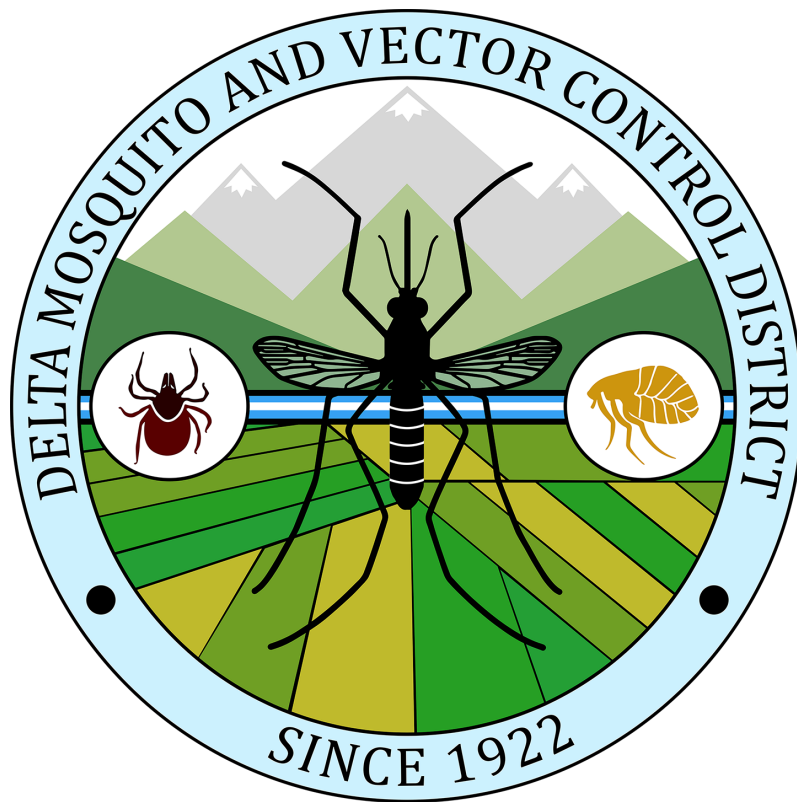


Delta Mosquito and Vector Control District

Policy Manual



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Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

POLICY NUMBER

Purpose of Board Policies

1000

1000.1 It is the intent of the Board of Directors of the Delta Mosquito and Vector Control District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time.

1000.2 The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.3 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Delta Mosquito and Vector Control District, said rules, regulations or legislation shall prevail.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Adoption/Amendment of Policies

POLICY NUMBER

1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/7 affirmative vote of the Board of Directors.

1010.3 Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) is (are) to be considered.

1010.4 The requirement to review of a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 4/7 affirmative vote of the Board, with the agenda specifying consideration of such action.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Conflict of Interest

POLICY NUMBER

1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached list in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict-of-interest code of the Delta Mosquito and Vector Control District.

1020.2 Designated employees shall file statements of economic interests with the Administrative Assistant of the Delta Mosquito and Vector Control District.

Designated Positions	Disclosure Category
Trustees	I
General Manager	I
Consultants	*
Counsel	I

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation.

1020.2.1 The District Manager may determine in writing that a particular consultant, although a 'designated position' is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

1020.2.2 Disclosure Category I: Designated employees in this category must report:

1020.3 Any interest in real property which is located in whole or part within the jurisdiction, within two miles of the boundaries of the District, or within two miles of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

1020.3.1 Any investment and/or business position in any business entity or income from any source of the type which, within the last two years, has provided services, supplies, materials, machinery, equipment, or vehicles to the District.

1020.3.2 Any investment and/or business positions in any business entity and income from any source which manufactures vector control products, pesticides and or equipment.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Public Complaints

POLICY NUMBER

1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the Assistant Manager with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Assistant Manager, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Claims Against the District

POLICY NUMBER

1040

1040.1 The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.2 Property (Land and Improvements) Damage Claims

1040.2.1 In the course of the District's operations damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

1040.2.2 When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

1040.2.3 As soon as possible after information about the damage has been received, it shall be given to a member of the supervisory staff. The General Manager's designee shall investigate the property owner's allegations.

1040.2.4 If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims.

1040.2.5 Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report and a repair proposal if appropriate shall be submitted to the General Manager.

1040.2.6 The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

1040.2.7 If the cost of material for repairs is stated by claimant or estimated to exceed \$500, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session of a regular or special meeting. Action to accept or reject the claim shall be taken in open session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Claims Against the District

POLICY NUMBER

1040

1040.2.8 Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

1040.2.9 Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1040.3 Property (Vehicles and Unsecured Property) Damage Claims

1040.3.1 All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

1040.3.2 The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$500.

1040.4 Property Damage Claims On District Form

1040.4.1 Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

1040.4.2 If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- The name and post office address of the claimant.
- The post office address to which the person presenting the claim desires notices to be sent.
- The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- A general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known as the time of presentation of the claim.
- The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Delta Mosquito and Vector Control District

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POLICY TITLE

Claims Against the District

POLICY NUMBER

1040

1040.5 Section 910.2 of the California Government Code specifies the following:

1040.5.1 The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment, or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

1040.5.2 If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

1040.6 District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Copying Public Documents

POLICY NUMBER

1050

1050.1 Individuals requesting copies of public documents shall be charged twenty-five cents (25¢) per sheet copied to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged twenty-five cents (25¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Public Records Act Request Form

POLICY NUMBER

1051

PUBLIC RECORDS ACT REQUEST FORM

(Government Code Section 6250, et seq.)

Requestor's Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Specify type of request: Inspection Copies

Specify documents requested for inspection and/ or copying – to assist the District in your request, please identify each requested record/ document separately. Please be as focused and specific as possible. Non-specific or unfocused requests may cause a response to be delayed or the request to be denied (attach additional sheets if needed).

The cost to copy requested documents is 25¢ per page, unless the copying is done by an outside service, in which case the cost will be the actual cost of duplication charged by such outside service.

Dated: _____

(Signature of Requesting Party)

FOR DISTRICT USE ONLY

District Received Stamp

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Public Records Act Request Guidelines

POLICY NUMBER

1051

1051.1 Public records in the physical custody of the district, and that are not exempt from disclosure, will be made available for inspection or copying as set forth herein.

1051.2 Subject to these guidelines any person may review public records of the District during the days and hours that the District office is regularly open for business. Public records will be available for inspection only at the office or location where they are regularly and routinely maintained.

1051.3 To ensure the proper identification, tracking, and processing of Public Records Act Requests, all and any requests for inspection or copying of public records:

1051.3.1 Shall be made in writing by the requestor on the form appended hereto and incorporated herein by this reference (or as it may be amended by District Administration) entitled "Public Records Act Request Form". Such form shall be provided free of charge to the requestor by the District; and

1051.3.2 The completed form shall be delivered, addressed, or directed to, the General Manager or his/ her designee.

1051.4 The District will provide the following assistance to members of the public so that they may make a focused and effective request that reasonably describes an identifiable record or records to the extent that such assistance is reasonable under the circumstances.

1051.4.1 Help the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated by the member of the public.

1051.4.2 Describe the information technology and physical location in which the records exist.

1051.4.3 Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

1051.4.4 Assist the member of the public in the completion of the Public Records Act Request Form.

1051.5 The District, in accordance with Government Code Section 6253(c) or its successor, has ten (10) days to respond to a request for any public documents by indicating whether or not the District has in its possession disclosable documents and, if so, when where and how long they will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. Where unusual circumstances exist as specified in Government Code Section 6253 (c), the District may, by written notice to the requestor, extend the time for response not to exceed fourteen (14) additional days.

1051.6 All responses from the District shall be in writing for tracking, documentation, and other such purposes, and shall be posted prepaid utilizing the USPS or equivalent service.

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POLICY TITLE

Public Records Act Request Guidelines

POLICY NUMBER

1051

1051.7 If a request is made for a record that is stored in electronic format, the District will comply to the extent required under Government Code Section 6253.9. Unless otherwise approved by the General Manager, the District may refuse to disclose any records that are exempt from disclosure under the Public Records Act, case law, Attorney General opinions, constitutional provisions, or applicable privileges held by the district.

1051.8 The District may refuse to disclose, or even respond, to duplicative requests as determined by the District.

1051.9 Public Records Act requests may be subject to District Legal Counsel review prior to responding to the requestor. The response may come from District Legal Counsel.

1051.10 Functions of the District will not be suspended to permit, and public records will not be made available for, inspection during periods in which District personnel in the performance of their duties reasonably require such records.

1051.11 Special arrangements shall be made in advance for the inspection or copying of voluminous records.

1051.12 Public records in the possession of the District may be inspected only in the presence of District personnel as designated by the General Manager, except in those cases where the General Manager (or his/ her designee) determines otherwise. Physical inspection of such records will be permitted at places within the District offices as determined by the General Manager (or his/ her designee).

1051.13 The District will provide copies of any requested, reasonably identifiable public records not exempt from disclosure upon payment of the following fees, whichever is greater (unless a lesser salutatory fee is applicable):

1051.13.1 Twenty-five (25) cents per page; or,

1051.13.2 If the District has conducted a cost study to determine the actual cost of copying, such cost per page as so determined; or,

1051.13.3 The direct costs of duplication as charged by an outside service.

1051.14 A person who inspects records of the District shall not destroy, mutilate, deface, alter, or remove any such record or records from the location designated for inspection, but shall physically return these in the same condition as when received, upon either the completion of the inspection or upon verbal request of District personnel.

1051.15 In the event that any portion of these guidelines may be deemed at any time to conflict with any law or regulations, the law or regulation shall prevail.

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POLICY TITLE

Public Records Act Request Guidelines

POLICY NUMBER

1051

1051.16 A copy of these guidelines and the Public Records Act Request Form shall be made available free of charge to any person requesting them.

1051.17 The District General Manager, by written addendum to these guidelines may specify additional procedures concerning the manner in which requests for public records can be made to the District, the procedures for the processing of the requests, and/ or the manner by which a record of each such request and response shall be maintained by the District.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Records Management

POLICY NUMBER

1052

1052.1 Purpose.

The purpose of this policy is to establish and implement the Records Management Policy (“Policy”) of the Delta Mosquito and Vector Control District (“District”). The policy establishes a standard protocol and procedures for the retention, destruction, and disposition of the Records (as defined below) of the District. This Policy will be implemented and managed under the direction of the Manager or designee.

1052.2 Authority.

1052.2.1 Government Code section 60201(b) authorizes the District to destroy and dispose of Records through the adoption (by resolution) and implementation of a records management policy and records retention schedule that complies with guidelines provided by the Secretary of State pursuant to Government Code section 12236, which classifies all of the District’s Records by category and establishes a standard protocol for destruction or disposition of Records.

1052.2.2 The Secretary of State has promulgated its Local Government Records Management Guidelines (Feb. 2006), which are available at www.sos.ca.gov/archives. The Secretary of State guidelines include the Local Government Records Retention Guidelines prepared by the City Clerk’s Association of California and approved by the League of California Cities as an acceptable standard records retention schedule. By this Policy, the District adopts the League – and Secretary of State – approved Local Government Records Retention Guidelines.

1052.2.3 The California Public Records Act (Government Code section 6250 et seq.) aids in determining what constitutes a Record that is subject to retention and disclosure and what constitutes a document or other writing that does not need to be retained. It also authorizes the District to adopt local regulations to implement the Act (Government Code section 6253.4(a)).

1052.3 Review and Amendment.

This Policy shall be reviewed periodically by the Manager and District Counsel to ensure compliance with applicable statutes. This Policy will be updated as appropriate in order to keep current with applicable legal requirements and District policies and procedures.

1052.4 Record.

For purposes of this Policy, “Record” means any handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, and any record thereby created, regardless of the manner in which the record has been stored and regardless of physical form or characteristics. (Reference: Government Code sections 6252(g) & 60201.)

1052.5 Records Retention.

1052.5.1 Government Code sections 60200 through 60203 govern the retention and destruction of the Records of special Districts. However, specific state and federal statutes may require longer

Delta Mosquito and Vector Control District

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Records Management

POLICY NUMBER

1052

retention periods. The criteria used to determine the length of time to retain Records includes statutory requirements, purpose, function and use of the Record, information content, and uniqueness (whether the information exists elsewhere).

1052.5.2 The District hereby adopts the Local Government Records Retention Guidelines prepared by the City Clerks' Association of California and approved by the League of California Cities (Secretary of State Local Government Records Management Guidelines (Feb 2006), Attachment C) as the District's records retention guidelines (the "Records Retention Guidelines"). Records shall be retained until the expiration of the applicable retention period in the Records Retention Guidelines unless earlier destruction or disposition is authorized by this policy. The retention periods in the Records Retention Guidelines are minimum periods. The District may retain a Record for a longer period of time.

1052.6 Authority to Destroy or Dispose of Records.

1052.6.1 District records may be destroyed or disposed of in accordance with this Policy and the Records Retention Guidelines, as authorized by the Manager. Except for the Records listed in section II(E) of this Policy (which must be permanently retained), a Record may be destroyed or disposed of in accordance with the following:

1052.6.2 The District may destroy or dispose of any Record after the expiration of the applicable retention period in the Records Retention Guidelines.

1052.6.3 The District may destroy or dispose of the following Records at any time without maintaining the original or a copy:

1052.6.3.1 Preliminary and rough drafts, notes, and working papers prepared or received by an employee or accumulated in the preparation or review of a report, analysis, study, or other Record; and

1052.6.3.2 Telephone messages and inter-departmental and intra-District notes and memoranda; and,

1052.6.3.3 Any Record that does not contain information relating to the conduct of the District's business.

1052.6.4 The District may destroy or dispose of any duplicate Record at any time if the original or permanent photographic record is maintained on file.

1052.6.5 The District at any time may destroy or dispose of any paper Record that is not expressly required by law to be filed and preserved if the following conditions relating to electronic storage of documents and records are complied with:

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Records Management

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1052

1052.6.6 The Record is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document; and

1052.6.7 The device used to reproduce the Record on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images; and

1052.6.8 The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

1052.6.9 E-mail messages (sent and received) and attachments may be destroyed or disposed of pursuant to section II(D) of this Policy.

(Reference: Government Code sections 6252(e), 6254(a), 60200 – 60203.)

1052.7 Process of Destruction and Disposal.

1052.7.1 Records not containing information of a confidential or proprietary nature may be disposed of or destroyed by means of recycling, other waste removal service, shredding or other reasonable method of disposal or destruction. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records recorded on electronic or magnetic media may be erased and the media re-used or discarded.

1052.7.2 District Records may be destroyed by District staff or licensed, bonded, and insured document destruction service. If District staff destroys Records, the staff member destroying the Records will prepare and sign a certificate of destruction describing the Records destroyed and date. If the District uses a document destructions service, it shall obtain a certificate of destruction from the document service following destruction of District records. All certificates of destruction shall be filed in a District Records disposal log.

1052.8 Management and Retention of E-mail Data

1052.8.1 The District e-mail system is intended as a medium of communication and is not intended or designed for the long-term storage or maintenance of Records. In order for the e-mail system to function as designed, employees must regularly delete electronic data (emails and attachments) from the e-mail system. The e-mail system shall not be used as a long-term storage medium.

1052.8.2 The following types of e-mail messages (sent and received) and attachments generally shall not be retained in the ordinary course of business and shall be regularly deleted from the e-mail system by the employee: routine messages comparable to telephone communications; general information

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(e.g., announcements, solicitations, professional listservs); informal notes and personal messages; and, messages that are not work-related (i.e., not containing information related to the conduct of the District's business).

1052.8.3 E-mail messages (sent and received) and attachments that contain information relating to the conduct of the District's business and that are not deleted pursuant to section II(D)(2) shall be printed in hard copy or converted to an appropriate electronic format and retained in accordance with this Policy, and then deleted from the e-mail system.

1052.8.4 Employees shall regularly monitor and manage their e-mail files and folders in accordance with this Policy. An e-mail shall not be retained in the District e-mail system for more than 90 days from the date the e-mail is sent or received.

1052.9 Permanent Retention of Certain Records.

1052.9.1 Except as provided for duplicates under section II(B)(3), the District shall not destroy or dispose of any Record that is any of the following:

- Record that relates to formation, change or organization or reorganization of the District;
- District Board meeting minutes;
- Record that relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years;
- Record that is the subject of any pending request made pursuant to the California Public Records Act, whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied;
- Record that relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented;
- Record that relates to any nondischarged debt of the District;
- Record that relates to the title to real property in which the District has an interest;
- Record that relates to any nondischarged contract to which the District is a party;
- Record that has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received;
- Any other Record that is expressly required by law to be preserved.

Delta Mosquito and Vector Control District

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POLICY TITLE

Lack of Quorum

POLICY NUMBER

1060

1060.1 Any meeting of the Board of Trustees at which a quorum of the Board cannot be present will be postponed to the next regularly scheduled Board meeting date or an earlier date, which is agreeable to a majority of the Board of Trustees if items on the agenda are of sufficient importance to warrant an earlier meeting.

1060.2 The District Manager, having sent a list of warrants to be issued that month to the members of the Board of Trustees for their consideration, will poll the Trustees in order to authorize payment of vouchers.

1060.2.1 If a Trustee disapproves of any warrant(s), he/ she may so inform the Manager.

1060.2.2 Any warrants that have been disapproved by a member of the Board shall not be released and shall be brought before the full Board for consideration at the next Board meeting.

1060.2.3 Upon contact of four (4) or more Trustees, the District Manager shall cause said approved warrants to be executed and released.

1060.2.4 At the next regular Board meeting, any checks released according to the above procedure shall be ratified by the Board, as a whole.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Board Meetings

POLICY NUMBER

1061

1061.1 Regular meetings of the Board of Trustees shall be held on the second Wednesday of each calendar month at 4:30 p.m. in the Delta Mosquito and Vector Control District Board Room, located at 1737 W Houston Ave, Visalia CA 93291. The date, time, and place of regular Board meetings may be changed by action of the Board for any following Board meetings.

1061.2 Special meetings of the Board of Trustees may be called by the Board President or by a majority of the Board.

1061.2.1 All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting. The notice shall be posted on the District's website.

1061.2.2 Newspapers of general circulation in the District, and radio stations, television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or email during business hours as soon after the meeting is scheduled as practicable. The notice shall be posted on the District's website.

1061.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #1062 and shall be posted and delivered with the notice of the special meeting to those specified earlier.

1061.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1061.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

1061.3.1 Newspapers of general circulation in the District, radio stations, and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible. The notice shall be posted on the District's website.

1061.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Board Meetings

POLICY NUMBER

1061

the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office and posted on the District's website as soon after the meeting as possible.

1061.4 Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those who have requested such in writing and posted on the District's website.

1061.5 The Board President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1061.6 The Board President and the General Manager shall ensure that appropriate information is posted on the District's website and available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

Adopted: December 9, 2020

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Board Meeting Agenda

POLICY NUMBER

1062

1062.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Trustees in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956). Any Trustee may call the General Manager and request any item to be placed on the agenda no later than 4:00 P.M. on the Thursday prior to the closing of the agenda for the next meeting date.

1062.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

1062.2.1 The request must be in writing and be submitted to the General Manager or Board President together with all supporting documents and information, if any, at least ten business days prior to the date of the meeting.

1062.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may request redress of the General Manager's decision at the public comment section of the next regular meeting of the Board of Trustees. Any Trustee may request that the item be placed on the agenda of the Board's next regular meeting.

1062.2.3 No matter which is legally a proper subject for consideration by the Board in closed session shall be accepted under this policy.

1062.2.4 The Board of Trustees may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting. In addition, speakers addressing the Board at the public comment portion of the meeting shall be limited to three minutes, unless such time is extended by the Board President at his or her discretion.

1062.2.5 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

1062.3 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall be posted on the website for public information at the same time. All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

1062.4 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
CODE OF ETHICS

POLICY NUMBER
1063

1063.1 The Board of Trustees of the Delta Mosquito and Vector Control District is committed to providing excellence in leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.

1063.1.1 The dignity, style, values and opinions of each Trustee shall be respected.

1063.1.2 Responsiveness and attentive listening in communication is encouraged.

1063.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

1063.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

1063.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

1063.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1063.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.

1063.1.8 Trustees should practice the following:

1063.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve decision-making.

1063.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.

1063.1.8.3 In handling items relating to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

1063.1.8.4 In presenting items for discussion at Board meetings, see Policy # 1062.

1063.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel,

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
CODE OF ETHICS

POLICY NUMBER
1063

legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the Manager.

1063.1.9 When approached by District personnel concerning District policy, Trustees should direct inquiries to the appropriate staff. The chain of command should be followed.

1063.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

1063.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

1063.2.2 Trustees should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

1063.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members, selectively.

1063.2.4 Trustees are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1063.2.5 Trustees and administrative employees are given a minimum of two hours of Ethics training every two years, as required by California law, see Ethics Training Policy #1064.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Ethics Training

POLICY NUMBER
1064

1064.1 All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 et seq. as may be amended from time to time.

1064.1.1 All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

1064.1.2 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

1064.1.3 Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.

1064.1.3.1 District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.

1064.1.4 District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

1064.1.5 A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Equal Employment Opportunity

POLICY NUMBER

1070

1070.1 Purpose

The District is committed to ensuring equal employment for all individuals and to a commitment to employ qualified individuals from all segments of the community.

1070.2 Policy

1070.2.1 The District, its management and supervisory staff and individual employees will not discriminate in the recruitment, selection, transfer, termination, compensation, or training or provision of working conditions on the basis of race, creed, color, national origin, religion, age, disabled status, , marital status, military or veteran status, sexual orientation, gender identity or gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking.

1070.2.2 The policy shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the District complies with Section 504 of the Rehabilitation Act of 1973 and Equal Employment Opportunity legislation and implementing regulations.

1070.3 Policy Implementation

1070.3.1 The District will provide equal employment opportunity for all individuals, regardless of race, creed, color, national origin, religion, age, gender identity or gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking.

1070.3.2 The District will hire or promote only persons who have the qualifications needed to perform the job successfully. Hiring, promotion and transfer will be based on realistic measured indicators of factors affecting job success. The District will continue to honor the competitive, merit system that measures persons on their individual abilities.

1070.3.3 The District will emphasize adherence to the Federal and State guidelines prohibiting sex discrimination. To accomplish this, the District will: continue aggressive recruitment of males and females for all positions, review policies and procedures to ensure elimination of sexist terms; ensure equal employment benefits for both sexes; ensure equal wages and salaries for both sexes who perform jobs of the same content and responsibility; prohibit sexual harassment in the workplace; and monitor promotion policies to insure equal employment opportunity for both sexes.

1070.3.4 The District will monitor all employment practices to ensure adherence to State and Federal guidelines prohibiting religious discrimination.

