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BOARD OF TRUSTEES
PERSONNEL COMMITTEE
SPECIAL MEETING
MONDAY, DECEMBER 21, 2020

6:00 PM

To be held via teleconference only – see below

**IMPORTANT NOTICE REGARDING COVID-19
AND TELECONFERENCE MEETINGS:**

Pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using **Zoom** (see Executive Order 29-20).
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting remotely in the manner described below.

HOW TO OBSERVE THE MEETING

Telephone: Meeting ID: **998 6991 3270**

Listen to the meeting live by calling **(669) 900-9128** and entering the **PASSCODE: 154143**

Computer or mobile: Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/99869913270?pwd=TzI5TnlwZVlxclFFWMEI4T0NmZWRTQT09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

HOW TO SUBMIT PUBLIC COMMENTS

Please email your comments to pmacedo@contracostamosquito.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **PERRY CARLSTON** Concord \$ Vice President **LOLA ODUNLAMI** Antioch \$ Secretary **DANIEL PELLEGRINI** Martinez
Brentwood **MARSHON THOMAS** \$ Clayton **PEGGIE HOWELL** \$ Contra Costa County **JIM PINCKNEY** **CHRIS COWEN** & **DARRYL YOUNG** \$ Danville **RANDALL DIAMOND**
El Cerrito **THOMAS MINTER** \$ Hercules **DUYLINH NGUYEN** \$ Lafayette **JAMES FITZSIMMONS** \$ Moraga **ROBERT LUCACHER** \$ Oakley **MICHAEL KRIEG** \$ Orinda **KEVIN MARKER** \$ Pinole **WARREN CLAYTON**
Pittsburg **RICHARD AINSLEY** PhD \$ Pleasant Hill **JENNIFER HOGAN** \$ Richmond **Vacant** \$ San Pablo **Vacant** \$ San Ramon **PETER PAY** \$ Walnut Creek **JAMES MURPHY**

ACCESSIBILITY INFORMATION

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Paula Macedo, General Manager, at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com. Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA

CALL TO ORDER:

- Roll Call
- Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS
This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MAY 18, 2020
3. ADMINISTRATION DEPARTMENT STRUCTURE REVIEW

CLOSED SESSION

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT’S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Lola Odunlami, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

5. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee


Titles: Administrative Analyst I, Administrative Analyst II and Administrative Services Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

6. EMPLOYEE HANDBOOK UPDATE DISCUSSION
7. BOARD AND STAFF ANNOUNCEMENTS
8. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 5 days before the noted meeting.



Paula Macedo, General Manager

12 | 16 | 2020

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

DECEMBER 21, 2020 PERSONNEL COMMITTEE MEETING

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETINGS HELD ON MAY 18, 2020 (Pages 5-6)
3. ADMINISTRATION DEPARTMENT STRUCTURE REVIEW– General Manager Macedo and Administrative Manager Bagley will discuss options for the department future structure.

CLOSED SESSION

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT’S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Lola Odunlami, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

5. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: Administrative Analyst I, Administrative Analyst II and Administrative Services Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

6. EMPLOYEE HANDBOOK UPDATE DISCUSSION – Updates have been made to the Employee Handbook and are currently under review by the employee organization. Staff is seeking recommendation from the committee to include the handbook for approval at the next Board meeting (*Pages 7- 93*).

- 7 – 8. No comment

PERSONNEL COMMITTEE MEETING
MINUTES

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 18, 2020, via teleconference only pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT Lola Odunlami, Chair
 Soheila Bana
 Perry Carlston
 Chris Cowen
 Peggie Howell
 Daniel Pellegrini

TRUSTEES ABSENT Warren Clayton

OTHERS PRESENT Paula Macedo, General Manager

CALL TO ORDER

Chair Odunlami called the meeting to order at 6:07 p.m.

ROLL CALL

A roll call indicated that six Trustees were present, one was absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS – None
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETINGS HELD ON JUNE 24, 2019 AND SEPTEMBER 23, 2019

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes as amended from the Personnel Committee meetings held on June 24, 2019 and September 23, 2019. *Motion passed unanimously.*

3. JOB DESCRIPTION REVIEW – General Manager Macedo presented the committee with the job description of Operations Manager. Discussion followed regarding proposed changes to the current job description, including facilities management and educational requirements.

CLOSED SESSION – 6:30 p.m.

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: All unrepresented employees with one exception (General Manager)

5. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: Administrative Analyst II and Program Supervisor

RETURN TO OPEN SESSION – 7:38 p.m.

REPORT FROM CLOSED SESSION – No reportable action

6. ORGANIZATIONAL CHART REVIEW – The committee reviewed the current organizational flow chart. An amendment was made to include the laboratory technician position, which has been approved but remains vacant.

7. BOARD AND GENERAL MANAGER ANNOUNCEMENTS - None

8. ADJOURNMENT – 7:46 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on December 21, 2020.

Lola Odunlami, 2020 Chair
Personnel Committee

December 16,2020

To: Personnel Committee
From: Paula Macedo, General Manager
Subject: Summary of proposed updates to Employee Handbook (2020)

The last revision of the entire handbook and approval by Board of Trustees was on July 11, 2016. The section "Termination", now called "Discipline Policy" was updated and approved on February 12, 2018. Since then, there have been legislative and regulatory changes that needed to be incorporated into the handbook. In addition, there were many language and policy/procedure clarifications that needed to be made. The handbook was reviewed by legal counsel and management, and we also received input from an outside consulting firm. The updates in the new, proposed, handbook include:

- Removed he/she and his/her references throughout the document.
- Reorganized the order and headings in the document, so they may appear under different headings now.
- Included paragraph about Employee Acceptance of Policies and Revisions to Policies.
- Bridging of Time – Added sentence about California Healthy Workplaces, Healthy Family Act. Language Updated.
- New Hires –Formatted, moved to Introduction and General Information.
- Job Duties - Formatted – moved Introduction and General Information.
- Bridging of Time – Moved to Introduction and General Information.
- Categories of Employees – Heading created within Introduction and General Information. Formatted, language updated.
- Equal Employment Opportunity – Heading created, includes the Policy Against Discrimination, Harassment, and Retaliation. Expanded the policy with definitions, proactive approach, clear complaint procedure, responsibilities. Updated language. Moved Confirmation of Receipt to end of Handbook.
- Confirmation of Harassment, Discrimination and Retaliation Policy - Updated language.
- Management and District Property sections moved before Leaves, updated language to add instant messaging, devices.

- Performance Evaluation – Clarified process followed by the District, for represented employees it follows the MOU.
- Leaves – changed order in which they appear, updated language, added new leave types according to new regulation.
- Bereavement Leave - Updated language to conform with language on current MOU.
- Family/Medical Leave – Formatted, language updated
- Military leave - Updated language
- Pregnancy Disability Leave – Formatted
- Paid Family Leave - Added/Moved to “Leaves” section
- Personal Leave - Formatted – moved
- Temporary Transfers - Deleted – it is a request for accommodation, legal recommendation to deal with it through interactive process.
- Vacation - Updated language to clarify how accrual is recorded and available to employees. Updated language to clarify optional disability insurance.
- Vacation Buy Back - Updated language to conform with current MOU language - conforming with IRS/Constructive Receipt.
- Confidentiality – changed to “confidential information”, updated language.
- Customer Relations – Formatted, updated language.
- Holidays - Updated language to clarify how floating holidays are earned and when they can be used, language conforms with current MOU.
- Health Benefits - Updated content to reflect changes in the 85-15 formula for employer-employee contributions and to clarify that we use Kaiser rates for calculations.
- Retirement Benefits - Corrected incorrect PEPRAs maximum retirement formula (2.5% at 67). Deleted language that explained history of changes of employer contributions towards required employee contribution over time. Deleted reference to 401(a) plan.
- Flexible Spending Accounts - Deleted incorrect statement about Limited HAS.
- Electronic media - Updated language to include smartphones and other handheld devices.
- Social Media - Updated language and condensed policy.
- Employer Property - Updated language to include instant messaging.
- Smoking - Added statement regarding smoking distance from building entrance/exit. Moved before “Personal Use of District Cell Phone” for formatting purposes.

- Personal Use of District Cell Phone - Updated language.
- Dress Code and Other Personal Standards - Updated language to include “Business casual Fridays”.
- Drug and Alcohol Use - Updated title and language per legal recommendation to clearly state District policy on marijuana use and other drugs.
- Off-duty Conduct - Updated language.
- Prohibited Cell Phone Use - Updated language.
- Prohibited Use of District Cell Phone While Driving - Moved to under “Prohibited Cell Phone Use” and updated language to clarify use of phone for navigation.
- Punctuality and Attendance - Updated language to clarify use of mailbox #399 for absences.
- Advances - Deleted policy.
- Alternate Workweek - Updated policy to correct meeting day, clarify eligibility and clarify work hours/start times.
- Meal and Rest Periods - Added “Waiver of meal period” language for clarity.
- Overtime for Non-Exempt Employees - Added language to clarify when statement did not apply to alternate week schedule.
- Payment of Wages - Updated language.
- Timekeeping Requirements - Updated language.
- Work Schedules - Added language to clarify when statement did not apply to alternate week schedules.
- Employees Who Are Required to Drive - Updated language.
- Health and Safety - Updated language.
- Miscellaneous Policies and Procedures – added policies and procedures that were separate from the handbook before.

Other changes may include general formatting, condensing topics to one/same page, grammatical corrections, change of District’s name/abbreviation/designation for consistency, removal of references to he/she, him/her, replacement of “Assistant Manager” with “Administrative Services Manager” or “Administration Department” where appropriate, replacement of references to a “Benefits and Accounting Specialist”.

Contra Costa Mosquito and Vector Control District
Employee Handbook

DRAFT

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(TO BE FINALIZED ONCE DOCUMENT IS READY – 2 PAGES)

DRAFT

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INTRODUCTION AND GENERAL INFORMATION POLICIES

Introductory Statement

Welcome! Every employee of Contra Costa Mosquito and Vector Control District (the “District”) is an important member of a team effort. We hope that employees will find their position with the District rewarding, challenging, and productive.

The District's mission is to provide countywide public health service through the control of mosquitoes, rats, skunks, yellowjackets and other vectors. This is important to prevent the transmission of disease and to minimize vector population outbreaks which would interfere with recreational, residential, agricultural and industrial activities.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to each employee to contribute to the success of the District.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees. Written employment contracts between the District and some individuals may supersede some of the provisions of this handbook. If a provision of these Policies conflict with any provision of a valid collective bargaining agreement between the District and a recognized employee organization, the provision of the collective bargaining agreement that is in conflict shall apply to employees covered by that collective bargaining agreement.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. The employee’s supervisor or manager will be happy to answer any questions they may have.

Right to Revise

This employee handbook contains the employment policies and practices of Contra Costa Mosquito and Vector Control District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Contra Costa Mosquito and Vector Control District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. However, any such changes must be in writing and must be signed by the General Manager of Contra Costa Mosquito and Vector Control District.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

The District recognizes United Public Employees, Local 1021, SEIU, AFL-CIO as the representative for certain District employees. In the event policies in this handbook conflict with a bargaining agreement or the Memorandum of Understanding (MOU), the agreement or MOU supersedes the policies in this handbook for those represented employees.

This handbook sets forth the entire agreement between the employee and Contra Costa Mosquito and Vector Control District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of employment.

Employee Acceptance of Policies and Revisions to Policies

As a condition of employment, the Contra Costa Mosquito and Vector Control District requires that each employee read, and, if necessary, request clarification regarding these Policies. Each employee must sign a statement of receipt, which can be found at the end of this Handbook, acknowledging that: a) the employee has received a copy, or has been provided access to the Policies; and b) understands that they are responsible for reading and becoming familiar with the contents of the Policies and any subsequent revisions to the Policies.

Bridging of Time

Contra Costa Mosquito and Vector Control District will give service credit to employees previously employed by the District, provided the break in service does not exceed 365 days. Generally, the break in service time will be deducted from the employee's original service date.

