



PERSONNEL POLICY MANUAL

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DISTRICT MISSION, VISION, AND CORE VALUES

The mission of the Placer Mosquito and Vector Control District (the “District”) is to effectively and efficiently manage the risks from vectors and vector-borne disease in order to protect public health and quality of life in Placer County.

The vision of the District is to provide the best public health protection from vector-borne disease through innovation, collaboration, and science-based Integrated Vector Management (IVM) to make Placer County a safe place to live, work and play.

The District’s Core Values, which we strive to infuse into all practices and activities, are:

- Fiscal Responsibility
- Accountability
- Professionalism
- Transparency
- Innovation, Creativity
- Collaboration
- Science-based decision making
- Efficiency
- Effective Communication

As a public agency, the District is committed to the responsible and sustainable use of public funds to support its vision to maintain a science-based integrated vector management program that can respond to related public health issues or events.

STATEMENT OF PURPOSE

The purpose of this Personnel Policy Manual is to give employees an understanding of the policies of Placer Mosquito and Vector Control District (District). It is designed to be a working guide for both employees and managers in the day-to-day operation of the District. From time to time, the District makes changes, updates, deletions, and/or additions to the policies, practices and benefits described in this manual. As amendments are made and as changes occur, updates will be provided to employees.

All employees are required to comply with this manual. Failure to comply with any District policy will subject the employee to discipline, up to and including termination.

To the extent any policy in this manual conflicts with the applicable current Memorandum of Understanding (MOU) for any covered employee, the provisions of the MOU govern.

This manual should increase understanding on matters of organizational policy, and helps assure consistency of policy application throughout the organization. It affirms that the District retains sole discretion over determination and execution of District goals and objectives.

SECTION 1. GENERAL PROVISIONS

1.01 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Placer Mosquito and Vector Control District (District) to provide equal employment opportunity to all employees and applicants, regardless of race, religion, creed, color, national origin, ancestry, citizenship, physical or mental disability, medical condition, marital status, registered domestic partner status, military or veteran status, age, sex, gender, gender identity or gender expression, sexual orientation, genetic information, or any other protected basis under the law. This policy applies to all areas of employment including but not limited to recruitment, hiring, training, promotion, transfer, termination, compensation, and other benefits.

The District provides reasonable accommodation for the known physical or mental limitations of a qualified disabled employee or applicant.

1.02 ACCOMMODATION OF DISABILITIES

The District is committed to making reasonable efforts to accommodate disabled employees and applicants for employment in accordance with applicable law.

If an employee believes they need an accommodation to perform the job duties, the employee must notify their manager, or the District General Manager. The District will then engage with the employee in an interactive process to determine which accommodations (if any) are reasonable and feasible, and will enable them to perform the essential functions of the job. The District will generally request that the employee's treating medical provider verify any workplace limitations.

1.03 POLICY AGAINST HARASSMENT AND DISCRIMINATION

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, race, color, national origin, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively, the "Protected Characteristics") is unlawful under federal and state law. The District does not tolerate unlawful discrimination or harassment in the workplace or in a work-related situation. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this impermissible conduct. Unlawful discrimination and harassment are violations of the District's rules of conduct.

- (a) Unlawful harassment in employment may take many different forms. Some examples are:
- o Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
 - o Visual conduct such as derogatory posters, cartoons, drawings, or gestures;

- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
 - Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
 - Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.
- (b) Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- (c) Internal Complaint Procedure. Every individual is entitled to work free of discrimination and harassment based on any Protected Characteristic. Accordingly, discrimination and harassment in employment are not tolerated. In addition, the District prohibits retaliation for having made a report and/or otherwise participated in the reporting or investigative process under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, should notify their supervisor or the District General Manager. Supervisors who receive a complaint under this policy will report it to the District General Manager.

The District will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by impartial and qualified personnel, and will be appropriately documented. Following the investigation, the District will take such action as is warranted under the circumstances, and will close the matter in a timely manner.

- (d) Agency Complaint Procedure. Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes they have been harmed by an unlawful practice, and is not satisfied with the District's response to the problem, they may file a written complaint with these agencies. For the State of California, the agency is called the Department of Fair Employment and Housing ("DFEH"). The local address for the DFEH is 2218 Kausen Drive, #100, Elk Grove, California 95758. For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, Suite 680-N, Oakland, California 94612.

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy and/or by either of these agencies.

1.04 BULLYING PROHIBITED

- (a) The District prohibits bullying in the workplace. A safe and civil environment is necessary for employees to achieve the high standards the District expects. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate inappropriate conduct, such as bullying, is expected of all employees.
- (b) Bullying means workplace conduct that a reasonable person would find hostile, offensive, and unrelated to the District's legitimate business interests. Bullying is typically repeated mistreatment of another employee. Some examples of prohibited bullying include: screaming; swearing; name calling; giving dangerous or otherwise inappropriate work assignments; using threatening, intimidating, or cruel behaviors or language; deliberately humiliating a person; inappropriately or unfairly denying advancement; stealing work credit, etc.

Generally, bullying substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work. Bullying can adversely affect an employee's ability to function at work by placing the employee in fear of physical harm or by causing emotional distress.

- (c) Because bystander support can encourage bullying, the District also prohibits both active and/or passive/implied support for acts of bullying. Employees should attempt to stop these acts if they feel safe to do so, and then should report the incident to any supervisor or manager. If the employee does not feel safe to interject themselves into the situation the employee should immediately report the incident to any supervisor, manager, or to the District General Manager. Reprisal or retaliation against any person who reports an act of bullying is prohibited.

1.05 DRIVING RECORD

- (a) The following policy applies to each District employee who drives a vehicle in the course and scope of employment, other than simply commuting to and from work.
- (b) The District obtains a driver's record report from the State Department of Motor Vehicles ("DMV") for each existing and new employee who drives on behalf of the District. The District may from time to time obtain updated reports. Any employee subject to this policy shall cooperate with the District in obtaining such reports.
- (c) Each employee subject to this policy must maintain a safe driving record and must not have more than three (3) points (as determined by the DMV) accumulated on their DMV report. Any employee who has accumulated more than three (3) points, or who is convicted of a felony involving conduct while driving a vehicle, will not be permitted to drive on behalf of the District.

1.06 RIGHT TO MONITOR EMPLOYEES

- (a) In our ongoing effort to achieve the highest level of efficiency and service, as well as to enhance security, the District reserves the right to monitor employees and others on the District's premises, including parking areas and the District's off-site work areas. The District may monitor either by way of direct observation or through use of electronic devices, including electronic Global Positioning System (GPS) on District-issued devices, equipment, and vehicles.
- (b) The District may install video cameras on District premises to monitor reception areas, work areas, and/or other generally open areas. Therefore, employees and others should have no expectation of privacy in open areas of the workplace or at off-site work areas.
- (c) Private areas, such as restrooms and changing rooms, are not monitored.
- (d) Tampering with or disabling any monitoring device, software, or service is not allowed.

1.07 DRUG FREE WORKPLACE POLICY

- (a) The District intends to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees and the public. Drug and alcohol abuse is incompatible with health, safety, efficiency and success at the District. Employees who are under the influence of drugs or alcohol on the job compromise the District's interests, endanger their own health and the safety of others, and can cause a number of other work-related problems, including: absenteeism and tardiness, substandard job performance, increased workloads for co-workers, other behavior that disrupts other employees, delays in the completion of jobs, inferior quality of service, and disruption of customer service and relations.
- (b) To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees and others, and to protect its operations, property and equipment, the District has established and enforces this policy, which includes drug and alcohol testing in certain circumstances. This policy, and the distribution of it to District employees, constitutes the District's drug-free awareness program.

(c) Definitions

For purposes of this policy:

- (i) "Abuse of any legal drug" means the use of any legal drug for any purpose other than for which it was prescribed or manufactured, or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- (ii) "Illegal drug" means any drug or substance that: is not legally obtainable; is legally obtainable, but has not been legally obtained; or has been legally obtained, but is being sold, used, or distributed unlawfully.

