



2017

# Employee Handbook



Hesperia Recreation and Park District  
Employee Handbook  
Implementation Date  
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## WELCOME TO OUR TEAM!

Welcome to the Hesperia Recreation and Park District, where every day we contribute to the quality of life and overall wellness of the citizens of the District, which includes Hesperia and parts of unincorporated areas of Oak Hills, Summit Valley, and Phelan.



You are an important part of an organization that is proud of its reputation as a trusted and dynamic agency providing essential parks and recreation services.

The District's success has been built on team effort, combining the talents of many people to achieve a common goal: to maintain quality park and recreation facilities, programs and services, and facilitate leisure opportunities so that all residents will receive personal, social and economic benefits. The more we work together, the more we progress as individuals and as an organization – and the better we serve our community.

Your knowledge and commitment to service will help distinguish our organization. We recognize this and in return we strive to offer an environment that will provide you with great personal satisfaction and professional growth.

Hesperia Recreation and Park District is proud of its commitment to our employees. Maintaining good, open two-way communication is essential to the successful operation of our agency. If any stated policy is not clear, or if you are puzzled about anything, feel free to go to your supervisor, any member of management or to Human Resources (see Organizational Chart at the end of this handbook).

We take great pride in the many services we provide and are continually searching for new and better ways to fulfill our mission. Your suggestions are important to this process and key for Hesperia Recreation and Park District to grow. If you have any ideas for us, we want to know. Employees are welcome to send comments to me at [employeecomment@hesperiaparks.com](mailto:employeecomment@hesperiaparks.com).

Once again, welcome to Hesperia Recreation and Park District! It is our hope that we will grow and prosper together.

Sincerely,

*Lindsay Woods*

Lindsay Woods  
General Manager

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## APPLICATION OF EMPLOYEE HANDBOOK AND ACKNOWLEDGEMENT

This Employee Handbook (sometimes called the Handbook) applies to all full-time employees and, as defined in this Handbook, part-time, seasonal, and temporary workers employed by the Hesperia Recreation and Park District (hereinafter referred to as the "District"). It applies to others only as specifically provided. There are separate manuals for Board members (the (5) five elected or appointed members comprise the Board of Directors of the Hesperia Recreation and Park District). This Handbook supersedes all prior handbooks as well as all other prior written or unwritten personnel rules and policies. All employees may also be subject to other policies of the District, to the extent that they are consistent with this Handbook

This Handbook has been prepared to provide employees with an overview of the District's policies, procedures, and benefits. This Handbook is intended to provide employees with a general understanding of the District's policies and to provide guidance related to the same. It is intended to familiarize employees with information about the District as well as information regarding an employee's responsibilities. All employees are required to read, understand, and follow the provisions of the handbook. If an employee has any questions about any of the policies, he or she should feel free to contact his or her supervisor or Human Resources.

**Nothing in this Handbook is intended to create a contract of employment with the District, or to create an expectation of continued employment for any specified term. With the exception of Historical employees (as defined in this Handbook), employment with the District is at the mutual consent of the District and its employees.**

Employment status: Except for full-time employees hired into their current position who have successfully passed their probationary period before July 1, 2015 (called "Historical employees"), all District employees are employed at-will. A historical employee who is promoted into a higher-level position with the District on or after July 1, 2015 will become subject to at-will employment at that time.

Employment at-will means that the employer has the right to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and locations of work. Accordingly, either the employee or the District can sever the employment relationship at any time with or without cause at either party's option with or without advance notice. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor, or other District employee, other than the General Manager, has the authority to enter into an

agreement for employment for any specific period of time or to make an agreement for employment other than at-will.

Because it is not possible to anticipate every situation that may arise in the workplace and because laws and programs change, the District reserves the right to modify, supplement, rescind, or revise any provisions of this Handbook (other than the employment at-will provisions and provisions compelled by law), at any time as it deems necessary or appropriate in its sole discretion, without a written revision of this Handbook. It is the responsibility of each employee to ensure he or she has read the current copy of the Handbook.

The General Manager or his or her designee is responsible for the interpretation, application, and administration of these policies and procedures. The General Manager or his or her designee has the authority to modify policies to comply with current District practice or any applicable federal, state, or local law without Board approval. From time to time, the General Manager may include additional administrative policies located at the end of the Handbook. The General Manager has the full authority to insert, revise, delete, etc. any and all of these administrative policies without Board approval. The Handbook's administrative policies and procedures include those from the District's insurer regarding vehicle requirements and the Illness and Injury Prevention Plan among others.

Each employee will be given access to the current Handbook [www.hesperiaparks.com/handbook](http://www.hesperiaparks.com/handbook) and must become familiar with the contents of this Handbook in order to be informed of the District's policies and procedures and to understand and abide by them. All employees are required to read, understand, be aware of, and follow the provisions of this Handbook.

District policies are intended to comply with all applicable federal, state, and local laws and regulations and should be interpreted as such. To the extent any policy is interpreted as inconsistent with applicable law, the legal requirements shall prevail without Board action to revise this handbook.

I acknowledge that I received access to the Hesperia Recreation and Park District ("District")'s Employee Handbook ("Handbook"), that it is my responsibility to read it, and understand its provisions in their entirety.

I understand that it contains important information about the District's policies, procedures, and benefits, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the District's policies and benefits, are not intended to create any

contractual or other legal obligations or to alter the at-will nature of my employment with the District (if I am not a historical employee as defined in the Handbook).

I understand that no supervisor or any other employee of the District has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the at-will relationship described above, except for the General Manager. I acknowledge that the District may modify or rescind any policies, practices, or benefits described in the Handbook (other than the employment at-will policy and any provision compelled by law), at any time as it deems necessary or appropriate in its sole discretion, without a written revision of the Handbook.

I understand and agree that if I am not a historical employee as defined in the Handbook, my employment with the district is at-will, and the working relationship can be severed at any time with or without cause or notice. I further understand and agree that the District retains sole discretion to modify the terms and conditions of employment. This is the entire agreement between the District and me on these issues of my employment status, and it cannot be modified.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE BEEN PROVIDED ACCESS  
TO THE CURRENT EMPLOYEE HANDBOOK  
[WWW.HESPERIAPARKS.COM/HANDBOOK](http://WWW.HESPERIAPARKS.COM/HANDBOOK) AND THAT IT IS MY  
RESPONSIBILITY TO READ AND COMPLY WITH ITS PROVISIONS.  
FURTHERMORE, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE  
ABOVE STATEMENTS.

Employee Signature: \_\_\_\_\_

Employee Name (printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_

## SECTION 1 GENERAL EMPLOYMENT POLICIES

### A: HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION POLICY

The District is an Equal Opportunity Employer and makes employment decisions on the basis of merit. The District is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), race, religion or religious creed (including religious dress and grooming practices), political beliefs, expressions or activities, color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), citizenship, ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status, or any other basis protected by federal, state or local law or ordinance or regulation ("a protected category"). It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has the characteristics of someone in a protected category, or is associated with a person who has, or is perceived as having, the characteristics of someone in a protected category. The District is committed to treating all employees equally and fairly regardless of these actual or perceived characteristics or associations.

