence continues for a period of five-three (3) consecutive scheduled work-days/ shifts, the District will consider this as abandonment of employment resulting in voluntary termination and constructive resignation from employment.

~~Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her explanation for the absence at an informal hearing before a neutral fact-finder. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. An employee who promptly responds to the District's written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the District Manager before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, including but not limited to severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.~~

~~The informal fact-finding hearing will be held within ten days after the end of the five days of unauthorized voluntary absence. The neutral fact-finder will be an impartial and disinterested decision-maker. The District will cover all costs of the neutral fact-finder.~~

~~If the neutral fact-finder determines, as a result of the evidence presented at the informal hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the third consecutive day of his/her unauthorized voluntary absence.~~

~~The District Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for three consecutive days if the employee provides a satisfactory explanation for the absence. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.~~



~~No Conflict with MOU~~

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Resignation



POLICY TITLE: ~~Service Request Guidelines~~

POLICY NUMBER: ~~S-100~~

~~Service Requests (SRs) are legal documents that must be completed neatly and accurately, and filled out as you go through your daily routine.~~

~~Service Request Procedure~~

- ~~1. The first step to be taken in answering a request for service is to read and understand the information provided on the Service Request.~~
 - ~~• Based on the information provided, narrow the number of vector species that may be causing the problem.~~
 - ~~• Review information in your field manual about the suspect vector species, especially the preferred habitats and biting behavior.~~
 - ~~• Check already known local sources in the area that could be producing the vector species you have targeted as part of proactive planning and preparation... it's nice to show up with the problem partially solved.~~
 - ~~• Don't rule out other vector or non-vector species.~~
- ~~2. If possible, make personal contact with the resident requesting service.~~
 - ~~• Confirm the information on the service request.~~
 - ~~• Ask if they are aware of the existence of any of the types of sources you are looking for, or any other sources.~~
- ~~3. Make sure your District insignia and your name are clearly visible... Clearly display your photo ID; park your vehicle such that the District logo, your E-plate, or both are visible.~~
- ~~4. Inspect the caller's property... and take the opportunity to check neighbors' yards from in the vicinity of the caller's property.~~
- ~~5. Expand your area of surveillance in an ever-widening circle with from the caller's residence as the center necessary to locate the source of the vector(s)... Ccover an area in keeping with the potential flight range of the targeted mosquito species.~~
- ~~6. Work on a service request until a source has been located or until you have spent an hour of time work schedule permitting, unless instructed otherwise by supervisor.~~
- ~~7. If findings are negative, report findings on time card and reschedule further surveillance as soon as possible... Ddon't wait for the resident to call back.~~

~~Service Request Guidelines~~



POLICY TITLE: **Sick Leave**

POLICY NUMBER: **S-1200**

Sick Leave Defined

Sick leave is paid leave from duty ~~which may be granted by the District to an employee that can be used for the following purposes:~~

1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or sibling; or
2. For an employee who is a victim of domestic violence, sexual assault, or stalking to:
 - a. obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or
 - b. obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

~~because of illness, injury, exposure to contagious disease, illness or injury of a member of the employee's immediate family requiring the employee's attendance, and medical, dental, and optical appointments to the extent that such appointments cannot be scheduled outside the work scheduled day.~~

~~An employee's immediate family shall consist of the employee's: spouse; domestic partner; children; step-children; or the mother or father of the employee.~~

Protected Sick Leave:

1. For employees who are not seasonal/temporary or extra help, one-half of the employee's accrued and available annual sick leave is protected and may be used for any of the purposes stated in this Policy.
2. For seasonal/temporary or extra help employees, up to 24 hours, or three days, whichever is greater, of accrued and available sick leave each year is protected and may be used for any of the purposes stated in this Policy. The year is measured beginning on July 1st, or the employee's anniversary of hire date, whichever is later.

Usage

~~An employee may use accrued sick leave, in a minimum increment of one-half (1/2) hours, beginning on the 90th day after the first day of employment with the District, subject to the limits and request provisions in this Policy. An employee may be granted sick leave only in case of actual sickness as defined above.~~

~~To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not~~

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foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave.

Failure to request sick leave as required by this Policy without good reason, may result in the employee being treated as absent without leave.

In the event that an employee or a member of the employee's immediate family recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return for duty.

~~In order to apply for sick leave use, an employee shall notify the appropriate immediate supervisor by at least one hour before the start time 7:00 a.m. of the employee's work day. Failure to do so without good reason shall result in that day of absence being treated as leave of absence without pay while still consistent with FLSA standards and applicable exempt or non-exempt status.~~

Exempt employees are required to use their sick leave when they are absent from work due to a qualifying reason for partial or full days.