1070.4 Responsibility

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— MANUAL of POLICIES —

POLICY TITLE

Equal Employment Opportunity

POLICY NUMBER

1070

1070.4.1 The District Manager, and all District employees, are responsible for the District's equal employment efforts. He/she will have the responsibility of seeing that all phases of personnel administration are in harmony with this policy. It is the District Manager's responsibility to coordinate the development of appropriate programs, communicate these programs to concerned individuals (both external and internal); to review and analyze these programs for problem areas and to take corrective action, as necessary, to resolve any problem areas.

1070.4.2 The responsibility for administering and complying with this policy has been assigned to the department heads with respect to employees within their department.

1070.5 Complaint Procedures

The District adheres to the principle of equal opportunity for all individuals. The District has therefore adopted an internal Complaint Procedure in order to provide for prompt and equitable resolution of complaints alleging any discrimination in the provision of services or employment provided by any District program or activity.

1070.5.1 Filing of Complaint

1070.5.1.1 Complaints should be made in writing and addressed to the District Manager, who has been designated to coordinate the District's Equal Opportunity efforts.

1070.5.1.2 The complaint should contain the following:

1070.5.1.2.1 Complainant's name, home address and telephone number.

1070.5.1.2.2 Brief description and date of alleged discriminatory action.

1070.5.1.2.3 Relief or resolution desired.

1070.5.1.3 A complaint should be filed within ten (10) calendar days of the occurrence of ten (10) calendar days after the complainant becomes aware of the occurrence.

1070.5.2 Processing Complaints

1070.5.2.1 The District Manager will immediately conduct an investigation, as may be appropriate, into the complaint.

1070.5.2.2 Interested persons and their representatives may submit evidence relevant to the complaint.

1070.5.2.3 A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by the General Manager and forwarded to the complainant.

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POLICY TITLE

Equal Employment Opportunity

POLICY NUMBER

1070

1070.5.2.4 Based on the findings of the investigations and consistent with the provisions of Section 116 Corrective Counseling (Discipline) Policy, the District shall take appropriate action up to and including immediate discharge.

1070.5.2.5 The Administrative Department shall maintain all records and files relating to complaints filed.

1070.5.3 Appeal Process

1070.5.3.1 The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) calendar days of the date the decision is issued by the District Manager.

1070.5.3.2 The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the persons' pursuit of other remedies such as the filing of an Equal Employment Opportunity complaint with the responsible Federal or State department or agency. Utilization of this grievance procedure is not a prerequisite to pursue other remedies.

Delta Mosquito and Vector Control District

----- **MANUAL of POLICIES** -----

POLICY TITLE

Expense Policy

POLICY NUMBER

1080

1080.1 Whereas, Delta Mosquito and Vector Control District (DMVCD) takes its stewardship over the use of its limited public resources seriously.

1080.2 Whereas, public resources should only be used when there is a substantial benefit to the citizens of Tulare County.

1080.3 Whereas, such benefits include: The opportunity to discuss the community's concerns with state and federal officials; Participating in regional, state, and national organizations whose activities affect the District; Attending educational seminars designed to improve officials' skill and information levels; and Promoting public service and morale by recognizing such service.

1080.4 Whereas, 1) legislative and other regional, state, and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state, and federal officials is frequently the best opportunity for a more extensive, focused, and uninterrupted communication about the District's policy concerns; 3) each meal expenditure must comply with the limits and reporting requirements of local, state, and federal law.

1080.5 DMVCD Expense Policy

1080.5.1 Whereas, this policy provides guidance to Trustees and District employees on the use and expenditure of District resources, as well as the standards against which those expenditures will be measured.

1080.5.2 Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

1080.5.3 Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

1080.5.4 Whereas, this policy also applies to any charges made to a District credit card, cash advances or other line of credit.

1080.6 Authorized Expenses

1080.6.1 District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met: Communicating with representatives of regional, state and national government on District adopted policy positions; Attending educational seminars designed to improve officials' skill and information levels; Participating in regional, state and national organizations whose activities affect the District's interests; Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost); Attending District events; Meetings such as those listed above for which a meeting stipend is expressly authorized under this policy; Gasoline expense for a personal vehicle to attend a work event which will

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POLICY TITLE
Expense Policy

POLICY NUMBER
1080

benefit the district, when use of a personal vehicle has been approved by the General Manager (gasoline expenses will never be paid for non-District related activities in a personal vehicle.)

1080.6.1.1 For use of a personal vehicle to be approved by the General Manager the following criteria must be met:

- The employee must make the request prior to the event by at least 48 hours
- The employee's vehicle insurance must be on file with the District
- The vehicle insurance must meet the Minimum California Car Insurance Coverage
 - **Bodily injury liability coverage:** \$15,000 per person / \$30,000 per accident minimum
 - **Property damage liability coverage:** \$5,000 minimum
 - **Uninsured motorist bodily injury coverage:** \$15,000 per person / \$30,000 per accident minimum
 - **Uninsured motorist property damage coverage:** \$3,500 minimum
- A gasoline receipt must be provided for reimbursement

1080.6.2 All other expenditures require approval by the District Board of Trustees. The following expenses also require Board approval: International and out of state travel; Expenses which exceed annual limits established for each Board member; and Expenses exceeding \$100 per trip.

1080.6.3 Examples of personal expenses that the District will not reimburse include, but are not limited to: The personal portion of any trip; Political or charitable contributions or events; Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses; Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events; Personal automobile expenses, including repairs, traffic citations, or insurance; and Personal losses incurred while on district business.

1080.6.4 The approving authority should resolve any questions regarding the propriety of a particular type of expense before the expense is incurred.

1080.7 Meeting Stipends

1080.7.1 General

1080.7.1.1 Consistent with Health and Safety Code Section 2030, the members of the board of trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the board of trustees may by resolution provide for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.

1080.7.1.2 Such compensation is in addition to any reimbursement for meals, lodging, travel, and expenses consistent with this policy. (H&S Code Section 2051)

1080.7.2 Meetings and Service Subject to Monthly In Lieu of Allowance

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POLICY TITLE

Expense Policy

POLICY NUMBER

1080

1080.7.2.1 To be entitled to the monthly In Lieu of Allowance under this policy, the event in question must constitute one of the following:

1080.7.2.2 A meeting of the district board within the meaning of Government Code section 54952.2(a);

1080.7.2.3 A meeting of a district committee within the meaning of Government Code section 54952(b);

1080.7.2.4 An advisory body meeting within the meaning of Government Code section 54952(b);

1080.7.2.5 A conference within the meaning of Government Code section 54952.2(c)(2) of the following organizations:

- California Special Districts Association;
- Mosquito and Vector Control Association of California;
- American Mosquito Control Association;
- Society of Vector Ecologists;
- Entomological Society of America;
- Centers for Disease Control.
- A meeting of any multi-jurisdictional governmental body on which the District Manager serves as the district's designated representative.
- Any meeting attended or service provided on a given day at the formal request of the district board and for which the district board approves payment of In Lieu of Allowance stipend.

1080.8 Cost Control

1080.8.1 To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines.

Transportation

1080.8.2 The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient, and reasonable transportation form. Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect Expense (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.

1080.9 Lodging

Lodging costs will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question.

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POLICY TITLE

Expense Policy

POLICY NUMBER

1080

1080.10 Meals

Meal expenses and associated gratuities should be moderate, considering community standards and the prevailing restaurant costs of the area. A helpful source of guidance is Internal Revenue Service per diem rates for meals and incidental expenses, which include adjustments for higher cost locations (see Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem). Alcohol/personal bar bills are not an appropriate use of district resources.

1080.11 Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a specific number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

1080.12 Airport Parking

Long-term parking should be used for travel exceeding 24-hours.

1080.13 Per Diem Policy

1080.13.1 In the event of conferences or work-related events, the attendees may be provided with a cash advance in the form of a 'Per Diem' to cover anticipated expenses while traveling or doing business on the District's behalf. The intention of the Per Diem is to be used primarily for the purchase of necessary food, to tip housekeeping staff, and to cover additional travel expenses occurred over the course of the trip such as parking, the use of taxis, etc. The Per Diem may only be used by and for the individual whom it is given, and cannot be used to pay for the meal for another, etc.

1080.13.2 At the discretion of the District Manager, with the attendee notified prior to the trip, an expense report & documentation may be required.

1080.13.3 In the event the District Manager is uncertain as to whether a request complies with this policy, such individual must seek resolution from the District Board of Trustees.

1080.14 Credit Card Use Policy

Please see Credit Card Policy 1083

1080.15 Expense Report Content and Submission Deadline

If an expense report is required by the District Manager, then it must meet the following criteria. Expense reports must document that the expense in question met the requirements of the policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities. Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Receipts for gratuities and tolls under \$5 are not required. Inability to provide such documentation in a timely fashion may result in the expense being borne by the individual.

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POLICY TITLE

Expense Policy

POLICY NUMBER

1080

1080.16 Reports to Governing Board

At the following District Board meeting, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.

1080.17 Compliance with Laws

District officials should keep in mind that some expenditure may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

1080.18 Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency's reporting the expenses as income to the Trustee or employee to state and federal tax authorities and 4) prosecution for misuse of public resources.

Revised October 13, 2020*

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Reserve Policy

POLICY NUMBER
1081

1081.1 Unallocated General Reserve

1081.1.1 The amount of Unallocated General Reserve will be no less than 80% and no greater than 100% of the current fiscal year's operating budget.

1081.1.2 The Unallocated General Reserve can be used at any time to meet cash flow requirements of District operations. Expenditures require a simple majority (4/7) vote of the Board.

1081.2 Assessment Reserve

1081.2.1 The amount of the Assessment Reserve will be equal to the funds collected through the Improved Mosquito, Vector and Disease Testing and Control Assessment.

1081.2.2 The Assessment Reserve is to be used for debt service and expenditure reimbursement for items purchased relative to the Improved Mosquito, Vector and Disease Testing and Control program.

1081.3 Capital Reserve

1081.3.1 The amount of the Capital Reserve will be equal to \$75,000.

1081.3.2 The Capital Reserve will budget for anticipated Capital expenditures in the next fiscal year.

1081.4 Appropriation for Contingency Reserve

1081.4.1 The amount of the Appropriation for Contingency Reserve will be equal to \$50,000 and listed within the operating budget under Tulare County Account #7432. Expenditures from Account #7432 require a simple majority (4/7) vote of the Board.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Local Purchasing Procedures

POLICY NUMBER

1082

1082.1 Purpose

The Purchasing Procedures Policy establishes the policies for local purchasing of supplies, equipment and services by the Delta Mosquito and Vector Control District.

1082.2 Local

1082.2.1 The District will exercise a preference for local businesses for purchases, but only if such a preference does not result in unreasonable prices due to lack of competition. The price per unit with all shipping and taxes considered shall be the measure by which one quote is assessed against another quote. A local preference of 20% or less over non-local quote will require a local purchase for any dollar value. Local is first defined as within District boundaries, followed by within County boundaries.

1082.2.2 Three prices will be required, and requisition forms will support the request for purchase. Management staff will sign requisitions for submission to the Administrative Assistant.

1082.2.3 One-of-a-kind items will not be purchased unless an alternative; locally available item has been considered for feasibility. Alternatives will be priced against the one-of-a-kind item.

1082.3 Credit Cards

The District will establish accounts for regularly supplied services/supplies. Credit card purchasing will be restricted to those items that meet non-local purchases.

1082.4 CMAS

The California Multiple Award Schedule will be given preference and require no additional price quotes when appropriate.

1082.5 Emergency Need

In the event a part is needed to maintain the operation of the District and the repair will be delayed due to availability, quote requirements may be waived by Management Staff.

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— MANUAL of POLICIES —

POLICY TITLE

Credit Card Policy

POLICY NUMBER

1083

1083.1 In accordance with best practices and auditing standards, whenever possible, the Delta Mosquito and Vector Control District requires the use of Purchase Orders rather than district credit cards. However, district credit cards should be used rather than petty cash for purchases of goods and services needed in the everyday District operations. This policy governs the issuance of DMVCD credit cards to authorized employees, purchasing guidelines, documentation procedures and the month end reconciliation process of credit card purchases.

1083.2 Through a State of California Master Service Agreement, US Bank Government Services provides a Visa bankcard service referred to as a CAL Card. District employees may additionally be assigned a credit card for a specific service provider, depending on needs (I.E. Walmart, Home Depot, etc.)

1083.3 General Information

1083.3.1 DMVCD issued credit cards are for the exclusive use of the individual it is issued to. It may not be delegated. The card is to be used for official DMVCD business and may not be used for personal purchases. Unauthorized purchases could result in immediate and permanent cancellation of your card and/or disciplinary actions.

1083.3.2 Prior to receiving a card, employees must sign a "Delta Mosquito and Vector Control District Credit Card Cardholder Agreement". In signing this form, you acknowledge:

- a. Receipt of your card
- b. Your credit limits
- c. An understanding of the rule/procedures of the Authority issued credit card program.

1083.3.3 DMVCD issued credit cards shall only be used for authorized Delta Mosquito and Vector Control District purchases.

1083.3.4 The General Manager administers the account and sets the credit limits for the individual cardholders based on need and seasonality. If an increase of the credit limit is necessary, it must be approved by the General Manager.

1083.3.5 All DMVCD purchasing policies and procedures will apply to credit card purchases.

1083.3.6 DMVCD issued credit cards can be used for emergency purchases. In all cases, employees shall try to obtain prior approval for purchases. The District strongly suggests that employees refrain from purchasing District goods or services with their personal credit cards.

1083.3.7 Authorized card holders will keep District credit cards in a safe place that is inaccessible to others and will be responsible to validate all charges made on their account unless the card is lost or stolen. Cards may be kept in the safe in the District office. In addition, card holders will be expected to be aware of their departmental budgets and to adhere to the monthly limits for credit card expenditures before making a purchase. Any intended purchases for goods or services not budgeted, which may

POLICY TITLE

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Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

Credit Card Policy

1083

exceed the monthly budget or established credit card limit will require prior approval by the District Manager.

1083.4 Procedure

1083.4.1 Whenever possible, credit card purchases should be documented by an itemized receipt or invoice. Receipts shall be affixed to the appropriate credit card expense tracking form noting the proper department and cost center for each item purchased. If an itemized receipt is unavailable, lost, or illegible, the purchaser must submit a signed memo listing the purpose and description of goods or services purchased.

1083.4.2 Each credit card holder will submit their monthly report and accompanying receipts to the Administrative Assistant for reconciliation against the monthly credit card statement. Once the Administrative Assistant has reconciled all card holder reports and transactions against the credit card statements and they are approved by the District Manager, the Administrative Assistant will post the credit card charges to the appropriate general ledger account.

1083.4.3 DMVCD issued credit cards can be utilized for authorized travel purchases, including:

- Conference fees
- Accommodations
- Air Travel
- Parking

1083.4.4 DMVCD issued credit cards shall not be utilized for any individual meal purchases. But with prior approval from the General Manager, DMVCD issued credit cards may be used for group meal purchases associated with DMVCD business.

1083.5 Lost or stolen credit cards

Lost or stolen credit cards shall be reported to the District Manager and Administrative Assistant immediately. They will either notify the US Bank by calling 800-344-5696 as soon as possible or advise the card holder to do so.

Adopted 6/10/2020.

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— MANUAL of POLICIES —

POLICY TITLE

Credit Card Holder Agreement

POLICY NUMBER

1083

Delta Mosquito and Vector Control District Credit Card Cardholder Agreement

The below named Delta Mosquito and Vector Control District employee has been assigned a Delta VCD Credit Card(s):

Credit Limit(s):

Employee Name:

Title:

Your signature below acknowledges receipt of your assigned District Credit Card and that you have read and understand the Delta VCD Credit Card Policy & Procedures.

Employee Signature

Date

Adopted 6/10/2020.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Sexual Harassment

POLICY NUMBER

1090

1090.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

1090.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1090.3 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

1090.4 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

1090.5 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

1090.6 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

1090.7 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

1090.8 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

1090.9 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

1090.10 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

1090.11 An annual bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.

1090.12 Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.

1090.13 Complaint Process.

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Sexual Harassment

1090

1090.13.1 Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

1090.13.2 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

1090.13.3 A formal complaint is made in writing, using the "Employee Grievance Form." Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

1090.14 Complaint Response Process.

1090.14.1 Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to their division manager, or to the General Manager if their division manager is unavailable or personally involved in said complaint.

1090.14.2 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the division within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the division manager is unavailable or personally involved in said complaint.

1090.14.3 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee.

1090.14.4 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

1090.14.5 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

1090.15 Disciplinary Procedures and Sanctions.

1090.15.1 Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. The victim of the harassment will be made aware that disciplinary action was, or was not taken, without the

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specifics of the action taken being disclosed unless deemed necessary by Counsel following a legally mandated balancing test and fact-based analysis.

1090.15.2 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement back pay, promotion, etc.

1090.15.3 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

1090.15.4 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

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POLICY TITLE
Labor Relations

POLICY NUMBER
1100

1100.1 Purpose

1100.1.1 This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned “Local Public Employee Organizations”, by providing orderly procedures for the administration of employer-employee relations between the District and its employee organizations. However, nothing herein shall be deemed to supersede the provisions of State law, District ordinances, or resolutions and rules that provide for other methods of administering employer-employee relations. This Resolution is intended, instead to strengthen merit and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the District.

1100.1.2 However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include among others: The exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

1100.2 Definitions

As used in this Resolution, the following terms shall have the meanings indicated:

1100.2.1 “Appropriate Unit” means a unit of employee classes or positions, established pursuant to Article II hereof.

1100.2.2 “District” means the Delta Mosquito and Vector Control District, and, where appropriate herein, refers to the Board of Directors or any duly authorized District representative as herein defined.

1100.2.3 “Confidential Employee” means an employee, who, in the course of his or her duties, has access to information relating to the District’s administration of employer-employee relations.

1100.2.4 “Consult/Consultation in Good Faith” means to communicate orally or in writing for the purpose of presenting and obtaining views or advising of intended actions; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counter proposals in an endeavor to reach agreement.

1100.2.5 “Day” means calendar day unless expressly stated otherwise.

1100.2.6 “Employee Relations Officer” means the Personnel Committee or its duly authorized representative, which shall, in all cases, take its direction from the Board of Directors.

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1100.2. 7 “Management Employee” means an employee having responsibility for formulating, administering, or managing the implementation of District policies or programs.

1100.2.8 “Proof of Employee Support” means (1) an authorization card recently signed and personally dated by an employee, or (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorization, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization, which shall be considered as proof of employee support hereunder, shall be the authorization last signed by an employee. The words “recently signed” shall mean sixty (60) days prior to the filing of a petition.

1100.2. 9 “Recognized Employee Organization” means an employee organization, which has been formally acknowledged by the District employee organization that represents the employees in an appropriate representation unit pursuant to Article II hereof.

1100.2. 10 “Supervisory Employee” means any employee having authority, in the interest of the District to hire, transfer, suspend, lay off, recall promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not a merely routine or clerical nature, but requires the use of independent judgment.

1100.3 Filing of Recognition Petition by Employee Organization

1100.3.1 An employee organization that seeks to be formally acknowledged as the Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

1100.3.1.1 Name and address of the employee organization.

1100.3.1.2 Names and titles of its officers.

1100.3.1.3 Names of employee organization representatives who are authorized to speak on behalf of the organization.

1100.3.1.4 A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the District.

1100.3.1.5 A statement whether the employee organization is a chapter of or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.

1100.3.1.6 Certified copies of the employee organization’s constitution and bylaws.

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1100.3.1.7 A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.

1100.3.1.8 A statement that the employee organization has no restriction on membership based on race, color, creed, sex, or national origin.

1100.3.1.9 The job classification or titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.

1100.3.1.10 A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

1100.3.1.11 A request that the District formally acknowledge the petitioner as the Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

1100.3.2 The Petition, including all accompanying documents, shall be declared to be true, correct, and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

1100.4 District Response to Recognition Petition

1100.4.1 Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

1100.4.1.1 There has been compliance with the requirements of the Recognition Petition, and,

1100.4.1.2 The proposed representation unit is an appropriate unit in accordance with Section 8 of this Article II.

1100.4.2 If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations

Officer shall offer to consult thereon with such petitioning employee organization, and, if such determination thereafter remains unchanged, shall inform that organization may appeal such determination in accordance with Section 10 of this Resolution.

1100.5 Open Period for Filing Challenging Petition

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing

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request to be formally acknowledged as the recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section 3 of this Article II.

1100.6 Election Procedure and Waive

1100.6.1 The Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with its rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Article II shall be included on the ballot. The choice of “no organization” shall also be included on the ballot. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Recognized Employee Organization for the designated appropriate unit following an election or runoff election if it received a numerical majority of electors, being those employees entitled to vote. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a runoff election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a runoff election. There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

1100.6.2 In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the County of Tulare.

1100.6.3 Costs of conducting elections shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

1100.6.4 Waiver of Election.

In the event that only one recognition petition is filed, and is not challenged under Section 5 hereof, and such petition contains the signatures of all members of the appropriate unit, the Employee Relations Officer may waive the requirement of election upon the expiration of the thirty (30) day notice period under said Section 5. Failure to make such determination or refusal to waive, the petitioning employee organization may appeal such failure to determine or refusal to waive to the Board of Directors, and the Board of Directors shall consider the appeal within fifteen (15) days of such appeal.

1100.7 Procedure for Declaration of Recognized Employee Organization

1100.7.1 A De-certification Petition alleging that the incumbent Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of January of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred eighty (180) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3)

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years, whichever occurs later. A De-certification petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct, and complete:

1100.7.1.1 The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.

1100.7.1.2 The name of the established appropriate unit and of the incumbent Recognized Employee Organization sought to be decertified as the representative of that unit.

1100.7.1.3 An allegation that the incumbent Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.

1100.7.1.4 Proof of employee support that a majority of the employees in the established appropriate unit no longer desire to be represented by the incumbent Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

1100.7.2 An employee organization may file a Petition under this section in the form of a Recognition Petition that conforms to the requirements of Section 3 of this Article in satisfaction of the De-certification Petition requirements hereunder.

1100.7.3 The Employee Relations Officer shall initially determine whether the De-certification Petition or Recognition Petition, if any, have been filed in compliance with the applicable provisions of the Article II. If his determination is in the negative, he shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization, and, if such determination thereafter remains unchanged, shall return such Petition(s) to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section 10 of this Article II. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, he shall give written notice of such De-certification or Recognition Petition to the incumbent Recognized Employee Organization and to unit employees.

1100.7.4 The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of de-certification, and, if an accompanying Recognition Petition was duly filed, and, in the event de-certification of the incumbent Recognized Employee Organization is voted, the question of representation. Such election shall be conducted in conformance with Section 6 of this Article II.