The General Manager or Administrative Services Manager will discuss reinstatement of benefits and other length of service issues with rehired employees. Special rules apply to reinstatement of sick leave benefits under the California Healthy Workplaces, Healthy Families Act.

New Hires

The first six (6) months of continuous employment at Contra Costa Mosquito and Vector Control District is considered an introductory or probationary period. During this time, the employee will learn their responsibilities, get acquainted with fellow employees, and determine whether or not they are able to perform their job. The employee's supervisor will closely monitor their performance. The District shall have the right to extend the introductory or probationary period for up to three (3)

additional months at its sole discretion. In the event of such extension, the employee shall be notified in writing of the reason(s) for the extension.

During the introductory or probationary period an employee may be suspended, demoted, or terminated at any time by the District General Manager without cause and without the right of appeal or to submit a grievance. Notification of any such action shall be served in writing on the employee, with a copy of the notice to be maintained in the District's personnel files.

Upon completion of the introductory or probationary period, Contra Costa Mosquito and Vector Control District will review the employee's performance. If the District finds the employee's performance satisfactory and decides to continue their employment, it will advise the employee of any improvements expected from them. At that time, the employee may express suggestions to improve the District's efficiency and operations. Completion of the introductory or probationary period does not entitle the employee to remain employed by Contra Costa Mosquito and Vector Control District for any definite period of time, but rather allows both the employee and the District to evaluate whether or not they are right for the position.

Job Duties

During the introductory period, the employee's supervisor will explain their job responsibilities and the performance standards expected of them. Employees should be aware that their job responsibilities may change at any time during their employment. From time to time, they may be asked to work on special projects, or to assist with other work necessary or important to the operation of their department or Contra Costa Mosquito and Vector Control District. The employee's cooperation and assistance in performing such additional work is expected.

Contra Costa Mosquito and Vector Control District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Categories of Employees

Full-Time Employees

Regular full-time employees are those who are scheduled for and consistently work 40 hours per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who normally are scheduled to work and who consistently work less than 40 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some, but not all employee benefits described in this handbook.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Seasonal Employees

Seasonal employees are those seasonally employed for term assignments. Term assignments generally are periods of six to nine months. Seasonal employees are not eligible for most employee benefits except those mandated by applicable law or where eligibility is specifically stated.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three (3) months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

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EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity Policy

The Contra Costa Mosquito and Vector Control District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. The District prohibits discrimination against employees or applicants for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status or any other basis protected by law. Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in these Policies, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

Policy Against Discrimination, Harassment, and Retaliation

The Contra Costa Mosquito and Vector Control District has a strong commitment to prohibiting and preventing discrimination, harassment and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

Covered Individuals and Scope of Policy

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

Definitions – Protected Classification

This Policy prohibits harassment, discrimination or retaliation because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, or any other basis protected by law. This Policy prohibits discrimination, harassment or retaliation because: (1) of an individual's protected classification; (2) the perception that an individual has a protected classification; or (3) the individual associates with a person who has or is perceived to have a protected classification.

Definitions – Protected Activity

This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes: (1) making a request for an accommodation for a disability; (2) making a request for accommodation for religious beliefs; (3) making a complaint under this Policy; (4) opposing violations of this Policy; or (5) participating in an investigation under this Policy.

Definitions – Discrimination

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

Definitions – Harassment

Harassment includes, but is not limited to, the following types of behavior that are taken because of a person's actual or perceived protected classification:

1. Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race-oriented stories and jokes.
2. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
3. Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.
4. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the

conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Guidelines for Identifying Harassment

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

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

Definitions – Retaliation

Retaliation occurs when an employer takes adverse conduct against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: (1) disciplinary action; (2) counseling; (3) taking sides because an individual has reported harassment or discrimination; (4) spreading rumors about a complainant or about someone who supports or assists the complainant; (5) shunning or avoiding an individual who reports harassment or discrimination; or (6) making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

Proactive Approach

The Contra Costa Mosquito and Vector Control District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Complaint Procedure

A covered individual who believes to have been subjected to discrimination, harassment or retaliation may make a complaint – orally or in writing – to any supervisor, manager, or department head, without regard to any chain of command. Any supervisory or management employee who receives a harassment complaint should immediately notify the General Manager or Administrative Services Manager. Upon receiving notification of a harassment complaint, the General Manager or Administrative Services Manager will complete and/or delegate the following steps. If the General Manager or Administrative Services Manager is accused, or a witness to the events at issue, an individual with higher authority will complete and/or delegate the following steps.

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

Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book or employees can check the posters that are located on the District's bulletin boards for office locations and telephone numbers.

Confidentiality

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to

fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. The Contra Costa Mosquito and Vector Control District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Responsibilities

(a) Each non-manager or non-supervisor is responsible for:

1. Treating all individuals in the workplace or on worksites with respect and consideration.
2. Modeling behavior that conforms to this Policy.
3. Participating in periodic training.
4. Cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Taking no actions to influence any potential witness while the investigation is ongoing.
6. Reporting any act they the employee believes in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy, to the immediate supervisor, or department head, or Administrative Services Manager, or General Manager.

(b) In addition to the responsibilities listed above, each manager and supervisor is responsible for:

1. Informing employees of this Policy.
2. Taking all steps necessary to prevent harassment, discrimination and, retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
3. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
4. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
5. Informing those who complain of harassment or discrimination of their option to contact the EEOC or DFEH regarding alleged Policy violations.
6. Assisting, advising, or consulting with employees and the General Manager regarding this Policy.
7. Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.

8. Implementing appropriate disciplinary and remedial actions.
9. Reporting potential violations of this Policy of which they become aware to the Administrative Services Manager or General Manager, regardless of whether a complaint has been submitted.
10. Participating in periodic training and scheduling employees for training.

Reasonable Accommodation

The Contra Costa Mosquito and Vector Control District has a strong commitment to complying with the provisions of the Americans with Disabilities Act (ADA). Absent undue hardship or direct threats to the health and safety of employees, it is the policy of the District to provide reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions; and
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if the employee requests, and with the advice of the employee's health care provider; and
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Reasonable accommodation decisions will be made on a case-by-case basis. Once it is determined that the employee is a qualified disabled employee under the ADA, the District will verify the employee's restrictions and assess the impact on the essential functions of the employee's current job. The employee is responsible for providing verification of the disability as requested and for working with the District to identify reasonable accommodations.

MANAGEMENT

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Contra Costa Mosquito and Vector Control District property, possession of dangerous weapons or firearms, or abuse of the District's drug and alcohol policy.

Employment of Relatives

Contra Costa Mosquito and Vector Control District may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, step-relatives, cousins, nieces and nephews.

If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the District, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with the District. If this decision is not made within the time allowed, the General Manager of Contra Costa Mosquito and Vector Control District will make the decision, taking the employment history and job performance of both employees into account.

Names and Addresses

Contra Costa Mosquito and Vector Control District is required by law to keep current all employees' names and contact information including addresses and emergency phone numbers. Employees are responsible for notifying the District in the event of a name or address change.

Open-Door

Suggestions for improving Contra Costa Mosquito and Vector Control District are always welcome. At some time, employees may have a complaint, suggestion, or question about the employee's job, working conditions, or the treatment the employee is receiving. Employees' complaints, questions, and suggestions also are of concern to the District.

If the employee has a complaint, suggestion or question, the employee should speak with their immediate supervisors as soon as possible. If the employee is not comfortable speaking to their

immediate supervisor, the employee should bring the issue to the Administrative Services Manager or any other member of management.

Moreover, if the employee has raised the issue and if the problem persists, the employee may present it to the General Manager, who will investigate and provide a solution or explanation.

While a written complaint will assist the District in investigating the employee's concerns, it is not required to put the complaint in writing.

This procedure cannot guarantee that every problem will be resolved to the employee's satisfaction. However, Contra Costa Mosquito and Vector Control District values each employee's observations and employees should feel free to raise issues of concern without the fear of retaliation.

Personnel Records

Employees have a right to inspect or receive a copy of the personnel records that Contra Costa Mosquito and Vector Control District maintains relating to performance or to any grievance concerning the employees. Certain documents may be excluded or redacted from the personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the General Manager.

Employees may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by the employee in writing to inspect or receive a copy of the records. Contra Costa Mosquito and Vector Control District may take reasonable steps to verify the identity of any representative designated by the employee in writing to inspect or receive a copy of the employee's personnel records.

The personnel records may be made available to the employee either at the place where the employee works or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date Contra Costa Mosquito and Vector Control District receives the written request to inspect or copy the personnel records (unless the employee/ representative and the District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If the employee requests a copy of the contents of their file, the employee may be charged the actual cost of copying at the rate of up to 10 (ten) cents per page. Disclosure of personnel information to outside sources, other than the employee's designated representative, will be limited. However, Contra Costa Mosquito and Vector Control District will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Social Media

Contra Costa Mosquito and Vector Control District understands that its employees use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family, friends and co-workers. However, the use of social media may present certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the District has established this policy and guidelines for appropriate use of social media.

Understand Employee's Rights and Responsibilities in Using Social Media Technology:

Use good and ethical judgment. To the extent the employee's social media use impacts District employees and clients, they should follow District policies and regulations as applicable, including but not limited to those that protect individual privacy rights, anti-discrimination and harassment policies, and the anti-workplace violence policy.

Employees should keep in mind that if the employee's conduct adversely affects the employee's job performance, the performance of their co-workers, or adversely affects members of the public served by the District, the District may take disciplinary action against the employee up to and including termination.

Employees should also keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or via other channels such as by speaking with the District's Administration Department, or by filing an internal complaint, if applicable. Nevertheless, if the employee decides to post complaints or criticism, the employee should avoid using statements, photographs, video or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violation of the law such as unlawful threatening conduct. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any other status protected by law. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for their safety or the safety of their family.

Employees should strive for accuracy in any blog or post and they should include a link to the sources of information. If the employee makes a mistake, they should correct the information, or retract it promptly.

Employees should never post any information or rumors that they know to be false about their co-workers or District customers.

Employees should not disclose information that may violate customer or employee rights. For example, they should not disclose another individual's social security number, medical information or financial information in a manner that violates that person's rights.

If a blog or post online is published and the content is related to the work the employee or subjects associated with the District do, the employee should make it clear that they are not speaking on

behalf of the District. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the District.”

If employees want to keep their personal life separate from their professional or work life, they should use privacy settings to restrict personal information on public sites, and they should consider who they invite or accept to join their social network as those individuals will have access to their profile, photographs, etc.

Employees should understand that even if they have private setting, those they invite into their network can easily, print, save, cut, paste, modify or publish anything they post. Material can be archived on the Internet even after they remove it.

Using social media at work:

Employees must never use working hours when they are not on break for their personal social media use. They should not use District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media contacts:

The District strives to anticipate and manage crisis situations in order to reduce disruption to our employees and the public that we service and maintain our reputation. To best serve these objectives, the District will respond to the news media in a timely and professional manner only through its designated spokesperson. Employees are not authorized to comment for the District and should direct inquiries regarding the District’s position to the General Manager.

DRAFT

DISTRICT PROPERTY

Bulletin Boards

Contra Costa Mosquito and Vector Control District maintains bulletin boards located at approved locations within the District buildings. Bulletin boards are used to provide information to employees concerning safety and other information required by law and items related to day to day operations.

Employees may not post items on District bulletin boards unless the following conditions are met:

- Postings may be made by District employees only;
- The information to be posted must first be approved by the employee's supervisor;
- Postings are limited to 8.5 x 11 inches in size;
- Bulletin boards will be updated as needed; and
- Posted items will be dated and will be removed after 30 days, in most cases.

Electronic Media

This policy is intended to protect the District's computer systems and electronic information.

For purposes of this policy, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, BlackBerrys, smartphones, iPads, and other electronic tablets and cell phones), chromebooks, computer software/hardware and servers, and GPS units.

Contra Costa Mosquito and Vector Control District also uses various forms of "electronic communication." "Electronic communications" include e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, BlackBerrys or smartphones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply

Computers and all data transmitted through the District's servers are District property owned by the District for the purpose of conducting District business. These items must be maintained according to the District's rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any District property may be removed from the premises.