Further, the District prohibits unlawful discrimination of employees and job applicants with respect to any terms, conditions, or privileges of employment on the basis of those actual or perceived characteristics, or association with a person who has or is perceived as having any of those characteristics. In addition, the District prohibits retaliation against individuals who raise complaints of discrimination, harassment, or retaliation, or who participate in workplace investigations.

**All such conduct violates District policy.**

#### HARASSMENT PREVENTION:

The District's policy prohibiting harassment applies to all persons involved in the operation of the District. The District prohibits harassment, disrespectful or unprofessional conduct by any employee of the District, including supervisors, managers, and co-workers. The District's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom an employee comes into contact while working. This policy applies at all District locations and on all District property or premises, in District vehicles, at District-sponsored social or other events, as well as activities at which an employee represents the District.

Prohibited harassment or disrespectful or unprofessional conduct includes, but is not limited to, the following behavior when related to a protected category under federal, state, or local law:

- Verbal conduct such as epithets, derogatory or potentially offensive jokes or comments, slurs, innuendos, or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory, potentially offensive, and/or sexually-oriented posters, photography, cartoons, drawings, or other materials, or gestures;
- Distribution (including re-distribution) of potentially offensive pictures or words in written, pictorial, or electronic form;
- Physical conduct including assault, unwanted touching or attention, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Obscene or harassing telephone calls, text messages, e-mails, letters, notes, or any other form of communication, including communication via electronic or social media of any type, which includes any conduct that is prohibited by federal, state, or local law or regulation or ordinance, or by District policy.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Harassment is unlawful if it is related to a protected category, is unwelcome, and is severe or pervasive enough to create an intimidating, hostile, or offensive working environment that alters conditions of work. However, the District expressly prohibits all forms of offensive or degrading behavior in the workplace, regardless of whether the behavior is sufficiently severe or pervasive, to constitute unlawful conduct.

Sexual harassment deserves particular mention. Unwelcome sexual advances, requests for sexual favors, and other unwelcome physical, verbal, or visual conduct based on sex are not allowed. This includes such things as sexual innuendoes, suggestive comments, sexually-oriented teasing or practical jokes, display of sexually suggestive pictures or other prurient materials, suggestive or insulting sounds, looks, or gestures, and any unwanted physical contact. Obviously, more severe forms of harassment, such as sexual assault, are also strictly prohibited.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his or her gender (including gender identity and gender expression), or sexual orientation can

amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

All District employees are responsible for helping to ensure that the work environment is free from prohibited harassment. If an employee believes another employee or a nonemployee has subjected the employee or anyone else to sexual or other harassment in violation of this policy, in most cases the employee should immediately inform the offending party, in no uncertain terms, that the conduct is unwelcome and tell him or her to stop the behavior. However, if an employee is uncomfortable doing so, or if after doing so the situation has not been satisfactorily resolved, the employee must immediately inform Human Resources as specified in the Organizational Chart (at the back of this handbook). Employees are not required to complain first to their immediate supervisor or otherwise follow a specific chain of command in bringing forward complaints of violations of this policy.

#### NON-DISCRIMINATION:

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations. The District prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the District, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages, however, the District is not obligated to disclose the wages of other employees.

#### ANTI-RETALIATION:

The District will not retaliate against any employee for filing a complaint or participating in any workplace investigation under this policy or related to claims of harassment, discrimination, or abusive conduct, and will not tolerate or permit retaliation by management, employees, or co-workers.

#### REASONABLE ACCOMMODATION:

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and discuss the need for an accommodation. Employees should specify in what way they are limited in their ability to perform the essential functions of the job and what accommodation they believe is needed. The District will review the limitations and requested accommodations with the employee to determine whether they will allow the employee to perform the essential functions of the job and/or identify alternatives. The employee and the District will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee, perform the essential functions of the job.

An applicant, employee, or unpaid intern who requires an accommodation of a religious belief, creed, or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact Human Resources and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation. If there is more than one possible accommodation, the District will determine which one(s) will be provided.

The District will not retaliate against any employee for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

#### COMPLAINT PROCESS:

If an employee believes that he or she has been the subject of harassment, discrimination, workplace bullying, retaliation, or other prohibited conduct, the employee must bring a complaint to his or her supervisor or to Human Resources as soon as possible after the incident. The employee can bring his or her complaint to any of these individuals. If an employee needs assistance with his or her complaint, or if the employee prefers to make a complaint in person, the employee should contact Human Resources. All known details of the incident or incidents, names of individuals involved, and names of any witnesses need to be provided. It would be best to communicate the complaint in writing, but this is not mandatory.

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

All employees should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If an employee thinks he or she has been harassed or discriminated against or that he or she has been retaliated against for resisting, complaining, or participating in an investigation, the employee may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to Human Resources so the District can try to resolve the complaint.

When the District receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. The District will reach reasonable conclusions based on the evidence collected.

The District will maintain confidentiality to the extent possible. However, the District cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the District determines that harassment, discrimination, workplace bullying, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The District also will take appropriate action to deter future misconduct.

Any employee determined by the District to be responsible for harassment, discrimination, workplace bullying, retaliation, or other prohibited conduct will be subject to appropriate negative employment actions including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

## B: DRUG FREE WORKPLACE: DRUGS, NARCOTICS, AND ALCOHOL

### DRUG FREE WORKPLACE POLICY:

It is the policy of the District to maintain a workplace that is free from the effects of alcohol and prohibited substances. The District believes that any employee who uses or is under the influence of alcohol or any prohibited substances while on District business, regardless of locale, jeopardizes the welfare and safety of District employees and the public, as well as undermines productivity and efficiency.

Compliance with the following provisions of the Drug Free Workplace Policy is a condition of employment. An employee who violates this policy is subject to negative employment actions including termination.

Employees are responsible for complying with all aspects of this policy and procedure. Initial employment offers or offers for rehire may be contingent upon successful completion of a controlled substance test. For Safety Sensitive positions (Law Enforcement), candidates will be required to submit to a medical examination and/or blood, urine, or other medical test, and to agree in writing to allow results of these tests to be furnished to and used by the District.

Employees who are experiencing problems resulting from alcohol and/or substance abuse or dependency are encouraged to inform their immediate supervisor prior to having received a positive drug or alcohol test while on duty. The supervisor will contact and work with Human Resources to identify other sources of assistance. Such discussions will be kept confidential, will not be considered a violation of this policy, and will have no influence on performance reviews. Should an employee voluntarily request a Leave of Absence for treatment of drug and/or alcohol addiction, the District will reasonably accommodate such a request.

This policy applies to all District employees including any volunteers, while they are performing District-related business, and also applies to off-site lunch periods if the employee is scheduled to return to work following a lunch period.