1100.8 Policy and Standards for Determination of Appropriate Units

1100.8.1 The basic policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the District and its compatibility with the primary responsibility of the District and its employees to serve the public effectively and economically, and (2) providing employees with effective representation based on recognized community of interest

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considerations. These policy objectives require the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

1100.8.1.1 Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.

1100.8.1.2 History of representation in the District and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely based on the extent to which employees in the proposed unit have organized.

1100.8.1.3 Consistency with organizational patterns of the District.

1100.8.1.4 Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.

1100.8.1.5 Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classification among two or more units.

1100.8.2 Notwithstanding the foregoing provisions of this Section, management and confidential employees shall not be included in any unit; supervisory employee shall only be included in a unit consisting solely of supervisory employees, and such supervisory unit shall not be represented by a Recognized Employee Organization that represents non-supervisory employees of the District; and professional employees shall not be denied the right to be represented in a separate unit from nonprofessional employees.

1100.8.3 The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate, or delete modified classifications or positions from units in accordance with the provisions of this Section.

1100.9 Procedure for Modification of Established Appropriate Units

1100.9.1 Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section 7 of this Article II. Such requests shall be submitted in the form of a Recognition Petition, and, in addition to the requirements set forth in Section 3 of this Article, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Section 8 hereof. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II.

1100.9.2 The Employee Relations Officer may on his own motion propose during the period specified in Section 7 of this Article, that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold

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a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations

1100.9.3 Officer shall determine the composition of the appropriate unit or units in accordance with Section 8 of this Article II and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 10 of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Recognized Employee Organization for such new appropriate unit or units pursuant to Section 3 thereof.

1100.10 Appeals

1100.10.1 An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer under this Article II may, within ten (10) days of notice thereof, request the intervention of the California State Conciliation Division of the Department of Industrial Relations pursuant to Government Code Sections 3507.1 and 3507.3, or may, in lieu thereof or thereafter, appeal such determination to the Board of Directors for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of proceedings pursuant to Government Code Sections 3507.1 or 3507.3, whichever is later.

1100.10.2 An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Sec. 3); Challenging Petition (Sec. 5) or De-certification Petition (Sec. 7) or employees aggrieved by a determination of the Employee Relations Officer that a De-certification Petition (Sec. 7) has not been filed in compliance with the applicable provisions of this Article, may, within fifteen (15) days of notice of such determination, appeal the determination to the Board of Directors for final decision.

1100.10.3 Appeals to the Board of Directors shall be filed in writing with the Board Secretary, and a copy thereof served on the Employee Relations Officer. The Board of Directors shall commence to consider the matter within thirty (30) days of the filing of the appeal. The Board of Directors may, in its discretion, refer the dispute to a third-party hearing process. Any decision of the Board of Directors on the action of such third-party hearing process, with or without any decision of the Board of Directors determining the substance of the dispute, shall be final and binding.

1100.11 Submission of Current Information by Recognized Employee Organization

All changes in the information filed with the District by a Recognized Employee Organization under items a. through h. of its Recognized Petition under Section 3 of this Resolution shall be submitted in writing to the Employee Relations Officer within fourteen (14) days of such change.

1100.12 Payroll Deductions on Behalf of Employee Organizations

Upon formal acknowledgment by the District of a Recognized Employee Organization under this Resolution, only such Recognized Employee Organization may be provided payroll deductions of membership dues upon the written authorization of employees in the unit represented by Recognized Employee Organization of forms provided therefore by the District. The providing of such service to the Recognized Employee Organization by the District shall be contingent upon and in accordance with the provisions of a Memorandum of Understanding and/or applicable administrative procedures.

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1100.13 Employee Organization Activities – Use of District Resources

Access to District work locations and the use of District paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memorandum of Understanding and/or administrative procedures, shall be limited to activities pertaining directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of District operations.

1100.14 Administrative Rules and Procedures

The Personnel Committee is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

1100.15 Construction

1100.15.1 This Resolution shall be administered and construed as follows:

1100.15.2 Nothing in the Resolution shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body or other representative of the District, the rights, powers, and authority granted by Federal or State law.

1100.15.3 This Resolution shall be interpreted so as to carry out its purposes as set forth in Article I.

1100.15.4 Nothing in this Resolution shall be construed as making the provisions of California Labor Code Section 923 applicable to District employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work. In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination and may be deemed to have abandoned their employment; and employee organizations may thereby forfeit all rights accorded them under this Resolution and other District law for a period up to one (1) year from commencement of such activity.

1100.16 Severability

If any provision of this resolution, or the application of such provision to any person or circumstances, shall be held invalid, the remainder of this Resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

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POLICY TITLE
Harassment

POLICY NUMBER
2101

2101.1 Delta Mosquito and Vector Control District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, creed, color, national origin, religion, age, disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking, or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District.

2101.2 Harassment because of race, creed, color, national origin, religion, age, disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking, or any other protected basis is prohibited, including, but not limited to the following behavior:

2101.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;

2101.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;

2101.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and,

2101.2.4 Retaliation for having reported or threatened to report harassment.

2101.3 If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, a division manager, the Administrative Assistant to the General Manager, or the General Manager as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2101.4 Staff receiving harassment complaints will refer them immediately to the General Manager or the President of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s).

2101.5 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. The victim of the harassment will be made aware that disciplinary action was, or was not taken, without the specifics of the action taken being disclosed unless deemed necessary by Counsel following a legally mandated

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Delta Mosquito and Vector Control District

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Harassment

2101

balancing test and fact-based analysis. Appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated and may result in further disciplinary action.

2101.6 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

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POLICY TITLE

Classification of Employment

POLICY NUMBER

2102

2102.1 Purpose

This policy establishes definitions standard terminology and a common understanding in reference to District employment classifications and the various conditions and/or benefits related to each employment category.

2102.2 Employee Status Definitions

2102.2.1 Hourly Employee

2102.2.1.1 A person who is appointed to an extra help non-allocated position. The hourly employee is paid on an hourly basis only for time actually worked. Hourly employees are not eligible for any District benefits except those mandated by the State and Federal government.

2102.2.1.2 Hourly employees may not work more than 999 hours in a fiscal year. The District Manager must authorize exceptions to this rule, and the need for an allocated position must be evaluated during the next budget cycle and approved by the Board of Trustees.

2102.2.1.3 The hourly employee or the District can at any time or for any reason terminate the employment relationship.

2102.2.2 Probationary Employee

2102.2.2.1 A person who is appointed to an allocated position and is completing the probationary period for that position.

2102.2.2.2 The probationary period for all regular allocated positions is twelve (12) months, commencing on the date of appointment. The length of the probationary period may be extended one (1) or more times if the Manager determines such an extension is appropriate.

2102.2.2.3 A probationary employee may be rejected, dismissed, demoted, reduced in pay, or suspended without the right to reviewer appeal, unless otherwise required by law. The corrective counseling policy does not apply to probationary employees. An employee who successfully completes the probationary period will be considered a regular employee of the District.

2102.2.3 Regular Employee

2102.2.3.1 A person who is appointed to an allocated position and has successfully completed the probationary period. Regular employees may be appointed to full-time allocated positions.

2102.2.3.2 A regular full-time employee is appointed to a full-time allocated position, which works a minimum of forty (40) hours per week and is eligible for all employee benefits.

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2102.2.3.3 A seasonal/temporary employee is appointed to a seasonal/temporary position, which normally works forty (40) hours per week, thirty (30) weeks per calendar year (April through October) and is eligible for the following employee benefits while on the payroll:

2102.2.3.4 Health (Medical, Dental, Vision, Short/ Long Term Disability) benefits paid by the employer for the employee. Family members may be covered (Medical, Dental, Vision) at employee expense.

2102.2.3.5 CalPERS retirement paid at 8% by the employee.

2102.2.3.6 Seasonal and temporary employees are entitled to only paid holidays during period of employment.

2102.2.4 Appointed Employees

Appointed Employees serve at the pleasure or direction of the Board of Trustees. An appointed employee may be demoted, reduced in pay, or suspended for cause. The employee or the District can terminate the employment relationship at any time without right to review or appeal.

2102.3 Fair Labor Standards Act Status (FLSA)

District positions are designated as exempt or non-exempt with regard to the provisions stated in the Fair Labor Standards Act (FLSA).

2102.3.1 Exempt Employees

Exempt employees are those employees in positions that are exempt from the overtime provisions of the FLSA, such as those defined under the FLSA as executive, administrative or professional. Exempt employees are therefore not paid overtime pursuant to the FLSA.

2102.3.2 Non-Exempt Employees

Non-exempt employees are those employees in positions that do not qualify for exemption from the overtime provisions of the FLSA. Non-exempt employees have a seven-day forty-hour work period and are paid overtime pursuant to the FLSA.

2102.4 Position Allocation

District positions are designated as allocated or non-allocated.

2102.4.1 Allocated Position

2102.4.1.1 The Board of Trustees authorizes an allocated position as a regular position. Regular allocated positions are assigned a specific job title, duties, functions, minimum qualifications, and salary range.

2102.4.1.2 Appointments to allocated positions are made through a competitive selection process governed by merit principle and incumbents may achieve regular status and be eligible for all employee benefits.

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2102.4.2 Non-Allocated Position

2102.4.2.1 A non-allocated position includes those jobs and working conditions normally associated with extra help, temporary and hourly employment.

2102.4.2.2 A non-allocated position is authorized and appointed by the District Manager. Appointment to non-allocated positions will be made through a competitive selection process, whenever possible. Individuals in a non-allocated position serve at the pleasure of the Manager, except as otherwise provided by law and are only eligible for state and federal mandated benefits.

2102.4.2.3 Non-allocated positions do not require cause for discipline, or for removal from position, or do not have access to appeal or grievance procedures, etc., except as otherwise provided by law.

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POLICY TITLE
Classification

POLICY NUMBER
2103

2103.1 Purpose

This policy establishes a classification plan for all regular allocated positions.

2103.2 Definitions

2103.2.1 Class Specification

The Class Specification is the District's official description of the representative duties, responsibilities, and employment qualifications of a job class.

2103.2.2 Classification Series

A Classification Series consists of a grouping of two (2) or more job classes performing similar work, but at different levels of responsibility, difficulty, and pay.

2103.3 Policy

2103.3.1 Responsibility

2103.3.1.1 All regular allocated positions shall be a part of the District's classification plan established by the District Manager and maintained by Administrative staff.

2103.3.1.2 The classification plan or major revisions of it shall be effective upon action by Board resolution. The District Manager may make minor modifications of the class specifications, as necessary to maintain the plan by reflecting changes in duties of positions.

2103.3.2 Classification Plan

2103.3.2.1 The District's classification plan shall classify all regular allocated positions according to the duties and responsibilities assigned to the position. Positions having similar duties and substantially equal levels of responsibilities shall be placed in the same job classification, given the same job title, and compensated within the same salary range.

2103.3.2.2 The Administrative staff shall maintain an official copy of the classification plan and will make a copy available for public inspection.

2103.3.3 Class Specification

2103.3.3.1 All Class Specifications shall contain a title, the distinguishing characteristics of the work, illustrative examples of duties and the minimum qualifications required to perform the work. Class specifications shall include only those educational, training, physical and experience requirements that are essential to adequate job performance. The content is illustrative and shall not be construed to be comprehensive or to limit the authority of management to direct and control the work of employees.

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2103.3.3.2 Class specifications will be prepared so as to promote equal opportunity, to encourage upward and lateral mobility of employees, and to avoid the creation of dead-end jobs. The Class Specifications shall constitute a guide for establishing minimum employment standards, for examinations, and for evaluating the qualifications of applicants. The title of the class shall be the title of all positions in the job class and shall be used on all official records.

2103.3.3.3 Class Specifications shall be written by the District Manager and maintained by Administrative staff. Until a specification is written, the recruitment announcement shall serve as the written Class Specification.

2103.3.4 Maintenance of the Classification Plan

The District Manager is responsible for the updating and maintenance of the District's Classification Plan.

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POLICY TITLE
Recruitment

POLICY NUMBER
2104

2104.1 Purpose

This policy establishes the method of publicizing and recruiting qualified applicants for District vacancies.

2104.2 Policy

All recruitments for regular allocated and non-allocated positions shall be conducted by the District Manager.

2104.2.1 Recruitment Methods

2104.2.1.1 The Manager, together with input from the Administrative staff, shall determine the methods to be used. The Manager may postpone, cancel, extend, or otherwise modify the recruitment efforts, as circumstances indicate.

2104.2.1.2 Recruitment need not reflect an immediate vacancy. It may be conducted to establish an eligible list for future vacancies.

2104.2.1.3 In planning and conducting recruitments the Manager and all other persons involved will give due consideration to the goals of the District's Equal Employment Opportunity Policy.

2104.2.2 Job Announcement

2104.2.2.1 The Manager shall publicize all recruitments and examinations for regular District positions by posting the job announcements on official District bulletin boards for the duration of the filing period. The recruitment shall be given other publicity as the Manager deems warranted, to attract a sufficient number of qualified candidates to compete in the selection process.

2104.2.2.2 The job announcement shall include:

- The title of the job classification.
- Salary.
- Nature of work to be performed.
- Desired training and experience.
- Closing date for accepting applications.
- Selection procedures.
- Other pertinent information as approved by the District Manager.

2104.2.2.3 In addition to the general employment standards in the class specifications, the Manager may establish additional requirements which shall be included in the job announcements, and which must be met by each applicant before admission to examination or before appointment.

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2104.2.3 Types of Recruitments

District recruitments will be of one of the following types:

2104.2.3.1 Open Recruitments: Any person meeting the requirements of the position listed on the announcement may apply. Listed below are the types of open recruitments utilized:

2104.2.3.1.1 Regular Recruitment: A regular recruitment is used in most cases. Regular examination announcements specify a filing period of at least five (5) calendar days and shall clearly state a final filing date.

2104.2.3.1.2 Continuous Recruitment: In instances where the need for employees is frequent or continuing, or there is a labor market scarcity, the Manager may announce examinations with no final filing date and conduct recruitment of sufficient duration to assure the District's needs are met. Any time a continuous recruitment is to be closed; a notice will be posted prior to the final filing date.

2104.2.3.1.3 Limited Recruitment: When it is anticipated that the applicant group will be large in relation to the anticipated vacancies, the Manager may restrict recruitment to limit the size of the applicant group.

2104.2.3.2 Promotional Recruitment: Whenever practical vacancies will be filled by the promotion of District employees. Applicants must be currently employed with the District and have been employed on a continuous basis for a minimum of three (3) consecutive months, by the recruitment final filing date.

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POLICY TITLE

Applicants and Applications

POLICY NUMBER

2105

2105.1 Purpose

To establish methods in which, applicants must file an application in order to be considered for employment.

2105.2 Policy

2105.2.1 Applications for regular District positions will be accepted only during the recruitment-filing period for that position.

2105.2.2 Applications for hourly positions may be accepted at any time by Administrative staff.

2105.2.2.1 Filing of Applications

2105.2.2.1.1 Applications for employment must be filed on forms furnished by the District's Administrative Department. Resumes will be accepted provided the District application is included as part of such. No appointment shall be finalized until receipt of a completed official application form by the Administrative Department.

2105.2.2.1.2 Applications must be filled out completely and must be signed by the applicant. It is the responsibility of the applicants to show that they clearly meet the minimum requirements for the examination. The applicants shall certify to the correctness of all statements made on the application.

2105.2.2.1.3 A separate and complete application is required for each recruitment, unless otherwise specified in the job announcement. Applications shall be date stamped and, whether accepted or rejected, will not be returned.

2105.2.2.1.4 Applications for regular recruitments, continuous recruitments, and promotional recruitments, must be received by the Administrative Department not later than the office closing time on the published final filing date. The terms and conditions under which applications will be accepted for limited recruitments shall be specified on the job announcement. Where circumstances warrant, the District Manager may authorize the acceptance of late applications.

2105.2.2.1.5 The time for filing applications may be extended or re-opened by the District Manager as the needs of the circumstances warrant.

2105.2.2.2 Application Review

All applications will be reviewed under the direction of the District Manager for eligibility and admission to the examination process.

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Applicants and Applications

POLICY NUMBER

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2105.2.2.3 Qualifications of Applicants

2105.2.2.3.1 Applicants must meet the minimum requirements stated in the recruitment announcement. Applicants may be required to submit evidence of service in the armed forces, education, training, special licenses, or qualifications. The most qualified applicants in terms of knowledge, skills, and abilities, as stated in the recruitment announcement will be invited to participate in the examination process.

2105.2.2.3.2 The District will require at time of appointment proof of U.S. Citizenship, alien registration or authorization to work in the United States.

2105.2.2.4 Disqualification of Applicants

The District Manager may refuse to examine an applicant, or after examination refuse to certify an eligible, or may remove an eligible from the eligible list for reasons such as but not limited to the following:

1. Who is not eligible for examination under the provisions of these Policies.
2. Who does not meet the minimum qualifications as prescribed in the job announcement.
3. Who does not meet the legal requirements as set forth in Federal, State or County law.
4. Who has sought to overthrow the United States government or State by force or by violence or has disturbed the mission of a public agency.
5. Who is physically or mentally unable to perform the duties of the class.
6. Who fails to appear for, or fails to pass, the required medical examination.
7. Who is guilty of conduct not compatible with District employment.
8. Who has made false or misleading statements of material fact on the application.
9. Who has used, or attempted to use, any unfair method to obtain an advantage in an examination or appointment.
10. Who has directly or indirectly obtained confidential information of the content of the examination, or who has taken part in compiling, administering, or scoring the examination.
11. Who has failed to submit an application and related employment information correctly and fully or within the prescribed time limits, unless waived by the District Manager.
12. Who has been dismissed for cause or resigned to avoid such dismissal from a position in public or private employment highly similar to the position applied for in the District.
13. Who has been convicted of a crime which is substantially related to the qualifications, functions, or a duty of the position for which application is made.
14. Who has not sufficiently satisfied the District's requirements for consideration of employment, as determined by the District Manager.

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2105.2.2.5 Notice of Action on Application

Whenever an application is rejected or accepted, the person shall be notified promptly. Oral notice at time of filing the application shall be sufficient. Written notice mailed, postage prepaid, to the address shown on the application, shall be effective on date of mailing.

2105.2.2.6 Amendment of Applications

The District Manager may permit any applicant, prior to the examination, whether or not the application has been accepted, to amend the application or to file an amended application.

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POLICY TITLE
Examinations

POLICY NUMBER
2106

2106.1 The purposes of the examination process are:

To provide qualified persons for District employment and for promotions ensuring equal employment opportunity as a necessary element of the basic merit system principle; and

To conduct all examinations in a valid and impartial manner, free from personal, political, and non-merit considerations, and consistent with the law.

2106.2 Definitions

An examination is a reasonable and impartial method of systematically and fairly evaluating an applicant's fitness for performing position requirements. An examination may be assembled or unassembled and may consist of one (1) or any combination of performance tests; written tests; rated interviews; audio-visual tests; rating of the application, supplemental applications, or resume; or work performance or promotional potential evaluations. Examinations may include tests of ability, physical fitness, medical and mental fitness, interests, knowledge, and skills.

2106.3 Policy

2106.3.1 All regular District allocated positions shall be filled by persons who have qualified through competitive examinations, except as otherwise provided by these Policies.

2106.3.2 Examinations will be used to determine the eligibility of applicants for employment and their relative positions on eligible lists.

2106.3.3 Examinations used will be prepared in compliance with Federal and State laws or guidelines and will be based on job requirements.

2106.3.4 Examination Contents

2106.3.4.1 The Manager has the responsibility for examinations and selection interviews. Examinations and selection interviews shall consider the following:

- Analysis of job's duties.
- Availability of applicants.
- EEO.
- Occupational standards.
- Professional testing principles.
- Supportable past experience.
- Special certification or licensing.

2106.3.4.2 Examination material will relate to the fitness of the applicant for the work, duties, and requirements of the classification to be filled and shall be confined to the measurement of knowledge, skills, abilities necessary to perform specific tasks. Any pertinent factor or trait that affects job performance or public relations may be considered.

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2106.3.4.3 Investigations and oral tests should include an inquiry into an applicant's work background and behavior for purposes of determining specific skills or abilities to perform specific tasks and to ensure a commitment to the mission of the District.

2106.3.4.4 Background investigations will be conducted consistent with rules and regulations adopted by State law or regulatory agencies. Failure to examine or consider all applicants shall not invalidate an examination.

2106.3.4.5 The Manager will appoint deputy examiners, as needed who may be representatives of departments, the public, interested organizations, or other public jurisdictions.

2106.3.5 Type of Examinations

The type of examinations shall be determined by the Manager, in conjunction with the department, in accordance with the provisions of these Policies. The following are types of examinations that may be established separately or in any combination:

2106.3.5.1 Open Examinations:

Any person who meets the minimum qualifications for the job classification may compete.

2106.3.5.2 Promotional Examinations:

District employees who are currently employed and have served at least three consecutive months prior to the final date to file an application are eligible to compete. Persons who have been laid off and whose names are on a re-employment list are also eligible provided they had served at least three (3) months prior to lay off. Promotions shall be based upon competitive examination and may include, in addition to any other testing techniques, an evaluation of performance reports, character, and conduct. Promotional examinations may be held concurrently with open examinations.

2106.3.5.3 Open and Promotional Examinations:

Any person who meets the minimum qualifications for the job classification may compete. District employees shall be given preference in the screening process.

2106.3.5.4 Qualifying Examinations:

Any examination used in qualifying employees for regular allocated positions.

2106.3.6 Content of Testing:

The content and combinations of tests to be used, the weights assigned to each test, and the passing points or minimum-qualifying score for examinations, shall be determined by the Manager.

Examinations may consist of one or a combination of any of the following:

- A screening committee;
- Written tests;
- Assessment Centers;
- Appraisal interviews covering general qualifications, knowledge, ability, education, training, or experience;

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- Performance or practicum tests;
- Physical agility tests of strength, stamina, or dexterity;
- Evaluation of education, training, experience, or other information submitted, or by the records;
- Questionnaires submitted to references;
- Medical evaluation by a license physician; and/or
- Any other job-related selection criteria.

2106.3.7 Competitive & Impartial Examinations:

2106.3.7.1 All examinations shall be competitive. An examination shall be deemed to be competitive when applicants are tested as to their relative qualifications and abilities or when a single applicant is scored against a fixed standard.

2106.3.7.2 All examinations shall be fair and impartial. No person shall reveal before the completion of an examination any information about such examination except in the official bulletin or by announcement to all applicants equally.

2106.3.8 Conduct of Exam

2106.3.8.1 Scheduling of Examination

The Manager shall schedule examinations as necessary to fill existing or anticipated vacancies. In those classes where frequent vacancies occur, the Manager may conduct continuous examination programs with intermingling of eligible lists.