- (iii) “Legal drug” means any drug, including any prescription drug and over-the-counter drug, that has been legally obtained and that is not unlawfully sold, used, or distributed.
- (iv) “On duty” means any time the employee is operating a District vehicle or equipment for work, or conducting or performing District business, regardless of location.
- (v) “Possession” means that an employee has the substance on their person or otherwise under their control.
- (vi) “Reasonable suspicion” of drug/alcohol use means, for example:
 - o Observable phenomena, such as direct observation of drug or alcohol use or possession and/or the physical symptoms of being under the influence of drugs or alcohol.
 - o A pattern of abnormal conduct or erratic behavior in conjunction with other behavior suggesting drug or alcohol use.

(d) Prohibited Acts

The following acts are prohibited:

- o The on-duty or on-premises use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug, or of any legal drug or alcohol in a manner inconsistent with law.
- o Being under the influence of or impaired by a drug or alcohol, illegal or legal, while on duty or on-premises, including in a District vehicle.
- o The use of any drug or alcohol while on duty or on-premises, including in a District vehicle. The sole exception to this is appropriate use of prescription or over-the-counter medication is permitted where such use does not impact the ability of the employee to perform their duties safely and effectively.
- o Refusing or failing to submit to a drug/alcohol test required under this policy, or otherwise obstructing the testing process.

(e) Discipline

Any violation of this policy may result in discipline, up to and including dismissal, depending on the circumstances. The District General Manager also may choose to require an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance, rehabilitation, or counseling program.

(f) Conviction of Drug-Related Offense

An employee who is convicted under a federal or state criminal drug statute will be deemed to have violated this policy, and will be subject to discipline as described herein.. Employees shall promptly notify the District General Manager of any conviction under a criminal drug statute.

(g) Reasonable Suspicion Drug Testing

If the District General Manager or any District supervisor has reasonable suspicion that an employee, while on duty or on-premises, may be under the influence of, or otherwise impaired by drugs or alcohol, then the employee will typically be asked about any observed behavior or other indicator(s) supporting the reasonable suspicion, and offered an opportunity to provide a reasonable explanation. If the employee cannot reasonably explain the behavior or other indicator(s) to the satisfaction of the District, then the employee may be directed to submit to a “reasonable suspicion” drug/alcohol test.

(h) Counseling and Rehabilitation Programs

Upon request by any employee, the District General Manager, or designee, will consult with and advise an employee about any available drug or alcohol abuse assistance, rehabilitation, or counseling programs.

(i) Limitations

Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession or dispensation of legal drugs, or regulate an employee’s off-duty conduct, so long as the employee’s off-duty conduct does not result in the employee being under the influence of or impaired by drugs or alcohol while on duty or on-premises in violation of this policy.

(j) Use of legal drugs.

An employee who uses a legal drug, and who knows or should know that their use of the drug might result in on-duty impairment, must inform their supervisor of that fact. In such cases, the District reserves the right to have the employee’s health care provider, or a District physician, determine whether it is advisable for the employee to continue working while using the legal drug.

(k) Confidentiality.

Disclosures made by employees to the District General Manager or their supervisor in connection with this policy are treated confidentially and will not be revealed to others unless there is a business-related reason to do so.

1.08 PRIOR TREATMENT NONDISCRIMINATION

Applicants for initial employment, or for transfer or promotion, who have a past known history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment, transfer, or promotion as long as they are otherwise qualified for the position they are seeking. Under such circumstances, the individual's previous participation in a drug or alcohol treatment program is not considered as a factor in any hiring, transfer, or promotion decision.

1.09 INTELLECTUAL PROPERTY ASSIGNMENTS: INVENTIONS, PATENTS, COPYRIGHTS

All inventions, patents, and copyrightable works conceived, developed, or created by any District employee during the term of their employment are created, and are considered, as works for hire, and remain the sole property of the District. Accordingly, the District is free to use any such discoveries, inventions, ideas, or creations without obligation of any sort to the employee. This policy only applies to discoveries, inventions, improvements, or copyrightable works conceived or developed during the employee's working hours or at any time while the employee is using the District's facilities, equipment, supplies, or data.

1.10 OPEN-DOOR POLICY

The District recognizes that problems, difficulties, and misunderstandings may arise in any workplace. It is the desire of the District to see that every problem is handled promptly and effectively.

To this end, the District:

- o invites employees to talk frankly with their supervisors, or with the District General Manager, when they have a work-related problem of any kind; and
- o provides an open door for employees to discuss work-related challenges and opportunities.

The District is most sincere in encouraging any employee to make use of this "open-door policy."

SECTION 2. FILLING VACANCIES, JOB ANNOUNCEMENTS, APPLICATIONS AND QUALIFICATIONS

2.01 VACANCIES

The District recruits to attract top-caliber individuals to fill positions at all levels of the organization. At the discretion of the District, vacant or new positions may be filled by either transfer or promotion of existing employees, or from the outside by individuals who are recruited or who apply. Recruitment may be conducted through, e.g. advertising, employment agencies, schools, employee referrals, or technical and trade referrals. The District General Manager and/or Supervisors consider and implement the most appropriate method of recruitment for filling vacant positions. All recruitment is conducted in an ethical, professional, and nondiscriminatory manner.

When a vacancy occurs in an authorized position, the District General Manager may deem it appropriate, to fill the vacant position with an existing District employee who is both qualified for the position and willing to accept the employment change. Alternatively, the District General Manager may determine that is in the District's best interest to leave the position vacant or to fill the vacancy with a person who is not currently a District employee. This section shall not be construed to limit in any way the District's right to hire the most qualified persons available as District employees.

2.02 ANNOUNCEMENTS

Job openings may be announced within the District before outside recruitment for any position. However, the District may, at its sole discretion recruit from outside at any time to fill job openings; there is no internal hiring preference.

Published announcements of District vacancies shall state the minimum qualifications, duties, responsibilities, tasks, and supervisory level of the position and other pertinent information. Each position shall have a job classification established by the District General Manager and approved by the Board. Announcements are "published internally" when they are posted on the District bulletin board or sent by email to District employees. Additionally, as deemed appropriate for recruiting qualified applicants, the District General Manager may publish notices of vacancies externally.

2.03 QUALIFICATION OF APPLICANTS

All current employees are encouraged to review the requirements for each vacant District position and apply for those available positions they are interested in and qualified to fill. No persons shall be employed in or appointed to any District position unless they meet the minimum qualifications of education and/or experience prescribed for that position.

2.04 SUBMITTING APPLICATIONS

Applicants shall submit a complete and timely application in a form and manner specified by the District General Manager, together with such other information as may be required by the District General Manager. Applications must be received by the District not later than close of business on the final filing date stated on the job announcement. Applicants are responsible for submitting their applications to the District by this time.

Incomplete or deficient applications may be returned to the applicant for amendment. Unless otherwise approved by the District General Manager, such amendments must be received by the District not less than forty-eight (48) hours prior to the scheduled interview or examination.

2.05 DISQUALIFICATION

The District General Manager may disqualify an applicant at their discretion for any legitimate business reason.

2.06 NOTICE OF REJECTION

Whenever an application is rejected, written notice is given to the applicant. The District is not required to, and generally does not, give any reasons for the rejection.

2.07 SCHEDULING OF APPLICATION EXAMINATION(S)

Examinations as a part of application for District employment may consist of written, oral, performance, and/or physical agility tests as determined by the District General Manager. Examinations will be scheduled as the need requires.

2.08 EXAMINATION ADMINISTRATION

The District General Manager is responsible for administering any examination in connection with District employment.

The District General Manager may disqualify an applicant from taking the examination for any legitimate reason, including but not limited to the following:

- Any candidate who attempts to interfere with the fair, equitable and orderly conduct of an examination process.
- Any candidate who is tardy for the examination.
- Any candidate who fails to appear for an examination.
- Any candidate whose application was not received on or before the filing date.

2.09 ORAL INTERVIEW PANEL

The District General Manager may assemble an oral interview panel to conduct oral interviews in connection with the application process. The oral interview panel advises the District General Manager regarding the selection of a qualified candidate to fill an authorized position.

2.10 PRE-EMPLOYMENT SCREENINGS

Pre-employment screenings, including medical examination, drug screening, and background check, may be required after a contingent offer of employment is made, and before final appointment to District employment. Any pre-employment medical examination is performed by a licensed physician, at the District's expense. Documents indicating that the employee or applicant has received a medical clearance, including any work restrictions, and results of the pre-employment drug screening are made part of their confidential medical file. The background check report is made part of their confidential personnel file.