#### PROHIBITED SUBSTANCES:

Prohibited substances include, but are not limited to:

1. Drugs: barbiturates, cannabinoids, benzodiazepines, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.
2. Alcohol: beverages or substances, including any medications containing alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.
3. Legally-prescribed and non-prescription medications: Use of or being under the influence of any legally-prescribed medication(s) while performing District business that affects the employee's ability to perform assigned job duties in a safe, effective, and efficient manner. An employee taking any medication of this type bearing a warning label indicating impairment of vision, mental function, motor skills, judgment, or safe functioning shall immediately inform their immediate supervisor and shall not perform any work-related duties until medical advice is sought. The District may consult with the prescribing physician to learn the expected effect of the medication and/or require a written statement from the physician that continued working will be safe and efficient. Employees using prescription or over the counter drugs in the manner prescribed, where such use may compromise their ability to work

safely, are expected to report the use of such drugs (in general terms) to their supervisor prior to performing work. The employee will not be required to state the name of the drug or the reason for taking the drug. A determination will be made by a competent medical authority whether the employee can continue to work safely. If it is determined that the employee cannot continue to work safely, an attempt will be made to find alternate employment that can be performed safely or other reasonable accommodation consistent with ADA requirements in cases not involving medical marijuana (which is considered illegal under federal law and a prohibited substance and may not be used prior to reporting to duty or while on duty). If no such alternate employment or accommodation can be found, the employee will be placed on Leave of Absence until he or she is determined to be able to work safely or is terminated/separated from District employment.

The manufacture, use, sale, possession, distribution, or purchase of alcohol or a prohibited substance by any employee while on District premises, or in a District vehicle, or while performing District business is absolutely prohibited. Any violation may result in an immediate negative employment action including termination of employment. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be immediately removed from duty and shall not be permitted to operate any District vehicle or equipment. The employee shall undergo a reasonable suspicion alcohol and/or prohibited substance test.

#### POSITIVE TEST RESULTS:

A verified positive prohibited substance test result, an alcohol test with a result indicating any alcohol concentration, a refusal to test (including by adulterating or substituting a urine specimen), or any other violation of the prohibition on the use of alcohol or prohibited substances under this policy constitutes a violation of this policy and may result in negative employment actions including termination. Employees failing this test, or refusing to cooperate with the administration of this test shall remain off duty and shall be subject to negative employment actions including termination.

#### UNDER THE INFLUENCE:

“Under the influence” is defined as any measurable amount of drugs or alcohol present in an employee. No employee shall report for duty under the influence of alcohol or any prohibited substance. Further, no employee shall use any alcohol or prohibited substance during working hours or operate any District vehicles or equipment while under the influence of alcohol or a prohibited substance, regardless of the amount. Violation of this policy may result in negative employment actions including termination. No District employee may report for duty or remain on duty when his or her ability to perform assigned functions is adversely affected by alcohol. Violation of this provision may result in negative employment actions including termination.

Use of any legally-prescribed medication(s) or non-prescription medication(s) shall be permitted and performance of work-related duties shall be allowed, but only if, after reporting and review of medical advice from a competent medical authority, Human Resources determines that the employee is capable of performing all work-related duties in a safe, efficient, and effective manner. Failure to notify a supervisor of the use of legally-prescribed or non-prescription medication may result in negative employment actions including termination.

It is the responsibility of all District employees to ensure that the work environment is free of alcohol and prohibited substances. Any District employee who has knowledge of any violation of this policy by another employee who does not report it will also be subject to negative employment actions including termination.

In order to enforce this policy, the District reserves the right to conduct an Administration-authorized search of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect violations or abuse of this policy. Searches of employees and/or their personal property may be conducted when there is reasonable suspicion that an employee is in violation of this policy. The District may conduct unannounced searches of, among other areas and property, District vehicles and property, workstations, work areas, desks, file cabinets, lockers, and other personal property, and all areas and property in which the District maintains control or joint control with the employee, for alcohol or prohibited substances. District employees shall have no reasonable expectation of privacy in these areas and property and in District-supplied property, such as vehicles, workstations, desks, lockers, and cabinets.

For the purpose of this policy, “reasonable suspicion” is defined as those facts that would lead a reasonably prudent person to believe that the employee has alcohol or prohibited substances or that alcohol or prohibited substances are located in the area(s) to be searched.

#### COMPLIANCE AND TESTING REQUIREMENTS:

Employees who test positive for alcohol or any prohibited substance will have the opportunity to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result. For employees, tests will be completed just before departure, during duty, or in some cases, just after the employee has finished performing his or her job duties, as reasonably practicable. Employee testing will be conducted without cost to the employee during regular working hours, and transportation will be provided to and from the medical facility where the test will be taken.

Supervisors requesting a “reasonable suspicion” alcohol or prohibited substance test for an employee should first contact Human Resources or the General Manager or his or her designee to get authorization prior to sending the employee for testing.

All information relating to prohibited substance testing will be kept strictly confidential and will be maintained in each employee's medical file, which is maintained separately from an employee's personnel file. Results of a prohibited substance test will only be discussed with those that have a work-related need to know.

REASONABLE SUSPICION TESTING:

Any employee who reports to work and appears to be under the influence of alcohol or any prohibited substance is subject to reasonable suspicion testing. Testing of employees for alcohol or any prohibited substance may be implemented by District management when there is a reasonable suspicion that an employee possesses or is under the influence of alcohol and/or any prohibited substance. If an employee is on a medically-prescribed medication, it is his or her responsibility to advise their supervisor of this fact before reporting to work, as described above.

Testing may also be required if an employee is found to be in possession of physical evidence, i.e., alcohol, a prohibited substance, or paraphernalia, possibly connected with the use of alcohol or any prohibited substance, or if alcohol or any prohibited substance is found in the employee's immediate work area.

RETURN TO DUTY TESTING:

Employees who refuse to submit to a prohibited substance test or do not pass a test may not return to duty until they pass a prohibited substance test and Human Resources or the General Manager or his or her designee has determined that the individual may return to duty. Appropriate negative employment actions including termination will be taken against those who either refuse to take or fail a prohibited substance test. Moreover, all employees returning from a Leave of Absence to attend alcohol and/or prohibited substance rehabilitation treatment must also present documentation reflecting the successful completion of such treatment.

Should the results of the alcohol or prohibited substance test be negative, the employee may return to the workplace and perform regular job duties, and no further action will be taken on the incident that gave rise to the reasonable suspicion.

NOTIFYING DISTRICT OF CRIMINAL DRUG STATUTE ARRESTS, CHARGES AND CONVICTIONS:

If an employee is arrested for, charged with, or convicted of violating a criminal drug statute, the employee must notify the General Manager in writing within two (2) calendar days after such arrest, charge, or conviction.

## C: OPEN DOOR POLICY

The District has an Open Door Policy that allows an employee to discuss any work-related issue or concern with any District supervisor or manager beyond informal discussions with his or her immediate supervisor without concerns of retaliation or retribution.

The District strives to establish and maintain an environment that encourages all employees to raise work related concerns promptly and without fear of reprisal. This environment leads to improved decision making and supports the District's mission. A District employee is expected to discuss any issue or concern with his or her immediate supervisor on a regular, ongoing basis. If the issue is personal in nature or the employee is not comfortable speaking to his or her immediate supervisor, the issue should be discussed with Human Resources or a member of management as soon as practical.

Moreover, if the employee has raised an issue with their immediate supervisor and the problem persists, he or she may present it to any member of management, who will give direct guidance and attempt to provide a solution or explanation. If the problem is not resolved, the problem may then be presented to the General Manager or his or her designee, who will reach a final resolution.