2106.3.8.2 Time and Place of Examination

Whenever applicants are required to appear for an examination the time and place shall be designated on the official District bulletin board or the applicant shall be notified in person, by mail, or by telephone. The Manager may, at his or her discretion, have an examination given in more than one (1) session or at more than one place.

2106.3.8.3 Postponements or Cancellation of Examinations

The administration of an examination, or any part thereof may be postponed or cancelled at any time. Notice of such postponement or cancellation shall be posted on the official District bulletin board and mailed or telephoned to the applicants. In an emergency where time does not permit such notice, an examination may be postponed or cancelled, or the place of examination changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the place and time set for the examination.

2106.3.8.4 Late Applicants

Whenever applicants are required to assemble for a test, no applicant will be admitted after the designated time except at the discretion of the Manager or the discretion of someone named by her or him.

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2106.3.8.5 Inability to Appear

2106.3.8.5.1 If an applicant is unable to appear at the time or place designated, the Manager may at his/her discretion arrange to give him/her the examination at another time or place if it is found:

2106.3.8.5.1.1 That substantial and sufficient reason exists for the inability to appear.

2106.3.8.5.1.2 That no fraud will be perpetrated; and

2106.3.8.5.1.3 That no person taking the examination will be materially prejudiced or assisted in passing the examination by reason of such privilege.

2106.3.8.6 Scoring of Examination

2106.3.8.6.1 The Manager shall determine the passing score for each examination. He or she may weight sections of the examination according to their relative importance. He/she may require a passing score in each section of the examination in addition to an overall passing score.

2106.3.8.6.2 Any candidate who receives or gives unauthorized assistance designed to aid a candidate in the examination process will be disqualified from the examination and may be barred from future examinations.

2106.3.9 Modification or Suspension of Examination

The Manager may modify the examination process as listed on the examination announcement, by notifying eligible applicants of the modification.

2106.3.10 Special Consideration for Disabled Individuals

Individuals with disabilities which, in the judgment of the Manager, would prevent their handling the mechanical aspects of any part of the selection process on a relatively equal basis with non-disabled individuals, may compete in a modified selection process so as to allow the disabled person to compete on as equal a basis as possible.

2106.3.11 Examination Grades

2106.3.11.1 Applicants shall be graded on a scale in which an adjusted score of 100 represents the highest degree of competency that can reasonably be expected. Final passing grades shall place applicants on the eligible list in accordance with their final score.

2106.3.11.2 The examination may be composed of one or several tests that are graded independently or jointly with weights assigned to each test representing relative value, importance, or other technical considerations. Weights shall be expressed in terms of their contribution to the total examination grade in percentages. Scores from other comparable tests

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may be used and the Manager shall establish a conversion formula. The Manager may specify the maximum number of eligible to be qualified and certified in the examination or any part thereof.

2106.3.12 Review of Examinations

The Manager may permit a candidate to discuss their performance on an examination without right to appeal within ten (10) calendar days after the date of mailing the examination results. Only the Manager may disclose the names and attained scores.

2106.4 Appeals of Examination Process

Applicants or their designated representatives on any part or process of an examination may make appeals. Appeals must be filed within ten (10) calendar days after the date of mailing of examination results. The Manager shall investigate the circumstances surrounding the appeal and take appropriate administrative action within fifteen (15) working days to resolve any complaints.

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POLICY TITLE
Eligibility List

POLICY NUMBER
2107

2107.1 Purpose

To establish uniform methods for which individuals seeking District employment are placed on or removed from eligible lists for regular allocated District positions.

2107.2 Policy

2107.2.1 Type and Duration of Eligible Lists

2107.2.1.1 An eligible list is an arrangement of applicants for District employment or promotion who are qualified as a result of an examination process. Lists are maintained in accordance with the District's classification of jobs. The period of eligibility may not be less than six (6) months nor more than one (1) year unless otherwise determined by the Manager. The types of eligible lists are:

2107.2.1.1.1 Reemployment Eligible List: The reemployment eligible list for each classification consists of the names of employees and former employees having probationary or regular status and who have been laid off or whose positions have been reallocated as a result of reclassification. The affected employees must request in writing to be placed on the reemployment eligible list. Such lists shall take precedence over all other eligible lists. Reemployment eligible lists are established for a period of one year from the date of separation or demotion.

2107.2.1.1.2 General Eligible Lists: The names of applicants successful in open and promotional examinations, shall be placed on general eligible lists for the job classification examined, and such lists may be used in combination or after those lists described in paragraph 1 above. Open eligible lists are normally established for a period of six (6) months to one (1) year from the date the list is established.

2107.2.1.1.3 Reinstatement Eligible Lists: A probationary or regular employee who has resigned in good standing or accepted a voluntary demotion, may within six (6) months following the effective date of resignation, request in writing that the Manager place his/her name on the reinstatement eligible list for the classification for which he/she is qualified. Additionally, employees who occupy positions that the Manager has determined are at risk of being eliminated, may be placed on appropriate reinstatement lists prior to the anticipated date of layoff. This list may be considered by the Manager in addition to the general eligible lists but cannot take precedence over the reemployment eligible lists.

2107.2.1.2 An individual on the reinstatement eligible list may be considered for reinstatement to District employment up to one (1) year from the date of his/her separation.

2107.2.1.3 Reinstated employees are eligible to reinstate prior benefits at the level when the break in service occurred. The employee must serve a new probationary period.

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2107.2.2 Effective Date of Eligible Lists

Eligible lists shall be in effect from the date on which approved by the Manager. Changes in rank, or addition or subtraction of names because of errors or re-ratings, shall not change the effective date of an eligible list.

2107.2.3 Termination of Eligible List

When, in the opinion of the Manager, an eligible list does not meet the needs of the District, the Manager may order new examinations to provide candidates. All candidates affected by this action shall be notified and invited to apply for the new recruitment.

2107.2.4 Extension of Eligible List

Eligible lists may be extended by the Manager provided that the total duration of the list does not exceed two (2) years.

2107.2.5 Removal of Names From Eligible Lists

2107.2.5.1 Names shall be removed from any eligible list after appointment, or at the end of the eligibility period. The acceptance of extra-help or hourly work by persons on regular eligible lists shall not affect their certification for regular positions. The Manager may remove names of any person:

- Who fails to appear for any job interview without notification.
- Who has failed to answer an availability inquiry or keep the Administrative Department informed of a current address.
- Whose reasons for waiving appointment are not satisfactory.
- Who has demonstrated unsatisfactory work performance in a similar position while on extra-help, hourly or other employment status with the District.
- Who has demonstrated loss of skill or ability.
- Who fails to meet minimum requirements, medical standards, or who has falsified the application or for any valid cause relating to an applicant's character and ability to perform satisfactorily on the job.
- Who has failed to comply with conditions of employment as a District employee.
- Who declines an offer of regular appointment to the class for which the list was established.
- Who without suitable explanation, does not report to or communicate with the Administrative Department within three (3) working days of being mailed a notice to do so.
- Who is so physically or mentally incapacitated as to be unable to perform the duties of the position.
- Who is addicted to the use of intoxicating substances, narcotics, or habit-forming drugs.
- Who has been convicted of a felony or of a misdemeanor involving moral turpitude.
-

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- Who fails to submit to, or pass the qualifying medical examination required by these policies.
- Who has been dismissed from public or private employment for reasons that would be cause for dismissal from District employment.
- Who refuses to execute the oath as prescribed by law.
- Who cannot be located by postal authorities.
- Who has violated other provisions of these policies.

2107.2.5.2 All persons whose names are removed from the eligible list for cause have the right to file an Appeal, with the Manager.

2107.2.6 Restoration to Eligible Lists

When the name of a person has been withheld from an eligible list or has been removed from an eligible list, it may be restored to its proper position on the list by the Manager as a result of an appeal.

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POLICY TITLE

Requisition and Certification

POLICY NUMBER

2108

2108.1 Purpose

The Policy establishes the methods by which regular allocated positions are filled.

2108.2 Policy

When practical and consistent with the best interests of District service, vacancies in the regular allocated service shall be filled by promotion from within, by re-employment of persons previously laid off, or by persons demoted from the class in lieu of lay-off. Following consideration of these means of filling a vacancy, the Manager shall refer to open competitive general eligible list and/or reinstatement/ rehire, lists.

2108.2.1 Certification

The Manager shall order certification of persons on the appropriate eligible list in accordance with the provisions of these policies. If an eligible candidate fails to report for their department-scheduled interview, they shall be presumed to have declined the position for which the vacancy exists. The Manager may require that any person certified be interviewed and considered.

2108.2.2 Appropriate Eligible List

The Manager shall determine the appropriate eligible list for each position, which shall be based on:

- The classification of the position.
- Special qualifications required to perform the duties of the position.

2108.2.3 Order of Preference for a List Certification

2108.2.3.1 Certification first shall be made from those candidates on layoff. All such former employees shall be assured the right of an interview prior to the final selection and appointment to the position. Certification may then be made from other established lists. The Manager shall determine the appropriate certification list to be used.

2108.2.3.2 The order of preference for referral from the eligible lists is normally as follows:

- Regular employees who have been demoted in good standing to a position in a lower class provided they meet the employment standards for the position to be filled.
- Regular employees in the class who have been laid off.
- Regular employees on an appropriate promotional eligible list.
- Persons on an appropriate eligible list resulting from open competitive examination.

2108.2.4 Selective Certification

Whenever the possession of a skill, knowledge, or ability, including bilingual ability, will enhance efficiency or promote better public service, the Manager may restrict certification to those persons who possess such skill, knowledge, or ability, providing that the basic classification requirements have been met.

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2108.2.5 Certification from other Eligible Lists

2108.2.5.1 If a list other than a re-employment eligible list is to be used, the Manager shall normally certify the top five (5) available candidates to the vacancy. If any other candidates have the same score as the last candidate to be certified, then they shall also be certified to the vacancy. The specific number of candidates to be certified shall be determined by the Manager.

2108.2.5.2 If more than one (1) vacancy occurs, then the base number of candidates to be certified shall be increased by three (3) additional candidates for each additional vacancy.

2108.2.5.3 Names on the reinstatement/rehire eligible list may be certified in addition to the general eligible list.

2108.2.6 Insufficient Names on an Eligible List for Certification

When an eligible list contains fewer than five (5) available names, the Manager may elect to:

- Make an appointment from those certified, or
- Call for a new recruitment and examination.

2108.2.7 Department Objection to a Name on a List Certification

The department head may file written objection to any person certified. Such objection shall contain the reasons for the department's rejection, and the objection shall be sustained only with the approval of the Manager.

2108.2.8 Notification to Eligible Candidates

The Administrative department will notify applicants whose names have been certified regarding the person(s) to contact regarding pre-employment interviews.

2108.2.9 Failure of an Eligible to Accept or Report

If upon certification, an eligible candidate declines or neglects to report to or communicate with the Administrative department within five (5) calendar days after the mailing of a notice to do so, the name of the next available person on the eligible list may be certified.

2108.2.10 Effect of Removal, Withholding, or Restoration

2108.2.10.1 The removal or withholding of a name shall automatically advance all of the names below it on the eligible list. Restoration of a name to the list shall not affect an appointment from any certification made before such name was restored or added.

2108.2.10.2 The acceptance or refusal by an eligible of an hourly appointment shall not affect that person's certification from the eligible list for regular appointment.

2108.2.11 Procedure In Emergency Hiring Situations

When no eligible list exists, the Manager may make an emergency appointment.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Appointments

POLICY NUMBER
2109

2109.1 Purpose

All regular District employees, except appointed at will positions, shall be appointed to a District position in accordance with this policy.

2109.2 Definition

Appointment: An appointment is the offer and acceptance of a job made in accordance with these Policies and the laws governing same.

2109.3 Policy

2109.3.1 It is the policy of the Delta Mosquito and Vector Control District to hire all employees in accordance with the District's Equal Employment Opportunity Policy.

2109.3.2 Final appointments may be made only after a hiring interview, any reference check or investigation desired, verification of employability, in accordance with the 1986 Immigration Reform and Control Act and passing any required medical evaluation. Temporary appointments may be made pending satisfactory completion of the above prior to the final appointment.

2109.3.3 The offer must be made by the District Manager or authorized representative of the Manager and only to a person eligible under these Policies for the type of appointment offered.

2109.3.4 Types of Appointments

2109.3.4.1 Regular Allocated Positions –

All regular allocated positions when vacant, shall be filled by appointment of an eligible certified from an appropriate eligible list and the appointee shall be required to successfully complete the required probationary period, except as otherwise provided in these Policies. No regular appointment shall be completed until the applicant has successfully passed the probationary period.

2109.3.4.1.1 Probationary: Appointment from an eligible list to a position in the regular service, for a specified working test period.

2109.3.4.1.2 Regular: Appointment following satisfactory completion of the probationary period, upon recommendation of the department head and approval of the Manager.

2109.3.4.2 Non-Regular Positions

2109.3.4.2.1 Appointment of persons to hourly/extra-help non-allocated positions to cover needs including, but not limited to seasonal peak workloads, workloads of limited duration recurring workloads, and vacation and sick leave relief.

Delta Mosquito and Vector Control District

— **MANUAL of POLICIES** —

POLICY TITLE
Appointments

POLICY NUMBER
2109

2109.3.4.2.2 Hourly employees serve at the pleasure of the Manager; employment may be terminated at any time. Hourly positions are normally employed less than 1000 hours per calendar year.

2109.3.5 Suspension of Competitive Recruitment and Examination

The Manager may authorize the appointment of a person of recognized qualifications without examination when the particular scientific, professional, specialized character of a position, or emergency situation is such that competition is deemed by the District to be impractical.

2109.3.6 Oath of Allegiance

No appointment shall be completed until the applicant has subscribed to an oath of allegiance or affirmation as required by the State Constitution and the Government Code and such oath or affirmation shall constitute written agreement to be bounded by these Policies.

2109.3.7 Fingerprinting

Applicants before appointment, and employees after appointment, may be required to be fingerprinted.

2109.3.8 Residence Requirement

2109.3.8.1 All personnel appointed after the effective date of this rule shall become bona fide residents within a radius of forty (40) minutes commuting distance from the main office within one (1) year from the date of their appointment.

2109.3.8.2 The Manager is authorized to grant exceptions to the above requirements, as to either distance or time, if in his/her judgment, there are extenuating circumstances that warrant such exceptions.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Medical Examinations

POLICY NUMBER
2110

2110.1 Purpose

The purpose of the District's medical examination policy shall be to determine if a prospective employee and current employee is physically able to perform the job for which he/she is being considered or employed.

2110.2 Policy

Medical Examinations are required of prospective employees and current employees as follows:

2110.2.1 Prospective New Employees - Qualifying Medical Examinations

2110.2.1.1 All persons selected for appointment to regular full-time, regular part-time positions and hourly positions, and as deemed appropriate by the District Manager, shall be required to take, and pass a qualifying medical examination as a condition of employment and may be required to submit to a controlled substance test at the District's expense. Applicants may be required to comply with the recommendations of the District's physician as a condition of employment.

2110.2.1.2 Physicians who are designated or approved by the District shall administer qualifying medical examinations at District expense prior to appointment or as soon thereafter as practical.

2110.2.1.3 Appointment will be temporary and will not be final until the applicant successfully completes the required medical examination.

2110.2.2 Current Employees - Medical Examinations

2110.2.2.1 If, in the opinion of the Manager, an employee is having difficulty performing the reasonable duties of their position due to suspected physical or mental health problems, the employee may be required to submit to and pass a medical examination to assure fitness for duty. If the examination finds the employee to be in an unfit condition to perform the position duties, the Manager, may require that the employee take a leave of absence to correct the condition.

2110.2.2.2 Employees returning to duty from sick leave or leave of absence granted for medical reasons may be required by the Manager to take and pass a medical examination to assure fitness to return to work.

2110.2.2.3 Medical problems which affect the ability to do the job, and which can be corrected must be remedied within a reasonable period of time. Employees who fail to do so shall be dismissed or transferred in accordance with the provisions of the Change of Assignment Policy.

2110.2.2.4 An employee may be required to comply with the recommendations of the District's physical as a condition of continued employment.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Medical Examinations

POLICY NUMBER

2110

2110.2.2.5 The Manager may require that a present employee moving from a position in one medical standards group to a different or higher medical standards group take and pass a designated or approved medical examination for the higher level to assure that the employee will be fit to meet the more different or demanding physical requirements of the new assignment.

2110.2.2.6 The Manager may require such other special or periodic medical examinations, as he/she deems necessary to assure the continuing health, safety, and competent performance of District employees.

2110.2.2.7 Any medical examination required or authorized by the Manager in accordance with this policy, shall be administered at District expense.

2110.2.3 Medical Standards

2110.2.3.1 Medical standards shall be established for each job or group of jobs in the District regular service. Standards shall be reasonably related to job requirements. The Manager may not waive the medical standards for an applicant. Copies of these standards are on file in the Administrative Department.

2110.2.3.2 Pre-employment controlled substance testing will be required for all high risk or safety-sensitive positions. Safety-sensitive positions include, but are not limited to, seasonal applicators, technicians, and other District employees who handle large volumes or high concentrations of pesticides that if incorrectly handled or applied present a safety risk to that employee, other District employees, and members of the public. Additionally, District employees may collect vectors as part of the District's mosquito and disease surveillance program and/or have access to laboratories and chemicals for testing, identification, and prevention of vector borne diseases, which is high risk and safety-sensitive work. Because these duties involve a greater than normal level of trust, responsibility or impact on the health and safety of others, and errors in judgement, inattentiveness, or diminished coordination, dexterity or composure while performing the duties could clearly result in mistakes that would endanger the health and safety of others, and employees in these positions work with such independence that it cannot be safely assumed that mistakes could be prevented by a supervisor or another employee, and use of controlled substances would negatively impact the performance of these duties, pre-employment controlled substance testing will be required.

2110.2.3.3 When a prospective employee or current employee does not satisfy the medical standards for the position in question because of a disabled condition, as defined by applicable state or federal law, the examining physician shall be consulted. Depending on the examination results, the District will:

- refer the prospective employee for another medical evaluation, and/or
- consult with the examining physician to identify what work restrictions are recommended; then determine if a reasonable accommodation can be made.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Medical Examinations

POLICY NUMBER

2110

2110.2.3.4 The standards established pursuant to the policy shall not discriminate in any way against any disabled person solely because of such disability unless that disability prevents the person from adequately performing the essential duties of the position.

2110.2.3.5 The Manager, with appropriate medical consultation, shall maintain and update the specific medical standards established for each of the medical standard's groups and shall change the assignment of positions to the groups as the needs of District employment require. Such changes shall not affect persons who at the time the changes are implemented hold regular appointments in classes impacted by the changes.

2110.2.4 Disqualification

An applicant, candidate, or employee who fails to meet the designated medical standards shall be disqualified and their name shall be removed from the eligible list for regular appointment, and if appointed shall be released from appointment. If, upon subsequent medical examination, such applicant, candidate, or employee shall meet the medical standards, that person shall be reinstated to employment or restored to the eligible list and recertified. Such reinstatement or restoration shall not affect any appointments made after such employee was released from District employment nor shall it affect any appointments made while such applicant's name was not on the list.

2110.3 Reviews and Appeals

2110.3.1 An applicant, candidate, or employee who is disqualified because of failure to meet the medical or physical standards, may appeal to the Manager in writing within ten (10) calendar days after the mailing of notification of disqualification. The appellant may file, in support of the appeal, written medical or laboratory reports, x-rays, photographs, or other exhibits or written statements.

2110.3.2 The Manager shall then review the entire matter with appropriate medical consultation and may direct that the appellant be re-examined or that additional medical data be obtained. Upon the completion of such review of the case as may be deemed necessary by the District, the Manager, shall make a determination as to the fitness of the appellant for District employment and shall so notify the individual.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Medical Examinations

POLICY NUMBER
2110

CONSENT AND RELEASE FORM: DRUG/ALCOHOL TESTING

I hereby authorize the Delta Mosquito and Vector Control District, and any laboratories or medical facilities designated by Delta Mosquito and Vector Control District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Delta Mosquito and Vector Control District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Delta Mosquito and Vector Control District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs., medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name, if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Alerest™, Mediprin™, etc.), that I have used in the last forty-five (45), days are as follows:

Drug/Medicine	When Used	Prescribed By:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

SIGNATURE OF APPLICANT/EMPLOYEE: _____
(Signature) (Date)

SUPERVISOR REQUESTING TEST: _____
(Signature) (Date)

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Probationary Period

POLICY NUMBER

2111

2111.1 Purpose

The probationary period is regarded as the final phase of the selection process. It shall be utilized by the Manager for closely observing the employees work and the effective adjustment of new employees through supervision, counseling, and performance evaluation as well as for the elimination of any probationary employees who do not meet the required standards of work.

2111.2 Policy

2111.2.1 All employees appointed to an allocated position shall serve a twelve (12) month probationary period for the initial twelve (12) months in the position. During the probationary period, the Manager shall review, examine, and monitor the conduct, capacity, efficiency, skill, responsibility, integrity, and effectiveness of an employee to determine whether the employee is fully qualified for employment in the classification and position to which the employee has been appointed.

2111.2.2 At any time during the probationary period, either the District or the employee can terminate the employment relationship for any reason without any advance notice. The probationary period may be extended to a maximum of one additional year if the appointing authority feels that additional time is necessary to evaluate the employee's job performance.

2111.2.3 An employee who successfully completes the probationary period will be notified that he/she has become a regular full-time employee of the District.

2111.2.4 Initial Appointments

All persons appointed to regular allocated positions shall be required to satisfactorily serve a period of probation prior to achieving regular status in District employment.

2111.2.5 Promotional Appointments

All employees who accept promotional appointments to a regular allocated position shall be required to satisfactorily serve a period of probation in the promotional position prior to achieving regular status at the level to which promoted.

2111.2.6 Duration of Probationary Periods

The probationary period for all regular allocated positions shall be twelve (12) months commencing with the date of appointment.

2111.2.7 Performance Evaluations on Probationary Employees

Probationary employees should be evaluated after the seventh and twelfth months of employment. Evaluations may be done as often as necessary, in the judgment of the supervisor.

2111.2.8 Rejection of Probationary Employee

2111.2.8.1 Following notification, a new probationary employee who fails to satisfactorily meet the requirements of his/her position, shall be rejected, and terminated from District employment. A probationary employee may be rejected, dismissed, demoted, reduced in pay,

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Probationary Period

POLICY NUMBER

2111

or suspended without the right to review or appeal, unless otherwise required by law. The corrective counseling policy does not apply to probationary employees.

2111.2.8.2 Following notification, an employee who is serving a probationary period in a promotional appointment and fails to satisfactorily meet the requirements of the promotional position, shall be rejected and may at the discretion of the District, be permitted to return to any vacant lower-level position in which the employee has achieved regular status. If there is no vacancy in such a position, the employee may request to be placed on a re-employment list.