All electronic communications also remain the sole property of the District's and are to be used for District business. For example, email messages are considered District records. Electronic information created by an employee using any computer or any means of electronic communication is also the property of the District's and remains the property of the District's.

Information stored in the District's computers and file servers are the property of the District and may not be distributed outside the District in any form whatsoever without the written permission of the General Manager.

Violation of any of the provisions of this policy, whether intentional or not, will subject District employees to disciplinary action, up to and including termination.

Monitoring of District Property

Contra Costa Mosquito and Vector Control District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The District's computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The District reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of District policy or any law occurs. E-mail may be monitored by the District and there is no expectation of privacy. Employees should assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security, but the use of a password does not affect the District's ownership of the electronic information or ability to monitor the information. The District may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by management.

Prohibited Use

All existing District policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of District assets or resources. It is a violation of the District's policy to use computers, electronic communications, electronic information, or the Internet, in a manner that is discriminatory, harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against District policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any District computer is a violation of the District's policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of the District's

to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline up to and including immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use Options

Contra Costa Mosquito and Vector Control District provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these District resources and property should be used only for business related purposes; however, there are a few exceptions:

-) To send and receive necessary and occasional personal communications;
-) To use the telephone system, cell phones or smartphones for brief and necessary personal calls or messages; and
-) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Any personal usage of District property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any District policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of District property apply.

Employee-owned Devices

Employee's own computers (including handheld devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other District policies against inappropriate usage, including the District's no tolerance for discrimination, harassment or retaliation in the workplace, apply.

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles and GPS units are Contra Costa Mosquito and Vector Control District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

Under no circumstances may an employee use any District equipment, vehicles, tools, supplies, machines, or any other item that is District property while an employee is engaged in any outside employment, activity or enterprise.

District vehicles may not be taken home for any purpose without prior approval by the General Manager. Any vehicle approved to be taken home for work purposes must be kept in a secure location, occupied by employees.

All keys issued to the employee during the course of the employee's employment are District property. Employees should only take home with them the keys/fobs necessary to access the District facilities and their offices. All other keys, including vehicle keys, should remain locked up on District premises at the end of each day and should not be taken home, except for special circumstances as authorized by the employee's supervisor or the General Manager.

District voice mail and/or electronic mail (e-mail) including texting, instant messaging, pagers and mobile email are to be used for business purposes. The District reserves the right to monitor voice mail messages, e-mail messages, instant messages and text messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on District-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a District locker.

Contra Costa Mosquito and Vector Control District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, and cell phones. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace.

Terminated employees should remove any personal items at the time they leave Contra Costa Mosquito and Vector Control District. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Contra Costa Mosquito and Vector Control District premises or making use of District facilities while not on duty. Employees are expressly prohibited from using District facilities, District property, or District equipment for personal use.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of Contra Costa Mosquito and Vector Control District property. Employees may not use parking areas specifically designated for customers, vendors, District vehicles, or reserved for managers. The District is not responsible for any loss or damage to employee vehicles or contents while parked on District property.

Smoking

Smoking is not allowed in any enclosed area of the facility. Smoking is also prohibited within 100 feet of any entrance or exit. Smoking is not allowed in any District vehicle.

Personal Use of District Cell Phone

Cell phones (including handheld devices and smartphones such as BlackBerrys and iPhones) may be provided to some employees to assist them in performing their job. Cell phones are District property. Data (including web browsing), messages (including voice mail, mobile email, instant messaging and text messaging), and other stored electronic information are subject to monitoring and the employee should not have an expectation of privacy in the use of this District property.

The District may ask the employee to assign a password to their District cell phone to prevent unauthorized access. This password does not affect the District's ownership of the cell phone or ability to monitor the information.

District cell phones must not be used in any manner that violates any other District policy, including safety policies, confidentiality policies, and policies against discrimination and harassment.

Employees are prohibited from using District-issued cell phones and any other Contra Costa Mosquito and Vector Control District property to conduct personal business. Employees who are provided a District cell phone may use the phone for personal reasons only in the case of an emergency. Other personal use is prohibited.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the District's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on District property. Contra Costa Mosquito and Vector Control District has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with a supervisor.

No employee shall solicit or promote support for any cause or organization during working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on District property.

DRAFT

COMPENSATION AND PAYROLL PRACTICES

Work Hours, Work Schedules and Attendance

The District regular open hours for business are between the hours of 8:00 am and 4:30 pm, Monday through Friday. Regular work schedules are from 7:00 am to 3:30 pm and from 8:00 am to 4:30 pm. Work schedules are determined at the discretion of the department head with consultation with the General Manager and according to the needs of the department or the District. A non-exempt overtime-eligible employee shall be in attendance and at work during the hours specified by the supervisor. All employees are expected to be at their desks or work stations at the start of their scheduled shifts, ready to perform their work and work until the end of their work shift. During high temperature periods, special projects, mosquito control treatments, or two-person projects (for example brushing and sewer baiting), start time for some employees may be temporarily adjusted.

Employees requesting a modified work schedule must fill out the Modified Work Schedule Request Form. No employee will be granted a modified work schedule for more than six months. No more than two employees can be on a modified work schedule at one time. Justification for modified work schedules includes personal, family or specific project needs.

The workday (a consecutive 24-hour period) begins at 12:01 a.m. and ends at midnight. The workweek begins on Sunday and ends on Saturday except for alternate work week (AWW) schedules. Employees on AWW will have their workday and workweek defined based on their regular day off (RDO).

Alternate Workweek

The objective of the District's alternate work week (AWW) program is to provide more efficient vector control and late afternoon services to the public.

Definitions

-) The 9/80 compressed work schedule consists of working eight days of nine hours, one day of eight hours with the tenth day off (regular day off) in a two-week period.
-) The calendar week is Sunday through Saturday.
-) The work week is a seven-day (168 consecutive hours) period that is established to calculate overtime.
-) It does not change from week to week. It could be the same as the calendar week, but it doesn't have to be.
-) The work schedule is the schedule of hours that an employee is actually expected to work. The schedule may change from week to week and can be whatever combination of hours that the employer needs or requires the employee to work.
-) The regular day off is the day that the employee is off every other week.
-) The short day is the eight-hour day of the 9/80 schedule.

Special Notes

A change in the work week, special procedures, and special record keeping are required when a non-exempt employee is placed on a 9/80 schedule. Regular days off shall be taken as scheduled except on holidays.

For employees approved for AWW, each calendar year the participating employee will be asked to select their regular day off based on seniority and minimum staffing requirements. If a represented employee initially does not participate, they cannot bump a less senior employee from their regular day off if they opt to join the program during that calendar year.

Eligibility

Employees must have an acceptable performance appraisal on their last review prior to requesting an AWW. They must fill out an AWW request form and have their supervisor's approval, followed by the General Manager's approval. Certain positions may not be eligible for an AWW due to lack of backup coverage or due to the supervisory duties of the position.

Evaluation

At any time, the General Manager can evaluate the success of the program. Any employee may be removed from an AWW schedule at the discretion of the employee's supervisor and/or the General Manager. The General Manager's decision to continue or discontinue the program will be final.

Coverage

It is vital for management to ensure adequate field and office coverage. Certain positions may not be eligible for an AWW due to lack of backup coverage for their position.

Working on the employee's Day Off

If an employee is required to work on their regular day off, they may be eligible for overtime pay if they have worked more than 80 hours in the two-week time period. Time off due to vacation or sick leave does not count towards hours worked for computing overtime.

Holiday, Vacation and Sick Pay

If the employee takes a sick or vacation day on a regularly scheduled nine-hour day, nine hours of leave must be recorded. If a holiday falls on a regularly scheduled 9-hour day, the employee will use 1 hour of vacation accrual to cover the additional hour needed for the holiday. If a holiday coincides with the employee's regular day off, the employee will receive 8 hours of time added as an earned day off (EDO) on the ETB or time-keeping system. Typically, employees are not able to accumulate their earned days off. Scheduling of earned days off is subject to supervisor's approval.

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Time off due to vacation or sick leave does not count towards hours worked for computing overtime. The District will attempt to distribute

overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. The Contra Costa Mosquito and Vector Control District provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 am and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 am except for alternate week schedules;
- Overtime shall be paid at a rate one and one-half times the employee's regular rate of pay.

Non-exempt, overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the District. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the employee must notify a supervisor as soon as possible. If the supervisor denies the request to work overtime, the employee must obey the supervisor's directive and cease working. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination, for violating the overtime approval procedures.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Special rules for overtime exist for alternate work week schedules. The work week for alternate work week schedules is determined based on the regular day off (RDO) and should be defined by the Administrative Services Manager. Overtime worked will be reported in the pay period in which it is worked. Authorized time worked in excess of the scheduled eight/nine-hour days or in excess of 40 hours per work week will count as overtime.

Compensatory Time off (CTO)

In accordance with the provisions of the Fair Labor Standards Act and California Law, non-exempt employees who work overtime automatically accrue Compensatory Time Off (CTO) of work instead of receiving payment for overtime hours worked on that particular pay period. Employees accrue compensatory time at the rate of one and one-half hours for each overtime hour which will be worked during this any particular pay period. Compensatory time may be accrued up to 240 hours and must be used or paid in accordance with District policy and the law. Employees may request to be paid for compensatory time by filling out a request form and submitting it to the Administration Department. It is the employee's responsibility to monitor their compensatory time.

Timekeeping Requirements

All non-exempt employees are required to record time worked electronically using the Employee Toolbox (ETB) program for payroll purposes. Employees must record their own time at the end of each work day. Any requests or changes on ETB must be approved by a supervisor. Exempt employees are required to record their time off on ETB.

All employees are required to review their ETB entries at the end of each month but no later than the 3rd of the following month.

Employees are not allowed to work "off-the-clock". Working off-the-clock violates District policy. Any work performed before or after a regularly scheduled shift must be approved in advance by the employee's supervisor. If the employee performs any off-the-clock work, they should report the work to their supervisor.

Any errors on the employee's ETB should be reported immediately to their supervisor, who will attempt to correct legitimate errors.

Call-In Pay

The District will pay employees for half of the regularly scheduled workday if employees report to work as scheduled but no work is available. The District will not pay employees for reporting under the following circumstances:

1. Interruption of work because of the failure of any or all public utilities.
2. Interruption of work because of natural causes or other circumstances beyond the District's power to control.

Meal and Rest Periods

All nonexempt employees are entitled to periodic rest break periods during the work day. If the employee is a nonexempt employee, they will be paid for all such break periods and they will not clock out. The employee is expected to return to work promptly at the end of any rest break.

Generally, employees will be provided with one (1) 15-minute rest period for every four hours they work (or major fraction thereof, which is defined as two (2) hours). If they work more than six (6) hours and up to ten (10) hours in a work day, they will receive one (1) rest break during the first half of their shift and one (1) rest break during the second half of their shift. If they work more than ten (10) hours and up to fourteen (14) hours, they will be entitled to an additional paid 15-minute rest break. Rest periods may not be combined to shorten the workday or to extend the meal period.

If the employee works more than five (5) hours in a workday, they are also entitled to a non-compensated 30-minute meal period. The employee's supervisor will advise them of the scheduling of their meal period. Employees must not perform any work during their meal period, and they must stop working for 30 full, consecutive minutes.

All rest breaks and meal breaks should be taken away from the regular work area. Employees may leave the premises for their meal periods.

Waiver of meal period

Employees may waive their meal periods only when they will complete their workday in six hours or less. The employee must notify their supervisor in writing if they are waiving their meal period for that day. If employees work more than 10 hours in a day, they may waive their second meal periods only if they take their first meal period *and* they do not work more than 12 hours that day.

If for any reason the employee does not take the applicable rest breaks and/or meal breaks, the employee must notify the supervisor immediately.