Certification

The District may require that employees who are not seasonal, temporary, or extra help provide a physician's certification to support any absence that involves the illness of the employee or family member if the District suspects that there is an abuse of sick leave by the employee.

All employees, including seasonal, temporary, or extra help, who use paid leave to address issues related to domestic violence, sexual assault or stalking, and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.

The District may require a physician's certification for the employee's illness or the illness of an immediate family member if the employee is absent for more than three (3) consecutive work days. The certification must provide the employee's intended date of return to work

Accrual

Full time employees who are not seasonal/ temporary or extra help accrue eight hours of sick leave for each calendar month of paid status.

Part-time employees who are not seasonal/temporary or extra help accrue sick leave in an amount prorated to the lower number of hours they work each calendar month in paid status, which shall be a minimum of one hour of paid sick leave for every 30 hours worked.

Accrued sick leave carries over from year to year. No accrual limit applies.

A seasonal/ temporary or extra help employee who works 30 or more days within a year from the commencement of employment with the District accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment but a seasonal/ temporary or extra help employee stops earning sick leave once they have accrued 48 hours or 6 work days/ shifts, whichever is greater. All employees will accrue one (1) work day (i.e., eight hours) of sick leave for each calendar month spent of service spent as a District employee.



~~Such accrual shall take place on a monthly basis. No accrual shall take place for any month in which the employee has performed less than a full calendar month of service.~~

~~Sick leave granted by the District and used by an employee shall be deducted from the employee's accrued sick leave balance.~~

~~Sick leave may be accrued from year to year without limit.~~

~~Employees may use up to half a year's accrual (six (6) days) to attend to the illness or injury of an immediate family member, as defined above.~~

Employees granted an ~~leave of absence without pay or other~~ approved leave with pay shall accrue sick leave as provided in these policies.

Sick Leave on Separation from Employment

~~Unless otherwise provided by a labor agreement, unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Sick leave will not be accrued by an employee absent from duty after separation from District service, or during any leave of absence from duty not authorized by the District.~~

~~Employees will not be reimbursed for accrued sick leave upon separation.~~

Sick Leave Reinstatement

~~If an employee separates and is rehired within one year from separation, accrued and unused sick leave, to a maximum of 6 days or 48 hours, whichever is greater, will be reinstated. An employee who worked at least 90 days in the initial employment with the District may immediately use reinstated sick leave. An employee who had not worked 90 days in the initial employment with the District must work the remaining amount of the 90 day-qualifying period to be able to use accrued sick leave.~~

Evaluation Of Sick Leave Usage

An employee is subject to disciplinary action for excessive use of sick leave and/or abuse of sick leave. ~~Protected sick leave as defined above, and other protected leaves, will not count toward a charge of excessive use of sick leave.~~

Abuse of sick leave is a claim of entitlement to sick leave for a purpose not provided under "Definition," above.

No Conflict with MOU

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~



POLICY TITLE: State Disability Insurance and Paid Family Leave

POLICY NUMBER: S-300

Purpose

California's Employment Development Department (EDD) administers the State Disability Insurance (SDI) and Paid Family Leave (PFL) programs to provide partial wage replacement for employees temporarily unable to work for qualifying reasons.

The purpose of this policy is to define how the SDI/PFL partial wage replacement is integrated with District paid leave benefits.

Eligibility

Employees in the General and Management/Confidential Units are eligible for SDI/PFL wage replacement benefits in accordance with the terms and conditions of the SDI/PFL Program.

1. Employees who experience a loss of wages when they are unable to work due to a non-work-related illness, injury, or pregnancy, may be eligible for Disability Insurance (DI) benefits.
2. Employees who experience a loss of wages when they need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner, or to bond with a new child entering the family through birth, adoption, or foster care placement, may be eligible for Paid Family Leave (PFL) benefits.

Employees fund SDI/PFL benefits through employee payroll deductions. The District does not fund SDI/PFL. Benefit amounts are determined solely by the EDD.

Filing a Claim

It is the employee's responsibility to file a claim for SDI/PFL benefits. The District is not involved in the application or benefit payment process.

Upon request from the EDD, the District will verify employment, pay rate, dates of absence due to a qualifying event, and integration of paid leave (if applicable).

The employee is responsible for notifying the District of claim approval and benefit amounts.