2111.2.8.3 When a probationary employee accepts an appointment to a position in another class during the probationary period, such appointment interrupts the old probationary period.

2111.2.9 Change in Position Other Than Through Appointment

An employee, who is reassigned, reclassified, transferred, reinstated, re-employed, or restored, is not required to serve a probationary period as a result of such action. If the employee has probationary status when such change takes place, the employee shall attain regular status upon completion of that probationary period. If the skills, knowledge, and abilities required to perform the duties of the position to which the employee has been reassigned, reclassified, transferred, reinstated, re-employed, or restored have changed, a new probationary period could be required.

2111.3 Appeal

The Manager may reject a probationary employee during probation without right to appeal or hearing.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Orientation

POLICY NUMBER
2112

2112.1 Purpose

It is the purpose of this policy to facilitate the probationary employee's adjustment to District employment and to his or her job, as well as to clarify the individual's role in the organization as a whole.

2112.2 Responsibility

The Manager, Administrative Assistant, and the individual's department supervisor share the responsibility for new employee orientation.

2112.3 Policy

2112.3.1 The District feels that every new employee should be made to feel welcome and a part of the team from the very first day on the job. It is the District's policy to:

2112.3.1.1 Let each person selected for employment know that we are glad to have him/her as an employee and fellow worker.

2112.3.1.2 Provide probationary employees with information he/she needs in order to be acquainted with the work and with the District.

2112.3.2 Maintain open channels of communication through which employees can: Obtain information, gets answers to their questions, and discuss problems openly with supervisors, Administrative Staff, and others responsible for orientation.

2112.3.3 The Administrative Assistant will conduct a new orientation.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Orientation

POLICY NUMBER
2112

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2112.3.3 The Administrative Assistant will conduct a new orientation.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Changes in Assignments

POLICY NUMBER

2113

2113.1 Purpose

The purpose of the Changes in Assignments policy is to define the different types of changes that can occur and to provide guidelines for fair and equitable administration of such changes.

2113.2 Policy

Reassignments, demotions, promotions, and job changes are used to retain employees or to change assignments as needed in the best interest of the District. In addition, such actions are used for proper placement of personnel and for employee development.

2113.2.1 Assignment and Reassignment

Once appointed to a position in a specific job classification, an employee may be reassigned to another position within the class at the discretion of the Manager.

2113.2.2 Voluntary Demotion

2113.2.2.1 A voluntary demotion is the appointment of an employee from an incumbent position to a position in a different job classification for which the maximum rate of pay is lower and where the employee has voluntarily requested or agreed to such appointment.

2113.2.2.2 The Manager may waive the probationary period for the demoted class if an employee's service in the higher classification qualifies the employee for performance in the demoted class. If a new probationary period is a condition for demotion, the employee must sign a statement indicating an understanding of this fact prior to the effective date of the demotion. If unsuccessful in the new probationary period, the employee will be terminated from District service.

2113.2.2.3 An employee may request a voluntary demotion in writing to the Manager:

- To avoid being rejected during probation from a promotional appointment;
- For personal reasons which cause the employee to seek a less responsible or complex assignment;
- To remain in a position which has been reallocated to a lower class as a result of a narrowing or lessening of the responsibilities and duties assigned to the position; or
- Any other reasons deemed by the Manager to be in the best interest of the District.

2113.2.3 Demotions

2113.2.3.1 A demotion is the involuntary appointment of an employee from an incumbent position to a position at a lower job classification.

2113.2.3.2 Demotion may be ordered as part of a reorganization, or reduction in force, or for cause. Demotion may only be made by the Manager.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Changes in Assignments

POLICY NUMBER

2113

2113.2.3.3 A regular employee who is involuntarily demoted may be given a regular appointment in the lower classification if he/she has previously achieved regular status in this class.

2113.2.3.4 A demoted employee may have his/her name placed on the reinstatement eligible list for the classification from which demoted with the approval of the Manager.

2113.2.4 Medical Incapacitation

When in the estimation of the Manager, an employee becomes physically or mentally incapacitated to perform the duties that have been assigned to him or her, the Manager may request that the employee be medically examined to determine the fitness of the employee for duty in accordance with the Medical Examination Policy. Should the employee be determined to be physically or mentally incapacitated and unable to perform the normal and reasonable duties of the class to which the employee has been appointed, the Manager may lay-off, transfer, or demote the employee to another position for which the employee is qualified.

2113.2.5 Promotions

2113.2.5.1 A promotion is the appointment of an employee from an incumbent job classification to another position at a higher level for which the maximum salary is higher.

2113.2.5.2 Employees who are promoted to a higher classification shall undergo the probationary period prescribed for the higher classification. If rejected during the probationary period and if a vacancy exists in their former classification, the employee may be demoted, at the discretion of the District, back to the former job classification. If no vacancy exists, then the employee may be removed from District service and placed on a reemployment list for the position in which regular status was achieved.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Performance Appraisals

POLICY NUMBER

2114

2114.1 Purpose

To define the District's policy relative to employee performance appraisals of all regular employees.

2114.2 Policy

2114.2.1 The performance appraisal process is aimed at accomplishing the following major objectives:

- To provide employees with direction in their job.
- To provide periodic feedback and coaching.
- To evaluate how the job has been performed, to discuss this performance with the individual concerned, and, where possible, to determine how it can be improved.
- To correlate the job performance evaluation directly to the suggested salary, increase, thereby tying pay to performance.
- To identify areas for future development.

2114.2.2 Performance appraisals will be conducted for all regular employees at least once every twelve (12) months or more frequently as deemed appropriate by the District.

2114.2.3 Probationary employees should be evaluated prior to the seventh (7th) and twelfth (12th) months of employment.

2114.2.4 Supervisors may prepare special performance appraisals when the employee's performance warrants review, as determined by the supervisor.

2114.2.5 Informal Performance Appraisal

2114.2.5.1 Informal Discussions

Supervisors should carry out regular informal discussions with employees throughout the year regarding job performance. The informal discussion should seek to establish:

- How the job is going.
- What problems, if any, have arisen.
- What requirements there may be for training.
- What specifically is expected of the individual.

2114.2.5.2 Informal Documentation

Supervisors should keep an informal record of exceptional (outstanding or unsatisfactory) employee performance. Notes should detail only those incidents of performance that exceed or fall short of minimum job standard and should contain:

- Date, time, and location of incidents;
- Performance or behavior exhibited by the employee;

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Performance Appraisals

POLICY NUMBER

2114

- Consequences of that action or behavior on the employee's total work performance and/or the operation;
- Supervisor response to the employee's action or behavior; and
- In cases of unsatisfactory behavior, the employee's reaction to supervisor's attempts to modify behavior.

2114.2.5.3 Formal Documentation

When a continued pattern of performance is exhibited, as evidenced in supervisory notes, a conference should be scheduled with the employee to discuss job performance.

2114.2.5.3.1 Continued Outstanding employee performance may result in an informal conference and a positive letter to the employee's file.

2114.2.5.3.2 Continued Unsatisfactory employee performance may result in formal documentation of:

- What the employee has done (specific unsatisfactory performance);
- What action/process has been taken to help the employee improve performance;
- Other substantiating documentation, (i.e., previous memos, letters, pertinent bulletins, etc.).

2114.2.5.3.3 Supervisors should take notes of what transpires during the conference, (including responses from the employee, specific plans for improvement, etc.). A memo to the employee should be prepared, summarizing what took place during the conference and documenting any action plans established regarding improvement of the employee's performance.

2114.2.6 Formal Performance Appraisal

2114.2.6.1 Performance Appraisal and Development Form

The formal performance appraisal should evaluate the employee in his/her current position and appraise job performance for the entire period of evaluation.

2114.2.6.1.1 Supervisors should utilize the entire Employee Performance Appraisal and Development Form, which includes:

- Performance Factors
- Job Duties and Performance
- Summary of Overall Performance, and
- Future Development

2114.2.6.1.2 Performance appraisals shall be made in accordance with the following standards:

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POLICY TITLE

Performance Appraisals

POLICY NUMBER

2114

2114.2.6.1.2.1 Considerably Above Job Standards: An employee's performance is consistently above the requirements of his/her job classification. This appraisal indicates that the performance in the particular area being appraised is as high as could be expected on anyone filling the particular classification.

2114.2.6.1.2.2 Exceeds Job Standards: This standard is for recognition of performance which has little room for improvement. When an employee's performance in a particular trait exceeds normal expectations, this standard would be used.

2114.2.6.1.2.3 Meets Job Standards: An employee's performance in a particular area is satisfactory when he/she meets or fulfills the normal expectation of his/her job classification. This is the standard used for satisfactory job performance.

2114.2.6.1.2.4 Below Job Standards: An appraisal of below job standards means that an employee's performance is passable but not up to full expectations for the job. Although performance of this standard is not seriously deficient, there is room for significant improvement.

2114.2.6.1.2.5 Considerably Below Job Standards: An unsatisfactory appraisal means that an employee's performance in a particular area is unacceptable. Such performance indicates that transfer, suspension dismissal, or discipline may be in order.

2114.2.6.1.3 Performance ratings must be substantiated by thoroughly describing employee performance, providing examples where appropriate.

2114.2.6.2 Performance Appraisal Interview

2114.2.6.2.1 The appraisal interview should:

- Enable the supervisor and employee to discuss past performance.
- Enable the supervisor and employee to discuss and agree on what can be done to improve performance in those areas where improvement is needed.
- Enable the supervisor and employee to discuss, identify, and agree on a work program and tasks for the coming year.
- Provide an opportunity to discuss future training and developments programs.

2114.2.6.2.2 At the conclusion of the performance appraisal interview, the employee will be asked to sign the performance appraisal, in acknowledgment that he/she has met and discussed the appraisal content with the supervisor.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Performance Appraisals

POLICY NUMBER

2114

2114.2.6.2.3 The employee may request to review the performance appraisal with the next supervisory level.

2114.2.6.3 Retention of the Performance Evaluation Reports

The performance evaluation report shall become a part of the official record of the employee and shall be maintained in the employee's personnel folder. The most recent report shall be deemed to be indicative of the employee's current performance. Performance ratings shall be considered confidential only subject to review by persons appropriately authorized by the Manager, or as requested by the employee.

2114.3 Administrative Review

If, after discussing and reviewing a performance appraisal with the supervisor, an employee remains dissatisfied with the rating received in the performance appraisal, the employee may discuss the ratings with the Manager and the employee may have an addendum to the performance appraisal added to the file.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Unauthorized Voluntary Absence

POLICY NUMBER

2115

2115.1 Voluntary absence from work without permission for five consecutive working days shall be considered an automatic resignation.

2115.2 After three consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the General Manager.

2115.3 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2115.3.1 The fact-finding hearing shall be held within ten days after the end of the five consecutive days of unauthorized voluntary absence.

2115.3.2 The General Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. 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.

2115.3.3 If the General Manager determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the fifth consecutive day of his/her unauthorized voluntary absence.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Corrective Counseling

POLICY NUMBER

2116

2116.1 Purpose

To provide a uniform and consistent policy for employee discipline and establish guidelines for management actions designed to correct the conduct or performance of employees who 1) fail to meet established standards, or 2) have engaged in unacceptable behavior.

2116.2 Definitions

2116.2.1 Discipline:

Management actions designed to correct the conduct or performance of employees who:

- 1) fail to meet established standards, or
- 2) have engaged in unacceptable behavior.

2116.2.2 Progressive Discipline

The process of working with employees to resolve unsatisfactory or unacceptable performance through a sequence of disciplinary actions including 1) counseling, 2) oral warning/reprimand, 3) written warning/ reprimand, and 4) major disciplinary actions.

2116.2.3 Counseling

Counseling includes any informal discussion with an employee designed to assist him/her to fully develop his/her skills and abilities. The discussion may clarify standards, evaluate the employees' strengths and weaknesses, seek information, and/or clarify and remedy problems.

2116.2.4 Oral Warning/Reprimand

The oral warning verbally notifies the employee that his/her performance or behavior must be improved. Supervisors give oral warnings when counseling has failed to produce the desired changes.

2116.2.5 Written Warning/Reprimand

A written warning is a formal notice to an employee that further disciplinary action will be taken unless his/her behavior or performance improves.

2116.2.6 Suspension/Reduction in Pay

Suspension is the removal of an employee from his/her duties without pay. The employee may continue his/her duties but, as an alternative to suspension from duties without pay, a temporary reduction in pay may be imposed. Suspensions/Reductions in Pay are normally taken in cases involving gross misconduct or chronic behavioral problems for which there seems to be no other appropriate response. An employee may in some instances be suspended on the spot. Such action is reserved for cases, where, for example, the employee's continued presence constitutes a clear threat to the safety of other employees or to the public.

2116.2.7 Demotion

Demotion is the removal of an employee from his/her present position to a lower classification. (Demotion may occur if an employee has been promoted and cannot perform the duties of the higher position but may still function effectively at the lower level).

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2116.2.8 Discharge

Discharge is the permanent removal of an employee from employment service for cause.

2116.2.9 Resignation: An Alternative to Disciplinary Action

An employee may offer to resign instead of facing disciplinary action. By doing so, the employee loses the right to appeal. However, the inquiries from future employers regarding the reason for leaving will be answered with the statement that the employee resigned. No employee can be compelled to resign; resignation must be entirely voluntary.

2116.3 Policy

2116.3.1 It is the policy of the Delta Mosquito and Vector Control District to use positive measures and a process of progressive discipline to minimize and/or resolve employee performance or behavioral problems before more serious actions must be taken.

2116.3.2 Disciplinary actions can range from informal conversations to formal discharge. The disciplinary process is a reasonable system based upon the premise that:

- disciplinary actions are to be corrective rather than punitive;
- disciplinary actions are progressively more severe; and
- disciplinary actions will fit the nature of the problem.

2116.3.3 It is the goal of the disciplinary process to:

- minimize employee performance and behavioral problems by informing employees of what offenses will be subject to discipline;
- give employees the opportunity to improve by identifying what specific actions they must take in order to meet performance and behavioral standards; and ensure that disciplinary procedures are applied uniformly and consistently, in accordance with District policies and work rules.

2116.3.4 Application of Policy

2116.3.4.1 Probationary Employees

The corrective counseling policy does not apply to probationary employees. A probationary employee may be rejected, discharged, demoted, reduced in pay, or suspended without right to review or appeal unless otherwise required by law.

2116.3.4.2 At Will Employees

The corrective counseling policy does not apply to the Manager. Appointed personnel may be discharged, demoted, reduced in pay, or suspended without right to review or appeal unless otherwise required by law.

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2116.3.4.3 Regular Employees

Disciplinary situations involving employees who have completed their probationary period must be dealt with by progressive discipline.

2116.3.5 Grounds for Discipline

Actions which may result in discipline include, but are not limited to:

- Failure to meet reasonable work performance standards and requirements.
- Neglect of duties.
- Failure to cooperate with the implementation and application of the District's Equal Opportunity Employment policies and procedures.
- Sexual harassment of any employee.
- Absence without supervisor's approval of leave from the job; and/or abandonment of position, for three (3) consecutive days, without notification.
- Tardiness or excessive absenteeism.
- Practicing deception or fraud in the securing of a job appointment or promotion.
- Failure to supply full information as to character, reputation, medical history, or acts which, if known at the time of appointment, might have resulted in a disqualification of the employee for the job to which appointment was made.
- Falsification of a relevant official statement or document.
- Incapacity to perform job duties because of a mental or physical ailment or defect consistent with the PERS retirement conditions.
- Improper withdrawals or limitation of service or any action, which interferes with or is disruptive of the District mission of service to the public.
- Insubordination.
- Willful or negligent disobedience of any law, ordinance, District rule, departmental regulation, or superior's lawful order.
- Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
- Unauthorized possession or use of narcotics or alcohol in District offices/ vehicles or reporting to work under influence of same.
- Conduct unbecoming an officer or employee of the District.
- Discourteous treatment of the public or other employees.
- Any action inconsistent with these policies, rules, ordinances, or official rules.

2116.3.6 Process of Progressive Discipline

The following outline describes the progressive discipline process, beginning with informal counseling (which occurs when a potential problem is first identified) and progressing through alternative actions that increase in severity, if the problem persists. The choice of alternative disciplinary actions will vary in accordance with the severity of the performance problem and will not necessarily follow the sequence as outlined herein.

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2116.3.6.1 Informal Discussion/Counseling

2116.3.6.1.1 When a performance or behavioral problem is first identified, the problem should be discussed with the employee, along with the steps that need to be taken in effort to resolve the problem.

2116.3.6.1.2 (The record of oral warning/reprimand is not placed in the employee's personnel file unless subsequent action is necessary).

2116.3.6.2 Oral Warning/Reprimand

2116.3.6.2.1 If counseling fails to produce the desired changes, the supervisor will give oral warnings/reprimands. The oral warning verbally notifies the employee that performance must be improved.

2116.3.6.2.2 If the employee fails to improve, more serious disciplinary action will be taken.

2116.3.6.2.3 (No record of oral warning/reprimand is placed in the employee's personnel file unless subsequent action is necessary.)

2116.3.6.3 Written Warning/Reprimand

2116.3.6.3.1 If the oral warning/reprimand fails to produce the desired changes, a written warning/reprimand is given to the employee. A written warning/reprimand is a formal notice to the employee that further disciplinary action will be taken unless his/her behavior or performance improves.

2116.3.6.3.2 It is the responsibility of the supervisor to ensure that the written warning/ reprimand:

- Identifies what occurred to warrant disciplinary action.
- Identifies the date and time of the event that warrants disciplinary action.
- Identifies what District policy, ordinance, or work rule has been violated.
- Identifies what prior action was taken with the employee.
- Identifies what the employee is directed to do to correct the situation, establishing goals and timetables for improved performance/behavior.
- Informs the employee that failure to improve will result in more serious disciplinary action.

2116.3.6.3.3 A record of written warning/reprimand will be placed in the employee's personnel file.

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2116.3.6.3.4 A written warning/reprimand may be expunged upon sustained corrective behavior, as determined by the District, after a period of (5) years. It is the responsibility of the employee to request that his/her personnel file be purged.

2116.3.6.4 Major Disciplinary Actions

2116.3.6.4.1 If all previous attempts of corrective counseling and progressive discipline have failed to result in the required changes in employee performance/behavior, then major disciplinary actions will be applied.

2116.3.6.4.2 Major disciplinary actions consist of:

2116.3.6.4.2.1 Demotion

Demotion is the removal of an employee from his/her present position to a position of a lower classification. If the decision is made to demote an employee, the following must be considered:

2116.3.6.4.2.1.1 After consulting with District legal counsel, a written notice to the employee from the Manager is prepared which includes:

- Notice of proposed demotion.
- Date demotion will be effective.
- Reason(s) for the demotion, the specific grounds, and the particular facts upon which the action is taken; and a specific statement of which positions are involved.
- A reasonable time limit for the employee to respond either orally or in writing to the Department Head.

2116.3.6.4.2.1.2 The supervisor will be responsible for ensuring that there is written record verifying that the employee has received the Notice of Demotion. This may be accomplished by either obtaining the employee's signature, or the signature of the individual who served the Notice, and the date of receipt/service.

2116.3.6.4.2.1.3 The employee must be provided, upon request, with any written materials, reports and documents upon which the demotion is based.

2116.3.6.4.2.1.4 The employee has a right to meet with the decision maker. (Note: This meeting does not constitute a hearing.)

2116.3.6.4.2.1.4.1 A copy of the notice must be provided, to the Administrative Department.

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2116.3.6.4.2.1.4.2 When an employee initiates such demotion, it is necessary that the employee request demotion in writing; such action requires the approval of the department head with concurrence of the Manager.

2116.3.6.4.2.1.4.3 A record of demotion shall remain permanently in the employee's personnel file.

2116.3.6.4.2.2 Discharge

Discharge is the permanent removal of an employee from employment service, for cause. If the decision is made to discharge an employee, the following must be considered:

2116.3.6.4.2.2.1 After investigation and consultation with Legal counsel, the Manager prepares "A Notice of Intent to Terminate" to the employee which includes:

- Statement of Intent to Terminate.
- Date dismissal will be effective.
- Reason(s) for the dismissal, the specific grounds, and the particular facts upon which the action is taken.
- A reasonable time limit for the employee may respond either orally or in writing to the department head.

2116.3.6.4.2.2.1.1 A copy of such notice shall be provided to the Manager and the Administrative Assistant.

2116.3.6.4.2.2.2 The employee must be provided with any known written material, reports and documents.

2116.3.6.4.2.2.3 The supervisor will be responsible for ensuring that there is a written record verifying that the employee has received the Notice of Intent to Terminate. This may be accomplished by either obtaining 1) the employee's signature, or 2) the signature of the individual who served the notice, and the date of receipt/service.

2116.3.6.4.2.2.4 The employee has a right to meet with the decision maker. (Note: This meeting does not constitute a hearing).

2116.3.6.4.2.2.4.1 The employee may elect to resign in lieu of discharge; however, the District retains the right to refuse the resignation.

2116.3.6.4.2.2.4.2 A record of discharge shall remain permanently in the employee's personnel file.

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2116.3.6.4.2.3 Resignation, in lieu of discharge

2116.3.6.4.2.3.1 An employee may offer to resign, instead of accepting a disciplinary discharge. If the employee elects to resign, he/she loses all rights to appeal. The employee's personnel file will reflect the resignation and any inquiries from future employers regarding the employee's reason for leaving District employment will be answered simply with the statement that "the employee resigned."

2116.3.6.4.2.3.2 No employee can be compelled to resign; resignation must be entirely voluntary.

2116.3.6.4.2.4 Suspension/reduction in pay

2116.3.6.4.2.4.1 Suspension is the temporary removal of an employee from his/her duties without pay. As an alternative to complete suspension from duties without pay, the employee may continue to perform his/her duties but a temporary reduction in pay may be imposed.

2116.3.6.4.2.4.2 If the decision is made to suspend/reduce in pay an employee, the following must be considered:

2116.3.6.4.2.4.2.1 After consulting with District legal counsel, a written notice to the employee from the Manager is prepared which, includes:

- Notice of proposed suspension/reduction in pay.
- Date(s) suspension/reduction in pay will be effective.
- Reasons for the suspension/reduction in pay, the specific grounds, and the particular facts upon which the action is taken.
- A reasonable time limit in which an employee may respond either orally or in writing to the department head.

2116.3.6.4.2.4.2.2 The supervisor will be responsible for ensuring that there is a written record verifying that the employee has received the Notice of Suspension/Reduction in pay. This may be accomplished by either obtaining 1) the employee's signature, or 2) the signature of the individual who served the Notice, and the date of receipt/service.