Lactation Break Time and Location

The District will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. If the employee takes lactation breaks at times other than their provided break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

-) Be shielded from view and free from intrusion while being used to express milk;
-) Be safe, clean, and free of hazardous materials;
-) Contain a surface on which to place a breast pump and personal items;
-) Contain a place to sit; and
-) Have access to electricity needed to operate an electric battery-powered breast pump.

An employee occupying such private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

Notification of Unforeseen Late Arrival or Absence

Employees of Contra Costa Mosquito and Vector Control District are expected to be punctual and regular in attendance. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If an employee is unexpectedly unable to report for work as scheduled, they must call and leave a message in voice mailbox #399 before the time they are scheduled to begin working for that day.

In all cases of absence or tardiness, employees must provide a legitimate reason or explanation. Employees also must inform the District of the expected duration of any absence. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. This District defines excessive absenteeism as more than six separate episodes in a six-month period. Vacations are not considered absences in regard to this section.

If the employee fails to report for work without any notification and the absence continues for a period of three days, the District will consider that the employee has abandoned their employment and has voluntarily terminated.

Payment of Wages

All regular full-time employees are paid on a semi-monthly basis, seasonal and temporary workers are paid on an hourly basis. Paydays are on the 15th and on the last day of the month. The semi-monthly pay periods end on the 15th day and the last day of the month respectively. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding workday.

Paychecks are normally available by 3:30 p.m. at the District office. If there is an error on an employee's check, please report it immediately to the Administration department. Contra Costa Mosquito and Vector Control District offers automatic payroll deposit for regular, permanent full-time employees. Employees may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, employees must complete a form (available from the Administration department) and return it at least 10 days before the pay period for which they would like the service to begin. Employees should carefully monitor their payroll deposit statements for the first two pay periods after the service begins.

To stop automatic or change payroll deposit, employees should complete the form available from the Administration department and return it at least 10 days before the pay period for which they would like the service to end. Employees will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Deductions for Exempt Employees

An employee of a public agency who otherwise meets the requirements of 29 CFR Sec. 541.118 shall not be disqualified from exemption under Secs. 541.1, 541.2, or 541.3 on the basis that such employee is paid according to a pay system established by statute, ordinance, or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because:

- (1) permission for its use has not been sought or has been sought and denied;
- (2) accrued leave has been exhausted; or
- (3) the employee chooses to use leave without pay.

Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid "on a salary basis" except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced. [57 FR 37677, Aug. 19, 1992]

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees are encouraged to direct any questions concerning their salary pay to the General Manager so that any inadvertent error can be corrected.

Expense Accounts

Contra Costa Mosquito and Vector Control District reimburses employees for approved business expenses on the 15th and on the last day of each month. Employees who have incurred approved business expenses must submit required receipts and the appropriate form to their supervisor for approval.

More details can be found on the District's Procurement and Disposal Policy. For any questions about the District's expense reimbursement policy, employees should contact the Administrative Services Manager.

Longevity Pay

Employees covered under a collective bargaining agreement (represented) with fifteen (15) years of service with the District will receive an added two percent (2%) increase to their base pay. In addition to the foregoing, for each additional five (5) years of service with the District, employees will receive an additional one percent (1%) increase with a cap of five percent (5%) total over base in longevity pay.

Unrepresented employees, i.e. those not covered under a collective bargaining agreement, will receive an added two percent (2%) increase to their base pay at ten (10) years of service with the District, and an additional one percent (1%) increase for each additional 5 years of service with the District with a cap of six percent (6%).

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PERFORMANCE EVALUATION

Employees will receive annual performance evaluations in the beginning of the year for performance in the previous year. The evaluation will be conducted by the supervisor and will be reviewed and approved by the General Manager prior to discussion with the employee. The employee will sign the performance evaluation to indicate receipt and discussion of the evaluation. Such signature by the employee will not be construed as agreement by the employee with the evaluation. An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation, instead the employee will have five (5) working days to make written comments to be attached to the evaluation. Such comments will become a permanent part of the evaluation. In addition, for new hires, performance evaluations will be conducted after one (1) month, three (3) months, upon completion of the probationary period, and on the anniversary of the hiring date. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. An employee's performance may also be formally evaluated at any other time not specified above, for specific reasons.

The purpose of performance evaluations is to help employees perform in accordance with their job description and organizational goals, promote a better understanding of job specific expectations, facilitate communication between the employee and the supervisor, help employees develop and maintain good job skills and prepare for job or career advancement, acknowledge outstanding performance, and document the employee's progress toward fulfilling performance standards in areas needing improvement. Performance evaluations should be an inherent part of the ongoing supervision process by which employees are informed of their performance expectations, and periodically advised of their progress and any performance deficiencies.

Performance evaluations may review factors such as the quality and quantity of the work performed, job knowledge, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make the employee aware of progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases, and promotions are solely within the discretion of Contra Costa Mosquito and Vector Control District and depend upon many factors in addition to performance. After the review, the employee will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with their supervisor, and that they are aware of its contents.

LEAVES OF ABSENCE

Vacation

Eligible regular full-time employees earn vacation leave while in paid status until they reach the applicable vacation accrual cap. Employees accrue vacation time according to their full or part-time status and the number of consecutive years the employee has worked for the District as follows:

COMPLETED YEARS OF REGULAR SERVICE	ANNUAL ACCRUAL	MONTHLY ACCRUAL RATE
0	10 working days	6.67 hours
1	15 working days	10.0 hours
5	20 working days	13.33 hours
10	25 working days	16.67 hours

Temporary and part-time employees do not accrue paid vacation time. For regular full-time employees, vacation hours accrual is recorded monthly and the accrual becomes available for the employee to use on the first day of the month following the accrual period.

Vacation can accrue up to a maximum of twenty (20) days' vacation allowance more than the employee's regular vacation allowance for that year. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. The District does not grant compensation for any period of time during which the accrued vacation compensation was at the cap.

An employee whose employment terminates will be paid for accrued unused vacation days on a pro rata basis.

Employees become eligible to take accrued vacation after six months of active service as work schedules permit. Vacation schedules must be coordinated and cleared with the employee's supervisor. Contra Costa Mosquito and Vector Control District schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

The District may require that no more than three (3) consecutive weeks of any vacation may be taken at one time between March 1 and October 1 (the vector season). The number of employees allowed to take vacations during the vector season shall not exceed two (2). Exceptions to the foregoing may be allowed with the General Manager's approval.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during the employee's vacation period, the employee will be granted one additional day of vacation, to be

taken at a time approved in advance by their supervisor.

Required Use of Vacation Before Unpaid Sick Leave

Employees are required to take accrued and unused vacation before taking unpaid leave or having unpaid absences. If the employee is absent for a reason that qualifies them for Paid Family Leave (PFL) or because of a disability that qualifies them for State Disability Insurance (SDI) benefits, they should contact the Administrative Services Manager to discuss coordination of their benefits.

Vacation Buy Back

Employees may elect once every twelve (12) months to cash-out accrued vacation at the employee's regular rate of pay. A cash-out shall not be more than one hundred twenty (120) hours every twelve (12) month period, which is defined as January through December each year. In order to elect a cash-out for future accrued vacation for the upcoming calendar year, an employee must file an irrevocable election with the District no later than December 31st of the prior year specifying the number of hours and designating the applicable pay period for the cash-out. At the time of the cash-out, the employee must have accrued the number of hours subject to the cash-out.

In addition, the employee must have taken one hundred twenty (120) hours of vacation in the previous calendar year, the minimum amount for a cash-out is forty (40) hours, and the employee must have a minimum remaining accrued vacation balance of one hundred sixty (160) hours at the time of the cash-out.

Holidays

The District observes the following paid holidays:

- | | | |
|-----|------------------------------|--------------------------|
| 1. | New Year's Day | January 1st |
| 2. | Martin Luther King, Jr., Day | 3rd Monday in January |
| 3. | President's Day | 3rd Monday in February |
| 4. | Cesar Chavez Day | March 31 |
| 5. | Memorial Day | Last Monday in May |
| 6. | Independence Day | July 4th |
| 7. | Labor Day | 1st Monday in September |
| 8. | Veteran's Day | November 11th |
| 9. | Thanksgiving Day | 4th Thursday in November |
| 10. | Day after Thanksgiving Day | |
| 11. | Christmas Day | December 25th |

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or

the following Monday respectively. However, the District may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance.

To be eligible for holiday pay, an employee must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by their supervisor or the absence is otherwise protected by law. Non-exempt employees required to work on a paid scheduled holiday will receive overtime pay plus holiday pay.

In addition, three (3) floating holidays will be provided in lieu of Lincoln's Birthday, Admission Day and Columbus Day. This allows for normal operations to continue on those holidays or the designated workday for the holiday to be taken. Employees may arrange to take their floating holiday in the same manner that vacation leave is scheduled but must be taken as a full day and only after that holiday is accrued/earned. The floating holiday is not earned/accrued until February 12th for Lincoln's Day, September 9th for Admission Day and the second Monday in October for Columbus Day.

Supervisors should make every effort to allow an employee to take the floating holiday on the day that they prefer; however, a regular work force is to be maintained.

Sick Leave

California law provides for mandatory paid sick leave (PSL) under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time. For any questions about paid sick leave, employees should contact the Administrative Services Manager.

Eligible Employees

Beginning July 1, 2015, all employees who have worked in California for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

An employee may use accrued sick leave beginning on the 90th day after the first day of employment with the District, subject to the limits and request provisions in this Policy. (Labor Code § 246(c) and (j).)

Sick Pay Amount/Accrual

Eligible employees will receive sick leave as follows:

Regular full-time employees will accrue paid sick leave at the rate of eight (8) hours for each full month or major portion of a month of service. Unused sick leave shall accumulate from year to

year.

Seasonal or part-time employees will be provided three days or 24 hours of paid sick time. The full amount will be placed into the employee's leave bank at the start of employment. The employee will need to meet the 90-day employment requirement before taking any leave. Unused paid sick time will not carry over from year to year for returning employees.

The District does not pay employees for unused paid sick time.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom the employee has accepted the duties and responsibilities of raising, even if not the legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if not the legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to the supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to the supervisor as soon as practicable.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When the employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If the employee has accrued and unused paid sick leave, it may be used to receive pay for these absences.

If the employee does not have accrued, paid sick leave, or if the employee has used all sick leave, they may choose to substitute vacation/paid time off for further absences from work, related to the illness or injury.

When the employee retires from active service, the unused sick leave balance may be converted to service credits on an hour for hour basis. Only members who retire directly from active service are eligible to receive this type of service credit.

As an incentive for infrequent sick leave usage, if an employee uses forty hours or less of sick leave in a calendar year, they will be credited with an additional eight (8) hours of vacation time on January 1 of the following year. Employees are encouraged to not report to work when injury or illness prevents them from adequately performing their job functions or when their illness may be contagious to other employees.

Sick leave is not a vested benefit and unused sick leave is not paid out at termination.

Kin Care

Employees may use the statutory 24 hours paid sick leave (PSL) for Kin Care to attend to a covered family member (defined above) who is ill. In addition, regular full-time employees may use up to one-half of their additional yearly sick leave accrual (one half of 72 hours). This totals 60 hours per calendar year for regular full-time employees (24 hours + 36 hours (one-half of the additional 72 hours of yearly accrual)). Leave for this purpose may not be taken until it has actually accrued.

Optional Use of Paid Sick Leave Before Unpaid Leave

Employees who are absent because of their own disability may be eligible for disability insurance benefits (SDI or Employer Provided Insurance). There is customarily an unpaid waiting period before benefits begin. If the employee has accrued paid sick leave, sick leave will be used for the waiting period, before disability payments begin. If the employee has no accrued sick leave, any accrued vacation will be used during this waiting period.

Disability benefits do not replace all of the employee's usual wages. If the absence is also covered by a protected leave, the employee may choose to supplement their disability benefits with sick leave. If the employee is not eligible for a protected leave, they must supplement the disability benefits with accrued sick leave.