Integration

The SDI/PFL program allows for integration of SDI/PFL benefits with accrued, unused paid leave. Integration has the effect of ensuring the employee will receive his/her normal salary or wages during the period of SDI/PFL wage replacement benefits. The following terms apply:

1. District payroll personnel will integrate payment of paid leave for the remaining base salary only if sick leave, vacation leave, and/or compensatory time off (CTO) is available to draw from when the absence begins. The employee is required to integrate enough paid leave per pay period to amount to the employee's base salary in conjunction with SDI/PFL benefits, except (1) in the pay period in which leave is exhausted, and (2) in the pay period in which the employee elects to discontinue integration as specified below.



2. Integration of paid leave benefits with SDI/PFL benefits is to be automatic, except where the employee is concurrently on designated Family Medical Leave. If an employee is concurrently on designated Family Medical Leave (FMLA/CFRA), the employee may elect to integrate paid leave with SDI/PFL benefits. In addition, an employee may elect to discontinue integration in order to retain up to forty hours of accrued, unused vacation and/or up to forty hours of accrued, unused sick leave.
3. The total, combined compensation from integrated SDI/PFL benefits and accrued paid leaves shall not exceed the employee's base salary at the time of disability/PFL.
4. In order to receive integrated paid leave, the employee shall provide a copy of their SDI/PFL statement showing the amount of benefits and period of time for which the employee received SDI/PFL benefits. The District will utilize the employee's SDI/PFL statement as the basis for integration of paid leave. The District shall subtract SDI/PFL benefits paid to the employee by EDD from the employee's gross wages in a pay period, and then divide the remainder by the employee's current District hourly rate, totaling the number of leave hours to be deducted from the employee's leave bank.

Type and Order Of Leave

Integration will occur first with accrued, unused sick leave (where use is required according to District policy), and then with accrued, unused vacation and compensatory time off (CTO). An employee who exhausts sick leave, vacation and CTO will receive no monetary compensation from the District for the remaining period of SDI/PFL wage replacement.

An employee is required to use up to one week of accrued, unused vacation time before, and as a condition of, the employee's initial receipt of PFL benefits during any 12-month period.

The District's contribution to group health insurance benefits will continue during FMLA/CFRA/Pregnancy Disability Leave (PDL) qualifying leaves in accordance with District policy. After FMLA/CFRA/PDL leave is exhausted, the District's contribution to group health insurance benefits will continue during SDI/PFL only for the period that the employee integrates paid leave.

Catastrophic Leave may be used in conjunction with SDI/PFL benefits upon exhaustion of FMLA/CFRA/PDL qualifying leaves. This sentence supersedes provisions to the contrary in Section 15.4.2 of the District's Memoranda of Understanding with the General and Management Confidential Units.

Overpayments

Overpayments during integration can frequently occur. The employee is fully responsible for repayment of overpayments. If the employee is overpaid by the District, the employee shall be required to repay the District for the overpayment within three pay periods, or unless otherwise agreed by the parties. The employee is solely responsible for repaying overpayments from the EDD.

State Disability Insurance and Paid Family Leave Benefits

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POLICY TITLE: ~~Surplus Property~~

POLICY NUMBER: ~~S-3400~~

~~Surplus Property is property of the District that is being replaced for various reasons, i.e., outlived the expected lifetime, etc. This property is may be made available to District employees for purchase, with the exception of the District Manager and the Board of Trustees.~~

~~The following procedure is followed:~~

- ~~1. When property becomes available, a list will be posted in the Technician's room for everyone to view.~~
- ~~2. Employees interested in a piece of property will fill out a form, "**Interest in Surplus Property**", and give it to his/her immediate Supervisor.~~
- ~~3. The District will accept fair resale value according to examples of same/similar items as posted on eBay and Craigs's List and/or comparable property sale websites or publications.~~
- ~~4. Should more than one employee wish to purchase the same item, the item will go up for a sealed bid (minimal starting bid being the average value on the sale website/publication referenced eBay or Craig's List) with the highest bidder prevailing.~~
- ~~5. The property must be paid for at the time of removal from District property by check or money order made payable to Marin/Sonoma Mosquito and Vector Control District.~~

~~Surplus Property~~



POLICY TITLE: **Timekeeping Requirements and Time Cards**

POLICY NUMBER: **T-100**

Timekeeping

Every employee (with the exception of the District Manager) is required to record his/her own time on the **Time Card Data Entry Form** in the Access-District's Database system. Employees must record the time at the start and at the end of each work period, including before and after the lunch break. Employees also must record the time whenever they leave the building for any reason other than District business. The supervisor must validate/approve ~~any and~~ all timecards.

Entering another employee's time card information, allowing another employee to enter your time card, or altering a time card violates District policy and may be subject to progressive discipline up to and including employment termination. will not be tolerated.

Time Cards

Time cards are legal documents used to record the hours an employee worked, for purposes of accountability, salary eligibility, use of public funds, and tracking pesticide usage.