2116.3.6.4.2.4.2.3 The employee must be provided, upon request, with any written materials, reports and documents upon which the suspension is based.

2116.3.6.4.2.4.2.4 The employee reduced in pay has a right to meet with the decision maker. (Note: This meeting does not constitute a hearing.)

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2116.3.6.4.2.4.3 An immediate suspension may be used when a serious violation has occurred, and it is considered in the best interest of the District to suspend an employee immediately. However, written notice is still required.

2116.3.6.4.2.4.4 A copy of the notice must be provided to the Administrative Department.

2116.3.6.4.2.4.5 Upon request of the employee, the record of suspension will be expunged upon sustained corrective behavior, as determined by the District, for a period of five (5) years. It is the responsibility of the employee to request the purging of suspension.

2116.4 Appeal

If an employee chooses to appeal the reasons or acts of why a substantial, progressive, disciplinary action was taken, he/she may appeal using the Administrative Hearing Procedures. A demotion, a suspension of more than five (5) days or a reduction in pay equivalent to the loss of the total sum of more than five (5) days regular pay, constitutes substantial discipline for the purpose of this policy.

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POLICY TITLE

Hours of Work and Overtime

POLICY NUMBER

2117

2117.1 This policy shall apply to all employees.

2117.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2117.3 The workweek shall consist of seven consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2117.4 Overtime is defined as:

2117.4.1 Time worked in excess of 40 hours in a workweek;

2117.4.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

2117.4.3 Time worked on a designated holiday.

2117.5 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

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POLICY TITLE

Outside or Secondary Employment (Moonlighting)

POLICY NUMBER

2118

2118.1 Purpose

To define the District's position for employees who have secondary employment and to establish the conditions under which secondary employment is acceptable to the District.

2118.2 Definitions

2118.2.1 Primary Employer

The Delta Mosquito and Vector Control District is regarded as the "Primary Employer" of all regular full-time and regular part-time employees. Pursuant to this policy, no conflict with or interference from an outside or secondary employer will be allowed.

2118.2.2 Secondary Employer

An employer, other than the Delta Mosquito and Vector Control District, for whom an employee works.

2118.3 Policy

2118.3.1 It is the policy of the Delta Mosquito and Vector Control District to regard itself as the primary employer of all regular full-time and regular part-time employees. As such the District retains the right to prohibit any secondary employment of an employee if that employment:

- poses a conflict of interest, and/or
- in any way interferes with the effective performance of his/her job duties with the District, and/or
- adversely affects the health and safety of the employee or individuals with whom he/she works.

2118.3.2 The following guidelines should be taken into consideration:

2118.3.2.1 Work Hours - Time on the secondary job should be kept to a minimum so as not to affect the work performance of the primary employment.

2118.3.2.2 Ability to Respond on a Callback Basis - The ability to respond on a callback basis should not be compromised as a result of the secondary employment and response should be within a reasonable period of time - approximately forty minutes.

2118.3.3 Prior to accepting secondary employment, employees should notify their supervisors, in writing, of their secondary employer.

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POLICY TITLE
Certification

POLICY NUMBER
2119

2119.1 Purpose

To describe the requirement of Management, Operational and Scientific/Technical personnel for the certificate of compliance issued by the State of California, Department of Health Services in the areas of mosquito control, vertebrate control, and terrestrial invertebrate control for employment with the District.

2119.2 Policy

2119.2.1 It is the policy of the Delta Mosquito and Vector Control District to require those persons involved as full-time employees in the Scientific/Technical, in Operational positions and in Management/ Supervisory positions of the vector control program, obtain certification from the State of California, Department of Health Services in the following manner:

2119.2.1.1 Pesticides and Regulations, section A, Core plus Mosquito Control, section B certificate within first twelve (12) months of employment, except at manager discretion

2119.2.1.2 Vertebrate and Terrestrial Invertebrate Vector Control, sections C and D, certificate within first twenty-four (24) months of employment, except at manager discretion

2119.2.2 It is the policy of the Delta Mosquito and Vector Control District to require those persons involved as regular part-time employees, such as Vector Control Technician II, to obtain certification from the State of California, Department of Health Services in the following manner:

2119.2.2.1 Pesticides and Regulations, section A, Core plus Mosquito Control, section B certificate within first twenty-four (24) months following promotion to this role, except at manager discretion.

2119.2.3 Failure to obtain and/or maintain vector control certifications will result in termination of employment, except when the manager deems sufficient good faith efforts are being made or due to specific circumstances.

Revised December 9, 2020

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POLICY TITLE

Work Rules

POLICY NUMBER

2120

2120.1 Purpose

2120.1.1 To define the activities, practices, and/or forms of behavior that is expected of employees of the Delta Mosquito and Vector Control District. Specific issues covered by this policy include, but are not limited to:

- Recording time worked
- Unreported absences
- Excessive tardiness
- Theft of District or personal property
- Damaging or defacing District property
- Alcohol and/or drug abuse
- Violation of safety or fire protection rules
- Failure to wear protective equipment

2120.2 Definition

2120.2.1 Work Rules: Those activities, practices, and forms of behavior that are expected of employees.

2120.3 Policy

2120.3.1 The efficient and effective operation of the District requires that employees adhere to certain rules which are necessary to protect the health and safety of all employees, maintain uninterrupted productivity, and protect the District's property and good will with the community:

2120.3.1.1 Employees must cooperate fully with the implementation and appreciation of the District's Equal Employment Opportunity policies and procedures.

2120.3.1.2 Employees must be at their appointed workplaces, ready to work, at the regular starting time, and shall remain at such workplaces and at work until the schedules regular quitting time, except for authorized time off, including breaks and lunch.

2120.3.1.3 Employees shall not gather on District premises for the conducting of personal business during work hours.

2120.3.1.4 Employees must use issued computers and telephones in accordance with departmental policies and procedures. Occasional use of such equipment of a personal nature is not expressly prohibited; providing it is kept to a minimum and in no way interferes or conflicts with District business operations or interferes with the work of any employee.

2120.3.1.5 An employee must, where it is prescribed, wear safety articles and use protective equipment provided him/her, at all times, and immediately report to his/her supervisor of any injury or accident.

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Work Rules

POLICY NUMBER
2120

2120.3.1.6 If an employee is unable to report for, or perform, work due to illness or other justifiable cause, he/she must report his/her expected absence in advance and give the reasons for his/her inability to work either to his/her supervisor.

2120.3.1.7 An employee must be in physically fit condition to perform the work required of him/her.

2120.3.1.8 An employee must be available and report for work as scheduled or for overtime work as required or assigned to him/her.

2120.3.1.9 In accordance with FLSA, non-exempt employees should not be at their work site before or after the designated workday, without approval of their supervisor.

2120.3.2 The following acts are prohibited: (This list is not all inclusive)

2120.3.2.1 Unlawful or improper conduct off District premises or during nonworking hours which adversely affects the employee's relationship to the job, fellow employees, supervisors, or to the District's property, reputation, or goodwill in the community.

2120.3.2.2 Restricting production or interfering with the performance of other employee's jobs or engaging or participating in any interruption of work or production.

2120.3.2.3 Neglecting one's own job duties, responsibilities, or refusing to perform assigned work.

2120.3.2.4 Bringing illegal drugs onto District property or being under the influence of any such drugs.

2120.3.2.5 Falsifying any reports or records, including but not limited to personnel, employment application, absence, sickness, and production records.

2120.3.2.6 Bringing intoxicating beverages onto District property.

2120.3.2.7 Falsely stating or making claims of injury.

2120.3.2.8 Violating any safety rule or practice or engaging in conduct that tends to create a safety hazard.

2120.3.2.9 Removing from the premises, without proper written authorization, District property, records, or other material.

2120.3.2.10 Fighting.

2120.3.2.11 Abuse or destruction of District property, tools, or equipment.

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2120.3.2.12 Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.

2120.3.2.13 Failure to pay court-recognized debts or to fail to make reasonable provisions for payment, when this failure adversely affects the employment situation.

2120.3.2.14 Sexual harassment of any employee.

2120.3.2.15 Insubordination..

2120.3.2.16 Any action inconsistent with District policy, ordinance, or department rules.

2120.3.2.18 Harassment of any employee based upon race, creed, color, national origin, religion, age, disabled status, marital status, military or veteran status, sexual orientation, gender identity and gender expression, sex (including pregnancy, childbirth, and related medical conditions), citizenship status, genetic information, ancestry, AIDS/HIV status, medical conditions, political activities or affiliations, or status as a victim of domestic violence, assault, or stalking.

2120.3.3 Violation of any of the afore-mentioned work rules could result in discipline up to and including discharge.

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POLICY TITLE

Separation of Employment

POLICY NUMBER

2121

2121.1 Purpose

This policy defines the various types of separations from District employment and the effect of separation on benefits and continuous service.

2121.2 Applicability

This policy will apply to all employees.

2121.3 Policy

In every case of separation of employment, it shall be the District's objective to make the separation as amicable as possible for both the employee and the District.

2121.3.1 Types of Separations

2121.3.1.1 Voluntary separation occurs when the employee initiates the separation. The following are examples of voluntary separations:

- a) Written or oral resignation.
- b) Unauthorized absence from work for five (5) consecutive working days without notifying the supervisor. It is the responsibility of the employee to make sure the employee's supervisor is informed.
- c) Retirement.

2121.3.1.2 Involuntary separation occurs when the employee does not initiate the separation. The following are examples of involuntary separations:

- a) Reduction in work force - when the District reduces its work force for economic or other reasons.
- b) Release without fault - when an employee, through no fault of his/her own, is unsuited for or incapable of performing work assigned and no appropriate change of assignment is available.
- c) Discharge - when an employee who is suited for and capable of performing the work, is terminated for such reasons as inefficiency, absenteeism, and violation of District rules of conduct set forth in the District policies or work rules.
- d) Discharge of an appointed "at-will" employee who serves at the pleasure and direction of the Board.
- e) Inability to perform duties of the job.

2121.3.1.3 Death of the employee.

2121.3.1.4 Disability - when, on the basis of medical evidence, an employee is totally and permanently disabled from performing his/her usual work assignment and thus eligible for disability benefits.

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2121.4 Procedures

Employees should contact the Manager for termination information. The administrative staff shall document the date of separation, re-employment eligibility, and reason for separation of the employee.

2121.4.1 Involuntary Separation

2121.4.1.1 Separations initiated by the District are generally discharges or layoffs for lack of work. Discharge separations are covered in detail in the Discipline policy.

2121.4.1.2 Whenever it becomes necessary, due to the lack of work, lack of funds, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2121.4.1.3 Employees to be laid off shall be given at least fourteen (14)-calendar days prior notice.

2121.4.1.4 Except as otherwise provided, whenever there is a reduction in the work force, the Manager shall first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off is qualified.

2121.4.1.5 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower classification that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2121.4.1.6 In order to retreat to a former or lower position, an employee must request displacement action in writing to the Manager within five (5) working days of receipt of the layoff notice.

2121.4.1.7 Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2121.4.1.8 Temporary and probationary employees shall be laid off according to the needs of the District as determined by the Manager. In cases where there are one or more full-time positions with the same job description from which the layoff is to be made, such employee(s) shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filed at least sixty (60) days prior to the layoff as follows:

- First, all employees having a rating, Considerably Below Job Standards;
- Second, all employees having a rating, Below Job Standards;
- Third, all employees having a rating, Meets Job Standards;
- Fourth, all employees having a rating, Exceeds Job Standards;

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- Fifth, all employees having a rating, Considerably Above Job Standards.

2121.4.1.8.1 Employees within each of the rating categories shall be laid off in order of least seniority first.

2121.4.1.9 The names of persons laid off or demoted in accordance with this policy shall be entered upon a reemployment list in accord with the District's Eligibility List Policy.

2121.4.2 Voluntary Terminations

The employee normally initiates these separations. However, there may be instances where the employee prefers to resign rather than be discharged.

2121.4.2.1 Resignation in Good Standing

2121.4.2.1.1 In order to resign in good standing, a regular or probationary employee shall submit a written notice to the Manager. The Manager shall forward this notice to the administrative staff for inclusion in the employee's personnel file. Failure by the employee to give this notice may result in forfeiture of future employment rights, as well as the right to have his/her name placed on the reinstatement and/or rehire eligible lists.

2121.4.2.1.2 Resignation severs all seniority and employment rights, except that of requesting placement of the former employee's name on the reinstatement or rehire eligible list.

2121.4.2.2 Resignation Not in Good Standing

2121.4.2.2.1 The Manager may refuse to place the name of a former regular or probationary employee upon an eligible list or exclude him/her from examinations if such employee has resigned while charges are pending against him/her or while under suspension or has, without the Manager's approval, given less than fourteen (14) calendar days' notice in advance of resignation.

2121.4.2.2.2 An employee absent without approved leave for five (5) consecutive working days who fails to notify the immediate supervisor and provide an acceptable reason for the absence to the Manager, shall be considered to have automatically resigned as of the last day on which the employee worked unless the Manager approves leave with or without pay to cover the absence.

2121.4.2.3 Termination Interview

Whenever possible, in cases of voluntary terminations, the administrative staff may interview the departing employee on or just prior to his/her last day of work. This interview will serve to ascertain the employee's forwarding address, to sign off on retirement or defer compensation refunds, to discuss COBRA, insurance, and conversions, and to obtain

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further details on the employee's reasons for leaving. The written results of the interview shall be placed in the employee's personnel folder.

2121.4.2.4 Retirement

Separation from District employment because of service retirement shall be considered a voluntary resignation. Disability retirement shall be considered an involuntary resignation.

2121.4.3 Separation Effect on Employee's Benefits

2121.4.3.1 Vacation Pay

Accrued vacation time will be paid on the employee's final paycheck.

2121.4.3.2 Administrative Leave

All unused administrative leave will revert back to the District upon termination.

2121.4.3.3 Sick Leave

2121.4.3.3.1 All unused accumulated sick leave will revert back to the District upon termination, except at retirement.

2121.4.3.3.2 Unused accumulated sick leave at time of retirement will be converted to additional service credit at the rate of 0.004 years for each day (250 days of sick leave for one additional year of service credit).

2121.4.3.4 Health Insurance

2121.4.3.4.1 Under the Consolidated Omnibus Budget Reduction Act of 1986 (COBRA), a terminating employee may have the right to continue membership in the District's health benefits plan. Information on the costs for this benefit along with enrollment procedures is available from administrative staff.

2121.4.3.4.2 Retirees are eligible to continue the District's health insurance at their own cost as determined annually by the insurer.

2121.4.3.5 Deferred Compensation Program

If you have participated at any time while employed with the District in the Deferred Compensation program, the funds may be released to you after you leave the District. You may wish to consult with an accountant or financial counselor regarding the tax implications for receiving your deferred compensation funds.

2121.4.3.6 Retirement

2121.4.3.6.1 An employee who is a member of PERS for less than five (5) years and who terminates his/her employment without going to another PERS agency will

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receive a cash refund of the employee's portion of contribution plus interest from Public Employee's Retirement System.

2121.4.3.6.2 An employee who terminates employment and is to be immediately employed by another PERS agency must leave their retirement contribution with PERS. The service credits will be forwarded.

2121.4.3.6.3 An employee who terminates employment and who has five (5) or more years of service has the option of receiving a refund or leaving contributions and service credit with PERS.

2121.4.3.6.3.1 Employees must complete a PERS retirement form available from administrative staff prior to separation for refund of contributions or to maintain contributions or deposit of PERS.

2121.4.3.6.3.2 Employees considering retirement must begin the retirement process by submitting a retirement application to PERS at least ninety (90) days in advance of desired retirement date. Forms are available from administrative staff.

2121.4.3.7 Final Paychecks

2121.4.3.7.1 Involuntary Terminations: Laid-off or discharged employees shall be paid in full for all time worked prior to termination no later than next regular payday.

2121.4.3.7.2 Voluntary Terminations: Employees terminating voluntarily shall be paid in full no later than the next regular payday.

2121.4.3.7.3 Final paychecks may be picked up only by the employee at District Office.

2121.4.3.8 Unemployment Compensation

Every terminating employee is eligible to apply for unemployment insurance. An employee's eligibility for unemployment benefits is determined by state law, which includes consideration of the reason for termination.

2121.4.3.9 References

Requests for references providing information on terminated employees will be handled by administrative staff in conjunction with the Manager (See: Employment Verification and Reference Requests).

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2121.4.3.10 District Property Funds

It is the responsibility of the terminating employee's immediate supervisor to assure that the employee returns all District property, tools, reference data, uniforms, etc., prior to the employee receiving his/her final paychecks.

The supervisor should further ensure that all credit cards are returned prior to issuing final payment.

2121.4.4 Restoration of Length of Service and Benefits

2121.4.4.1 Laid-Off Employee

A laid-off employee with regular status at the time of lay off and who is re-employed by the District within one (1) year from the date of lay off will have his/her benefits and original service date restored.

2121.4.4.2 Reinstatement

Reinstatement: An employee who was discharged or voluntarily terminated his/her employment, and who is reinstated within six (6) months of termination shall have all eligible employee benefits excluding health insurance and service restored. The employee's date of hire shall continue to be his/her original date of hire. Computation of service for retirement purpose will be determined in accordance with the provisions of the District's PERS retirement plan.

2121.4.4.3 Rehire

Rehire: An employee who was discharged or voluntarily terminated his/her employment, and who is rehired, will not have any prior service or benefits restored. Rehires are prior employees whose termination date is six (6) months but less than two (2) years from the date of rehire. The date of rehire will become his/her service date. Computation of service, for retirement purposes and the effect of breaks in service on retirement rights, however, will be determined in accordance with the provisions of the District's PERS retirement plan.

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Grievance

POLICY NUMBER
2122

This policy shall apply to all regular employees in all classifications.

2122.1 Purpose:

2122.1.1 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2122.1.2 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances, or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2122.2 Procedure Steps:

2122.2.1 Level I, Preliminary Informal Resolution.

2122.2.1.1 Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2122.2.2 Level II, General Manager.

2122.2.2.1 If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten working days after the occurrence of the act or omission-giving rise to the grievance.

2122.2.2.2 The statement shall include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2122.2.2.3 The General Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the

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reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

2122.2.3 Level III, Board of Directors.

2122.2.3.1 In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "C") to the District's Board of Directors within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

2122.2.3.2 The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

2122.3 Basic Rules:

2122.3.1 If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2122.3.2 By agreement in writing, the parties may extend any and all-time limitations specified above.

2122.3.3 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2122.3.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

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DELTA MOSQUITO AND VECTOR CONTROL DISTRICT EMPLOYEE GRIEVANCE FORM

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied, or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

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POLICY TITLE

Employment Verification and Reference Requests

POLICY NUMBER

2123

2123.1 Purpose

The purpose of this policy is to establish consistent and appropriate methods for responding to employment verification and reference requests concerning to current and past District employees.

2123.2 Policy

2123.2.1 It is the District's policy that all requests either by telephone or in writing for information concerning current or former employees are to be referred to the Administrative Department. Under the Federal Privacy Act and State law, the District is obliged to preserve the privacy of an employee.

2123.2.2 The District's policy is to state only that a person is (was) employed with the District, the dates of employment, and employee's title or position.

2123.2.3 Only if an employee submits an authorization for release of information, in writing, or if an enforceable court order is presented, will additional information be released. This pertains to both present and past employees.

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POLICY TITLE

Uniforms

POLICY NUMBER

2124

2124.1 The District will provide and maintain uniforms for employees that are required to wear them in accordance with District policy. The California Government Code and California Code of Regulations require the District to report special compensation – uniform allowance for “classic” CalPERS members. Members covered under PEPRA are excluded from the reporting of this special compensation. Uniform allowance reported to CalPERS will be based upon the affected employees district wide average annual cost of the uniforms for the reporting period which may include uniform service and other items as required that do not meet the definition of health and safety as defined by CCR 571.

2124.2 Amounts will fluctuate annually because of the actual costs being different from year to year. In January of each year, the District will include the previous year amount as CalPERS reportable compensation on affected employee’s paychecks and withhold the employee contribution based upon employee’s retirement formula (3%@60). The compensation and contributions will be included in the District’s reporting to CalPERS for that period.

2124.3.2 As an example, the 2017 average cost would be \$303 per employee.

Hat \$13.00

Maintenance \$ 255.00

Lands’ End \$ 35.00

Total \$ 303.00

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POLICY TITLE

Employment of Relatives

POLICY NUMBER

2125

2125.1 Purpose

It is the intent of this policy to define the District's policy on the Employment of Relatives. This policy applies to all individuals employed by the District.

2125.2 Definition

2125.2.1 Relative - for the purpose of this policy, a relative has been defined as:

2125.2.1.1 Father, Father-in-Law, Uncle, Mother, Mother-in-Law, Aunt, Son, Son-in-Law, Nephew, Daughter, Daughter-in-Law, Niece, Brother, Brother-in-Law, Grandfather, Sister, Sister-in-Law, Grandmother, Husband, Stepparent, Grandchild, Wife, Stepchild, or Cousins.

2125.3 Policy

2125.3.1 It is the policy of the Delta Mosquito and Vector Control District to prohibit the hiring of any relative by blood or by law according to the guidelines below:

2125.3.2 Individuals will not be hired, promoted, or otherwise placed into a position where a relative occupies a position in the direct supervisory chain of command under which the individual would work.

2125.3.3 When a situation that runs contrary to the above policy arises such as through promotion, or marriage, the affected individuals have six (6) months for one of the affected persons to resign.

2125.3.4 If the affected parties are unable to resolve the situation on their own, the Manager will separate from employment the person with the least seniority at the end of the six-month period. The Manager's decision will be binding.

2125.3.5 It is the responsibility of an employee to notify his/her supervisor when an employee becomes related to another District employee.

2125.3.6 The intent of this policy is to ensure that no conflict of interest, favoritism, or discrimination enters into the hiring and/ or promotional transfer practices of the District.

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POLICY TITLE

Pay Periods

POLICY NUMBER

2126

2126.1 The salaries and wages of all full-time District employees shall be paid monthly, being the last day of every month. The salaries and wages of all part-time District employees shall be paid bi-weekly, on Friday.

2126.2 In the event a payday falls on an observed holiday, or on a Saturday or Sunday, the immediately previous working day shall become the payday

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POLICY TITLE
Tobacco Use

POLICY NUMBER
2127

2127.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles. Those who smoke are requested to do so outdoors.

2127.2 Extra care should be taken when working around combustible materials, or out in the field. Personnel who smoke in the field are to use extreme caution and dispose of cigarettes in a responsible and safe manner.

2127.3 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2127.4 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

2127.5 Members of the public who refuse to comply with this policy may be directed by supervisory staff to leave District property.

2127.6 District employees who violate this policy will be subject to disciplinary action in accordance with the Corrective Counseling Policy.