2.11 APPOINTMENT

The position of District General Manager shall be filled by Board appointment. All other positions shall be filled by appointment by the District General Manager, typically in consultation with the management team, Human Resources, and/or the Oral Interview Panel, if any. Normally an applicant will be offered employment at salary step A; however, the General Manager may authorize the employment of such applicant at any step within the appropriate pay range.

2.12 EMPLOYMENT OF RELATIVES

The District does not prohibit employment of relatives of District employees. However, should the employment of a relative create a potential or actual conflict within the workplace, the District shall require that relatives work different shifts, when available, and under separate supervision. The District may also elect to terminate one or both relatives to eliminate the actual or potential workplace conflict. Under no circumstances will a direct reporting relationship between relatives be allowed. For purposes of this policy, "relatives" means an employee's parent, child, spouse or domestic partner, sibling, in-laws, and step relations.

SECTION 3. EMPLOYEE ORGANIZATION, ADVANCEMENT, AND COMPENSATION

3.01 PROBATIONARY PERIOD

INITIAL PROBATIONARY PERIOD

- (a) Before a newly hired employee achieves the status of “regular” full-time or part-time employee, the employee must successfully complete a probationary period of at least six (6) months. The District General Manager may extend the probation period beyond six (6) months.
- (b) Any extension of the probationary period shall also extend the probationary status of the employee as defined in Section 3.01(c-d) below
- (c) The probationary period is a step in the District’s initial employment process. It allows the probationary employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. The District uses the probationary period to continue its assessment of the probationary employee for regular employment. At any time during the probationary period, the District may terminate the employment relationship with or without cause or reason, and with or without advance notice.
- (d) Probationary employees are not entitled to the pre- or post-deprivation rights accorded to regular employees, as set forth in Section 7, and are not eligible to bring a grievance under the procedure set forth in Section 10.
- (e) Notification of termination of the probationary employee shall be made in writing by the District General Manager to the employee.
- (f) The mere passage of time does not automatically confer regular District employment status on a probationary employee.
- (g) A probationary employee moves to regular employment only if, and when, the District General Manager notifies the probationary employee in writing that they have successfully completed the probationary period, and that they are being appointed to regular employment status on a certain effective date.

TRANSFER/PROMOTIONAL PROBATION

- (h) Current District employees who transfer or promote to another District position are required to serve a probationary period of a minimum of six (6) months. Current regular District employees retain their regular status during any transfer/promotional probationary period.

3.02 ANNUAL SALARY REVIEW

Typically, the District General Manager annually reviews the District salary ranges, and makes recommendations to the Board for any necessary changes.

3.03 PERFORMANCE EVALUATION AND PROFESSIONAL DEVELOPMENT PLANNING

The District's professional development planning process provides formal opportunities at least twice a year for managers and employees to work closely to identify the necessary skills and resources to support the employee's professional goals and the District's business needs.

- (a) Annual Professional Development Planning is a meeting between the employee and their manager to identify the employee's skills and competency development, as well as objectives an employee will need to meet to support continuous improvement and career development. This meeting is typically held annually, but may be held more frequently as needed.

During these meetings, each employee will meet with their manager to review the employee's short- and long-term goals, performance objectives, and on-going job assignments. Employees and managers are encouraged to work together to identify employee performance goals, which may include requests for specialized skills training, or other professional development opportunities to support the goals.

An employee may be requested by the manager to complete a written self-assessment ahead of the Annual Professional Development Planning Conversation. Annual Professional Development Planning Conversation must be documented in writing.

- (b) Annual Performance Evaluation is a written assessment by the manager of the employee's performance related to professional behavior, performance of job duties, and progress toward the employee's professional development goals.

At least annually, or more frequently needed, each manager will meet with each employee to provide a formal written performance assessment.

Draft performance evaluations are reviewed by the General Manager prior to being finalized. Managers are provided with training and templates for conducting performance evaluations.

Performance evaluations are documented in writing and filed in the employee's personnel file. Employees are permitted to respond to or comment on their written evaluations in writing. Any such written response will be filed in the personnel file along with the evaluation.

3.04 EMPLOYEE BENEFITS

The District provides benefits for its eligible employees pursuant to its policies and the law. The District reserves the right to eliminate or modify any of its benefits at any time, to the extent permitted by law.

(a) Workers' Compensation

All employees are covered by Workers' Compensation, as required by law. Employees must immediately report any on-the-job injuries or illnesses to the employee's supervisor.

(b) Group Medical/Dental/ Vision Insurance Benefits

Eligible employees and their eligible dependents may participate in the District's group medical, dental, and vision insurance benefits. For represented employees, the District contributes to the cost for the health insurance coverage pursuant to the applicable Memorandum of Understanding. Information, including summary plan descriptions, regarding these programs are available from the District General Manager upon request.

(c) COBRA Benefits

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may elect to continue group health plan benefits coverage at their own cost on the occurrence of certain qualifying events, such as termination. Additional information and all forms are available from the District General Manager.

(d) Retirement Plan

The District's retirement program through the California Public Employees Retirement System (CalPERS) is available to all eligible full-time employees as provided in the contract between the District and PERS, and in applicable statutes. Employees enrolled in the CalPERS retirement program do not participate in the federal Social Security program.

(e) Educational Assistance

The District may, at its discretion, provide for reimbursement of employee expenses for tuition, books, lab expenses and fees for job-related courses, workshops, and seminars offered by acceptable learning institutions or programs. Any person seeking such educational assistance must apply to the District General Manager in advance.

(f) Deferred Compensation 457 Plan

Employees who participate in the CalPERS retirement plan may participate in the District Deferred Compensation 457 Plan. The CalPERS 457 Plan provides employees a low-cost, convenient way to save for retirement through payroll deductions.

3.05 CONFERENCES AND DISTRICT TRAVEL REIMBURSEMENT

Employees are expected to seek reimbursement of actual documented travel expenses they incur in connection with the job. Travel for which expenses may be reimbursed includes attendance at workshops, seminars, conventions, conferences, quarterly meetings, or other meetings of interest to and/or required by the District that is approved in advance by the District.

(a) Transportation to District-authorized events:

- o Primary consideration should be given to the most reasonable and economical mode of transportation
 - o Only standard or coach rates are eligible for reimbursement.
 - o Transportation to and from air terminals must be by the least expensive reasonable mode available.
 - o The use of a rental car must be authorized in advance by the District General Manager.
 - o In the event an employee uses their personal vehicle in the course and scope of employment, the District shall reimburse the employee at the current IRS rate, provided the use of the personal vehicle was approved in advance by the District General Manager or designee.
- (i) Completed expense reimbursement forms must be submitted to the District General Manager or designee for review and approval within fifteen (15) days after return from travel.

(b) Travel Claims

- (i) Employees authorized to travel in connection with District business and who incur travel expenses must prepare a District Business Expense Form which shows in detail all expenditures incurred. The employee must also attach invoices, receipts, or proof of payment to the claim form for any such expenses, including the following:
- o Air Fare/Train Fare
 - o Lodging
 - o Registration
 - o Conference Fees
 - o Conference Meals

- o Car Rental
 - o Other related travel expenses for which the employee seeks reimbursement
- (ii) Completed expense reimbursement forms must be submitted to the District General Manager or designee for review and approval within fifteen (15) days after return from travel.
- (iii) Meal reimbursement shall be based on actual and necessary meal costs incurred in connection with a work-related event. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation set forth below, only the actual cost may be claimed. Purchase of alcoholic beverages will not be reimbursed. Gratuities may be reimbursed if the total cost of the meal and gratuity do not exceed the limit for meal reimbursement.
- (iv) The maximum meal reimbursement shall be \$60 per day.
- (v) Exceptions to the stated maximums may be permitted for special circumstances when approved in advance.
- (vi) Meals may be reimbursed on a pro-rata basis when the employee is traveling for less than a full 24-hour period. For example, if the employee begins travel in the afternoon, then only dinner would be reimbursed for that day. The following are the generally approved maximum reimbursements for meals with receipt:
- | | |
|-----------|---------|
| Breakfast | \$15.00 |
| Lunch | \$15.00 |
| Dinner | \$30.00 |
- (vii) Lodging for District-related travel will generally be arranged in advance by the District Secretary. Individual arranged lodging may be considered for reimbursement only if approved in advance by the District General Manager. Reimbursement shall not exceed the rate for the single occupancy lodging. Lodging will generally be approved for the actual location of the conference or meeting. In the event this is not possible, approval is generally provided for the most economical nearby lodgings.
- (viii) Conference fees for specific events, such as training or activities related to business and approved in advance by the District, are ordinarily reimbursed, excepting that expenses of activities which are essentially optional entertainment or non-business-related shall not be reimbursed.