If an employee is not satisfied with the resolution of the General Manager or his or her designee, they may go to the Board Personnel Committee within 45 working days by making a request in writing to Human Resources. The Personnel Committee will then report back to the Board of Directors, and the decision of the Board of Directors is final.

While a written complaint will assist in investigating the issue, it is not required that a written document be prepared. This procedure cannot result in every problem being resolved to the employee's satisfaction. However, employees shall be able to address employment-related issues without fear of retribution. The District values employee observations and input and all employees should feel free to raise issues of concern without the fear of retaliation.

## SECTION 2 HIRING AND EMPLOYMENT POLICIES

### A: AT-WILL AND HISTORICAL EMPLOYEES

Except for full-time employees hired into their current positions before July 1, 2015 (referenced in this Handbook as “Historical employees”), all District employees are employed at-will. This means that all Non-Historical employees may be suspended, demoted, or terminated at any time, either with or without cause, and either without or without notice, and without right of appeal or hearing or any recourse to the procedures.

### B: EMPLOYMENT CATEGORIES

It is the intent of the District to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time. For all Non-Historical employees, the right to terminate the employment relationship at-will, at any time, is retained by both the employee and the District. It is important to note that with respect to all Non-Historical employees, no job, title, status, or assignment creates a right to employment for a specified duration or a guarantee of employment for any specific length of time. Further, no one in the District, other than the General Manager, has the authority or legal ability to modify the at-will nature of the employment relationship between the District and all Non-Historical employees. The General Manager can do so only if it is done specifically in a written agreement that is signed by both the General Manager and the employee.

In addition to the above, the District retains the right to transition existing employees from full-time to part-time positions, or to reduce the number of hours worked by an employee, when the operational circumstances of the District so require, which may result in a reduction or termination of benefits provided to an employee as described in this Handbook and/or provided under other District policies. In the event that an employee is to be reduced from full-time employment to part-time employment, the District shall, if practicable, provide reasonable prior notice of the change from full-time to part-time employment. In such event, the District shall notify the employee of the number of hours per week of employment required in the new part-time position, and the extent to which benefits have been reduced, modified, and/or eliminated by such change in the employee’s classification.

All employees are designated as either non-exempt or exempt under federal wage and hour laws.

Non-exempt employees are those employees subject to the minimum wage and overtime

requirements set forth in the Fair Labor Standards Act (FLSA).

Exempt employees are generally supervisors, managers, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA.

The District has established the following employment categories for employees:

- Full-time employees
- Part-time employees
- Seasonal/temporary employees

In addition, the District may utilize the services of Independent Contractors and/or Volunteers.

Full-Time employees are those who have been appointed to an approved position with an established job classification, have a bi-weekly salary, and are regularly scheduled to work a standard forty (40)-hour or 9/80 workweek. Full-time employees are entitled to employee benefits for this particular job classification, subject to the eligibility requirements and terms, conditions, and limitations of each benefit program.

Part-Time employees are those who are scheduled for nineteen (19) hours or less in a standard forty (40)-hour workweek. Part-time employees shall be compensated at an hourly rate within the applicable salary range. Part-time employees are entitled to employee benefits for this particular job classification, subject to the eligibility requirements and terms, conditions, and limitations of each benefit program.

Temporary/seasonal employees are those who hold jobs of limited or specific duration arising out of special projects, abnormal workloads, emergencies, or other temporary needs of the District. Temporary/seasonal employees are those who are scheduled for twenty-nine (29) hours or less in a standard workweek and are paid on an hourly basis. Temporary/seasonal employees are entitled to employee benefits for this particular job classification, subject to the eligibility requirements and terms, conditions, and limitations of each benefit program.

#### C: EMPLOYMENT CONSTITUTES ACCEPTANCE OF DISTRICT POLICIES AND PROCEDURES

In accepting employment with the District, each employee agrees to be governed by and to comply with the policies, procedures, and administrative processes established by the General Manager and Board of Directors for the District as well as any additional rules, regulations, processes, and procedures that the District may institute during the course of their employment.

## D: EMPLOYMENT OF RELATIVES AND NEPOTISM

The District desires to avoid situations in which actual or potential conflicts of interest may exist. To implement this objective, the District will attempt to avoid assignments that involve actual or potential conflicts of interest, as well as working relationships involving relatives or individuals with close personal relationships that may potentially lead to complaints of favoritism, nepotism, lack of objectivity or employee morale, or dissension problems that can result from such relationships.

If two (2) or more employees become subject to the restrictions of this policy after they are hired, they shall notify their immediate supervisor(s), whether or not potential problems noted above exist, and whether or not an accommodation can be made.

The District restricts the hiring and employment of relatives of District employees as follows:

- Relatives are defined as a spouse, registered domestic partner, child, stepchild, parent, stepparent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, stepsister, stepbrother, aunt, uncle, niece, nephew, grandchild, or grandparent, regardless of his or her place of residence, or any other individual related by blood or marriage living within the same household as the District employee.
- All personal relationships with Board Members, the General Manager, or Administrative Operations Manager - Business must be disclosed prior to hiring.

The following provisions will apply to all other employment of relatives.

The District may hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative; and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in a decision involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave request.

The policy applies to all current employees and candidates for employment. Relatives will be scheduled to work at the same worksite and at the same time only at the District's discretion.

No employee is permitted to work for a relative because the relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be directly influenced by the other relative. Further, related employees cannot have any influence over the wages, hours, benefits, career progress, and other terms and conditions of the other related staff members.

In no case may an employee participate directly or indirectly in the recruitment or selection process for a position where a relative has applied.

#### RELATIONSHIPS

If two (2) employees marry, become registered domestic partners, romantically involved, or become related, the above provisions will apply. Where a conflict exists, the General Manager or his or her designee will try to resolve the conflict by redefining job responsibilities within a division or sub-division, transferring one of the employees, or requesting the voluntary transfer of one of the employees. If an employee fails to transfer or refuses to resign as applicable, he or she may be terminated.

The District reserves the right to determine in all cases if a close enough relationship exists to prohibit a supervisory relationship or if a relationship between two (2) or more employees creates a conflict of interest, perceived conflict of interest, potential detriment to the supervision, safety, security, or morale of the District, or undue hardship on other employees. It is each employee's responsibility to notify his or her supervisor if a potential conflict or problem is created because of a relationship with, or marriage to, another employee (including that created by a transfer, promotion, or demotion), or a relative is hired by the District.

#### E: JOB RESPONSIBILITIES AND PERFORMANCE EVALUATIONS

A newly hired employee's job responsibilities and the performance standards expected of him or her should be explained by their Supervisor. An employee's job responsibilities may change during their employment.

An employee may be asked to work on special projects or to assist with other work necessary or important to the operation of their division or sub-division or the District, and cooperation and assistance in performing such additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, job titles, reassign or transfer job positions, or assign additional job responsibilities or special projects, to address the needs of the District.

#### PERFORMANCE REVIEW

The District recognizes the value of performance feedback between an employee and his or her supervisor. All full-time employees may receive an evaluation approximately six (6) months or so of employment and approximately annually thereafter, at management's sole discretion. Some part-time and temporary/seasonal positions may also be evaluated at management's sole discretion.