As legal documents, time cards must accurately and completely reflect an employee's workday.

The District requires that employees fill out time cards, consistent with respective FLSA exempt or non-exempt status practices ~~or~~, on a continuous basis, as work is completed throughout the workday, and including all overtime worked by overtime-eligible employees. At the end of the day, employees should record vehicle and equipment preparation for the next workday.

Accuracy is of the utmost importance. Inaccurate record keeping will result in poor work evaluations and, if not improved, discipline up to and including suspension without pay and/or dismissal.

Time cards are subject to review by other District staff including ~~Specialists, S~~supervisors and higher, as well as County Agricultural Inspectors, agents of the State Department of Health Services, the Department of Pesticide Regulation and the California Highway Patrol.

Time cards must be turned in at the end of the workday for which they are filled out. Any problems inputting time card records should be reported immediately to a supervisor.

Timekeeping Requirements

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POLICY TITLE: Tobacco-Free and Smoke-Free Workplace Products – Use Within the District

POLICY NUMBER: T-3200

The District is a tobacco-free and smoke-free environment, which prohibits the use of all tobacco products, including, but not limited to, cigarettes, e-cigarettes, vaping, cigars, pipes, and smokeless (including chewing) tobacco. California state law prohibits smoking, including e-cigarettes, vaping, and the use of tobacco products in District buildings. In the best interest of the health and safety of employees and the general public, the smoking and use of tobacco products and e-cigarettes is banned completely within District buildings and confined spaces. District buildings and confined spaces includes, but is not limited to: in District leased or owned vehicles; District leased or owned offices, buildings and facilities; open, private and shared offices; cubicles; lounges; lobbies; waiting rooms; break rooms; workrooms; restrooms; elevators; and stairwells. It also includes the common areas of covered parking lots and residential spaces, such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms of those places.

Smoking is also prohibited in any outdoor area within 20 feet of a main exit, entrances, or operable window of a public building. Employees are also prohibited from smoking and using tobacco products and e-cigarettes at any District job site where they are required to be as part of their employment, whether indoors or outdoors.

District employees who violate this policy will be subject to disciplinary action.

Successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises, including visitors, vendors and contractors, share in the responsibility of adhering to this policy.

District employees are asked to advise members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Such individuals should be asked to refrain from smoking. If members of the public who refuse to comply with this policy, employees will inform management, who may be directed by any of the District employees the individual to leave the District property.

Tobacco-Free and Smoke-Free Workplace Products – Use Within the District



POLICY TITLE: **Transfers**

POLICY NUMBER: **T-4300**

Definition

A transfer is a lateral movement in position to a job in the same or lower classification and pay grade, for which the employee is qualified in the opinion of the District Manager.

Employee-Initiated Transfers

The District recognizes the importance of facilitating employee-initiated transfers in order to retain qualified employees and to provide a broadened opportunity based for employees seeking career advancements.

The District will post transfer opportunities five (5) days in advance of recruitments.

To be eligible to apply for a voluntary transfer, an employee must complete a minimum of six (6) months in ~~his or her~~their current position, have satisfactory performance evaluations, be free from discipline for a minimum of one year, and meet the minimum qualifications for the position to which ~~he or she~~they seeks to transfer.

Transfers shall be effective at the beginning of a pay period.

District-Initiated Transfers

The District reserves the right to involuntarily transfer employees based on the needs of the District. The District will endeavor to provide employees with at least two (2) weeks' notice of any such transfer.

Transfers



POLICY TITLE: Travel Time

POLICY NUMBER: T-400

Commute Time

Travel between home and work (“commute time”) is generally not compensable. Travel from home to the first work site of the day or from the last work site of the day to home is considered commute time.

If an overtime-eligible employee is required to travel to a work location that is different from the employee’s regular work location, then the excess difference in time between the employee’s normal commute and the new location is compensable.

Travel during the Workday

Travel during the workday, after the employee has reported to work, is compensable for overtime-eligible employees, unless it is in connection with a bona fide meal break. However, travel from the employee’s last work location to home is not compensable. Supervisors should not require employees who will be traveling during the workday to report to their normal work site at the start or the end of their shift unless it is truly necessary for the employee to report to such location.

Special One-Day Out of Town Assignment or Overnight Travel

If an overtime-eligible employee is required to travel from home to a work assignment out of town, including mutual aid assignments, then all travel time getting to and from the location is compensable, including time as a passenger. However, time spent taking a meal break, sleeping, or engaging in purely personal pursuits not related to travel or making travel connections shall be deducted from travel time. The District reserves the right to require or approve an employee’s use of a District vehicle for travel to and from the assignment.