Employees who have opted out of the Employer Provided Insurance and chosen to participate in the California State Disability program may be eligible for Paid Family Leave (PFL). If the employee is absent for a reason that is qualifying for Paid Family Leave (PFL) payments, and the employee has not yet accrued or has no vacation available, they are required to use any accrued and unused sick leave during the 7-day waiting period before PFL benefits begin.

PFL benefits do not replace all of the employee's usual wages. PFL benefits will be supplemented with any accrued and unused sick leave.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of Contra Costa Mosquito and Vector Control District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

The length of the leave may not exceed six (6) consecutive months, unless the District approves an extension up to another six (6) months.

An employee on an authorized leave of absence will be reinstated in accordance with the following considerations:

1. The employee is placed in his/her former job if available or;
2. In a comparable job at the same grade or;
3. In a lower job if available

If re-employed the employee will be paid at the same salary as prior to commencement of the leave, unless the salary exceeds the maximum of the lower grade job, in which case the employee will receive the maximum payment for that grade.

The employee's anniversary date shall be adjusted forward by the amount of time away from work.

If no job is available at the expiration of the leave, the employee will be offered reinstatement when the first suitable position becomes available. The employee will be terminated if he/she has not:

1. Accepted a suitable position offered.
2. Been reinstated within twelve (12) months of the expiration of the leave.

Such leaves shall only be granted after all accrued vacation and holiday credits have been used; however, an employee may request that one week's vacation be retained. The decision of the General Manager shall be final.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or child care activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence;
- If more than one parent is employed by Contra Costa Mosquito and Vector Control District, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by the supervisor;
- Employees must use vacation leave in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the supervisor at least two days' notice.

Bereavement Leave

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to three (3) days bereavement leave with pay to make arrangements for the funeral/memorial service and attend same. Upon the employee's request, the District shall grant an additional two (2) days bereavement leave that shall be charged against the employee's accumulated sick leave credits in cases where extensive travel is required to attend the funeral. In addition, an employee may request to use vacation and shall receive consideration for the request even if it is made during a period of time off restrictions. For the purpose of this paragraph the immediate family shall be restricted to parent, legal guardian, grandparent, spouse, domestic partner, child, stepchild, grandchild, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law or member of employee's extended family living in the employee's household. An employee shall also receive vacation consideration for a person who does not meet the definition of "immediate family."

Verification of death and/or proof of relationship may be required by the District as a condition for granting bereavement leave benefits when said documentation becomes available to the employee.

Civil Air Patrol Leave

Contra Costa Mosquito and Vector Control District provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the District.

To be eligible, employees must have been employed with the District for 90 days immediately preceding the commencement of leave. Additionally, the District may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use accrued, unused paid time off (including vacation/compensatory time off) for leave taken under this policy.

Employees requesting leave under this policy should comply with the following requirements:

1. As soon as practicable after hire, or on becoming designated as a member of the California Wing of the Civil Air Patrol, the employee should notify their supervisor of the status.
2. When called to service, the employee should notify their supervisor as soon as practicable of the need for leave under this policy, including providing information regarding the start and end dates for the requested leave.
3. When returning from leave under this policy, the employee should provide their supervisor with appropriate written documentation confirming that during the leave the employee was actively engaged in an emergency operational mission.
4. On returning from leave under this policy, the employee will typically be restored to the same position, or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions.

Employees with questions regarding this policy should contact the Administrative Services Manager or General Manager.

Domestic Violence, Sexual Assault, or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

An employee may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please contact the General Manager and provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contra Costa Mosquito and Vector Control District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the District's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If a medical leave is granted, the District will pay the employee sick pay for the period of time equivalent to the employee's accumulated sick pay earned. The employee may also use any paid vacation time previously accrued.

A medical leave begins on the first day the employee's doctor certifies that the employee is unable to work and ends when the doctor certifies that the employee is able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, the employee will be offered the same position held at the time the leave began, if available. If the employee's former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, the employee's return to work will depend on job openings existing at the time of the scheduled return. The District makes no guarantees of reinstatement, and the employee's return will depend on the employee's qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Administrative Services or General Manager and discuss the need for an accommodation.

Family/Medical Leave

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

-) The employee has more than 12 months of service;
-) The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
-) The employee is employed at a work site where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

-) The birth of the employee's child or placement of a child with the employee for adoption or

- foster care (FMLA/CFRA);
-) Incapacity due to pregnancy, prenatal medical care or childbirth (FMLA only);
-) To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
-) To care for the employee's registered domestic partner (CFRA only);
-) For a serious health condition that makes the employee unable to perform their job (FMLA/CFRA);

For additional information about eligibility for family/medical leave, contact the Administration Department and fill out the form.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either:

-) A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
-) A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, Contra Costa Mosquito and Vector Control District uses the 12-month rolling period.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Medical Conditions

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the District will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave: Employees should contact the Administration department as soon as they realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the District at least 30 days before leave is to begin. The employee must consult with the supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse. If the employee cannot provide 30 days' notice, the District must be informed as soon as is practical. If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District. If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the District and the employee.

Certification

Contra Costa Mosquito and Vector Control District requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The District may require recertification from the health care provider if additional

leave is required. *(For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

-) Date of commencement of the serious health condition;
-) Probable duration of the condition;
-) Estimated amount of time for care by the health care provider; and
-) Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the District, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the District will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

-) Date of commencement of the serious health condition;
-) Probable duration of the condition; and
-) Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

If an employee is absent because of their own serious health condition, the District will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember shall be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which the employee was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date

leave first begins. In some instances, the District may recover from an employee all premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave. Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. For benefits in which the employee contributes to the premium or payment, the employee is responsible for maintaining continuation of the payment to the District. Payment is due when it would be made by payroll deduction. Employees may be requested to pay premiums directly to the District.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The District may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave, contact the Administration department.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave. Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

-) An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
-) The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the District's operations;
-) The employee is notified of the District's intent to refuse reinstatement at the time the District determines the refusal is necessary; and
-) If leave has already begun, the District gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact the Administration department with any questions regarding accrual of other District provided paid leave benefits (such as vacation, compensatory time off, or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes. See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

Jury Duty, Witness Leave, and Required Attendance in Court

Contra Costa Mosquito and Vector Control District encourages employees to serve on jury duty when called. Employees will receive full salary while serving. Employees should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Employees may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, employees will be expected to return to work for the remainder of their work schedule.

Attendance in court in connection with an employee's usual official duties or in connection with a case in which the District is a party together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy.

A seasonal employee who has been employed seasonally during the course of at least two (2) consecutive calendar years shall be entitled to an annual maximum of five (5) days of paid absence from duty under this section.

Fees Paid by the Court

As the District is providing full salary while serving, the employee should decline any mileage allowance or other fee paid by the court.

Leave Donation Program

Statement of Policy

Contra Costa Mosquito and Vector Control District has a leave donation program that is meant to provide assistance to employees who are suffering from a crisis event that has resulted in a need for additional time off in excess of their available sick or other paid time. The program allows eligible employees to voluntarily donate time from their available accrued vacation leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is provided for by the District's stated policy and its legal obligations. Final approval of receipt of any vacation leave donation and of the ability to donate accrued vacation leave rests with the General Manager.

Donations made under this policy shall be deemed to be equivalent one-hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

Eligibility to Donate

In order for an employee to donate accrued vacation leave to another employee they must:

- Be employed by Contra Costa Mosquito and Vector Control District for one year or more;
- Donate accrued vacation leave in units of eight hours;
- Donate no more than 40 hours of vacation leave per year;
- Maintain a minimum of 80 hours in the employee's current vacation balance after the donation;
- Not be currently on an approved leave of absence.

Guidelines for Receipt of Leave Donation

Employees who would like to receive donated time from co-workers, must have a crisis event as determined by General Manager.

A crisis event includes circumstances such as the following:

- A catastrophic injury or illness of an employee or immediate family member;
- Death of an immediate family member;
- A crisis of a severe nature that directly impacts the employee, such as a catastrophic casualty loss due to a natural disaster.

The donated time can only be used for time off related to the approved crisis event. Recipient

employees must use their own available paid leave time prior to using any donated time. Employees who receive donated time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the District's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated time is within the discretion of the Contra Costa Mosquito and Vector Control District.

Any donated time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated time.

Procedure

Employees who wish to donate accrued vacation time to a co-worker must make a written request to the Administration department, who will confirm eligibility. The request must be approved by the General Manager.

The identity of donors will remain confidential.

Donations under the program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

Military Leave

The District recognizes the service and contribution of its employees who are a part of the national and state military. In addition to the military leave provided to employees under applicable federal law, the District provides up to 17 days of job-protected unpaid leave per calendar year to employees who are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia when called to military duty for purposes of military training, drills, encampment, naval cruises, special exercises or the like, including travel time. Additionally, employees in the California State Military Reserve are entitled to a temporary military leave of absence without pay while engaged in military duty for purposes of military training, drills, unit training assemblies or similar inactive duty training not to exceed 15 calendar days annually, including travel time.

Eligibility

Eligible employees are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia, or members of the California State Military Reserve.

Procedures

Employees requesting leave under this policy should comply with the following requirements:

1. Employees should request leave under this policy with as much advanced notice as practicable.
2. In support of their request for leave under this policy, employees should complete a District leave request form and provide their supervisor with a copy of their orders or other appropriate written certification that the employees have been called to federal military duty for purposes of military training, drills, encampment, naval cruises, special exercises or that state military members have been called for military training, drills, unit training assemblies or similar inactive duty training.

Additionally, employees may choose to use accrued paid leave (such as vacation or paid time off), concurrently with some or all of the leave under this policy. To receive paid leave, eligible employees must comply with the District's normal procedures for the applicable paid-leave policy as stated herein.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from military deployment.

Employees must request this leave in writing to the General Manager, within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Pregnancy Disability Leave

Any employee planning to take pregnancy disability leave should advise the Administration department as early as possible. The individual should make an appointment with the Administrative Services Manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days the employee normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave include any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. The employee's healthcare provider determines how much time the employee needs for their disability.
- Contra Costa Mosquito and Vector Control District will also reasonably accommodate medical

needs related to pregnancy, childbirth, or related conditions or temporarily transfer the employee to a less strenuous or hazardous position (where one is available) or duties if medically needed because of their pregnancy.

- Employees who need to take pregnancy disability must inform Contra Costa Mosquito and Vector Control District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment), employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the Administrative Services Manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee's health care provider.
- For emergencies or events that are unforeseeable, the employee must notify the District, at least verbally, as soon as practical after the employee learns of the need for the leave.
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the District. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. Employees should see the Administration department for a medical certification form to give to their health provider
- Leave returns will be allowed only when the employee's physician sends a release.
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than the employee's regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was

provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, the District can recover from an employee premium paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the Administration department for more information.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or for a working parent who wants time to bond with the newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Victims of Crime Leave

An employee who is a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if they are the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. The employee must provide reasonable advance notice of the need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless paid time off is taken.

For more information regarding this leave (including whether the employee is covered, when and what type of documentation is required, and which type of paid time off can be used), employees should contact the Administrative Services Manager.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees are also eligible for unpaid leave for required training. If the employee is an official volunteer firefighter, the employee should alert their supervisor about the possibility of time off for emergency duty.

Management Leave

On January 1 of each year, employees who are exempt from FLSA overtime will receive forty (40) hours paid management leave. This management leave must be used during the calendar year in which it is received, or it will be lost. Newly hired or newly promoted employees who are exempt from FLSA overtime will receive a prorated amount of Management Leave for the year in which they are hired.

Coordination of Benefits

When the employee authorizes, the difference between the amount granted pursuant to such Workers' Compensation or disability (SDI or private) and the employee's regular pay will be deducted from the employee's accumulated sick leave, vacation, floating holidays, and compensatory time, if any. The employee will continue in pay status and receive pay until the employee's accumulated sick leave, and authorized compensatory time, floating holidays and vacation days, have been depleted to the nearest hour.

DISCIPLINE

Discipline Process

Overview

Violation of District policies and rules may warrant disciplinary action. The District has established a system of progressive discipline that includes verbal warnings, written warnings, suspensions, demotions and termination. The District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment.