The objective of a performance review (the review and evaluation of an employee's performance and capabilities by his or her immediate supervisor) is to help an employee to become aware of his or her progress, any areas for improvement, and objectives or goals for future work performance. The availability, scheduling, contents, or outcome of a performance review does not guarantee a pay raise nor is it a promise of continued employment.

After completing a performance review form, supervisors and/or managers should discuss its contents with the employee. After a performance review discussion, it is the District's policy to require the employee to sign the review. This is required to ensure that a review and discussion takes place with each employee. By signing the review form, the employee is only acknowledging that the review has been presented and discussed with them by their supervisor and that the employee is aware of its contents. It does not necessarily mean that the employee agrees with its contents.

If an employee would like to comment on the contents of a review, he or she may submit documentation to the supervisor within five (5) business days of receiving the performance review and the document will be placed in their personnel file together with the original review.

#### F: MANDATED REPORTER

Employees of the District are required by State Law to report any suspicions of child abuse.

Any of the below acts involving anyone under the age of 18 must be reported:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have reasonable suspicion that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

How to report (must report within 36 hours of becoming aware of the incident/abuse):

- Make a telephone report to child welfare services and/or to a Police or Sheriff's department.
- A written report, when requested, must be sent, faxed or submitted electronically. The written report should be completed on a state form called Suspected Child Abuse Report, also known as, the 8572, which can be downloaded at [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf)

### Safeguards for Mandated Reporters:

- The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
- Under state law, mandated reporters cannot be held liable in civil or criminal court when reporting as required; however, under federal law mandated reporters only have immunity for reports made in good faith.

Failure to report: Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.

For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3. In addition, Mandated Reporting information can be found at [www.mandatedreporter.ca.com](http://www.mandatedreporter.ca.com)

## G: NOTICES AND POSTINGS

Notices and postings required by federal, state, and local law and regulations, and other employee information, are posted at District facilities in employee break areas.

## H: POLITICAL ACTIVITY

Consistent with state law, it is impermissible for public funds/facilities/resources to be utilized for political campaign activities. It is therefore the policy of the District that employees shall not engage in political campaign activities that advocate the election or defeat of a particular candidate, campaign, or ballot measure while either on-duty, in uniform, on District property, or in District vehicles. (This policy is pursuant to Government Code sections 3206 and 3207.)

No employee of the District shall:

- Participate in Political Campaign Activities of any kind either on-duty or off-duty while wearing a District uniform or clothing with the District logo;
- Engage in Political Campaign Activities of any kind during the District's normal business hours, during the employee's regularly scheduled working hours, and during such time as the employee is required to be engaged in the performance of duties for the District or is receiving compensation from the District; or
- Engage in Political Campaign Activities of any kind either on-duty or off-duty while on any property that is owned, used, or occupied by the District.

### POLITICAL CAMPAIGN ACTIVITIES DEFINED

Political Campaign Activities shall include, but shall not be limited to, the following:

- Storing, displaying, posting, placing, affixing, assembling, stacking, unloading, preparing, circulating, and/or distributing any type of political campaign signs, banners, placards, or posters;
- Storing, displaying, posting, placing, affixing, assembling, stacking, unloading, preparing, circulating, and/or distributing any type of political campaign literature, flyers, mailers, pamphlets, leaflets, endorsements, and/or advertisements;
- Organizing, assembling, coordinating, participating in, and/or conducting any type of political campaign activity (e.g., a picket, rally, and/or protest) that endorses, promotes, or opposes any candidate for elected office, campaign, or ballot measure;
- Wearing or displaying on one's person any type of political campaign sign or symbol, including but not limited to, banners, posters, stickers, pins, pamphlets, and/or flyers that advocate the election or defeat of a particular candidate for elected office, campaign, or ballot measure;
- Attending any public agency Candidates Night/Forum/Debate that is scheduled prior to an election;
- Posing for a photograph with any candidate(s) for elected office under the following circumstances:
  - Either on-duty or off-duty and either on District property or off District property while wearing clothing with the District logo;
  - Either on-duty or off-duty while on District property; and/or
  - Where an employee, either on-duty or off-duty, and a candidate are posed together for a photograph that depicts any District property, logos, or equipment.

It is the responsibility of each employee to ensure that his or her conduct conforms to the requirements set forth herein. Failure to do so may result in negative employment actions including termination.

Employees who are unsure as to whether a contemplated activity or course of conduct constitutes a violation of this Policy shall request a prior written approval from Human Resources.

## I: RECERTIFICATION

Employees whose position has certification requirements as a condition of employment must obtain their recertification prior to expiration of certification. It is the employee's responsibility to take the steps necessary to obtain the recertification to meet the District's requirement and will be at the employee's expense.

Failure to comply with this job requirement will result in an unpaid suspension until recertification is obtained, not to exceed two (2) weeks. If at the end of the two (2)-week

suspension recertification has not been obtained, employment may be terminated.

#### J: YEARS OF SERVICE

The District may recognize employees for their years of service. Those years of service are based on the most recent hire/rehire date in a full-time or part-time capacity (not temporary or seasonal employees). If the employee had a break in service of less than one (1) year, years of service are calculated using actual months of service. If the employee had a break in service of more than one (1) year, years of service are calculated using the most recent rehire date.

The employee's retirement group will determine the employee's years of service as they pertain to an employee's retirement, subject to eligibility and other terms and conditions of the retirement program that may apply to each employee and the relevant policies contained in this Handbook.

## SECTION 3 EMPLOYEE CONDUCT

### A: GENERAL STANDARDS OF CONDUCT AND BEHAVIOR

The District and its employees are judged on their performance and results, and it is important that both retain the ability to determine their respective relationships with one another. Consequently, it is important to note that the District and all Non-Historical employees share the right to sever the at will employment relationship at any time, with or without cause or notice, without recourse to appeal or otherwise challenge the decision to terminate the employment relationship.

This section provides an overview of requirements for the conduct of District employees. It does not and cannot address every possible situation and does not modify an employee's at-will employment status. At-will employment status can be changed only by written agreement signed by both the General Manager and the employee. These standards apply to everyone who works for the District and are in addition to the other requirements of this Handbook.

District employees are expected to abide by all work rules and standards, and to avoid conduct that is detrimental to the District or to other employees. Following is a list of examples of conduct that is either expected or prohibited in the workplace. The items set forth below represent the type of conduct that is expected or prohibited, but is by no means an exhaustive list of all expected or impermissible conduct in the workplace. Any conduct that adversely affects the District or the employee's job performance, or is otherwise detrimental to the District or other employees, may result in negative employment actions including termination.

1. Employees must not give or offer to give gratuities to anyone in an effort to influence a person's judgment of the employee's performance.
2. Employees must not accept gratuities because that could give the appearance of affecting the employee's judgment in carrying out District business.
3. Employees shall exercise diligent care of District supplies and equipment entrusted to them.
4. Employees shall not use District property or services for personal use or gain and shall not remove or dispose of District materials, supplies, or equipment without proper authorization.
5. Employees shall act with due regard for the health and safety of others and the protection of the environment.
6. All employees shall comply with all laws, rules, and regulations applicable to the performance of the District's business.