The District reserves the right to require that the employee stay in overnight accommodations at the assigned location in lieu of traveling between the assigned location and home.

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POLICY TITLE: **Truck Inspection Sheets Maintenance**

POLICY NUMBER: **T-500**

This policy includes the following standards:

Trucks will be washed weekly

Trucks will be kept neat and orderly.

~~Truck inspection sheets will be turned in weekly, at the end of every workweek.~~

Any ~~serious~~ damage to a District vehicle due to an accident or incident encountered in the field is to be reported to a ~~S~~supervisor as soon as the driver becomes aware of the problem. ~~and a~~ written document detailing the accident details should be turned in to a Ssupervisor as soon as possible, no later than one work-day after the accident.

Any mechanical problems found by a driver should be reported to the ~~mechanic-shop staff~~ as soon as possible in writing, no later than the next workday or immediately if the problem is serious or presents a potential safety issue.

Truck Inspection Sheets



POLICY TITLE: **Uniforms and Protective Clothing**

POLICY NUMBER: **U-100**

Policy

At the discretion of the District Manager and Assistant Manager, Regular, ~~and~~ part-time, and seasonal staff field technicians ~~are may be~~ required to wear District-provided uniforms (shirts, trousers and over garments) ~~at all times~~ during work hours.

Requirements

1. Uniforms will be worn ~~and maintained~~ so that the technician presents a professional and business-like appearance whenever possible.
2. Torn, worn out or ill-fitting uniforms must be brought to the attention of a supervisor.
3. Uniform shirts must remain buttoned, with the exception of the top button, throughout the workday.
4. During hot weather, shirts may be left untucked from the trousers.
5. Jackets or coveralls worn must display District insignia ~~and the wearer's name~~.
- ~~6. The District-issued laminated photo ID card must be affixed to the technician's outer garments when checking local sources on private property or on Service Requests.~~

7.6. Coveralls should be worn over uniforms when performing tasks that may damage uniform pants or shirts, ~~and as required by pesticide labels~~.

Exceptions

1. During hot weather, full uniforms need not be worn under properly and fully marked coveralls.
2. During cold weather, warm uniform ~~clothings~~ may be worn ~~over the uniform shirt and pants while wearing properly and fully marked coveralls~~.
3. Uniforms are not required to be worn at out-of-District continuing education and training events.

Uniform cost reimbursement

The cost of any uniforms and/or protective clothing and shoes which employees are required to wear will be borne by the District.

The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase, or arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.



Boot Allotment (BA)

For employees who are required by the District to wear work boots on the job, tThe District will reimburse employees for receipted purchase of ~~required~~ work boots meeting District specifications up to a the maximum of \$150.00 annually reimbursement provided by the District as determined by the District Manager or as provided in the applicable labor agreement, on a fiscal year basis.

1. The BA ~~gives provides~~ the oOperational, sSupervisory, and Lab Laboratory personnel ~~\$150 (one hundred and fifty dollars)~~ an allotment each fiscal year to purchase work boots. Each employee covered under the BA shall be reimbursed upon the submitted proof of purchase (receipt) any time from July 1st thru June 30th of each year.
2. A work boot for the purpose of this document is a waterproof work boot that provides protective support for fieldwork ~~and limited water resistance~~. ~~Sport shoes~~ Tennis and/or sport hiking shoes do not qualify for the BA. If there is any question regarding qualifying footwear, an employee should consult with their supervisor or the District Manager or designee. BA reimbursements are subject to employee must receive approval from the District Manager or designee.
3. ~~Only regular, f~~ Full-time, seasonal and part-time employees who work in the field are eligible for the BA.

Uniforms and Protective Clothing



POLICY TITLE: **Vacations**

POLICY NUMBER: **V-100**

Vacation Allowance

Every full time, regular employee ~~who in paid status on the most recent anniversary date of the employee's employment has been in the service of the District for a period of six months or more, and has worked at least 1500 straight-time hours within a twelve-month period immediately preceding the anniversary date, is entitled to a vacation as follows;~~ shall accrue vacation leave as follows:

1. **Two weeks (80 hours)** of vacation with pay per year if the employee has been in the service of the District for ~~at least one year, but~~ less than three years ~~prior to the anniversary date.~~ Vacation at this level accrues at a rate of 6.66 hours per month, starting with the first month of employment.
2. **Three weeks (120 hours)** of vacation with pay per year if the employee has been in the service of the District for at least three years, but less than nine years ~~prior the anniversary date.~~ Vacation at this level accrues at a rate of 10.00 hours per month.
3. **Four weeks (160 hours)** of vacation with pay per year if the employee has been in the service of the District for at least ~~eight years and one month~~ nine years, but less than ~~nineteen~~ eighteen years ~~and one month prior the anniversary date.~~ Vacation at this level accrues at a rate of 13.33 hours per month.
4. **Five weeks (200 hours)** of vacation with pay if the employee has been in the service of the District for at least ~~eighteen years and one month~~ nineteen years ~~prior to the anniversary date.~~ Vacation at this level accrues at a rate of 16.66 hours per month.