If an incident occurs which requires investigation before the facts can be ascertained, the supervisor may suspend the employee with pay pending the investigation.

If the supervisor deems it appropriate, another member of management may be present to witness the imposition of the disciplinary procedure.

Levels of Discipline

The District may impose the following types of discipline:

1. COUNSELING MEMO – A counseling memo will be placed in the employee's personnel file and may not be appealed under this policy.
2. VERBAL WARNING - With respect to verbal warnings, an employee's supervisor may verbally communicate to an employee any conduct or performance not in compliance with the causes for action for discipline set forth in the Employee Conduct section of this handbook, or any other appropriate unlisted cause of action, which must be approved. The supervisor may detail the areas of improvement, the degree of improvement required, and notice that failure to improve will result in more serious disciplinary action.

The supervisor who administers the verbal warning shall prepare a brief memorandum identifying the name of the employee, the nature and date of the conduct requiring discipline, and the date the verbal warning was provided. A copy of the memorandum shall be placed in the employee's personnel file. A verbal warning may not be appealed under this policy.

3. WRITTEN REPRIMAND - With respect to written reprimands, an employee's supervisor may communicate in writing to an employee any conduct or performance not in compliance with the causes for action set forth in the Employee Conduct section, or any other appropriate unlisted cause of action, which must be improved. All such reprimands shall be provided by a supervisor to an employee at a pre-arranged meeting, at which time the contents of the reprimand will be discussed. The written reprimand shall contain the name of the employee, the time and date of the meeting, the nature and date of the conduct requiring discipline, the action required of the employee to correct the unacceptable conduct or performance and a warning that any further incident of unacceptable conduct or performance will result in further discipline, up to and

including termination. The reprimand shall also contain the following statement, which the employee shall be asked to sign at the conclusion of the written warning meeting:

"I hereby acknowledge that the contents of this memorandum have been discussed with me and that I have received a copy of this memorandum"

Employee's signature _____ Date _____

A copy of the signed memorandum shall thereafter be provided to the employee and the original copy placed in the employee's personnel file. In the event an employee refuses to sign a given memorandum, a notation to that effect shall be made on the memorandum, with a copy of the memorandum being provided to the employee and the original copy placed in the employee's file.

An employee shall have ten (10) working days within which to file a written response to any written reprimands and said response shall be placed in the employee's personnel file. A written reprimand may not be appealed under this policy.

4. SUSPENSION WITHOUT PAY
5. DEMOTION
6. REDUCTION IN PAY
7. TERMINATION

Pre-Disciplinary Process for Suspension Without Pay, Demotion, Reduction in Pay or Termination

Only regular, for-cause employees have the right to the pre-disciplinary and appeal processes outlined in this section. All employees other than for-cause employees, namely **temporary, seasonal, at-will, and probationary** employees, may be disciplined or separated at will, with or without cause, and without the pre-disciplinary and appeal procedures listed below.

Notice of Intent to Discipline: The employee will be provided a written Notice of Intent to Discipline that contains the following information:

- The level of discipline intended to be imposed;
- The specific charges upon which the intended discipline is based;
- A summary of the facts upon which the charges are based;
- A copy of all written materials, reports, or documents upon which the intended discipline is based;
- Notice of the employee's right to respond either in person at a pre-disciplinary *Skelly* conference, or in writing, and the date that response (or the request for a conference) is due;
- Notice of the employee's right to have a representative of the employee's choice at the pre-disciplinary conference, should they decide to respond orally; and
- Notice that the failure to respond at the time specified shall constitute a waiver of the right to respond prior to the imposition of discipline.

Response by Employee and Skelly Conference: If the employee requests a *Skelly* conference, the General Manager or his/her designee will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against him or her and present any mitigating circumstances. The General Manager or his/her designee will consider the employee's presentation before issuing the disciplinary action. The employee's failure to attend the conference, or to deliver a written response by the date specified in the *Skelly* notice, is a waiver of the right to respond, and the intended disciplinary action may be imposed on the date specified in the *Skelly* letter.

Final Notice of Discipline: After the *Skelly* conference and/or timely receipt of the employee's written response, the General Manager or his/her designee will: 1) take no disciplinary action; or 2) modify the intended discipline; or 3) impose the intended disciplinary action. If any discipline will be imposed, the General Manager or his/her designee will provide the employee with a notice that contains the following:

- The level of discipline to be imposed and the effective date of the discipline;
- The specific charges upon which the discipline is based;
- A summary of the facts that show that the elements of each charge at issue in the intended discipline;
- A copy of all materials upon which the discipline is based; and
- A reference to the employee's appeal right and deadline to appeal.

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

Evidentiary Appeal Hearing

Request for Appeal: An employee may appeal a suspension, reduction in pay, demotion or discharge by submitting a written request to appeal to the General Manager or his/her designee within **14** calendar days from: 1) receipt of the final notice of discipline; or 2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.

Appeal Hearing Officer: The District and the employee shall jointly select a neutral hearing officer from a list provided by **State Mediation and Conciliation Service (SMCS)**. The hearing officer's task is to conduct an evidentiary hearing and write an advisory decision that will be provided to the District's Personnel Committee within 60 days after the conclusion of the hearing.

Conduct of the Hearing:

1. **Sworn Testimony:** All witnesses shall be sworn in prior to testifying.
2. **Employee Appearance:** The employee must appear personally before the hearing officer at the time and place set for the hearing. The employee may be represented by any person they select.
3. **Evidence:** Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight and credibility of testimony and evidence.
4. **Exclusion of Witnesses:** During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.
5. **Burden of Proof:** The **District** has the burden of proof by the preponderance of the evidence.
6. **Authority of Hearing Officer:** The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.
7. **Professionalism:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or the appeal hearing officer.
8. **Presentation of the Case:** The parties will address their remarks, evidence, and objections to the appeal hearing officer. The appeal hearing officer may terminate argument at any time and issue a ruling regarding an objection or any other matter. The appeal hearing officer may limit redundant or irrelevant testimony, or directly question the witness.
9. Oral closing arguments may be permitted at the discretion of the appeal hearing officer. The **District** argues first, the employee argues second, and if the **District** reserved a portion of its time for rebuttal, the **District** may present a rebuttal. Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft decisions, the deadline for submitting briefs, and the page limit for briefs.

Appeal Hearing Officer's Advisory Decision: Within 60 days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline. The **Personnel Committee** shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the **Personnel Committee** is final. There is no process for reconsideration. The **District** will mail a copy of the final written findings and decision, along with a proof of service of mailing that confirms that the decision was sent both to the employee him/herself, as well as to the employee's representative. It shall be the responsibility of the employee to inform the **District** of his/her address. A copy of the decision shall also be provided to the General Manager.

REDUCTIONS IN FORCE AND RESIGNATION

Reductions in Force

Under some circumstances, the District may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, the District will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the District will take into account, among other things, operation and requirements, the skills, productivity, ability and past performance of those involved and also, where appropriate, the employee's length of service.

Regular full-time employees, whose layoff is permanent, will be entitled to one month's severance pay. In addition, if the employee is part of a collective bargaining agreement (represented), the employee should refer to the MOU regarding this policy.

Voluntary Resignation

Voluntary termination results when an employee voluntarily resigns employment at Contra Costa Mosquito and Vector Control District or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, a supervisor (unless the absence is protected by law). All District-owned property, including vehicles, keys, fobs, uniforms, identification badges, cell phones, computers, tablets, and credit cards, must be returned immediately upon termination of employment.

EMPLOYEE CONDUCT

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Contra Costa Mosquito and Vector Control District because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the General Manager in advance.

Conducting Personal Business

Employees are to conduct only Contra Costa Mosquito and Vector Control District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

In the course of work, employees may have access to confidential information, including but not limited to customer financial data or employee personnel information. Each employee has a responsibility to prevent revealing or divulging any such information, unless it is necessary to do so in the performance of official duties, or as required by law.

What employees should do:

-) Lock or secure confidential information at all times
-) Shred confidential documents when they're no longer needed
-) Make sure they only view confidential information on secure devices
-) Only disclose information to other employees when it's necessary and authorized
-) Keep confidential documents inside Districts premises unless it's absolutely necessary to move them

What employees shouldn't do:

-) Use confidential information for any personal benefit or profit
-) Disclose confidential information to anyone outside unless required to do so by law or requested by the employee
-) Replicate confidential documents and files and store them on insecure devices

Conflicts of Interest

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Contra Costa Mosquito and Vector Control District, which impairs an employee's ability to exercise good judgment on behalf of the District, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

Notice

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Contra Costa Mosquito and Vector Control District may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Customer Relations

Employees are expected to be polite, courteous, prompt and attentive to every customer. When employees encounter an uncomfortable situation that they do not feel capable of handling, a supervisor should be called immediately.

Ours is a service business and all of us must remember that the public always comes first. While the public is not always right, the public is never wrong.

The public are to be treated courteously and given proper attention at all times. Employees should never regard the public's questions or concerns as an interruption or an annoyance. Employees must respond to inquiries from the public, whether in person or by telephone, promptly and professionally. Employees should never place a telephone caller on hold for an extended period, and should direct incoming calls to the appropriate person and make sure the call is received.

Through their conduct, employees should show their desire to assist the customers in obtaining the help they need. If an employee is unable to help a customer, the employee should find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates the employee's commitment to those with whom we do business.

Employees should never argue with a customer. If a problem develops or if a customer remains dissatisfied, the employee should ask their supervisor or the General Manager to intervene.

Dress Code and Other Personal Standards

Each employee is a representative of Contra Costa Mosquito and Vector Control District in the eyes of the public; therefore, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and appropriately for the jobs they are performing. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

These dress code standards and guidelines apply to our workplace:

- Clothing should be clean and reflect a high standard of personal hygiene; and should not cause a disruption in the workplace.
- Clothing should not allude to any obscenities, violence, sex, or advertise alcohol, tobacco, or illegal substances.
- Muscle shirts, sweatshirts, sweat suits, shorts, tennis shoes, flip-flop and/or casual sandals cannot be worn at the District.
- Jeans, including denim wear (pants, dresses, and skirts) may not be worn by office personnel who assist or meet with the public, except on Fridays, when business casual dress will be permitted. Jeans and t-shirts may be appropriate attire for employees who conduct work that requires durable clothing. If jeans and t-shirts are determined appropriate for these job functions, they may be worn as long as they are clean, in good repair, and comply with the other provisions of this policy.
- Employees may not wear clothing that exposes the midriff; pants that are excessively baggy or hanging below the waist; any excessively short, tight, or revealing clothing; and visible undergarments.
- Hair length and facial hair shall not interfere with the performance of job functions.
- Employees who engage in any type of hazardous materials or specialized duty are required to wear protective clothing and footwear.
- All employees who wear uniforms should appear in complete uniform as defined in the policy. The uniform should be worn only when on official duty, or when it is reasonable to expect recall to duty. All uniforms must be clean, neat, and in good repair.
- The District provides field employees with headwear as part of their uniform. When wearing caps, they must be worn with the bills to the front. Unauthorized headwear should not be worn while employees are on duty.
- Visible facial jewelry (other than ear rings) may be required to be removed; and tattoos may be required to be covered.

All clothing should be clean and without rips or holes.

All employees required to wear uniforms provided by Contra Costa Mosquito and Vector Control District must take care of their uniforms and report any wear or damage to their supervisors. Cleaning and maintenance of uniforms will be provided by vendor. Supervisors will inform the employee of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by the employee's supervisor.

Department managers may issue more specific guidelines concerning any exceptions to this policy.

Drug and Alcohol Use

The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate drug and alcohol-related inefficiencies and risks. The policy applies to all District employees, whether they are on District property, or are performing District-related business elsewhere, except as this policy is superseded by a memorandum of understanding or federally mandated drug and alcohol policies. Compliance with this policy is a condition of employment. Disciplinary action will be taken against those who violate this policy.