## B: ATTENDANCE, PUNCTUALITY, AND TIME REPORTING

The District requires employees to report for work punctually and to work all scheduled hours and any required overtime or call-back hours. Employees in positions classified as non-exempt are responsible for submitting an accurate time record each pay period as directed by their Supervisor and no one other than the individual employee may fill out the required time record. Any falsification or tampering with time records or failure to follow established reporting procedures may result in negative employment actions including termination NOTE: The District reserves the right to make adjustments to accurately reflect time worked and/or correct other errors.

Employees are responsible for reviewing their timesheets and confirming that their paychecks accurately reflect their actual hours worked, including overtime and breaks, and the beginning and end times of any interruptions in the work day. Any paycheck errors must be reported immediately to the Payroll Clerk.

Tardiness and poor attendance disrupts workflow and customer service and will not be tolerated. Tardiness, poor attendance, or failure to follow the time reporting procedures may lead to negative employment actions including termination

### REPORTING TARDINESS/ABSENCES

Employees who are unable to be at work on time or are unable to work as scheduled must notify their Supervisor or their next level Supervisor as soon as possible via telephone or text in advance of the tardiness or absence. It is the employee's responsibility to make sure he or she gets a response to a text or voice mail. If the supervisor does not respond, the employee must continue to attempt to communicate until he or she receives a response. The employee's timesheet must reflect the absence.

### TIME SHEETS

Employees are responsible for submitting their timesheet each pay period as directed by their Supervisor. It is the employee's responsibility to see that they are completed correctly and given to his or her Supervisor by 10:00 a.m. on the Tuesday preceding the end of the pay period. No other person is authorized to fill out an employee's time sheet. Hours should be recorded daily. NOTE: The District reserves the right to make adjustments to accurately reflect time worked and/or correct other errors.

## C: CHILDREN IN THE WORKPLACE

The District values the family along with work/life balance. Our employment policies and benefits are indicative of these beliefs. The District also believes in an environment that is conducive to work; therefore, the workplace should not be used in lieu of child care. As a result, an employee shall not bring minor children and other minor relatives of employees to the workplace during working hours. Minors are defined as persons

who are under the age of eighteen (18) years old.

This policy is not intended to prohibit children or other minors and family members from being in the workplace during District-sponsored events or while participating in District programs or activities. However, to ensure the safety and security of our participants, employees (parents/guardians) may not directly supervise their own child (or children).

#### D: ENGLISH PROFICIENCY

The District remains committed to diversity in its workforce and understands that languages other than English will be used in the workplace. Article III of the California Constitution designates English as California's official language, and it is, therefore, the language used for District official policies, recordkeeping, and training. In order to ensure employee comprehension of policy and safety information, and in order to service District guests, this English Proficiency Policy provides specific instances when an employee is expected to understand and/or use English:

1. Employees must be sufficiently proficient in English to understand the District's written policies, formal work directives, or task directions and to interact with English-speaking guests to the extent the employee's position requires such interaction.
2. When interacting with the District's guests, employees will use English with those guests who exhibit an express or implied preference for English. Under no circumstances will any employee presume that a guest's preference is for a language other than English.
3. When issuing work directives, task directions, memoranda, or reports that will become part of a personnel file or that may, at any time, be reviewed by employees at large, employees shall issue such documents in English.
4. When issuing notices that touch upon employee safety, facility, or security-related matters, or any other critical issue, employees shall provide such notices in English.

This policy is not intended to prohibit employees from communicating generally in languages other than English when discussing matters not related to work. Translations of District information must be approved by the District prior to use in order to maintain the integrity of the information conveyed. Employees having concerns or questions regarding this policy should address them with their immediate supervisor or Human Resources.

A failure to abide by this policy may result in negative employment actions including termination.

#### E: OUTSIDE EMPLOYMENT

The nature of the District's operations and services requires the complete commitment of full-time employees. Employees need rest and recuperative time in order to return to work and to safely and competently perform their jobs. Accordingly, outside jobs for full-time employees are discouraged. Full-time employees shall not engage in outside or incompatible employment, whether paid or unpaid, that will interfere with District operations.

No employee may engage in outside employment, whether paid or unpaid, if the outside employment leads to a conflict of interest or potential conflict of interest for the employee, if the nature of the outside employment will reflect negatively on the District, or if the outside employment would result in the material and substantial disruption of the District's operations and services or otherwise conflicts with the duties of the employee or the employee's ability to safely and competently perform job duties. If an employee wishes to engage in additional employment that may create a conflict of interest, he or she must discuss the specifics with his or her supervisor explaining the details of the additional employment. The determination of what is acceptable or not acceptable outside employment under this policy shall be made by the General Manager or his or her designee. A violation of this policy may lead to negative employment actions including termination.

#### F: PERSONAL APPEARANCE, DRESS CODE, AND UNIFORMS

An employee's dress and personal grooming has a direct impact on how the District is perceived by the public. Employees shall comply with the dress code for their position and wear clothing appropriate for the nature of the District's business and the type of work performed. The dress code for each division and sub-division is determined by the Administrative Operations Manager of each division and is included within the administrative policies at the end of this Handbook. Such dress codes are subject to change.

#### Exceptions:

- A written doctor's note is required if there is a medical reason for not abiding by District personal appearance standards.
- Similarly, a written request to waive a provision of the dress code for religious or other reason shall be addressed to Human Resources.

All requests for exceptions or waivers related to this personal appearance, dress code, and uniforms policy will be reviewed by Human Resources or General Manager or his or her designee. District employees may be issued a uniform. Any uniforms provided by the District are to be worn as issued and worn only while on duty. Employees are responsible for the care, cleaning, and maintenance of their uniforms.

Repeated failure to comply with dress code requirements may result in negative

employment actions including termination.

#### G: PUBLIC RELATIONS

An employee must be courteous and helpful at all times. If there is a continuing problem with another employee or a member of the public, the employee should notify his or her supervisor immediately. If contacted by any media please refer them to the General Manager's office.

#### H: SOLICITATION AND DISTRIBUTION OF MATERIALS

Employees are prohibited from engaging in solicitation or distribution on District property during their regular working hours. This includes the use of network facilities or Internet capabilities of any computer system to solicit or persuade others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations, except as required by law. Failure to abide by this policy may result in negative employment actions including termination.

#### I: WORKPLACE BULLYING

The District defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment." Such behavior violates District Policy, which clearly states that all employees will be treated with respect.

The purpose of this policy is to communicate to all employees that the District will not tolerate bullying behavior. Employees found in violation of this policy will be subject to negative employment actions (also known as disciplinary action) including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when taking negative employment actions. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The District considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.

- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

**All such conduct violates District policy.**

## SECTION 4 BENEFITS, SALARY AND WAGES

### A: BENEFITS PROVIDED TO EMPLOYEES

The following information is provided to give employees a general overview of the benefit programs that the District utilizes and provides to employees who are eligible and meet other criteria, including the terms and conditions of any benefit plan. The terms of each benefit plan outline the employee's rights and eligibility requirements.

Except as otherwise required by law, the District reserves the right to remove a benefit, change the extent of coverage, change the District contribution, or change the benefit provider at any time at its sole discretion. Employees will receive benefit information upon meeting the eligibility requirements.