Definitions

"Years of service" means years of unbroken service with the District, which in no case may be calculated from a date prior to the time the employee actually began working for the District as a regular employee.

~~"Straight-time hours" refers to all the hours worked by the employee for the District to be counted toward satisfying the 1500 straight-time hour eligibility requirement.~~

Method of Vacation Credit

Vacation will ~~be credited~~ begin accruing upon the completion of the initial year of service. After the initial year of service, vacation is earned and accrued monthly and recorded by the number of hours earned.

Vacation Carry-Over ~~(amended August 11, 2004, as per Board action)~~

Employees may carry-over, past an anniversary date, vacation in the amount of eighty hours over the employee's regular vacation entitlement. Once the employee reaches the eighty-hour cap, vacation will no longer accrue until the employee's vacation balance falls below the cap. ~~utilizes the carryover 80 vacation hours.~~ Vacation accruals will be noted on employee paychecks.

The District Manager or Assistant Manager may allow the employee to exceed the applicable accumulation ceiling to accommodate work requirements. The District Manager or Assistant



Manager will work with the employee to develop a plan for the employee to use vacation leave to return the employee's vacation balance to at or below the applicable maximum within a reasonable period.

Vacation Schedule

Vacation must be scheduled in a manner consistent with the District's operational requirements. Employees are required to provide their supervisor with reasonable advance notice and obtain approval prior to using vacation. Requests for vacation leave must be received in writing at least five (5) working days prior to the first requested leave date. This allows the employee and the supervisor to prepare for the employee's time off and assure that all staffing needs are met. The District Manager or Assistant Manager may waive the five-day notice requirement and grant the employee's request to use vacation leave in case of an emergency (i.e. accident or illness) within the employee's immediate family. For purposes of this policy, "immediate family" means spouse or registered domestic partner, the employee's child (including adopted or foster children or a minor with whom the employee stands in loco parentis), mother or father. In such cases, and subject to legal requirements, the employer may require evidence from the employee sufficient to authenticate the emergency cited by the employee as the basis for the emergency vacation leave requests, subject to legal restrictions.

The District reserves the right to deny vacation requests on the basis of operational need.

If two or more employees request vacation covering the same period and ~~may~~ cannot be absent simultaneously, the determination as to which employee will be permitted to take vacation is left to the discretion of the supervisor, or designated authorized signatory.

Exempt employees are required to use their accrued vacation when they are absent from work for partial or full days.

Vacation Allowance for Separated Employees

When an employee is separated from service ~~after continuous employment of at least six calendar months~~, the full amount of employee's remaining accrued vacation allowance, if any, shall be paid as wages at the employee's final rate at which vacation benefits would be paid were the employee to take vacation, and is added to the employee's final compensation. ~~An employee separated before serving six full calendar months shall not be eligible for vacation allowance.~~

Recording Vacation

Employees must record vacation usage on their time cards.

Holiday During Vacation

If any paid holidays for which the employee is eligible fall within an employee's vacation leave, such holiday shall not be charged against the employee's vacation time.

Vacation Schedules in an Emergency, Serious Threat or Major Operational Challenge

All vacation schedules are subject to suspension in case of an emergency, a serious threat of mosquito or other vector-borne disease, or a major operational challenge as determined by the District Manager. If the emergency affects the ability of the employee to use planned vacation time to avoid the loss of further vacation accrual, the District Manager will review the case for a possible exception to policy.



~~No Conflict with MOU~~

~~If any provisions in this policy are in conflict with any applicable MOU, the MOU provisions will control.~~

Vacation

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 201672020



POLICY TITLE: **Vehicle Cost Reimbursement / Insurance Requirements – Personal Vehicles**

POLICY NUMBER: **V-200**

When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost on the basis of total miles driven and at the rate specified in the IRS Guidelines in effect at the time of usage.