- (ix) Other incidental minor work-related expenses, as claimed, may be approved by the District General Manager, or designee, provided such other expenses are explained in detail and do not include personal expenses. Necessary business expenses (e.g. Wi-fi, printing, copying) are permitted for District business purposes only.

- (x) The District does not pay or reimburse the costs of transportation, travel, lodging, meals, or other expenses of the spouses or families of employees.

SECTION 4. EMPLOYMENT

4.04 TEMPORARY EMPLOYEES

Temporary employees may be hired from time to time as needed. The District General Manager shall determine the terms and conditions of each temporary employee's employment. A temporary employee may serve on an on-call, as-needed basis, or may be hired for a specific project or period of time.

- (a) In no case will temporary employees work more than 1000 hours in a fiscal year or longer than six (6) consecutive months. Temporary employees are employed at-will. "At will" means that either the employee or the District may terminate the employment relationship at any time, for any reason or no reason, with or without cause, and with or without advance notice.
- (b) A temporary employee is not considered a "regular" employee, and therefore is not eligible for the rights granted only to regular employees, such as those described in Section 10, "Grievances," or the rights described in certain subsections of Section 7, entitled "Performance Improvement, Misconduct, and Discipline" (e.g., 7.04, 7.05, 7.06, 7.07).

4.05 OUTSIDE EMPLOYMENT

All regular full-time employees are expected to work solely for the District. Any outside employment should be promptly disclosed to management. In certain circumstances, outside employment may be approved provided there is no conflict with normal or emergency job responsibilities, and no other potential conflicts of interest. In any event, the District retains the right to review and evaluate each situation on an individual basis.

4.06 EMPLOYEE RECORDS

- (a) The District values its employees' privacy. All employee information, including personnel, medical, workers' compensation, and payroll records, are kept confidential, unless disclosure is authorized in writing by the employee and/or required by law. Access to confidential records is limited to those with a need to know.
- (b) It is important that employee information such as name, address, and telephone number be correct, and kept updated, on District records. It is sometimes necessary for the District to contact the employee or the employee's designated contact at home, e.g., in case of emergency. Also, the employee may not receive important mail from the District if a current address is not on file. Therefore, it is the responsibility of the employee to report to the District any changes in name, address, telephone number, and any other matters that may affect tax withholding or benefits. Moreover, to ensure that the District can notify the employee when necessary, the employee must provide the District with a physical address (not a post office box), an email address, and a contact phone number.

- (c) The contents of an employee's personnel file, except for letters of reference and certain other limited kinds of information, will generally be made available for the employee's inspection, upon request, at reasonable times, in accordance with law. An employee may request and receive from the District a copy of anything in their personnel file and/or anything signed by the employee relating to obtaining or holding employment. Employees should contact their supervisor or the District General Manager if they wish to review their personnel file or make copies of documents signed by them.

SECTION 5. SEPARATION FROM EMPLOYMENT

5.04 RESIGNATION

To be considered as having resigned in good standing, the resigning employee should submit a written notice of resignation, including the effective date of the resignation, to their supervisor at least 10 working days prior to the effective date of resignation. The employee is not required to provide a reason for the resignation, but is encouraged to do so.

Employees who do not give a minimum of at least 10 working days' notice of resignation may not be eligible to be considered for re-employment with the District.

5.05 LAYOFF

The District recognizes the value of its employees and views them and their contributions as assets. However, there are occasions when circumstances may require a reduction in staff, position elimination, or reorganization/restructure of the workforce, collectively referred to as "layoffs." These circumstances may arise due to a variety of business reasons, including but not limited to: restructuring or reorganization of a division; discontinuation or modification of a program, function or job(s); lack of work; lack of funds, etc.. The decision to lay off shall be made at the sole discretion of the District. Layoff decisions are not subject to appeal.

5.06 RETURN OF DISTRICT PROPERTY

It is the responsibility of any separating employee to return all property issued to them by the District. All such property, including id cards, security badges, keys, laptop computer, District-issued credit card, cell phone, manuals, documents, and all other District-owned items that the employee may have in their possession must be returned on or before the last day of work.

5.07 PERSONAL PROPERTY

Separated employees must remove any personal items at the time they leave the District. If there are additional items to be retrieved after the employee's last day worked, the separated employee must contact the District General Manager to retrieve the additional items. Any personal items left in the workplace more than 30 days after separation are subject to disposal by the District.

SECTION 6. EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

6.01 HOURS OF WORK AND REST PERIODS

District office hours are normally from 7:00 a.m. to 3:30 p.m., Monday through Friday. Each day, non-exempt office employees must take an unpaid non-working thirty-minute lunch period, plus a morning paid break of fifteen (15) minutes, and an afternoon paid break of fifteen (15) minutes. Working hours of all field personnel are 7:00 a.m. to 3:30 p.m., unless otherwise instructed by their immediate supervisor or District General Manager. Hours may fluctuate according to weather, temperature, and workload. The District General Manager or supervisor may determine the location or locations at which rest periods and lunch breaks may be taken.

6.02 TEMPORARY FLEXIBLE WORK SCHEDULE

The intent of this policy is to provide supervisors and non-exempt employees with a way to maintain District operations and employee productivity when temporary personal or work-related circumstances make the standard 7:00 a.m.-3:30 p.m. Monday through Friday work schedule challenging. Employees may request a temporary flexible work schedule by filling out the appropriate form and submitting it to their supervisor. Acceptable reasons to request a temporary flexible work schedule may include, for example: recurring health provider appointments, temporary childcare conflict, temporary need to care for a relative, etc.

Temporary flexible work schedule requests should be evaluated by the manager based on the impact of the temporary flexible work schedule on workplace, on work operations, and on the execution of District goals and objectives such as: workflow, work efficiency, time of year, impact on morale, ability to meet deadlines, etc.

Temporary flexible work schedule requests shall be made on the appropriate form and are subject to final approval by the District General Manager.

6.03 TELECOMMUTING

Generally, District work is most efficiently achieved with personal and face-to-face collaboration among co-workers at the District worksite. In addition, cooperative field or laboratory work may be required in some circumstances. In unusual circumstances, however, the General Manager may authorize a temporary or intermittent telecommuting arrangement on a case-by-case basis. Any such request must be made in writing. The work tasks to be performed and the proposed timeframe and duration of the telecommuting arrangement must be specified in the written request.

6.04 OVERTIME

Any overtime worked must be authorized in advance by the District General Manager, or an employee's supervisor. Overtime shall be authorized only in those instances where it is necessary for efficient operation of the District.

- (a) Definition. Overtime is defined as any hours actually worked by a non-exempt employee in excess of forty (40) hours in a work week, or eight (8) hours in a day. Any non-exempt employee, who is required to work more than forty hours in a work week, or eight hours in a workday, shall receive overtime pay at the rate of one and one-half times the employee's regular rate of pay.
- (b) Weekend work schedules are generally posted at least 48 hours prior to the new work week. Work schedules may provide for workdays exceeding eight (8) hours.
- (c) Paid time off taken for any time not worked, such as paid vacations, holidays, sick leave and compensatory time off, is not computed as actual work time for the purposes of determining whether any overtime compensation is due.
- (D) The District work week begins at 12:01 a.m. on Saturday morning and ends at 12:00 midnight on the following Friday night each week.
- (E) Overtime compensation and compensatory time off. Non-exempt employees receive overtime pay for overtime hours worked at the rate of one and one-half times the employee's regular rate of pay. Overtime in the form of compensatory time off ("CTO") may be provided to non-exempt employees in lieu of overtime pay only if the employee expressly and knowingly consents to CTO in writing in advance of the overtime worked. CTO is paid at the rate of 1.5 hours of paid time off for each overtime hour worked. Compensatory time off shall not accrue in excess of 160 overtime hours worked, or 240 compensatory time off hours, or as provided by law. For any overtime worked after this CTO accrual limit has been reached, the employee will be compensated in the form of overtime pay.