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POLICY TITLE

Driver Selection and Vehicle Use Guidelines

POLICY NUMBER

2128

2128.1 Purpose and Scope:

Motor vehicle accidents are the leading cause of death in the workplace in the United States. The District, with a mission to operate its vehicles safely for the protection of all with whom it shares the road, has adopted this policy. The Policy reflects currently accepted best practices for the selection and management of drivers operating any vehicle on behalf of the District. This Policy will control the misuse of vehicles and poor driving practices which lead to accidents. The Policy applies to all employees who may operate any District vehicle on behalf of the District, including leased or rented vehicles.

2128.2 Definitions:

2128.2.1 At-Fault Accidents: An accident arising out of the use of a motor vehicle due to the negligence or willful misconduct of the operator, or any other accident where reasonable assurance of non-fault cannot be furnished.

2128.2.2 Authorized Driver: Authorized drivers are those employees that have been identified, by verification of their driving record through the Department of Motor Vehicles, as 1) having an acceptable driving record in accordance with those set forth in this policy; 2) received approval to drive District vehicles from the driver's manager or supervisor, and 3) have met any other requirements as set forth by the District.

2128.2.3 Conviction: A conviction includes (1) a finding of guilty by a court or other tribunal as to any charged vehicular offense, (2) a plea of guilty or no contest (nolo contendere) to such an offense, or (3) a bail forfeiture without entry of a formal plea.

2128.2.4 Major Violations: Major violations are Two-Point Count Vehicle Code Violations and shall include, but are not limited to the following:

- Driving under the influence of alcohol or drugs. This would include prescription drugs that have the warning not to use and operate machinery or a motor vehicle while using the drug.
- Failure to report an accident.
- Vehicular homicide or manslaughter.
- Driving while license is suspended or revoked.
- Reckless driving, racing or speed contest.
- Speeding at 25 mph or more over the posted speed limit.
- Hit and Run.

2128.2.5 Minor Violations: Minor Violations are One-Point Count Vehicle Code Violations and shall include, but are not limited to the following:

- Speeding (less than 25 mph over the posted speed limit).
- Running a stop sign or red light.
- Improper turn.

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Driver Selection and Vehicle Use Guidelines

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2128

- Passing across a double yellow line.
- Failure to yield.
- Following too closely.

2128.2.6 Motor Vehicle Report (MVR): A report by the State of California, Department of Motor Vehicles. It details the driving record, by individual names and driver license numbers, for each request submitted, and indicates the status of the applicable driver's license.

2128.2.7 Violation: An act involving the unsafe operation of a motor vehicle. Types of violations include:

2128.2.8 Civil: A written allegation by a law enforcement officer claiming a person violated a law, such as a traffic ticket.

2128.2.9 Infraction: A violation punishable by a fine or other penalty, but not by incarceration.

2128.2.10 Misdemeanor: A violation punishable by imprisonment in a county jail by fine, or by both.

2128.2.11 Felony: A crime which is punishable with death or by imprisonment in the state prison. Under certain conditions a felony crime can be treated as a misdemeanor.

2128.3 Condition of Employment:

This policy of the District is a condition of employment for employees who may drive a vehicle, the District's or their own, on behalf of the District. Maintenance of this driving record is a consideration for continued employment for those employees who are required to drive as part of their regularly assigned duties as District employees.

2128.3.1 Drivers of vehicles on District business shall be required to meet the following criteria:

2128.3.1.1 Drivers License Requirements

Authorized drivers must have a valid license for the class of vehicle being operated.

2128.3.1.1.1 A valid license must be in the authorized driver's immediate possession at all times when operating a District-owned vehicle. If an employee does not have a valid license, they will not drive a District-owned vehicle. If the license is revoked or suspended for any reason, the employee must immediately notify their supervisor.

2128.3.1.2 Motor Vehicle Reports

2128.3.1.2.1 The DMV's Government Employer Pull Notice Program is a critical component of this policy. Every authorized driver must be enrolled in the Government Employer Pull Notice Program and provide authorization for the District

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Driver Selection and Vehicle Use Guidelines

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to review and address reports of MVR activity that are sent to the District. Information on enrollment and operation of the Pull Program are included in Appendix B.

2128.3.1.2.2 All new hires must bring a copy of their H6 Motor Vehicle Report (MVR) from the Department of Motor Vehicles (DMV) printed within the last 30 days. An acceptable current H6 MVR is a condition of employment and will remain a condition of continued employment. Employees, however, should not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.

2128.3.1.2.3 All traffic violations which occur during non-business (personal use) hours may affect driving privileges and are subject to review.

2128.3.1.3 Other Requirements

2128.3.1.3.1 Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned. Those employees for which driving is designated as an “essential job function” or where driving is more than an occasional part of their job duties must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or is required by regulation; and

2128.3.1.3.2 An Authorized Driver may have their employment terminated or be reassigned to a non-driving position at the discretion of the District in the event their license is revoked or suspended by a court of law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the District.

2128.4 Excluded Employees:

Any employee who is deemed uninsurable by the District’s automobile insurance provider will be considered an excluded employee.

2128.4.1 Violation points are assigned to Vehicle Code Sections and any other code section, or city or county ordinance, involving the safe operation of a motor vehicle. Any violation occurring as a pedestrian or as a bicyclist has no point assigned. The DMV may suspend and place on probation, or revoke, the driving privilege.

2128.4.2 Per California Vehicle Code Section 12810.5a, a Class C negligent operator has:

- 4 or more points in 12 months,
- 6 in 24 months, or
- 8 in 36 months.

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2128.4.3 No District employee will be allowed to drive a District vehicle or use their personal vehicle for District business, if they have an unacceptable MVR, as defined in item 3 above. The employee will be placed on non-driving status and will be notified in writing.

2128.5 Vehicle Use:

2128.5.1 District Vehicles

2128.5.1.1 District vehicles are provided to support official District business and are to be used by Authorized Drivers. District vehicles will not be used by employees for personal reasons. Employees who use assigned vehicles on a 24-hour basis will drive such vehicles directly home after work and leave them parked until needed for “call-out.”

2128.5.1.2 Vehicles are not to be considered part of an employee’s compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.

2128.5.1.3 Authorized Drivers will not transport persons other than on-duty District employees in a District-owned vehicle unless the persons are being transported in connection with official District business.

2128.5.1.4 Except in the case of an emergency, a driver will not allow a vehicle to which he or she has been assigned to be driven by any person not authorized to drive the District-owned vehicle.

2128.5.2 Personal Vehicles

2128.5.2.1 Drivers are not authorized to use their personal vehicle for District Business.

2128.5.2.2 Employees who opt to use a personal vehicle to attend meetings away from the regular workplace will not be provided fuel, either by credit card or reimbursement. Trustees will be reimbursed as they have no assigned vehicle.

2128.5.2.3 Any employee that opts to use their personal vehicle shall NOT be reimbursed for the cost of repairs or medical treatment if such costs arise.

2128.5.2.4 Trustees are exempt from the Personal Vehicle section of this policy.

2128.5.3 Rented or Leased Vehicles

The District must ensure that employees operating rental vehicles on District business have adequate coverage for collision and liability. It is required that employees purchase the rental company’s loss damage waiver coverage.

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2128.6 Accident Reporting Procedures:

When a District-owned vehicle is involved in an accident, the following procedures will be followed:

1. Assure injuries or medical needs are addressed either using first aid or calling for emergency services;
2. If possible, move vehicles to a safe location, position warning signals (flares, etc.);
3. Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. Do not admit negligence or liability. Leave the determination of liability to the responsible law enforcement agency;
4. Utilize the Accident Reporting Packet provided by the District, located in the glove box;
5. Take a photograph at the scene of the accident, including occupants of the other vehicles, if possible;
6. Do not attempt settlement, regardless of how minor the incident;
7. Get the name, address, and phone number of any injured person and witnesses, if possible;
8. Exchange vehicle identification and insurance information, including a policy number, with the other driver; and
9. Contact your supervisor to report the accident as soon as possible. Turn all documentation over to a supervisor or manager before you leave for the day.

2128.7 Driver Responsibilities:

If assigned a District vehicle, the employee assumes responsibility for operating the vehicle in a safe and responsible manner. Therefore, driver responsibilities include, but are not limited to, the following:

- Vehicles owned or maintained for use and service by the District will be used for District business;
- Employees on District business will observe all traffic rules and regulations, including the use of seatbelts. The driver will be responsible for any fines or penalties incurred, including parking violations;
- Employees must have the appropriate class of valid California Driver's license in their possession at all times when driving on District business;
- Employees must be insurable under the District automobile policy;
- Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment;
- Practicing safe driving techniques and adhering to current DMV codes; i.e., Cell phones should only be used when the vehicle is parked. A Code of Safe Practices is attached (Appendix A). A Distracted Driver Guideline policy is attached (Appendix C).
- Restricting the use of vehicles to authorized drivers only; and
- Reporting all moving violations or accidents to a supervisor or manager before the end of shift, but, in no case, longer than twenty-four (24) hours.
- Drivers are responsible for the cleanliness of vehicles both inside and out.
- Failure to comply with any of these responsibilities could result in disciplinary action, up to and including termination.

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APPENDIX A

Code of Safe Practices - Tips for Safe Driving

Seat Belts: Primarily for safety, but also, to comply with the law, all drivers and passengers shall wear seat belts.

Transporting Equipment or Property: When items of equipment, property, supplies, etc., are being transported, the driver will ensure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.

Riding on Fenders, Hoods, or Running Boards: No person will be allowed to ride on running boards, fenders, hoods, tailgates, or rear racks of vehicles.

Obstruction to Driver's View: No driver will drive any vehicle when it is so loaded that it obstructs his or her view ahead or to the right or left side or interferes with his or her control over the driving mechanism of the vehicle. No more than three people will ride in the front seat of a vehicle at one time.

Opening and Closing Vehicle Doors: No person will open the door of a vehicle on the side available to moving traffic unless and until it is reasonably safe to do so, nor will any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

Unattended Vehicles: No person driving or in charge of any District vehicle will permit it to be unattended without first stopping the motor, locking the ignition, removing the key, and effectively setting the brake.

Striking Unattended Vehicles: If a moving vehicle strikes a vehicle standing or unattended or other property, the driver will immediately stop and endeavor to locate the custodian or owner. If unable to do so, he or she will securely and conspicuously place his or her name and address on the damaged property. The police department that has jurisdiction should be notified, and the incident shall be reported to a supervisor or manager within twenty-four (24) hours.

Flags on Projected Loads: Any vehicle having a load that extends more than 4 feet beyond the rear will have the end of the load marked with a red flag which will be at least a 12-inch square.

Coupling Devices: A driver whose vehicle is towing a trailer, dolly, or other equipment will ensure that the trailer hitch is securely latched, the lights are properly connected, and safety chains are properly attached.

Obstructing Traffic for Work Requirements: Whenever work requirements make it necessary for a District-owned vehicle to block or obstruct traffic, the driver will place warning signs and/or traffic cones to warn oncoming motorists of the obstruction. Warning signs will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by: (1) street and weather conditions, (2) speed limits in the area, and (3) whether the vehicle is standing on a straight or curved roadway. Vehicles so equipped will use revolving red or yellow lights or blinkers as additional warning devices. Exceptions will be made for emergency vehicles.

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APPENDIX B

The Governmental Employer Pull Notice (EPN) Program

California Vehicle Code Section 1808.1

The Employer Pull Notice (EPN) Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. The following is a brief history of the EPN program and when legislation was enacted:

1982 - Law enforcement and government employers began to enroll their drivers into the program voluntarily.

1989 - all Class A (formerly known as Class 1), Class B (formerly known as Class 2), transit authority, certified, and Public Utilities Commission (PUC) regulated drivers (limousine drivers, charter party carriers, etc.) were enrolled pursuant to California Vehicle Code (CVC) Section 1808.1.

1990 – The Public Utilities Commission (PUC) began enrolling owner operators.

1998 - DMV, Motor Carrier Branch, began enrolling owner operators who transport property. PUC continued to regulate owner operators who transport passengers and household goods.

The EPN program allows your District to monitor driving records of employees who drive on your organization's behalf. This monitoring accomplishes the following:

Improves public safety.

Determines if each driver has a valid driver's license.

Reveals problem drivers or driving behavior.

Helps to minimize your liability.

When an employer enrolls in the EPN program, they are assigned a confidential requester code. The requester code is added to an employee's driver license (DL) record. When an employee's DL is updated to record an action/activity, such as a ticket or accident, a check is made electronically to determine if a pull notice is on file. If the action/activity is one that is specified to be reported under the EPN program, a driver record is generated and mailed to that employer.

The EPN program automatically generates a driver record when any of the following actions/activities occurs:

Upon enrollment of driver in the EPN program.

Annually from the date of enrollment or 12 months from the last action/activity printout.

When a driver has any of the following actions/activities added to his/her driver record:

Convictions of a violation

Failures to Appear

Accidents

Driver License Suspensions or Revocations

Any other actions taken against the driving privilege

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2128

For additional information refer to: <http://www.dmv.ca.gov/vehindustry/epr/epngeninfo.htm>

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Driver Selection and Vehicle Use Guidelines

POLICY NUMBER
2128

APPENDIX C Distracted Driver Guidelines

Purpose and Scope

According to the Department of Motor Vehicles, driver distractions contribute to one out of four accidents. The leading factors causing distracted driving accidents are cell phone use, eating, and attending to passengers. Drivers increase their risk of having an accident by 400% every time they use their cell phone while driving.

This policy applies to all employees who operate any District vehicle or their own personal vehicle on behalf of the District, including leased or rented vehicles.

Definition Distracted Driving: Diversion of the driver's attention from the task of operating a motor vehicle by activities, objects, or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.

This includes, but is not limited to, the following:

- Cell phone use
- Use of technology (e.g., GPS systems, computers, audio/video equipment)
- Eating, drinking (non-alcoholic), smoking
- Grooming
- Passengers
- Reading
- Impaired driving

Policy Statement

The following procedures will be used by all District employees while driving on behalf of the District.

Procedures

Employees must adhere to all federal, state, and local rules and regulations regarding the use of cell phones, wireless devices, GPS systems, computers or any type of audio/video equipment while driving. Employees should check with their supervisor if they are not sure of the governing laws in their area.

- Cell phone use (including headsets)
 - Receiving Incoming Calls
 - Let call go to voice mail and return call when parked.
 - Making Outgoing Calls
 - Calls will not be initiated until the vehicle has been pulled over to a safe location; and the vehicle has been placed in park
 - Eating, drinking, or smoking

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2128

Eating, drinking and/or smoking involve driving with one hand and juggling the food/beverage/cigarette with the other. Plan to allow time to eat without driving. If eating, drinking, or smoking is necessary, take advantage of normal stops to prepare. Do not overreact if items spill; pull over to a safe location to clean up.

Grooming

Avoid grooming while vehicle is in motion. This includes, but is not limited to, applying makeup, shaving, and looking in the mirror.

Passengers

While communicating with passengers, avoid disturbing/distracting conversations. Stay focused on defensive driving.

Reading

Do not read while driving. If you need to review directions, instructions, etc., pull over to safe location or do so at a normal stop.

Impaired Driving

All employees must adhere to the District's Drug and Alcohol Policy. No employee who is on duty shall use, possess, or be under the influence of alcohol, illegal drugs, unauthorized drugs, or any other illegal mind-altering substances while performing their assigned duties.

Employees must advise their supervisor when taking prescription medications and/or non-prescription products that may contribute to the unsafe operation of a vehicle driven while on duty.

Other Distractions

Be diligent about sustaining your focus while driving. Avoid disturbing/distracting conversations or actions. Minimize activities that will distract you from operating your vehicle in a safe, defensive manner.

Drive safely and take care of you, your passengers, pedestrians, and other drivers. Remember taking your eyes off the road for two seconds at 60 mph means you have traveled blindly for half the length of a football field.

Delta Mosquito and Vector Control District

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POLICY TITLE

Longevity Compensation

POLICY NUMBER

2129

2129.1 Continuous service is defined as employment in a regular full-time position which has not been interrupted by resignation, discharge, or retirement.

2129.2 All employees employed in regular full-time positions, shall be entitled to longevity pay as follows:

2129.2.1 Employees shall be entitled to a 5% increase in compensation upon the completion of ten (10) years of continuous full-time service; employees who complete twenty (20) years of continuous full-time service shall be entitled to an additional 5% increase in compensation (a total of 10%); employees who complete thirty (30) years of continuous full-time service shall be entitled to an additional 5% increase in compensation (a total of 15%) over the rate for the class in which employed.

2129.3 Upon qualifying for longevity increase, any further pay increase shall be in addition thereto, and not restricted or reduced because of the longevity increase.

Adopted 12/13/17.

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— MANUAL of POLICIES —

POLICY TITLE
NIASE

POLICY NUMBER
2131

2131.1 National Institute for Automotive Service Excellence (ASE for short) is an independent non-profit organization has worked to improve the quality of vehicle repair and service by testing and certifying automotive professionals.

2131.2 ASE promotes excellence in vehicle repair, service, and parts distribution. ASE certifies automotive technicians and service professionals.

2131.3 ASE certification provides tangible proof of their technical knowledge. The VC Technician III must have two years of on-the-job training or one year of on-the-job training and a two-year degree in automotive repair to qualify for certification. The VC Technician III must retest every five years to keep up with automotive technology.

2131.4 A VC Technician III who qualifies for testing will have their first exam paid by the District for each test series and for the first retest in each test series. The Foreman will have each test and retest paid by the District. The following test series will be considered:

- A1 – Engine Repair
- A2 – Automatic Transmission/ Transaxle
- A3 – Manual Drive Train & Axles
- A4 – Suspension & Steering
- A5 – Brakes
- A6 – Electrical/ Electronic Systems
- A7 – Heating & Air Conditioning
- A8 – Engine Performance
- A9 – Light Vehicle Diesel Engines

2131.5 The District will pay VC Technician III's \$125.00/ month for each certification earned. The Foreman will receive no additional compensation for any Certification earned.

2131.6 Employee work assignments will be made based upon the successful passing of a Series. Those who do not successfully pass a Series but have successfully passed a segment of a Series will be considered eligible to work on the segment they have passed.

2131.7 Employees with certifications will be mentors to those without so as to develop coworkers and improve their ability and knowledge.

*Adopted 12/13/17.
Revised 12/11/19.*

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Work from Home

POLICY NUMBER

2132

2132.1 This policy is designed to be used to ensure that on the occasions where working from home is necessary, it will be beneficial to our employees and District.

2132.2 The District can only allow work from home for those employees whose job duties permit it, due to a substantial portion of their jobs being carried out on a computer. This may include, but is not limited to: General Manager, Assistant Manager, Administrative Assistant, Administrative Analyst, Scientific Program Manager, and Biologist positions. Final decision regarding the ability to work from home will be at the discretion of the General Manager or his representative.

2132.3 Working from home is only to be considered, when necessary, due to circumstances. Circumstances may include but are not limited to: Emergencies, Quarantine, or Medical reasons. Other reasons for working from home depend on employees and managers' judgment.

2132.4 Not all work can be done safely at home, due to cyber security and data privacy concerns. Additionally, employees may not have the necessary equipment or software installed or available at home. Therefore, only work that can safely be completed at home should be done during the duration of the work from home period. Additionally, work from home should only be done in extreme cases when it cannot be avoided.

2132.5 Employees must receive manager permission to work from home. Employees must discuss details, set specific goals, schedules and deadlines for any period of work from home. Failure to meet goals or deadlines may cause employee status to transition from work from home to vacation or sick leave, depending on circumstances.

Adopted 6/10/2020.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Dress Code and Personal Standard

POLICY NUMBER

2133

2133.1 While at work, professional image is important and is maintained, in part, by the image that employees present to members, visitors, vendors, the public, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated requirement for public contact, the nature of the job, and working conditions.

2133.2 The District expects all employees to use good judgment and taste in matters of personal grooming and dress, after obeying requirements to fit into Personal Protective Equipment (PPE) as guidelines require. Good judgment includes consideration for both the District and its constituents and clients.

2133.3 Uniformed employees should maintain their uniforms to the best of their ability, keeping them as neat and clean as possible. When around the public, only District logos and District items should be worn, although when out in the field the use of different non-logo hats is permitted.

2133.4 For nonuniformed employees, attire should conform to the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional attire, and conduct themselves in a professional manner.

2133.5 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the situation. In cases where employees come into contact with pesticides or hazardous materials, uniforms and appropriate PPE will be provided by the District to be worn. Clothing shall not constitute a safety hazard and employees shall wear all safety attire as necessary for the performance of their work as directed by their supervisor.

2133.6 Non-Compliance. Employees who are inappropriately dressed will be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate the District's dress code policy and/or grooming standards will be subject to corrective action and disciplinary action, up to and including termination.

Adopted 8/12/2020.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Reasonable Accommodation

POLICY NUMBER

2134

2134.1 The District will make all reasonable efforts to accommodate employee or prospective employee with disabilities that limit the ability to perform essential job functions.

2134.2 To request an accommodation, the employee needs to notify administrative staff of the need, and provide any specific information required to handle the accommodation correctly. The employee is encouraged to submit any relevant information from his/her physician or other health care practitioner. The District may require and pay for an evaluation from another physician or health care practitioner.

2134.3 After the request for the accommodation, administrative staff will meet with the employee and propose the most reasonable response at the earliest possible time. If the employee is not satisfied with the initial resolution, he/she will notify the administrator at this time and other potential accommodations will be discussed. With administrative approval, and documentation, it is acceptable for the employee to be willing to try the proposed accommodation for a reasonable period of time and discuss it again when the period has ended.

Adopted 8/12/2020.

Delta Mosquito and Vector Control District

— **MANUAL of POLICIES** —

POLICY TITLE

Employee Information and Emergency Data

POLICY NUMBER

2135

2135.1 The District will maintain accurate and vital personal contact information for each employee and Trustee of the District in case of the need to contact them. All such information shall be maintained as confidential to the extent allowed by the law.

2135.2 It is important that employees and Trustees promptly notify the District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone Telephone Numbers
- Number, Names, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Marital or Registered Domestic Partner Status
- Payroll Deductions
- Benefit Plan Beneficiary

2135.3 Employees are responsible for notifying the District Manager, in a timely manner, in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

2135.4 The District shall not be responsible in the event of an employee's failure to provide this information in a timely manner for the loss of any benefits or services by the employee or dependents.

Adopted 8/12/2020.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Time Keeping and Time Records Policy

POLICY NUMBER

2136

2136.1 It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties, less meal and break periods.

2136.2 Overtime compensation will be paid to qualified hourly employees. Overtime work must always be approved by a supervisor before it is performed. In accordance with Federal law, the District rounds this time to the nearest one-quarter hour/fifteen minutes.