~~Generally, the District prefers that employees use District vehicles for work-related trips. However, employees may elect request to use their personal vehicle to go to work assignments outside the District premises, which include, but are not limited to, Fairs, Parades, Education Functions, etc. Requests are subject to approval of the District Manager or Assistant Manager. The following guidelines shall apply:~~

~~• The employee's work day will begin when the employee arrives at said work assignment and will end when employee has completed his/her shift. (Driving time is not included)~~

~~To be eligible for approval to utilize a personal vehicle for District business, a~~ An employee wishing to utilize his or her ~~their~~ personal vehicle must have a valid driver's license and provide a current and/or updated insurance policy for personal vehicle showing liability coverage of no less than \$100,000/\$300,000 liability.

~~If the employee does not wish to use his/her personal vehicle he/she may use a District vehicle if one is available. In this case the employee's work day will begin from the time he/she picks up the District vehicle and will end when the District vehicle is returned and/or the shift has ended.~~

Vehicle Cost Reimbursement/Insurance Requirements – Personal Vehicles

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
DISTRICT EMPLOYEE POLICY MANUAL 201672020



POLICY TITLE: ~~Flexible Spending Allotment~~Wellness Benefit

POLICY NUMBER: ~~F-200W-100~~

Eligibility

To be eligible for the ~~District's annual contribution to the Flexible Spending Allotment Account (FSA)~~Wellness Benefit, an employee must be a regular, full time District employee.

Use of ~~FSA~~Wellness Benefit

The ~~FSA-Wellness Benefit~~ is a yearly allowance of ~~five hundred dollars (\$500)~~five hundred dollars provided to a regular, full time District employee to be used to offset health care and personal health care costs for the employee and the employee's family.

Time Limits

This amount is granted on July 1st and must be used by June 30th. All receipts must be dated within this time frame. This amount will not be rolled over from year to year. Failure to provide receipts for expenses within the time limits will result in a forfeiture of funds.

Reimbursement

Employees shall be reimbursed twice a year upon proof of purchase (receipt) of eligible expenditures. Reimbursement will occur on December 1st and June 1st.

During the year, the employee shall be reimbursed in any month as long as a proof of purchase has been shown and the expenditure has reached two hundred dollars (\$200)~~(two hundred dollars)~~ or more.

Eligible Expenditures:

1. Medical Expenses
2. Family and Marriage counseling
3. Health Club memberships
4. Co-payment for medical and dental costs
5. Dental expenses
6. Acupressure

The Manager may approve other possible reimbursements, upon request by the employee.

Pro-Rated Allotments

If a regular, full time employee is hired after November 1st and on or before February 28th, the employee ~~is~~will be provided a Wellness Benefit reimbursement up to two hundred fifty dollars (\$250)~~(two hundred fifty dollars)~~ for FSA. Receipts must be dated within the first day of hire through

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the end of the current fiscal year.

If a regular, full time employee is hired on or after March 1st, the FSA-Wellness Benefit will not be granted that employee for the current fiscal year. The \$500 FSA-Wellness Benefit will be granted beginning the next fiscal year (July 1st – June 30th), or as provided under the applicable labor agreement, and again receipts must be dated within this time frame.

*Flexible Spending Allotment*Wellness Benefit



POLICY TITLE: Whistleblower Protection

POLICY NUMBER: W-200

Policy

The District prohibits all of the following:

1. Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
2. Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
3. Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation; and
4. Retaliating against an employee because the employee's family member has, or is perceived to have engaged in any of the protected activities listed in (a)-(c) above.

Coverage

This policy governs and protects District officials, officers, employees, and applicants for employment.

Definitions

"Protected activity" includes any of the following:

1. Filing a complaint with a federal or state enforcement or administrative agency that discloses any information that the employee has reasonable cause to believe violates state or federal law or a violation or noncompliance with a local, state, or federal rule or regulation.
2. Participating in or cooperating in good faith with a local, federal or state enforcement agency that is conducting an investigation in to alleged unlawful activity.
3. Testifying in good faith and with reasonable cause as a party, witness, or accused regarding alleged unlawful activity.
4. Associating with another covered individual who is engaged in any of the protected activities enumerated here.
5. Making or filing in good faith and with reasonable cause an internal complaint with the District regarding alleged unlawful activity.



6. Providing informal notice to the District regarding alleged unlawful activity.
7. Calling a governmental agency's "Whistleblower hotline" in good faith.
8. Filing a written complaint under penalty of perjury that the District has engaged in gross mismanagement, a significant waste of public funds, or a substantial and specific danger to public health or safety.
9. Refusing to participate in any activity that the employee reasonably believes would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation.