Contra Costa Mosquito and Vector Control District is concerned about the use of alcohol, cannabis, cannabis products, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job and whether they are deemed legal or not as in the case of cannabis in the State of California, can detract from an employee's work performance, efficiency, safety, and health, and therefore adversely impact District operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and may seriously impair the employee's value to the District. The legalization of the recreational use of cannabis does not in any way alter the District's policy for maintaining a workplace that is free from any improper use of any controlled substance.

The following rules and standards of conduct apply to all employees while on District property, at work, or working on District business. The following are strictly prohibited by District policy:

- Possession or use of an illegal and/or controlled substance, or being under the influence of, or impaired by, an illegal and/or a controlled substance, alcohol or cannabis, cannabis products while on the job;
- Driving a District vehicle while under the influence of a controlled substance, alcohol or cannabis or cannabis products;
- Distribution, sale, or purchase of an illegal or controlled substance, alcohol or cannabis, cannabis products while on the job.

Violation of these rules and standards of conduct will not be tolerated. The District may also bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Contra Costa Mosquito and Vector Control District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on Contra Costa Mosquito and Vector Control District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

Contra Costa Mosquito and Vector Control District will encourage and reasonably accommodate

employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, cannabis, or cannabis products use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not be automatically reemployed or given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the General Manager may comment to news reporters on Contra Costa Mosquito and Vector Control District policy or events relevant to the District.

Off-Duty Conduct

While Contra Costa Mosquito and Vector Control District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may adversely impact the District's legitimate business interests where there is a reasonable nexus between the off-duty conduct and the employee's duties and responsibilities to the District. Off-duty conduct by an employee that directly conflicts with the District's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by Contra Costa Mosquito and Vector Control District, employees are expected to devote their energies to their jobs with the District. Employment that directly conflicts with the District's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to Contra Costa Mosquito and Vector Control District explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. Contra Costa Mosquito and Vector Control District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Prohibited Cell Phone Use

Employees shall use District-issued cell phones for business purposes only. Employees may not use personal or non-District-issued cell phones or other devices while on working time, except for occasional use, as long as the usage does not interfere with the employee's work performance, take away from work time, or violate any District policy. All other District policies, including the District's no tolerance for discrimination, harassment, or retaliation in the workplace apply. The District reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Employees also may not use cell phones or devices with audio or video recording capabilities or cameras in the following work areas that the District has designated as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of employment, such as documenting health and safety issues. This restriction applies to the following areas:

- Restrooms;
- Locker rooms;
- Areas designated as private, solely for use of women to express breast milk.

Prohibited Use of District Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Contra Costa Mosquito and Vector Control District employees are prohibited from using cell phones (including all smartphones) or other wireless communication devices (including tablets and laptops) while driving on District business and/or District time except for the use of navigation tools. This prohibition includes any use of the cell phone or other wireless communications device, such as answering and placing calls, engaging in conversations, texting, web browsing, or using any smartphone application while driving.

If the employee's job requires that they keep their cell phone or other communication device turned on while they are driving, they must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time. All navigation information should be entered prior to driving. Violating this policy is a violation of law and a violation of District rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of District rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging,

e-mail, web browsing and use of smartphone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of District rules.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Contra Costa Mosquito and Vector Control District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and may result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record their work time, or falsifying any time card, either their own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer;
- Removing or borrowing District property without prior authorization;
- Unauthorized use or misuse of District equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Participating in horseplay or practical jokes on District time or on District premises;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on District property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on District premises;
- Participating in or promoting acts of intimidation, violence, threats, coercion, assault, and/or abusive behavior toward any person while in the course of District employment;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive scheduled workdays. Absences protected by state or federal law do not count as violations of this policy;

- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or District policy, rule, procedure or violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual; and
- Failing to promptly report work-related injury or illness.

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BENEFITS

Below is a summary of the benefits offered by Contra Costa Mosquito and Vector Control District. For more detailed and up to date information, employees should refer to the District's Benefit Handbook or contact the Administration department.

Employee Assistance Program

Contra Costa Mosquito and Vector Control District offers an Employee Assistance Program (EAP). This program is for regular full-time employees and provides free, voluntary and confidential EAP services for the employee and the employee's immediate family members living within the same household.

The EAP is intended to help employees with the challenges of balancing work and family issues. Such issues may include, but are not limited to, relationship problems, domestic abuse, stress and anxiety, budget and/or money management concerns, legal concerns, parent/child conflicts, alcohol or drug abuse, loss or grief regarding a loved one, and concerns about child care and/or aging parents. The program provides problem assessment and referral at no cost to employees and eligible family members. If assistance is needed beyond the services provided by the EAP, options will be offered that may be covered under individual health insurance plans, or through other community programs. Use of the EAP is confidential; no one will know the employee is using it unless they choose to tell someone.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Contra Costa Mosquito and Vector Control District or the individual employees. Attendance at such activities, whether required by the District or requested by individual employees, requires the written approval of the General Manager. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation:

For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the General Manager in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Contra Costa Mosquito and Vector Control District generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Holidays

The list of holidays observed by the District can be found on page 34 of this handbook.

Health Benefits

Medical

Contra Costa Mosquito and Vector Control District contracts with the California Public Employees Retirement System (PERS) Health Benefits Program to provide medical insurance for all regular full-time employees and retirees. Eligibility of retirees to participate in this program shall be in accordance with the regulations promulgated by PERS. The District shall pay the PERS required minimum premium cost per month to PERS on behalf of each active employee and retiree.

In addition to the PERS required minimum premium cost per month, the District shall establish a benefits account for each active regular full-time employee eligible for medical coverage who has enrolled in one of the PERS medical insurance plans offered by the District. All such employees shall receive monthly contributions from the District into their benefits account. Payment shall be sufficient to cover eight-five percent (85%) of the premium of the PERS Kaiser HMO – Northern California plan available to District employees, less the PERS required minimum premium cost per month. Employees shall pay the remaining fifteen percent (15%) of the premium cost. For employees without dependents, the amount shall be the single premium Kaiser HMO rate; for employees with one dependent, the amount shall be the two-party Kaiser HMO rate; and for employees with more than one dependent, the amount shall be the family Kaiser HMO rate. If an employee chooses another plan, the District contribution shall be no more than eight-five (85%) of the PERS Kaiser HMO - Northern California plan premium, less the PERS required minimum premium cost per month, at the appropriate single, two-party or family rate, and the excess premium cost shall be paid by the employee.

For retirees who were hired before July 1, 2007, in addition to the contributions listed above, the District shall establish a benefits account for each retiree. All such employees shall receive monthly contributions from the District into their benefits account. Payment shall be sufficient to cover the premium of the Kaiser HMO plan, less the PERS required minimum premium cost per month. The District's total contribution is provided towards the cost of providing medical insurance for the retiree only. Dependents of the retiree may be covered at the retiree's own expense and in accordance with applicable PERS regulations. To be eligible for the benefits of this Section, the

retiree must enroll or be enrolled in a PERS medical plan offered by the District at the time of separation and thereafter.

For eligible employees who retire and were hired on or after July 1, 2007, the District will make contributions listed in the prior paragraph according to the following contribution schedule:

Years of District Service	Contribution Rate
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

In lieu of coverage under a health plan provided by the District, an employee who provides proof of coverage through another group medical plan that is comparable or of equal coverage, will receive a monthly payment, equal to eight-five percent (85%) of the premium of the employee only PERS Kaiser HMO – Northern California plan, in lieu of coverage. Such payment may be made either in cash, or into the employee's deferred compensation plan, at the employee's option. The employee must complete a form provided by the District and provide verification of coverage as specified on that form each year. Re-enrollment in a plan provided by the District will be subject to the requirements of the health plan provider.

Dental

Contra Costa Mosquito and Vector Control District will contribute an amount necessary to provide dental benefits for regular full-time employees and eligible dependents.

Vision

Contra Costa Mosquito and Vector Control District will contribute an amount necessary to provide vision benefits for regular full-time employees and eligible dependents.

Insurance

Disability

The State Disability Insurance (SDI) program provides Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible workers who need time off work. The SDI program is state mandated and funded by employee payroll deductions. Disability Insurance is a component of the SDI program and

provides partial wage replacement benefits to eligible California workers who have a loss of wages when they are unable to perform their regular or customary work due to a non-work-related illness or injury, pregnancy, or childbirth.

Contra Costa Mosquito and Vector Control District contributes an amount necessary to provide for a long-term disability plan for regular full-time unrepresented employees who are not covered by SDI.

Life

Contra Costa Mosquito and Vector Control District will contribute an amount necessary to provide life insurance for regular full-time employees. All regular full-time employees will be provided coverage in the amount of their annual salary rounded to the nearest One Thousand Dollars, up to a \$150,000 maximum.

Unemployment Compensation

Contra Costa Mosquito and Vector Control District contributes each year to the California Unemployment Insurance Fund on behalf of all employees.

Retirement Benefits

Participation in the retirement plan shall be consistent with the requirements of the California Public Employees' Pension Reform Act of 2013 as it is currently enacted and as it is amended in the future, and its implementing regulations, referred to hereinafter collectively as "PEPRA".

1. "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
 - a. An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
 - b. An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
 - c. An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer.

Employees who are "New Members", as defined above, are eligible to participate in the Contra Costa County Employee Retirement Association. The retirement benefit is based on the highest average annual compensation over a three-year period and the maximum retirement benefit of

2.5% @ 67 formula.

2. "Classic Members": For purposes of this section "Classic Member" is defined as a member who does not meet the definition of a "New Member" as defined by PEPRA. Employees who are "Classic Members", as defined above, are eligible to participate in the Contra Costa County Retirement System Plan, designated as 2% @ 55.

Effective January 1, 2018, the District does not contribute to the employee portion of the required contribution, excluding cost of living contributions, for the Retirement Funds.

Social Security

Social Security is an important part of every employee's retirement benefit. Contra Costa Mosquito and Vector Control District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that the employee receives any workers' compensation benefits to which they may be entitled, they will need to:

- Immediately report any work-related injury to their supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to a supervisor or the Administrative Services Manager; and
- Provide the District with a certification from their health care provider regarding the need for workers' compensation disability leave, as well as their eventual ability to return to work from the leave.

No workers' compensation leave with pay will be granted until after the Vector Control Joint Powers Agency has declared the illness or injury to be compensable under the California Workers' Compensation Law and has been accepted on behalf of the District. An employee who has worked for the District for twelve (12) months or more and who is unable to work shall, at the employee's option, receive full salary for the term of the disability, not to exceed a cumulative total of three (3) months. The District shall pay the health premiums for employees granted a workers' compensation leave. Such payment shall cease two (2) months after the expiration of the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to the same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had the employee not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on the employee's qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of the job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the ADA (Americans with Disabilities Act).

Employees who are injured in a work-related incident will be referred to the District's designated workers' compensation medical provider for medical treatment for up to 30 days, unless prior to a work-related injury the District has received from the employee a written notice that the employee wishes to be treated by the employee's own physician. In all cases, employees may seek treatment from their own physician after 30 days, should they so desire.

The law requires this District to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When the employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If the employee has accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If the employee does not have accrued, paid sick leave, or if the employee has used all of the employee's sick leave, the employee is required to substitute vacation/paid time off for further absences from work, related to the illness or injury.

Flexible Spending Accounts

Full-time regular employees are eligible to enroll in the flexible spending account during open enrollment each year or after a qualifying life event. This benefit allows employees to set aside money from each pay check to pay for certain expenses with pre-tax wages. Employees may contribute up to the amount allowable by the IRS of pre-tax salary each calendar year for the type of account selected.

There are two types of flexible spending accounts:

Health Care Spending Account - This account allows employees to pay for most non-covered medical, dental, and vision expenses, deductibles and co-pays.

Dependent Care Spending Account - This account allows employees to pay qualified dependent care expenses such as childcare or elder day care.

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SAFETY AND HEALTH

Employees Who Are Required to Drive

Employees who are required to drive a District vehicle or their own vehicles on District business will be required to show proof of current valid driving licenses before the first day of employment and, in the case of employees driving their own vehicles, proof of current effective insurance coverage.