6.05 WORK ON WEEKENDS AND DISTRICT HOLIDAYS

- (a) Work on Weekends. Any regular full-time non-exempt employee who is required to work on a Saturday or Sunday shall be compensated at the rate of one and one-half times the employee's regular rate of pay for a minimum of four hours per weekend day, even though they may actually work fewer than four hours on those dates.

- (b) Work on Holidays. For any regular full-time non-exempt employee who is required to work on a District-recognized holiday, such employee shall receive premium pay at the rate of one and one-half times the employee's regular rate of pay for a minimum of four hours per holiday day, even though they may actually work fewer than four hours on those dates.

6.06 JURY DUTY AND COURT APPEARANCES

- (a) When an employee is required to serve jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must notify their supervisor within 48 hours of receiving the notice. Employees required to serve as jurors for less than a full workday shall spend the balance of the day at their regular District positions. The District will provide paid time off to a regular employee who is required to be off work to perform jury duty. While on paid jury leave, the employee shall give to the District all fees received from the court for jury service (excluding reimbursement for mileage).
- (b) An employee may request to take unpaid time off to appear in court as a witness to comply with a subpoena or other court order. If an employee needs time off to appear as a witness, the employee should bring the subpoena or court order to their supervisor immediately after it is received so that arrangements may be made to accommodate the absence.

6.07 BEREAVEMENT LEAVE

A regular or probationary employee may take up to five (5) paid days off, with advance approval by the District General Manager, for the death of a member of the employee's immediate family. For purposes of this policy, "immediate family" is defined as an employee's: parent, spouse, registered domestic partner, child, sibling, grandparent, grandchild, or those equivalent step relationships, or those same relatives related to the employee's spouse or registered domestic partner.

6.08 AUTHORIZED PERSONAL LEAVE OF ABSENCE

A regular employee may request to take an unpaid personal leave of absence. Any unpaid personal leave may be taken only with the prior written approval of the District General Manager.

6.09 ABSENCE WITHOUT APPROVED LEAVE

An employee who is absent without approved leave for more than three (3) consecutive scheduled workdays, or who fails to return to work upon the expiration of an approved leave, will normally be considered to have abandoned their employment, thus voluntarily terminating the position without notice.

6.10 HOLIDAYS

- (a) The District observes the following holidays. Non-exempt regular and probationary employees receive eight (8) hours of holiday pay at their normal rate of pay for each holiday day. Exempt regular and probationary employees receive their full salary for each holiday day. Temporary employees receive time off without pay for recognized District holidays, and are not eligible for floating holidays.
- New Year's Day (January 1)
 - Martin Luther King, Jr. Day (3rd Monday in January)
 - Lincoln's Birthday (February 12)
 - Presidents' Day (3rd Monday in February)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (1st Monday in September)
 - Veterans' Day (November 11)
 - Thanksgiving Day (4th Thursday in November)
 - Day after Thanksgiving
 - Christmas Day (December 25th)
 - Three (3) Floating Holidays
- (b) If any of these holidays falls on Sunday, the following Monday shall be considered a holiday. If the holiday falls on Saturday, the Friday preceding the Saturday holiday shall be considered a holiday.
- (c) At the discretion of the District General Manager, the District may reduce staffing levels to a minimum on the day before Thanksgiving, Christmas Eve, and/or New Year's Eve.

6.11 VACATION POLICY

The District provides benefits to eligible employees to enable them to take paid time off for rest and recreation. The District believes this time is valuable for employees in order to enhance their productivity and to make their work experience with the District personally satisfying. The District also provides long-service employees with additional vacation benefits as they may become eligible once defined years of service are accumulated.

(a) Vacation Accrual

- 1) Only regular and probationary full-time employees are eligible to accrue paid vacation benefits based on their length of service, measured from the date of hire. Vacation accrues according to the following schedule:

Length of Service	Total Possible Annual Vacation Accrual
One month through four years	10 days per year
Five years through nine years	15 days per year
Ten years months through fourteen years	18.5 days per year
Fifteen years through nineteen years	21 days per year
Twenty years and over	24.5 days per year

(b) Maximum Accrual

Vacation accruals shall not exceed 240 hours at any one time. Once this maximum is reached, all further paid vacation accruals cease. Vacation accruals will recommence after the employee has taken vacation and their accrued hours drop below this maximum.

(c) Pay in Lieu of Vacation

No employee will receive pay in lieu of vacation except on the termination of their employment.

(d) Vacation Accrual During Layoff or Periods of Leaves of Absence

No vacation accrues during any leave of absence that is unpaid by the District. Vacation accruals recommence for eligible employees when the employee returns to District paid status.

(e) Vacation Requests

Vacation requests should be submitted by employees to their supervisor at least two (2) weeks prior to the commencement of a vacation period extending longer than five days (40 hours). Vacations of fewer than five days (40 hours) of duration may be approved upon shorter notice by mutual agreement of the employee and the supervisor. In the event two (2) or more employees request vacations covering the same period and these employees cannot be absent simultaneously due to business reasons, preference shall ordinarily be given to the employee with the greater length of service.

(f) Vacation Requests During Mosquito Season

During “mosquito season,” it is critical to the mission of the District to have staff available and working to prevent and respond to mosquito and vector threats. Accordingly, the District discourages vacation requests during this critical time period.

- o For vacation requests of up to 2 days (16 hours) during “mosquito season,” the employee should discuss impacts of their absence and develop a plan to cover their assigned duties with their manager.

- For vacation requests of longer than 2 days during “mosquito season” leave, any such requests that are deemed acceptable by the supervisor must also receive advance final approval, in writing, by the District General Manager.
- In emergency situations, such as an epidemic or severe outbreak of an invasive vector species, the District General Manager may temporarily suspend vacation approvals to enable critical work to be performed. Employees should take this into account when scheduling or requesting leave during the mosquito season.

(g) Vacation Advances

Employees are permitted to request to take only the vacation time they have accrued. That is, employees are not permitted to borrow on possible future accrual of vacation benefits.

(h) Holidays Occurring During Vacation

If an observed District holiday occurs during an employee’s approved scheduled vacation, no deduction from accrued vacation will be made. Instead, the employee will receive the paid holiday for that day.

6.12 SICK LEAVE POLICY

All employees accrue paid sick leave, as further described below. Employees may request to use accrued paid sick leave in certain specified circumstances of illness or injury of the employee or family member, and to promote the health of the individual employee, and otherwise to the extent permitted by law.

Paid sick leave is a restricted right to accrued time off from work only for reasons specified in this policy and the law; it is not to be confused with vacation or other types of paid leave.

Employees may request to use paid sick leave when an employee must be absent because of either:

- o The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- o eany other reason specified by law, including for an employee who is a victim of domestic violence, sexual assault, or stalking.

For purposes of this policy, family member is defined as an employee's father, mother, stepparents, spouse, registered domestic partner, child, stepchild, foster child, brother, sister, grandparents, grandchild, or those same relatives of the employee's spouse or registered domestic partner.

6.13 ACCRUAL OF PAID SICK LEAVE

- (a) Each employee shall begin to accumulate sick leave with pay, commencing on the date of hire.
- (b) Regular and probationary full-time employees shall accrue eight (8) hours of paid sick leave per each month worked
- (c) Sick leave with pay may be taken as earned. Paid sick leave may not be taken prior to being accrued.
- (d) Any accrued paid sick leave will not be paid out upon termination or any other time in lieu of its use for authorized purposes.
- (e) Temporary employees are provided paid sick leave as follows: on their date of hire, and annually thereafter, these employees are granted three days, or 24 hours, of paid sick leave. Any paid sick time that is not used during the year following their anniversary date does not carry over into the next year. Instead, the employee is granted an additional full complement of three days or 24 hours on the anniversary date. Paid sick time is not paid out at termination or any other time in lieu of its use for authorized purposes.

6.14 WORKERS' COMPENSATION AND BENEFITS

Any employee who is absent due to work-related injury or illness must exhaust accrued District-paid time off benefits during this absence to the extent permitted by law. Any District-paid time off is coordinated with any amount received by the employee as workers' compensation benefits such that the total compensation received by the employee while off work does not to exceed the amount of their regular salary.