#### CURRENT FULL-TIME EMPLOYEES' BENEFITS

- Medical, Dental, and Vision Insurance
- Term Life Insurance
- State Disability Insurance as required by law
- California Unemployment Insurance contribution as required by law
- Workers' Compensation Insurance as required by law
- Retirement Plan
- Voluntary Deferred Compensation Plan
- Vacation Time
- Sick Time
- Other Post Employment Benefit (OPEB) – See Attachment A

#### PART-TIME, SEASONAL, AND TEMPORARY EMPLOYEES' BENEFITS

- Social Security alternate retirement plan
- State Disability Insurance as required by law
- Workers' Compensation Insurance as required by law
- Voluntary Deferred Compensation Plan in addition to Social Security alternative
- Sick Time as required by law

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) requires that governmental employees who are not members of their employer's existing retirement system be covered by Social Security or an alternate plan. Therefore, part-time, seasonal, and temporary employees participate in an alternate plan and may participate in a voluntary deferred compensation plan where each employee contributes from his or her gross wages.

## B: DISCOUNT POLICY FOR EMPLOYEES

Actively working full-time, part-time, and temporary/seasonal employees are eligible for various discounts provided the programs, activities, and events meet registration requirements and participants adhere to applicable use and participation standards. These discounts are for the employee and their immediate family members only, which are defined for purposes of this policy as those immediate family members who live with the employee (spouse and/or minor children (up to age 18) or those children (up to age 18) for whom the employee is the legal guardian). A written request must be submitted to the employee's Supervisor for approval prior to requesting employee discounts.

### DISTRICT PROGRAMS

The District provides a wide variety of programs at various sites in Hesperia. While the District encourages participation in our programs, to ensure the safety and security of our participants, employees (parents/guardians) may not directly supervise their own child (or children).

Employees and their immediate family members receive a twenty percent (20%) discount on general registration fees for District programs for themselves or immediate family members. Employees shall pay any additional costs and fees beyond the general registration fees, including but not limited to, uniforms, materials and supplies, convenience fee and competition fees.

### FACILITY RENTALS

Community center multi-purpose rooms and some park group picnic areas are available for rent by employees. While the full rental deposit is required, employees receive a twenty percent (20%) discount on the rental rate. To qualify, the employee must be a current employee at the time of the event and must execute a facility use agreement and observe all facility rental policies. Further, the employee must be present at the venue and ensure adherence to facility use policies and procedures during the duration of the rental. Employees who separate from employment prior to an event, must submit the full deposit and pay the entire rental rate.

## C: EMPLOYMENT RECORDS

The District keeps employment records on all employees to ensure compliance with applicable federal, state, and local law and regulations, to maintain benefits information, and to make certain that important information reaches all employees. Each employee has the right to inspect his or her personnel records maintained by the District at reasonable intervals and at reasonable times. The District considers the information in employment records to be confidential unless applicable law requires or permits disclosure.

All employees must inform the District of any necessary updates to their personnel file such as a current address, changed telephone numbers or other contact information, emergency contact, marital status, number of dependents, or military status. Employees should also inform their Supervisor and Human Resources of any outside training, professional certifications, education, or any other change in status.

In addition to a general personnel file, the District maintains a separate, confidential medical file for each employee (if applicable). Access by a third-party to an employee's medical file is extremely limited and allowed only in accordance with applicable law.

Without a release from the employee, the District will verify only the dates of employment, job titles, and salary to outside agencies inquiring by telephone or written request.

#### REFERENCES

During the course of employment at the District, an employee may receive inquiries regarding current or former employees, or requests for letters of reference from current or former employees. It is the District's policy to refer every such inquiry or request to Human Resources. An employee may not respond to these inquiries himself/herself. Violation of this policy may lead to a negative employment action including termination.

#### EMPLOYMENT VERIFICATION

All requests by employees, past employees or creditors, for employment verification, employee recommendations, District letters of reference, or employee information must be forwarded to Human Resources. No information is to be given out by Supervisors or fellow employees.

### D: OVERTIME AND MANAGEMENT LEAVE

Eligible employees will be paid for their hours worked in accordance with all legal requirements. Overtime is computed based on hours actually worked. Sick leave, holidays, and vacation hours, or other time in paid or unpaid status where work is not performed, are not included in calculating overtime.

#### NON-EXEMPT EMPLOYEES: AUTHORIZATION FOR OVERTIME WORK

Generally, non-exempt employees may be required to work overtime at the request of the District. Time worked in excess of an employee's regularly scheduled hours per standard workweek or for each given pay period, as defined for each classification of employee, is considered overtime. All overtime, with the exception of overtime necessitated by an ongoing incident, requires prior authorization by the General Manager or his or her designee. All overtime worked shall be accurately recorded by employees on their timesheets. Working overtime without prior authorization by the General Manager or his or her designee may result in negative employment actions including termination.

For the purpose of overtime compensation for all regular (full-time) employees, only hours worked in excess of forty (40) hours for a standard workweek (excluding those who are on a 9/80 schedule) and anything over eighty (80) hours per pay period (for those who are on a 9/80 schedule) will count as overtime.

All eligible overtime work will be compensated at one and one-half (1.5) times an employee's regular hourly rate of pay on a pro rata basis.

#### EXEMPT EMPLOYEES: MANAGEMENT LEAVE

Overtime compensation provisions do not apply to exempt employees as defined in the Handbook. Instead of overtime, these positions will receive twelve (12) days (no more than a total of 96 hours) of Management Leave per calendar year. These hours must be used each calendar year or lost. An employee may request the use of Management Leave instead of vacation leave or sick leave, but Management Leave may not be combined with a Leave of Absence unless otherwise approved in writing by the General Manager or his or her designee.

Management Leave is intended to compensate those who do not receive overtime for extra hours worked. Management Leave should be submitted for the General Manager's approval at least two (2) weeks in advance of the requested time off.

#### E: REST BREAKS AND MEAL BREAKS - NON-EXEMPT EMPLOYEES

The District is exempt from California's rest and meal break laws. Rest and meal breaks will be scheduled by the Administrative Operation Managers of each division to the benefit of the District.

In addition to the above, the District will provide a location and reasonable lactation break times for nursing mothers in the first year following their child's birth. This break for nursing mothers shall, if possible, run concurrently with any break time already provided to the employee as authorized by the District. Break time for an employee that does not run concurrently with the rest time authorized for the employee shall be unpaid.

#### F: SALARY ADMINISTRATION, OVERTIME, AND RELATED PAY POLICIES

#### CLASSIFICATION AND SALARY SCHEDULE

At least once a year during budget preparation, the General Manager shall review the Classification and Salary Schedule and, if appropriate, recommend to the Board of Directors any modifications determined necessary for the effective and efficient operation of the District. Any change is at the sole discretion of the Board of Directors. In case the

salary range for a class of jobs is changed by the Board of Directors, all employees whose positions are allocated to this class shall be adjusted to the new range.

#### RECLASSIFICATION

Reclassification is the study of actual tasks, duties, and responsibilities that may result in a change to the job classification (the descriptive title of a certain type of job performed by a District employee. Inherent in each classification are certain duties, responsibilities, and degree of authority), or job description. Human Resources shall recommend to the General Manager or his or her designee the reclassification of any position(s) determined to be improperly classified. Upon the General Manager's, or his or her designee's, approval of such a reclassification, the position(s) shall be reallocated to the proper class. Any determination made regarding reclassification is in the sole discretion of the District, by and through the General Manager or his or her designee, and is not subject to challenge or appeal or other recourse.