"Adverse action" may include, but is not limited to, any of the following:

1. Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of actual or potential protected activity.
2. Refusing to hire an individual because of actual or potential protected activity.
3. Denying promotion to an individual because of actual or potential protected activity.
4. Taking any form of disciplinary action because of actual or potential protected activity.
5. Extending a probationary period because of actual or potential protected activity.
6. Altering work schedules or work assignments because of actual or potential protected activity.
7. Condoning hostility and criticism of co-workers and third parties because of actual or protected activity.
8. Spreading rumors about a person because of that person's actual or perceived protected activity.
9. Shunning or unreasonably avoiding a person because of that person's actual or perceived protected activity.

Complaint Procedure

An applicant, employee, including seasonal/ temporary/ extra help employees, who feels they have been retaliated against in violation of this Policy should immediately report the conduct according to the complaint procedure in the District's Policy Against Discrimination, Harassment or Retaliation so that the complaint can be resolved fairly and quickly. Supervisors and Managers have the same responsibilities as defined in the Policy Against Discrimination, Harassment or Retaliation.

Whistleblower Protection

MARIN/SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT
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POLICY TITLE: **Workday Time Allocation for Technicians**

POLICY NUMBER: **W-3100**

To the best of each regular, ~~and~~ part-time and seasonal technician's ability, the following daytime allocations should be followed.

Standard Workday: Hours of work are 7:00am—3:30pm, or 6:00 am to 2:30pm, Monday through Friday. Hours of work may be subject to fluctuation.

Breaks: Two fifteen-minute breaks are allowed during the workday—one to be taken mid-morning and one mid-afternoon, work schedule permitting. These breaks provide rest and are considered a safety necessity. Allocated breaks are not to be saved and grouped in order to shorten the workday. There are other mechanisms available to handle specific work schedule needs.

Lunch: Lunch is a half-hour break to be taken, whenever possible, sometime between 11:30am and 12:30pm.

Tardiness, extended break times and abuse of sick leave or vacation constitute a breach of work rules and are subject to the immediate initiation of progressive discipline.

Unless otherwise directed ~~to do so, no~~ technicians should optimize fieldwork time and still should return to the District office with sufficient time before 3:00pm. The last portion of the workday should be used to refuelgas vehicles and replenish operational supplies.

End of the day paperwork should only deal with vehicle/equipment preparation, with all other work being logged as it is accomplished, unless otherwise directed by a supervisor.

On days that little or no next-day preparation is necessary, staff should optimize productive fieldwork time and not report back to the office on time for standard check-out before 3:15pm.

All overtime must be authorized in advance by the ~~supervisors~~ District Manager or Assistant Manager. In the event of returning travel delays unavoidable (e.g., accidents) or delays in work start arrival getting in, staff recording working incidental unplanned overtime will not be ~~penalized~~ subject to disciplinary action.

Failure to follow all or any of these guidelines, unless otherwise noted, may result in the initiation of progressive discipline.

Workday Time Allocation for Technicians



POLICY TITLE: Workplace Violence Prohibition

POLICY NUMBER: W-400

Safe and Secure Workplace

The District is committed to providing a safe and secure workplace and will not tolerate acts or threats of violence in the workplace. The workplace includes any location where District business is conducted, including vehicles and parking lots. Any violation of this Policy may lead to criminal prosecution, and/or disciplinary action, up to and including termination.

Prohibited Behavior

Employees are prohibited from participating in or promoting acts of intimidation, violence, threats, coercion, assault and/or abusive behavior toward any person while in the course of District employment. The District has zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

Workplace Violence

"Workplace violence" is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property.
2. The destruction of, or threat of destruction of District property or another employee's property.
3. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay.
4. Striking, punching, slapping, or assaulting another person.
5. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
6. Harassing or threatening phone calls.
7. Surveillance.
8. Stalking.
9. Possessing a weapon(s) during work hours unless the District issues the weapon(s) for performance of the job. "Weapon" is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

Incident Reporting Procedures

1. Employees must immediately report to their supervisor or manager whether they have been a victim of, or have witnessed, workplace violence. The supervisor or manager will immediately report the matter to the District Manager
2. The District Manager or designee will document the incident, including the employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The District Manager or designee will take appropriate steps to provide security, such as:
 - Placing the employee alleged to have engaged in workplace violence on administrative



- leave, pending investigation:
- Asking any threatening or potentially violent person to leave the site; or
 - Immediately contacting an appropriate law enforcement agency.

Investigation

The District Manager will see that reported violations of this Policy are investigated as necessary.

Prevention

Each manager has authority to enforce this Policy by:

1. Training supervisors and subordinates about their responsibilities under this Policy;
2. Assuring that reports of workplace violence are accurately and timely documented and addressed;
3. Notifying the District Manager and/or law enforcement authorities of any incidents;
4. Making all reasonable efforts to maintain a safe and secure workplace; and
5. Maintaining records and follow up actions as to reports of workplace violence.