6.15 VERIFICATION OF ILLNESS

- (a) Employees who need to be absent from work for three or more consecutive workdays for their own illness or injury are generally required to submit satisfactory written verification of their need to be off work from their health care provider.
- (b) Upon return from an absence due to the employee's own illness/injury lasting three or more consecutive workdays, the District generally requires the employee to present a health care provider's certificate releasing them to return to duty and stating workplace restrictions, if any. Until such a certificate is presented, the employee is not permitted to return to work.

6.16 MEDICAL LEAVE OF ABSENCE

Any employee who, as a result of a medical condition, becomes temporarily unable to perform the duties of their position, may request an unpaid medical leave of absence. Employees who are temporarily unable to work as a result of pregnancy-related disability should refer to the Pregnancy Disability Leave policy.

- (a) Duration and Reinstatement. Normally, medical leaves may be granted for the duration of the medical inability to work, as verified by the health care provider and up to a maximum of 120 days. Longer medical leaves may be granted if needed as a reasonable accommodation. Employees returning from a medical leave of absence will normally be returned to their same position, or a comparable position, to the extent required by law.
- (b) Verification. The employee is required to provide medical verification of the temporary inability to work from a licensed health care provider.
- (c) Leave Accrual, Paid Holidays, and Exhaustion of Paid Time Off. Neither paid sick leave nor paid vacation accrue during any period of absence on medical leave that is unpaid by the District. Employees on District-unpaid leave also do not receive paid holidays. Employees on medical leave are required to exhaust their paid time off benefits.

- (d) Health Benefits. Medical, dental, and other insurance benefits continue during any period of District-paid leave. Such insurance benefits may continue during some or all of the unpaid medical leave provided that: (a) the employee pays their proportionate share of the premium, and (b) such continuation coverage is allowed under the terms of the particular plan. Employees requesting medical leave should discuss benefits issues with the District General Manager.
- (e) Notice of Leave. To the degree possible, employees whose need for medical leaves can be anticipated (e.g., leave for elective or planned surgery) are required to provide at least two (2) weeks' advance written notice of the anticipated start of their period of leave.
- (f) Verification of Ability to Return. The District requires employees returning from a medical leave to provide written verification from their health care provider that the employee is released to return to work, and indicating any restrictions on the employee's ability to work. The District provides reasonable accommodation to disabled employees in accordance with applicable law.

6.17 PREGNANCY DISABILITY LEAVE

- (a) An employee who is temporarily unable to work due to a disability arising from pregnancy, childbirth, or a related medical condition is entitled to an unpaid pregnancy disability leave of absence ("PDL") of up to four months. The employee must furnish a doctor's written certification supporting the need for leave due to pregnancy or childbirth and stating the anticipated length of such leave. Leave may be taken all at once or on an as-needed basis.
- (b) Employees wishing to take such leave must provide at least two weeks' advance notice, if possible.
- (c) Employees on PDL must exhaust their paid sick leave benefits. They may elect whether or not to use unrestricted paid time off benefits (e.g., paid vacation or CTO) during this leave. Paid vacation and paid sick time do not accrue during any portion of the leave that is unpaid by the District.
- (d) Employees on approved PDL continue their health insurance coverage as if they were actively employed during the period.

An employee returning from PDL of three or more days must furnish a doctor's written certification of release to return to work, and stating any work-related restrictions. On return from PDL, the District will reinstate the employee to the same, or a comparable, position, in accordance with applicable law.

6.18 NEW PARENT LEAVE

- (a) Employees may be eligible to take New Parent Leave under the California Family Right Act (“CFRA”).

Employees eligible to request this leave are those who:

- o have worked for the District for at least 12 months;
 - o have provided at least 1,250 service hours during the preceding 12 months; and
 - o work at a facility which employs at least 20 employees in a 75-mile radius.
- (b) Eligible employees may request up to 12 weeks of unpaid parental leave to bond with a new child within one year of the child’s birth, adoption, or foster care placement with the employee. Employees may use any accrued paid time off during this leave. Employees on approved parental leave are covered by the District’s health insurance policies as if they remained actively employed during the period.
- (c) Employees returning from approved parental leave will be reinstated to their same, or a comparable, position, to the extent required by law.

6.19 TIME OFF FOR SCHOOL ACTIVITIES

Parents, guardians, or grandparents with custody of a child in nursery school, pre-school, or kindergarten through grade 12 may request to take up to 40 hours per school year of unpaid leave time to participate in school activities. Forty (40) hours is the maximum time, per school year, the District may grant an employee, regardless of the number of children in the custody of the employee. No more than eight hours of leave time may be requested or taken in any given month.

The employee may also take off such additional time as may be necessary to appear at their child’s school to discuss the child’s possible suspension or expulsion.

The District requires reasonable advance notice from the employee of the need for such leave time for school activities.

SECTION 7. PERFORMANCE IMPROVEMENT, MISCONDUCT AND DISCIPLINE

Management, at its sole discretion, may discipline any employee for unsatisfactory performance and/or work-related misconduct. Disciplinary measures may include, e.g.: counseling/warning, reassignment, suspension, demotion, and/or discharge, etc. The District will determine the course of action best suited to the circumstances and may employ the progressive discipline procedures outlined below where it deems appropriate. Employees who engage in misconduct, who have substandard performance, or who violate any District policy are subject to discipline, up to and including termination.

7.01 DISCIPLINARY ACTION AND DISMISSAL

- (a) The discipline procedures in this section represent guidelines that are generally appropriate to govern employee conduct and performance. These procedures are not applicable to non-disciplinary dismissals such as economic reductions-in-force, reorganizations, or dismissals due to medical reasons. Because individual circumstances may and do vary, the District retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.
- (b) Employees are expected to observe certain standards of job performance and good conduct.
- (c) When performance or conduct does not meet District standards, the District, at its sole discretion and depending upon the circumstances, may provide the employee with an opportunity to correct the deficiency. If the employee fails to make the correction, they will be subject to discipline including termination.
- (D) The information set forth here is intended to provide employees with a summary of what is expected of them. Necessarily, however, a policy cannot identify every type of unacceptable conduct or performance. Therefore, employees should be aware that conduct not specifically listed below in Section 7.03, but which adversely affects or is otherwise detrimental to the interests of the District, other employees, or the public, may also result in disciplinary action.

7.02 NATURE OF DISCIPLINARY ACTION

Disciplinary action may include, but is not limited to, the following:

- (a) ORAL COUNSELING. This is an oral admonishment which alerts the employee to an area of concern. The oral counseling shall be noted in writing.

- (b) WRITTEN REPRIMAND. A supervisor or manager may reprimand an employee by furnishing them with a written statement of the specific reasons for the reprimand. A copy of the reprimand will be retained in the employee's personnel file, and may not be appealed. The employee has the right to have a written response attached to the reprimand in the employee's personnel file if the response is submitted to the District General Manager within ten (10) days of the date of the reprimand was received.
- (c) SUSPENSION. The District General Manager (or designee) may suspend (with or without pay) an employee from their position. Documents related to a suspension become part of the employee's personnel file when the discipline is final.
- (d) DEMOTION. The District General Manager (or designee) may demote an employee from their position. Documents related to the demotion become part of the employee's personnel file when the discipline is final.
- (e) TERMINATION. The District General Manager (or designee) may terminate an employee. Documents related to termination become part of an employee's personnel file when the discipline becomes final.

7.03 SUMMARY OF POSSIBLE MISCONDUCT/UNSATISFACTORY PERFORMANCE

The following list of possible misconduct and/or unsatisfactory performance is a summary of the types of conduct that may subject District employees to discipline. This summary is included in this Manual for illustrative purposes. Conduct that typically results in disciplinary action includes, but is not limited to, the following:

- (a) Fraud or dishonesty in securing or applying for employment with the District; giving false or misleading information on an application form or other District documents.
- (b) Unsatisfactory attendance or job performance.
- (c) Disorderly or inappropriate conduct, and/or conduct otherwise unbecoming an employee in public service.
- (d) Actual or threatened acts of violence in the workplace or a work-related setting.
- (e) Insubordination.
- (f) Violation of any of the District's policies, expressly including but not limited to its policies on drug and alcohol use, and/or on prohibiting harassment and discrimination.
- (g) Failure to follow safety instructions or directions.