Contra Costa Mosquito and Vector Control District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

Contra Costa Mosquito and Vector Control District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the District's policy.

Employees who have approval from the General Manager to drive their own vehicles on District business will be reimbursed per the procedure specified on the Travel section of this handbook.

Ergonomics

Contra Costa Mosquito and Vector Control District is subject to Cal OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Contra Costa Mosquito and Vector Control District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

For any questions about ergonomics, please contact the General Manager or Administrative Services Manager.

Health and Safety

Every employee is responsible for their safety as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety-conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program (IIPP). The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the General Manager's office, and employees receive annual training on its contents.

The District will hold a safety incentive luncheon for all regular full-time employees for any six (6) month period that all regular full-time District employees go without a lost time accident.

Heat Illness

The District is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All employees are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Employee should refer to the District's Injury Illness and Prevention Program (IIPP) or talk to their supervisor for details on how to ensure they are protected from heat illness dangers.

Recreational Activities and Programs

Contra Costa Mosquito and Vector Control District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

Contra Costa Mosquito and Vector Control District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Employees should secure their desks or offices at the end of the day. When employees are called away from their work area for an extended length of time, they should not leave valuable and/or personal articles in or around their workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify any supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

In order to ensure the safety and security of employees and District property, and to ensure that only authorized personnel has access to the District facilities and working areas, the following policies have been adopted:

- Employee identification cards – all employees have been issued an employee identification card;
- Visitors – All visitors must sign in and out at the front desk. Visitors should not have access to any District facilities or working areas without being escorted by an employee. “Visitors” may include employees’ friends and family, contractors, external vendors, stakeholders, members of the public.
- Delivery personnel (i.e. UPS, FedEx, uniform company, etc.) will be permitted to make their deliveries to the appropriate areas after signing in at the front desk.

IIPP Reference, Security

The District’s workplace security program is described in detail in the District’s Illness and Injury Prevention Program (IIPP).

Workplace Violence

“Workplace violence” is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Contra Costa Mosquito and Vector Control District has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on District premises and at District-sponsored events shall constitute a threat of violence.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to them or their co-workers or any event which they reasonably believe is threatening or violent. Employees may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, “Do you want to see your next birthday?”	Indirect
Writing, “Employees who kill their supervisors have the right idea.”	Indirect
Saying, “I’m going to punch your lights out.”	Direct

Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

IIPP Reference, Workplace Violence

The District’s workplace violence program is described in detail in the District’s Illness and Injury Prevention Program (IIPP).

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MISCELLANEOUS POLICIES AND PROCEDURES

Safety Incentive Program

The goal of the program is to encourage all employees to work safely and report safety and hazard issues. The District is dedicated to protecting the safety and health of all employees and the public. Employees who incurred no lost time injuries and no injuries requiring more than first aid in the previous six-month period will receive an incentive for safe work practices. Incentives will be paid out semi-annually for the periods January thru June and July through December, each year. Under this program and following the no injury requirement stated above, represented employees will receive \$20.00 per month and unrepresented employees will receive \$15.00 per month. Employees who have had a lost time injury that requires more than first aid will not receive the safety incentive for that period.

In addition, supervisors will receive an additional incentive if their supervised employees as a whole incurred no loss time injuries and no injuries requiring more than first aid in the previous six-month period. This incentive will be \$10.00 per six-month period.

Seasonal employees will receive \$20.00 per month as an incentive for each month, or major portion of, they worked and incurred no lost time injuries and no injuries requiring more than first aid. Seasonal employees must have worked at the District for at least three (3) months for this incentive to apply. Incentives will be paid out at the end of their employment or season and is determined on a month to month basis.

As an additional incentive, if the District as a whole has not incurred any lost time injuries during a period of six months, a safety luncheon will be held for all regular employees.

Travel

The General Manager may authorize attendance, travel and reimbursement of all normal and necessary expenses incurred by employees representing the District on official business or at an approved function. The following guidelines shall govern the approval of the General Manager. In areas not specifically covered, the General Manager's decision shall prevail.

The governing factor in authorizing attendance at these functions is the benefit to the District as a result of such attendance in relation to the overall expense to the District. All employees must obtain approval of their supervisor and the General Manager prior to occurring District reimbursable expenses when business or function will require them to be away from work for a full day or more, or require overnight absences.

Travel shall be by means most economical to the District. If travel by air is indicated, coach or economy air travel will be used whenever possible. Travel by private automobile will be authorized in lieu of flying, when it does not necessitate more time away from the job. The total travel cost shall be computed on direct route distances, but in no case shall expense exceed the round-trip cost by air.

No employee shall be authorized mileage for privately-owned vehicle travel in the performance of official business or approved function within Contra Costa County or nearby if a District-owned vehicle is available and suitable for such use. When authorized, travel by private automobile will be reimbursed at the prevailing IRS mileage allowance.

No employee shall be reimbursed for mileage for privately-owned vehicle travel in the performance of official business or approved function outside Contra Costa County if a District-owned vehicle is available and suitable for such use, unless it has been authorized by the General Manager. When authorized, travel by private automobile will be reimbursed at the prevailing IRS mileage allowance.

When vehicles, either private or District-owned, are provided for authorized travel, employees shall pool rides whenever possible.

While attending approved functions, the burden or responsibility for sound judgement in expending District funds rests on the attending employee. The decision of the General Manager shall be final in cases where conflict of opinions on reimbursement exist.

Reimbursement of costs shall be based on the minimum number of days and hours required to transact District business. Early arrivals and late departures shall be at the employee's own expense except where prior approval of the General Manager is received.

The use of District vehicles shall be limited to official District business and travel reasonably related thereto. Transportation of persons other than employees or official District delegates is authorized by the General Manager only in situations where it relates to District business.

Advanced requests, receipts, and expense statements are to be submitted to the Administration Department for processing, payment and filing. Processing shall include verification of policy compliance. Receipts are required to be filed for all expenses such as registration, hotel, and travel.

If travel lasts less than 24 hours, meals are generally not a reimbursable expense. If a meal is an integral part of a business meeting, such as actual luncheon costs at an organized conference or working meals served at a meeting site, then the expense can be reimbursed. Employees should indicate the business purpose of the meal in the Comments box of the Travel Expense Report.

Use of District-Owned Vehicles

An employee who has foreseeable travel needs shall request use of a District vehicle. If the

employee believes using a District vehicle is not practicable, the employee shall discuss the matter with his or her supervisor and the General Manager, who shall determine whether the use of a District vehicle is practicable, based on the total circumstances, including whether the employee must complete significant additional travel in order to secure the District vehicle.

When two or more employees are traveling to the same location, reasonable efforts shall be made for those employees to travel together.

The employee shall not use the District-owned vehicle for personal use while in possession of that vehicle. An employee using a District-owned vehicle is responsible for:

- a. operating the vehicle in a safe manner;
- b. payment of any fines or fees incurred as a result of operating the vehicle in violation of any traffic or parking law;
- c. reporting problems noticed with the vehicle;
- d. returning the vehicle in a clean condition, ready for its next use.

Any employee who operates a District-owned vehicle after consuming any alcohol or illegal controlled substance shall be subject to disciplinary action up to and including termination.

Reimbursement for Use of a Personal Vehicle

All claims for mileage and expense reimbursement shall be submitted on a monthly basis except in instances where the claim does not exceed \$50.00. In such instances, the claimant must submit the claim for reimbursement when the \$50.00 figure is attained but not to exceed sixty (60) days. This does not include convention or similar travel reimbursement considerations which are reported immediately after return.

When two or more employees are traveling to the same location, reasonable efforts shall be made for those employees to travel together. Mileage reimbursement is only available to an employee who actually incurs mileage on a personal vehicle, not to others who may have ridden in the same vehicle.

Any exceptions to this procedure must have the prior written approval of the General Manager.

Regular mileage to and from an employee's home and work location is not a reimbursable expense.

Mileage is reimbursable only when a District vehicle is not available or practicable.


An employee who is required to report to an alternate work site, due to an unusual circumstance, may submit for reimbursement any mileage beyond the normal routine.

Meal Reimbursement

Per IRS regulations, the value of employer-provided meals and reimbursement for meals are included in the taxable income of the employee, unless there is some provision that allows for the meal to be excluded from taxable income. A meal may be excluded from the taxable income of the employee if the meal is a result of the employee traveling away from home overnight on business. A meal may also be excluded from the taxable income of the employee if the meal is for the convenience of the employer.

For meals to be excludable from taxable income, the amount reimbursed for a meal must be paid under an accountable plan. The accountable plan must meet the following: there is a business connection, the employee must substantiate the expense, and the employee must return any excess amounts. For IRS information about meal reimbursements see Circular E, Employer's Tax Guide (Publication 15), Employer's Tax Guide to Fringe Benefits (Publication 15-B, and Publication 463, Travel, Entertainment, Gift, and Car Expense.

It is the policy of Contra Costa Mosquito and Vector Control District to reimburse employees for actual meal expenses incurred while traveling away from home overnight on District business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes the maximum amount of reimbursement for daily meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is eligible for reimbursement, what the District will not reimburse for, and when a reimbursement request may be reviewed.

Guidelines for amount to be reimbursed per meal: 

Actual Expense for breakfast up to: \$12.00

Actual Expense for lunch up to: \$18.00

Actual Expense for dinner up to: \$35.00

In no case will daily reimbursement exceed \$65.00.

When traveling on District business, employees should use the District-issued credit card to pay for meals if they have been issued one. The same limits and maximum amounts apply for each meal, whether the employee is using the District-issued credit card or seeking reimbursement.

What is needed to substantiate the meal and request a meal reimbursement:

Employees must submit original itemized receipts with their reimbursement request. The receipt should show the amount of the expense, items purchased, the date of the expense, the time of the expense, and the location of the expense. These receipts must be the original receipt identifying what was purchased and from whom. Tips may be added to the receipt and are included in the maximum amount listed above. Simple debit card receipts or charge card receipts without itemized purchases are not acceptable. This policy is in conjunction with the Districts Procurement and Disposal Policy.

What constitutes a reimbursable meal:

A meal that an employee purchases when the employee has received overnight travel approval from the General Manager and does in fact stay away from home overnight for a work-related event.

A meal that an employee purchases when attending a meal meeting for the convenience of the employer, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process.

Meals are reimbursed according to the following:

First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

Travel continuing after 24 hours

- Trip ends at or after 7 am - Breakfast may be claimed
- Trip ends at or after 12 pm - Lunch may be claimed
- Trip ends at or after 6 pm - Dinner may be claimed

What is not reimbursable by the District:

Contra Costa Mosquito and Vector Control District will not reimburse employees for the purchase of alcoholic beverages or snacks.

When may a reimbursement request be reviewed:

Reimbursement requests will be reviewed by the Administration Department prior to issuance of check, and may be reviewed during internal audit, and/or by the District auditors for compliance with this policy. Reimbursement requests may be reviewed by IRS auditors for compliance with IRS regulations. These reviews may involve review of: receipts for location of vendor, time receipt was issued by vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

Employee References

All requests for references must be directed to the General Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Contra Costa Mosquito and Vector Control District discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Contra Costa Mosquito and Vector Control District also will inform prospective employers of the amount of salary or wage you last earned.

Confirmation of Harassment, Discrimination and Retaliation Prevention Policy

I have received my copy of the District's Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the District is committed to providing a work environment that is free from harassment, discrimination and retaliation. This commitment includes but is not limited to an affirmative obligation to follow the District anti-harassment policy, participate in any good faith investigation, participate in training and generally support all of the District's efforts to maintain a harassment-free work environment. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

DRAFT

Confirmation of Receipt

I have received my copy of the District's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. Contra Costa Mosquito and Vector Control District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the president of Contra Costa Mosquito and Vector Control District, no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing, signed by the president.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Contra Costa Mosquito and Vector Control District is employment at-will; employment may be terminated at the will of either the District or me. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Contra Costa Mosquito and Vector Control District and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Contra Costa Mosquito and Vector Control District.

Employee's Signature _____

Employee's Printed Name _____

Date _____