2136.3 It is the employee's responsibility to sign, under penalty of perjury, and submit on time his/her time records certifying the accuracy of all time recorded for compensation.

Adopted 10/14/2020.

Delta Mosquito and Vector Control District

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POLICY TITLE

Time Off to Vote TIME

POLICY NUMBER

2137

2137.1 The District believes that it is the responsibility and duty of employees to exercise the privilege of voting in federal, state, or local governmental elections. In accordance with this philosophy, the District will grant its employees advance arranged and approved time off to vote and for periods of service as an election official.

2137.2 All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, the District Manager is authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Time off for voting should be coordinated to occur at the beginning or end of a work shift where possible and reported and coded appropriately on timekeeping records.

Adopted 10/14/2020.

Delta Mosquito and Vector Control District

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POLICY TITLE
Use of Makeup Time

POLICY NUMBER
2138

2138.1 The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Use of makeup time is discretionary and subject to preapproval by the District Manager. Makeup time worked will not be paid at an overtime rate.

2138.2 Subject to compliance with this policy, employees may take time off and then makeup the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

2138.3 Makeup time requests must be submitted in writing to the District Manager, with the employee's signature. Requests will be considered for approval based on the legitimate business needs of District at the time the request is submitted. A separate written request is required for each occasion the employee requests make up time.

2138.4 Employees must submit requests at least 24 hours in advance of the desired time off. Makeup time request must be approved in writing before the employee takes the requested time off or works the makeup time, whichever is first.

2138.5 All makeup time must be worked in the same workweek as the time taken off. The District's seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

2138.6 If the employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, the employee's supervisor may arrange another day to makeup the time, if possible, based on scheduling needs. If the work makeup time is in advance of time the employee plans to take off, the employee must take that time off, even if the employee no longer needs the time off for any reason.

2138.7 An employee's use of makeup time is completely voluntary and subject to the ability of the District to accommodate the employee. The District does not encourage, discourage, or solicit the use of makeup time off.

Adopted 10/14/2020.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

DISTRICT EQUIPMENT LOAN POLICY

POLICY NUMBER

2139

2139.1 This policy is created to provide the staff borrower with a clear understanding of his/her responsibilities when borrowing District property. This policy is a privilege and may be halted at any time by the General Manager due to:

- Negligence
- Misuse
- Unreported Damage
- Failure to Return Items in a Timely Manner
- Failure to appropriately request the equipment
- Excessive wear and tear

2139.2 The borrower shall assume all responsibility for any damage to borrowed equipment and is responsible for informing the District Manager of the damage at the earliest opportunity. The borrower also assumes all liability for any injury which may occur from the use of this equipment while in his/her custody.

2139.3 Some equipment is vital to District operations and therefore may only be available for a limited amount of time, or not at all.

2139.4 The return date must be decided and agreed upon before the loaning of equipment is allowed. The loan of equipment must be approved by the General Manager, direct supervisor of the employee, and supervisor in charge of the specific item of equipment.

Delta Mosquito and Vector Control District

— **MANUAL of POLICIES** —

POLICY TITLE
DISTRICT EQUIPMENT LOAN POLICY

POLICY NUMBER
2139

District Equipment Loan Request Form

Item requested:	
Department Item belongs to:	
Date of Loan Start:	
Date of Loan End:	

I agree to the following items:

Initials	
	To return the equipment item no later than the time listed as Loan End above.
	To assume all responsibility for any damage to the equipment.
	To report any damage to the District at the earliest opportunity.
	To reimburse up to the full cost of the equipment depending on the amount of damage/loss of equipment.
	To assume all liability or injury which may occur from the use of this equipment while in my custody.

		Date:
Request made by: (Print name)		
Request made by: (signature)		
Direct Supervisor (signature)		
Equipment Supervisor (Signature)		
General Manager (signature)		

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Family and Medical Leave

POLICY NUMBER

3001

3001.1 Regular full-time employees who are unable to perform their usual and customary duties due to a personal illness or injury including a pregnancy related disability may be eligible to be placed on a medical leave of absence for a period not to exceed twenty-six (26) weeks. Should an employee have a leave balance that exceeds twenty-six (26) weeks, the medical leave of absence shall not exceed the accrual or fifty-two (52) weeks, whichever is less at which time employment will be terminated if unable to gain a release to resume duties. Pursuant to state law, this benefit is also available to regular part-time and probationary employees with a pregnancy related disability.

3001.2 To be eligible, an employee must have been employed by the Delta Mosquito and Vector Control District for at least 52 weeks immediately preceding the commencement of leave.

3001.3 Medical leave may be granted on the basis of the employee and/or employer physician's certification that an employee is no longer able to work due to a medical disability. Medical leave may also be granted on the basis of a physician's certification that an employee has a qualifying family member suffering personal illness or injury requiring hospitalization; or, to provide care of the qualifying family member or attendance of the employee.

3001.4 While on medical leave, an employee must first use accrued sick leave until it is exhausted. An employee may use accrued vacation during a medical leave. Once available paid leave accruals are exhausted, the remaining portion of the medical leave will be unpaid. Employees will not continue to accrue vacation, sick leave, or other benefits during any unpaid portion of a medical leave of absence. Additionally, time on unpaid medical leave will not be credited towards service with the District.

3001.5 An employee who plans to take a medical leave must provide the District reasonable notice of when the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a medical leave, the employee must notify the District of this situation within three (3) working days of an absence. If an employee is absent more than three (3) working days without notifying the District, the employee will be considered to have voluntarily resigned, excluding extenuating circumstances.

3001.6 Employees returning to work after any medical leave of absence must have a written release from the employee's and/or employer's physician verifying that they are able to return to work and safely perform their duties as provided for in the position job description.

3001.7 Employees granted a medical leave of absence will continue to receive benefits paid by the District for group insurance programs including, medical, dental, vision, and short/ long term disability until accrued leave has been exhausted. Once exhausted, the Employee will become eligible for continuation coverage through COBRA.

3001.8 Qualifying family member is defined as spouse or domestic partner, parents, children, grandparents, grandchildren, brothers, sisters, guardian, parents-in-law, grandparents-in-law, brother-in-law, and sister-in-law, or dependents.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Vacation

POLICY NUMBER

3002

- 3002.1 This policy shall apply to regular and probationary employees in all classifications.
- 3002.2 Paid vacations shall be accrued according to the following schedule on an annual basis:
- During the first 60 months of continuous work, twelve days;
 - 61 months of continuous work through 120 months of continuous service, fifteen days;
 - 121 months of continuous work through 180 months of service, 18 days;
 - 181 months or more of continuous work, 21 days.
- 3002.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.
- 3002.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed that amount earned biennially by the employee. Calculation of accumulated total is to be made on April 1st of each year.
- 3002.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
- 3002.6 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.
- 3002.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.
- 3002.8 Vacations may be scheduled at any time during the year upon approval of the General Manager or designee.
- 3002.9 Vacation will be scheduled no later than the day prior to the request in order to ensure that the operating efficiency of the District is maintained.
- 3002.10 The District provides vacations to employees as a period of exemption from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Sick Leave

POLICY NUMBER
3003

3003.1 Purpose

Sick leave is defined as absence because of illness, non-industrial injury, and quarantine due to exposure to a contagious disease; diagnosis, care, or treatment of an existing health condition of or preventative care for, an employee or a family member and, for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. In addition, doctor and dental appointments shall be subject to sick leave when it is not feasible to schedule them on the employee's own time so long as prior notice is provided to the immediate supervisor.

3003.2 Policy

3003.2.1 Employees shall be entitled to use sick leave after completing three months of employment.

3003.2.2 Full-time employees shall earn paid sick leave at the rate of one working day per month or portion thereof equivalent to hours worked in a calendar month.

3003.2.3 Full-time employees sick leave shall be cumulative and shall accumulate without any limitation as to the number of hours or days. Sick leave shall accumulate while the employee is on paid sick leave.

3003.2.4 Full-time employees who resign from their employment with the District in good standing and who have more than 3 years of satisfactory full-time employment, may elect to convert up to 5 days of unused sick leave to salary, upon approval of the General Manager.

3003.2.5 Full-time employees unused accumulated sick leave at time of retirement will be converted to additional service credit at the rate of 0.004 years for each day (250 days of sick leave for one additional year of service credit).

3003.2.6 All employees may elect to take vacation time in case of illness when sick leave has been fully exhausted.

3003.2.7 Part-time regular employees and part-time hourly employees who work 30 or more days in a year shall earn paid sick leave at the rate of one working day per month or portion thereof equivalent to hours worked in a calendar month and shall be cumulative, and accrual shall be capped at 6 days and use shall be limited to no more than 5 days in a calendar year.

3003.2.8 All employee benefits will continue during sick leave under the same terms and conditions as if the employee were at work provided the employee has time in his/her sick leave bank.

3003.2.9 Unused sick leave is forfeited upon release of employment by the District for any reason other than retirement.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Sick Leave

POLICY NUMBER
3003

3003.2.10 If an employee separates from employment and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The Employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

3003.3 Procedure

3003.3.1 An employee who is ill or injured and unable to report to work must notify his/her supervisor prior to the beginning of his/her work shift, or as soon thereafter as practical. Notice shall be given each day the employee is scheduled to work. Employees using any sick leave may be asked to furnish a doctor's statement to their supervisor. In general, employees must physically work the day prior to and following a holiday or scheduled vacation day in order to be paid for the holiday or vacation day.

3003.3.2 An employee may not draw on future unearned sick leave benefits.

3003.3.3 Employees leaving District employment shall forfeit all unused sick leave benefits without compensation as of the termination date.

3003.3.4 If absence from duty by reason of illness occurs, the General Manager may require satisfactory evidence.

3003.4 Personal Leave

3003.4.1 Sick leave may be used as personal leave with permission of the Manager to be granted for the following reasons:

3003.4.1.1 Hospitalization of a member of the employee's immediate family, or;

3003.4.1.2 Providing care for a member of the employee's immediate family when such member is seriously ill or injured and who requires the care or attendance of the employee.

3003.4.2 Immediate family for the purpose of the above is defined as spouse or domestic partner, parents, children, grandparents, grandchildren, brothers, sisters, guardian, parents-in-law, grandparents-in-law, brother-in-law, and sister-in-law, or dependents.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Holidays

POLICY NUMBER

3004

3004.1 This policy shall apply to all employees.

3004.2 The following days shall be recognized and observed as paid holidays:

- New Year's Day;
- Martin Luther King, Jr.'s Birthday;
- President's Day;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day;
- Friday after Thanksgiving Day;
- Afternoon of Christmas Eve Day;
- Christmas Day;
- Workweek between Christmas Day/ New Year's Day;
- Floating Holidays: Two days added to each fulltime permanent employee's vacation balance the beginning of each year.

3004.3 All regular work shall be suspended, and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the General Manager and received permission to be absent from work on that specific day or days.

3004.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

3004.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

3004.6 If any employee works on any of the holidays listed above, he/she shall be paid for all hours worked at the rate specified by law.

3004.7 Seasonal and temporary employees will be entitled to paid holidays occurring during period of employment.

Revised 10-11-2023

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE

Bereavement Leave

POLICY NUMBER

3005

3005.1 This policy shall apply to probationary and regular employees in all classifications.

3005.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Certification may be required by the General Manager.

3005.3 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandchild, niece, nephew, or any other person who is a legal dependent of the employee.

Revised 12/11/19.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Leave for Exempt

POLICY NUMBER
3006

3006.1 Purpose

3006.1.1 The Delta Mosquito and Vector Control District has determined that its executive, administrative, and professional employees are exempt from the overtime provisions of the FLSA by virtue of their salaried positions and based on the nature of the work performed. Exempt employees have greater demands on their time, which require greater flexibility in their work schedule.

3006.1.2 The purpose of this policy is to provide guidance for the appropriate use of various leave balances that may be used by exempt employees.

3006.2 Policy

3006.2.1 Exempt employees are not required to track the hours that they work but are required to report leave time taken. Employees who are deemed by the District to be exempt from the overtime provisions of FLSA shall not be subject to a reduction in salary because of absences of less than a whole day, with the following exceptions. Vacation should normally be taken and reported in full day increments (the exception is when vacation is used to maintain pay when an exempt employee is absent for less than a whole day due to intermittent family leave); however, sick leave can be taken and reported in partial day increments.

3006.2.2 Deductions from salary are authorized when the employee is away from work for whole day increments for personal reasons, other than sickness, accident, or vacation. Deductions may also be made for sickness or disability (in partial day increments) in accordance with other sections of the Personnel Policy Guidelines.

3006.2.3 An Exempt employee, who has a verified medical condition, will be required to use his/her leave balances (in partial day increments) for any time not worked due to his/her medical condition. If an exempt employee has been granted an unpaid medical or family leave, then the exempt employee will be paid only for hours actually worked. The remainder of the time will be counted towards his/her sick leave, in accordance with other sections of the Policy Handbook.

3006.2.4 Supervisors must approve vacation use, in order to ensure appropriate staffing levels.

3006.2.5 Exempt employees shall be entitled to Administrative Leave. The Administrative Department will maintain a list of exempt positions in the District.

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
Administrative Leave

POLICY NUMBER
3007

3007.1 Purpose

3007.1.1 The Delta Mosquito and Vector Control District has determined that its executive, administrative, and professional employees are subject to exemption from the overtime provisions of the FLSA by virtue of their salaried status and recognized duties. An exempt employee primarily performs duties that are related to the management and/or professional operations of the District. Often the duties, responsibilities and activities required of such exempt employees are such that work is performed in excess of the normal work schedule.

3007.1.2 In recognition of the extraordinary hours periodically worked by exempt employees, the District has determined that exempt employees should be provided appropriate leave. The purpose of this policy is to provide for this objective.

3007.2 Policy

3007.2.1 Employees who are deemed by the District to be exempt from the overtime provisions of FLSA shall be eligible for Administrative Leave. The Administrative Department shall maintain a list of exempt positions in the District.

3007.2.2 Administrative leave may be used as determined by the supervisor and the employee with regard for the needs of the department and the wishes of the employee.

3007.2.3 Regular full-time exempt employees are granted forty-eight (48) hours of administrative leave each calendar year. Administrative leave will be accrued from the date of appointment to an exempt position. An employee, who is hired in an exempt position after June 30, shall be granted twenty-four (24) hours of administrative leave for the remainder of the calendar year.

3007.2.4 Although there are no restrictions upon the use of administrative leave, it is anticipated by the District that such leave will be used for personal commitments, rest and recuperation after particularly heavy workloads or allow for additional time in conjunction with vacation time.

3007.2.5 Up to twenty-four (24) hours of administrative leave may be carried over from one calendar year to another. However, no employee may accumulate more than seventy-two (72) hours of administrative leave (calculated April 1st).

3007.2.6 An exempt employee shall not be compensated, either during or upon separation of employment from the District, for any accumulated Administrative leave.

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POLICY TITLE

Jury Duty

POLICY NUMBER

3008

3008.1 This policy shall apply to probationary and regular employees in all classifications.

3008.2 An employee summoned for jury duty will immediately notify the General Manager. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

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— MANUAL of POLICIES —

POLICY TITLE

Health and Welfare Benefits

POLICY NUMBER

3009

3009.1 The Board of Directors may in its discretion, provide health and welfare benefits. The scope of health and welfare benefits including payment of premiums will remain subject to periodic review and revision.

3009.1.1 Medical Insurance. The District shall provide accident, health, hospital and dental insurance to cover non-occupational injuries and sickness for probationary and full-time employees in all job classifications, and their dependents.

3009.1.1.1 The employees' appointment must be at least six months and one day and at least half time in order to be eligible for medical insurance. Employees who are on an approved leave of absence may continue coverage as provided for through COBRA, with the premium being the responsibility of the employee.

3009.1.2 Life Insurance. All full-time employees will receive \$10,000 in life insurance coverage, provided by the District.

3009.1.3 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

3009.1.4 Retirement Plan. Probationary and full-time employees will be enrolled in the California Public Employees Retirement System (CalPERS) upon their hiring. Temporary and part-time employees working 1000 or more hours in a given fiscal year will be enrolled in the Cal PERS retirement plan.

3009.1.5 Social Security. All employees will be enrolled in the Social Security program.

3009.1.6 Vision Care Benefit. The District shall provide a vision care benefit plan to all full-time employees.

3009.1.7 Short/ Long – Term Disability Insurance. The District shall provide short/ long – term disability benefits to all full-time employees.

3009.1.8 Long Term Care. All full-time employees are eligible to participate in the CalPERS Long Term Care Program with the premium being the responsibility of the employee.

3009.1.9 Deferred Compensation. A deferred compensation plan is available to full-time employees through the ICMA Retirement Corporation at the employee's expense.

3009.1.10 Cafeteria Plan. A Section 125, Cafeteria Plan is available to full-time employees for medical expenses.

Delta Mosquito and Vector Control District

----- **MANUAL of POLICIES** -----

POLICY TITLE

Educational Assistance

POLICY NUMBER

3010

3010.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.

3010.2 The District will reimburse regular employees for approved courses of study on the following criteria:

3010.2.1 A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or better for the class.

3010.2.2 No refund will be made to employees who receive a grade below "B" for the class.

3010.2.3 The total amount of reimbursement that will be paid to an employee is limited to \$500 in any calendar year.

3010.3 To be eligible for reimbursement of course costs; the employee must receive advance approval for the class(es) from the General Manager. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval.

3010.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager.

3010.5 Two types of classes are generally eligible for reimbursement per this policy:

3010.5.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

3010.6 Only residence courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

3010.7 Courses requiring attendance during duty hours will not be charged to vacation time provided the Manager has approved the absence from duty.

3010.8 Employees who receive a tuition reimbursement from the District will be required to sign a "Repayment Agreement" in which the employee agrees that he/she will repay the tuition reimbursement to the District if he/she leaves the District employ during the 12 month period following the reimbursement. No reimbursement will be required if the employee terminates the employment after 12 months.

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POLICY TITLE

Employee Incentive Award

POLICY NUMBER

3011

3011.1 Purpose

The objective of this program is to provide the District Manager with a means of recognizing and rewarding employees whose performance is beyond that which is usually expected, through the use of gift certificates.

3011.2 General Guidelines

3011.2.1 Due to the diverse functions, goals, and/or priorities of different departments, the definition of "extraordinary performance" may vary from one department to another. The District Manager has the latitude and flexibility of defining what constitutes "extraordinary performance" within their individual operations.

3011.2.2 The following general guidelines should be recognized and followed by those departments participating in this program.

3011.2.2.1 An employee may be awarded gift certificates for "extraordinary" performance up to \$100 per employee per calendar year.

3011.2.2.2 Multiple gift certificates may be given to an employee throughout the year. However, the monetary total may not exceed the \$100 per employee per calendar year limit.

3011.2.2.3 The determination of whether or not an employee will be granted a gift certificate will be the responsibility of the District Manager.

3011.2.3 Funding for this program will come from the miscellaneous line item.

3011.3 Eligibility

3011.3.1 Employees eligible to receive a gift certificate award for extraordinary performance include all regular full-time, regular part-time, hourly, and volunteer employees of the Delta Mosquito and Vector Control District.

3011.3.2 The District Manager retains the right to grant gift certificates for extraordinary performance to employees or groups of employees throughout the organization, regardless of the guidelines as stated in other sections of this document.

3011.4 Criteria

3011.4.1 Contributions selected for a gift certificate award should be measurable and verifiable and demonstrate one or a combination of the following.:

- Extraordinary performance within the job,
- Employee's contribution of own time,
- Extraordinary initiative,
- Acceptance of added responsibility, and/or,

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- Performance on additional projects.

3011.5 Procedures

The following procedures should be followed when awarding employees for "extraordinary performance" under this program.

3011.5.1 Department

3011.5.1.1 The District Manager should evaluate the employee(s) contribution and determine the amount of the gift certificate.

3011.5.1.2 NOTE: Amounts must be in increments of \$25 (example: \$25, \$50). The monetary total may not exceed the \$100 per employee per calendar year limit.

3011.5.1.3 To reward an employee with a Certificate of Appreciation, the District Manager shall complete the forms, which consist of:

- the Requisition Form.
- the employee's Certificate of Appreciation.

3011.5.1.4 The Certificate of Appreciation should be prepared, clearly describing the specific contribution/extraordinary performance for which this certificate is being given, and the amount of the gift certificate.

3011.5.1.5 Both coupon stubs shall be completed indicating the name of the person receiving the gift certificate, date issued, and the amount of the certificate.

3011.5.1.6 The employee shall have the Certificate of Appreciation placed in their personnel records and can use the gift certificate at his/her convenience.

3011.5.2 Administrative Department

3011.5.2.1 The Administrative Department shall purchase the gift certificates.

3011.5.2.2 The gift certificate shall be charged to the miscellaneous account.

3011.5.2.3 Gift certificates shall be regarded as reportable income and appear as such on the employee's W-2 Form.

3011.6 Conditions

The District reserves the right to amend or to terminate this program at any time and without advance notice.

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POLICY TITLE

Work Anniversary WORK

POLICY NUMBER

3012

3012.1 The objective of this policy is to provide the District Manager with guidance of fairly and appropriately recognizing and rewarding full-time employees who have reached work-time milestones.

3012.2 Work-time milestones are marked by every five years worked, without separation from the District. The District Manager may choose to reward employees at non-five-year milestones, or non-full-time employees, but such actions are at the discretion of the Manager and are not covered by this policy.

3012.3 The following list of activities for recognition should all be completed within a reasonable amount of time of the date of the anniversary that does not cause problems to the general operations of the District due to timing.

3012.3.1 At each five-year milestone, cake, another desert, or a snack, will be provided to the entire District staff, the individual will be recognized for his/her service and presented with the appropriate recognition as defined by the years worked, and the individual will be taken to lunch by the District Manager and/or his/her representative from the Administrative staff.

3012.4 Specific five-year milestone recognition are as follows:

- At 5 years worked, the individual will receive a \$50 gift card, and a certificate of recognition.
- At 10 years worked, the individual will receive a \$100 gift card, and a certificate of recognition.
- At 15 years worked, the individual will receive a \$150 gift card, and a certificate of recognition.
- At 20 years worked, the individual will receive a \$200 gift card, and a framed certificate of recognition.
- At 25 years worked, the individual will receive a \$250 gift card, and a framed certificate of recognition.
- At 30 years worked, the individual will receive a \$300 gift card, and a wooden plaque of recognition.
- At 35 years worked, the individual will receive a \$350 gift card, and a glass plaque of recognition.
- At 40 years worked, the individual will receive a \$400 gift card, and a glass plaque of recognition.

3012.5 The Administrative Office shall purchase the gift certificates and recognition items.

3012.6 Funding for this program will come from the miscellaneous line item in the District budget.

3012.7 Gift certificates shall be regarded as reportable income and appear as such on the employee's W-2 Form.