- (h) Possessing, or bringing, on District property any firearm or other weapon.
- (i) Any other conduct which adversely affects the operation of the District, the health and welfare of District employees or the public, or the safety of District property.

7.04 NOTICE TO EMPLOYEE OF SERIOUS DISCIPLINARY ACTION

A regular employee subject to “serious discipline” (i.e., suspension of more than five days, demotion, or termination) will receive written notice from the District of the proposed discipline and an opportunity to respond prior to implementation of the discipline (i.e., “Skelly rights”). Lesser disciplinary measures are not subject to Skelly rights. No employees except regular employees are entitled to Skelly rights. For example, probationary and temporary employees have no such rights.

The following information is included in the notice to regular employees of a proposed Serious Disciplinary action:

- (a) The reasons for the proposed disciplinary action;
- (b) A statement of the specific policy or rule violated;
- (c) The nature of the intended disciplinary action, and its proposed effective date;
- (d) A copy of the materials upon which the proposed action is based; and
- (e) A statement advising the employee that they may respond to the notice in writing prior to the imposition of the intended disciplinary action. Any written response should be directed to the District General Manager within five (5) working days of the date of the notice.

7.05 SUSPENSION PRIOR TO DISCIPLINARY ACTION OR DISMISSAL

Prior to the effective date of any serious disciplinary action or dismissal, the District General Manager may suspend with pay the affected employee if the District General Manager in their sole discretion determines that such suspension is necessary and appropriate. The rights and benefits provided to an employee so suspended shall not otherwise be affected.

7.06 DECISION OF DISTRICT GENERAL MANAGER ON INTENDED SERIOUS DISCIPLINARY ACTION

In the event that an employee elects to respond timely to the intended disciplinary action, the Skelly hearing officer will consider the employee's response and will make a determination about whether or not to uphold the proposed discipline. The decision shall be provided in writing to the affected employee prior to the imposition of the intended discipline.

In the event that the employee elects not to respond timely to the notice of intended discipline, the proposed discipline will be implemented as final.

7.07 APPEAL FROM FINAL DISCIPLINARY ACTION

A regular employee may appeal a final decision to implement a Serious Disciplinary action. The regular employee wishing to appeal must file a written notice of appeal with the Board within five (5) working days of the effective date (imposition) of the discipline. The employee's notice of appeal must state all specific facts and reasons upon which their appeal is made.

The Board shall hold a hearing no later than sixty (60) days from the date of filing the appeal, unless otherwise agreed to by the parties. The election by the employee to appeal from a disciplinary action shall not otherwise delay the imposition of the disciplinary action.

No employees other than regular employees are eligible to appeal a final Serious Disciplinary Action. For example, probationary and temporary employees are not eligible to appeal.

7.08 FAILURE TO TIMELY FILE NOTICE OF APPEAL

If a regular employee fails to file a notice of appeal within the time specified in section 7.07, above, the final disciplinary action will no longer be appealable.

Section 8. CONDUCT

8.01 NON-FRATERNIZATION POLICY

The District desires to avoid misunderstandings, complaints of favoritism, possible sexual harassment claims, and the employee morale and dissension problems that can result from certain personal relationships between employees. As such, all District employees are prohibited from engaging in romantic/sexual relationships with any person who is a subordinate or over whom they exercise any authority.

Moreover, married employees or employees who are registered domestic partners are not permitted to supervise each other.

8.02 CONFLICTS OF INTEREST

Employees may, of course, engage in outside activities, or have outside business or personal interests, that do not constitute a conflict of interest with their employment with the District. Any such outside activities or interests must not adversely affect an employee's capacity to perform their duties, however.

Off-duty conduct: While the District does not seek to interfere with an employee's off-duty conduct, certain types of off-duty conduct may interfere with the District's legitimate business interests. Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's integrity, reputation, or credibility. Off-duty conduct that adversely affects the District's legitimate business interests or an employee's ability to perform their work is not permitted.

8.03 KITCHEN/BREAK AREAS

The District provides a kitchen/break area for its employees' benefit. Employees are responsible for keeping the area clean, including the washing of personal dishes and utensils and/or any kitchen items the employee uses. All trash should be disposed of in the trash container, and recycling placed in the appropriate bin. Health and safety concerns in this area should be reported to the District Safety Officer.

8.04 SMOKING ON DISTRICT PROPERTY

Smoking is not allowed indoors in any District facility or in any District vehicle at any time. Smoking may be allowed in designated outdoor areas only. Employees may smoke only during their authorized break times.

SECTION 9. PUBLIC RELATIONS

All employees shall conduct themselves in a manner that reflects well on the District. In dealing with the public, all employees are required to maintain a polite and helpful attitude.

9.01 DRESS AND GROOMING STANDARDS

The District considers the presentation of the District's image to its customers, suppliers, and the public at large to be extremely important. Since the District's mission is service-oriented, and excellent service can only be provided through its employees, the District requires not only good performance and conduct from its employees, but also expects them to observe high standards in their personal appearance. Accordingly, all District employees are required to dress in a manner consistent with good hygiene, safety, and professionalism. For example, employees are expected to comply with the following:

- (a) All employees whose job requires them to work outdoors must wear a District-supplied uniform while performing their job. This uniform is provided and laundered by the District.
- (b) Any employee attending a work-related meeting, seminar, etc., away from the District office shall wear business/professional clothing appropriate for the occasion. All clothing must be clean, neat and without rips or holes.
- (c) Any employee representing the District at a public function such as a fair, school presentation, etc., shall wear a uniform provided by the District or other District-branded clothing approved by the District.
- (d) Acceptable dress for office employees is business/professional, e.g. sweaters, jackets, blouses or sport shirts with slacks/jeans/skirts, dresses. All clothing must be clean and without rips or holes. Employees may also wear District-supplied uniforms.

SECTION 10. GRIEVANCES

10.01 PURPOSE OF GRIEVANCE PROCEDURE AND DEFINITION

The grievance procedures set forth herein are designed to resolve grievances efficiently, and to provide an orderly procedure for such resolution. The grievance procedure is available only to regular full-time or part-time employees. A grievance for purposes of this policy means a complaint by an employee or group of employees involving the interpretation, application, or enforcement of a District policy or procedure.

10.02 TIME LIMITS

All District employees bringing or responding to a grievance are expected to act timely so that the grievance may be resolved promptly. Each person shall make every reasonable effort to complete required action within the time limits contained within these grievance procedures. With the written consent of all other parties involved, however, the time limits of any step may be extended.

10.03 PRESENTATION OF GRIEVANCE

Employees should present grievances as soon as possible after the events that gave rise to the employee's concerns by submitting a brief written grievance to their immediate supervisor. The written grievance should set forth the factual basis for the employee's complaint. If the concern involves the immediate supervisor, the employee may present it to their manager or to the District General Manager. The employee must submit the written grievance no later than five (5) working days after the facts which gave rise to the complaint.

10.04 FIRST STEP OF GRIEVANCE PROCEDURE (INFORMAL DISCUSSIONS/GRIEVANCE)

Initially, the supervisor (or manager/District General Manager, if necessary) will hold a meeting with the grieving employee to discuss the concern. The supervisor will then provide a written decision or response to the employee within five (5) working days after the informal discussion.

10.05 SECOND STEP OF GRIEVANCE PROCEDURE (FORMAL GRIEVANCE)

If an informal grievance is not resolved to the satisfaction of the grievant at the First Step, or if the issue concerns the supervisor, the grievant may initiate a formal grievance in writing to their manager or the District General Manager. The formal grievance must be submitted within fifteen (15) working days of the decision rendered in the First Step of the informal grievance procedure. Alternatively, if the grievance is initiated at Step Two, it must be submitted to their manager or the District General Manager within five working days after the facts giving rising to the complaint.

A formal written grievance must state all specific facts upon which the grievance is based, including at a minimum: the date, place and nature of action or omission; persons involved; copies of relevant documents (including the First Step grievance and decision, if any); identification of any witnesses or other relevant evidence; the specific personnel policy at issue; and the desired outcome or response. The formal grievance shall be filed with the District General Manager or a designated representative. If a formal grievance is incomplete, the District General Manager may request the grievant to provide the missing information. If the grievant is requested to complete an incomplete formal grievance, the grievant must do so within three (3) working days of receiving the request. Within ten (10) working days after the filing of the formal (or completed formal) grievance, the District General Manager shall provide a decision in writing to the grievant.

10.06 THIRD STEP OF GRIEVANCE PROCEDURE (APPEAL)

If the grievant is not satisfied with the decision rendered by the District General Manager at the Second Step, the grievant may appeal the decision to the Board by submitting a Third Step Appeal in writing within five (5) working days of receipt of the written Second Step decision. The appeal shall identify the grievance decision being appealed, explain why the grievant is dissatisfied with the Second Step decision, and must include copies of the Second Step formal grievance and decision. The appeal shall be filed with the Board Secretary at the main District office. If the grievant does not appeal the Second Step decision to the Board in writing within five (5) working days of receipt, the issue will be considered settled.

10.07 CONSIDERATION OF APPEAL

Within thirty (30) working days of the filing of a Third Step Grievance appeal, the Board shall consider the matter. It may decide to hold a hearing on the matter, at which the grievant and/or their representative may be present. The Board may continue the matter at its discretion. If a hearing is held, it shall be in an open session meeting of the Board, unless the subject matter of the grievance qualifies for a closed session under the Brown Act.

10.08 DECISION ON APPEAL

Within ten (10) working days of any hearing of the appeal, the Board shall issue written decision concerning the employee's appeal. If no hearing is held, the written decision of the Board will be issued within forty (40) days of the filing of the appeal. The decision of the Board shall be final.

SECTION 11. TECHNOLOGY

11.01 SOCIAL MEDIA CODE OF CONDUCT

The District understands that employees may engage external (personal) social media, including personal Twitter feeds, blogs, and social networking websites, on their own time. While the District respects its employees' right to engage in these off-duty activities, employees are nonetheless expected to conduct themselves appropriately in all such public communications, whether on or off the clock. To ensure that the District's employees understand the District's expectations regarding external social media use, the following guidelines have been developed and adopted. Employees are expected to follow these guidelines using their best personal and professional judgment.

- (a) Employees are expected to conduct themselves appropriately at all times, and in a manner that does not adversely impact District interests. Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media. Be mindful that what is published will be public indefinitely.
- (b) Employees should avoid discussing the District or the District-related matters via social media. If such matters must be discussed, the employee should write in the first person and make it clear that they are speaking for themselves individually, and not on behalf of the District.
- (c) Employees must not publish or disclose the District's or another employee's confidential or other proprietary information. Employees should not publish or report on conversations or any communication or information that is meant to be private or internal to the District.
- (d) Always respect the audience. Employees should not use slurs, insults, or obscenity, and otherwise engage in any conduct that would be unacceptable in the District's workplace, or that would otherwise violate any District policy, including but not limited to the District's policy prohibiting harassment and discrimination.
- (e) Employees should be aware of their association with the District in online social networks. Employees should ensure their profile and related content are consistent with how they wish to present themselves to colleagues and the public.
- (f) Employees are encouraged to be the first to correct their own mistakes, not to pick fights, and to avoid altering previous posts without indicating that they have done so.
- (g) This policy is in no way intended to prevent employees from engaging in protected concerted activity, or engaging in otherwise lawful conduct on their own time.

11.02 VOICE MAIL, EMAIL, ELECTRONIC FILES, AND USAGE

- (a) The District maintains voice mail, email, and text messaging systems to assist in conducting District business. The District's computers, telephones, and other electronic devices and the data stored on them are, and remain at all times, the District's property. All messages created, sent, or received over the Internet on District devices, the District's email, voice mail, or other District systems are the property of the District and should be considered non-private communications.
- (b) Employees have no right to, or expectation of, privacy as to any information or files or messages transmitted through, or stored on, or created on, the District's systems. Although the email, voice mail, and other District systems may be accessed by passwords, that does not mean that the messages are confidential. In fact, the District retains the right to monitor any information on the District's systems and electronic devices.
- (c) Employees must assume that someone other than the intended recipient may read any and all messages or documents they create, send, or receive on District systems. In addition, all employee-created or retained passwords related to accessing District systems must be provided to the District and may not be changed without proper authorization. The District reserves the right to retrieve and read any message, document, or file stored on the District systems. Employees should be aware that even when a message is erased or a visit to a website is closed, it is still possible to re-create the message or locate the website, and messages may be retrieved from third-party service providers. As such, Internet, email, and other electronic messages on the District's systems should be considered non-private communications. All communications, including text and images, may be disclosed by the District to any third parties without prior consent of the sender or receiver.
- (d) Messages and documents created, sent, or stored using the District's systems should be limited to the conduct of the District business. Email, voice mail, and text messages on the District's systems should not be used for conducting personal business.
- (e) Employees may be permitted to use District systems for personal reasons provided any such use is minimal and is on non-working time. Anything other than minimal personal use of District systems on non-working time is not permitted.
- (f) In any event, messages created, sent, or received on District systems must not contain anything that may be reasonably considered offensive or disruptive. Offensive content includes, but is not limited to, any comments, jokes, or images that may or do violate any District policy, specifically including the District's policy prohibiting harassment and discrimination.
- (g) Unauthorized review, duplication, dissemination, removal, damage, or alteration of District files, passwords, computer systems or programs, email messages, voice mail messages, text messages, or other District property, or other improper use of District information, is not permitted. In addition, employees are not permitted to make any unauthorized download, or effect any unauthorized storage, of District data, software, or other information.

11.03 SOFTWARE USAGE POLICY

- (a) The District does not permit the installation of unauthorized software on any of its systems. This policy covers all desktop and laptop computers, servers, and any other mobile devices owned or operated by the District and covers operating systems, third-party software, freeware and shareware applications, and utilities.
- (b) Employees may not install unlicensed software on any device owned by the District.
- (c) Due in part to network security concerns, the following is a list of some of the types of software that will not be allowed on any District computer unless specifically approved by management:
 - o instant messenger programs or social networking utilities
 - o stock tickers and streaming radio or television
 - o distributed file sharing utilities (such as torrent programs)
 - o network sniffing or protocol analysis programs
 - o password “cracking/decryption” tools
- (d) The above list does not contain all possible software applications that are prohibited from being installed on District equipment. If employees are uncertain about whether a particular program is permitted, they must contact their supervisor or the District General Manager before installation. Employees must also immediately notify their supervisor or the District General Manager of any software programs they find installed on their computer that they know or believe should not be there.

SECTION 12. SAFETY PROGRAM

12.01 VISITORS AND SECURITY

- (a) Employees may not bring visitors into District work areas without prior authorization from the employee's supervisor or District General Manager. All visitors must check in at the front desk, and are generally not permitted entry into restricted areas such as the lab and pesticide room.

12.02 EMPLOYEE SAFETY- ACCIDENT REPORTING

- (a) The District strives to provide its employees with a safe and healthful work environment. To accomplish this goal, both management and non-management employees must diligently undertake efforts to promote safety. Please see the District's Safety Manual which can be found at the front desk or requested in digital format for specific details
- (b) All job-related injuries or illnesses are to be reported to the supervisor immediately, regardless of severity. Failure to report an injury or illness may preclude or delay the payment of any related benefits to the employee, and may diminish workplace safety.

12.03 EMERGENCY CLOSINGS

Except for regularly scheduled holidays, the District is normally open for business each weekday, Monday through Friday from 7:00 a.m. to 3:30 p.m. In the event of, for example, severe weather or other emergencies, the District may close for all or part of a regularly scheduled workday. In such event, the District will endeavor to notify all employees of such closure. Employees may also contact their supervisor or District offices to inquire about possible emergency closures. Generally, employees are not entitled to receive pay for days or shifts during which the District is closed due to weather or other emergency reasons beyond the control of the District.

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY MANUAL

This is to acknowledge that I have received a copy of the Placer Mosquito & Vector Control District Personnel Policy Manual (the "Manual"). I understand the Manual contains important information on the District's general personnel policies and on my privileges and obligations as a District employee. I acknowledge that I am expected to read, understand, and adhere to District policies. Therefore, I agree to familiarize myself with the material contained in this Manual.

I understand that my employment is governed by the District policies contained in this Manual, and that the District may change, rescind, or add to any policies, benefits, or practices described in the Manual from time to time in its sole and absolute discretion, to the extent permitted by law and in accordance with any applicable Memorandum of Understanding or employment agreement. I understand the District will advise me of any material changes to its policies.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (typed or printed)