#### PROMOTION

Consistent with the recruitment policies of the District, active employees in good standing (current employees not under any negative employment action by the District) may be considered for promotional opportunities whenever feasible and consistent with the District's interests.

Promotion for an employee may result in movement from one classification to another when significant additional responsibilities are taken over by the employee or when he or she is given supervisory responsibilities. It is the policy of the District that the employee's pay rate be adjusted to the entry level of the salary range for the new classification, unless his or her present salary level is equal to or exceeds the entry level of the salary range for the position to which he or she is being promoted, at the discretion of the General Manager.

Promotional increases will be administered by Human Resources. The effective date of the new pay rate will be the first day of the pay period immediately following the promotion.

In addition, a historical employee who is promoted to a new position on or after July 1, 2015 becomes an at-will employee in that new position in accordance with the policies expressed in this Handbook.

Promotions shall not be automatic, but will depend on numerous factors, including but not limited to availability, opportunity, an employee's performance of his or her current job and historical performance, education, knowledge, ability, physical and mental fitness, certifications, and eligibility. Decisions on hiring and/or promotions are management rights and are exclusively within the discretion of the District, and are therefore not subject to challenge or appeal or other recourse.

### DEMOTION

A demotion is the movement of an employee's job classification to another classification having a lower minimum rate of pay. The General Manager or his or her designee may demote an employee for reasons which include, but are not limited to: the employee's ability to perform required job duties falls below acceptable standards; as part of a negative employment action; the District determines the need for the position no longer exists; or when an employee requests a demotion. It is important to remember that employment with the District for all Non-Historical employees is at-will and may be severed by either party with or without cause and with or without notice.

It is the policy of the District that the demoted employee's pay rate be adjusted to the new classification. Decreases as a result of a demotion will be administered by Human Resources, and the General Manager or his or her designee shall determine the appropriate pay rate within the new classification. The effective date of the new pay rate will be effective with the demotion.

### TRANSFER

Any employee may be transferred from one division or sub-division to another at the sole discretion of the District or at the request of the employee, if feasible. It is the general policy of the District that when an employee transfers to another position within the same classification, the employee's pay rate will remain the same.

### PAYROLL DEDUCTIONS

The District shall make any and all appropriate deductions from pay that is required by law. In addition, the District shall be authorized to make deductions from employee pay for any employee contribution toward District-sponsored employment benefits, and for other purposes as authorized by the employee. The District reserves the right to correct any mistake or improper deduction, including through the payment of overtime wages if warranted, and the District will make good-faith efforts to correct all mistakes or improper deductions when alerted to them.

## G: STANDARD WORK PERIODS

The standard workweek for all employees runs from 12:01 a.m. Saturday through 12:00 a.m. (midnight) Friday. Full-time employees may be assigned to work forty (40) hours in this standard workweek by working five (5) consecutive days with two (2) days break or a 9/80 workweek, with alternating Mondays off.

Due to the nature of our business, working nights and weekends is typically required. Different work schedules may be established by the District to meet job assignments and provide necessary services.

1. Each employee's scheduled work hours will be determined by his or her Supervisor or the Supervisor's designee. Further, the employee's Supervisor or the Supervisor's designee will inform subordinate employees of their daily schedule of hours of work, including any changes that are considered necessary or desirable by the District.
2. Supervisors may schedule overtime or extra shifts, as approved by the General Manager or his or her designee. For the purposes of overtime compensation, overtime means only hours worked in excess of forty (40) hours for a standard workweek (excluding those who are on a 9/80 schedule) and anything over eighty (80) hours (for those employees who are on a 9/80 schedule) per pay period (the biweekly period beginning on a Saturday and ending on a Friday to complete a 2-week period).
3. Employee attendance at external lectures, meetings, and training programs is considered hours of work, and therefore will be compensated time, if management requires and authorizes attendance. For attendance at local lectures, meetings, and training, employees are expected to return to their place of work if training ends before the end of their normal scheduled work day or allotted work hours. If the employee cannot return to his or her place of work before the end of the normal scheduled work day or allotted work hours, the employee must notify his or her supervisor who will ensure the employee is paid for a full day's work.

For example:

If the employee's normal scheduled work day is from 8am – 5pm and the training is from 8am – 5pm, but the employee is released at 3pm, the employee is required to return to work to complete their normal scheduled work day.

If the employee's normal scheduled work day is from 8am – 5pm, the training is from 8am – 5pm, and the employee is released at 4:15pm but would not be able to return to their normal place of work by 5pm, the employee must notify his or her supervisor and does not need to return to work and will be paid for a full day's work.

REPORTING PAY

When work is not available, the District will make a reasonable effort before starting time to notify employees not to report to work. Reporting pay will be granted only when the employee is required to remain after the start of the shift and no work is available. Such pay will be at the employee's base rate from the time of reporting until the time he or she is sent home for lack of work. Reporting pay will not be provided when an employee reports for a scheduled shift, no work is available, and the employee immediately is sent home. Reporting pay will not be granted if the lack of work is the result of an Act of God, conditions beyond the District's control or if an employee refuses to accept other work that they are qualified to perform.

### ON CALL PAY

When an employee is assigned to be on call (remains at home but is subject to being called to work), the District will compensate such employee \$250 per month on a pro-rata basis. When such employee is called to work, he or she will be compensated at his or her regular or overtime rate, whichever is applicable. When serving on-call, employees must:

- a. Be readily available at all hours by telephone or District supplied communications equipment;
- b. Be ready to respond immediately to call for service; and
- c. Refrain from activities that might impair his or her performance of assigned duties upon call.

### EMERGENCY PAY

In the case of a declared emergency, District employees are required by the local, state or federal government to respond. Employees will be compensated according to the law and this policy. Being called to respond to an emergency is separate from being assigned to be "on call."

## H: VOLUNTEERING

In order to avoid confusion regarding whether wages or overtime is due to an employee, employees may not be both an employee and a volunteer for the District.

## SECTION 5 HOLIDAY AND VACATION POLICIES

### A: PAID HOLIDAYS

The District provides a total of thirteen (13) specified paid holidays per calendar year. The schedule of paid holidays is approved annually by the District. Supervisors and managers should refer full-time employees to the official schedule that is posted at the beginning of every year to determine the specific days that will be treated as a holiday.

The following holidays generally are recognized as District holidays for pay purposes and all full-time employees would be entitled to have these days off if they are included on the official posted schedule:

- January 1<sup>st</sup> - New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4<sup>th</sup> - Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- December 24<sup>th</sup> - Christmas Eve
- December 25<sup>th</sup> - Christmas Day
- December 31<sup>st</sup> - New Year's Eve

In considering the operational requirements of the District, supervisors may assign a different day within the same workweek for employees to observe the designated holiday. As a result, employees who work on the actual holiday yet observe it on a different day will receive straight time pay for the time worked on the actual holiday.

#### ELIGIBILITY

Part-time, temporary, and seasonal employees are not eligible to receive paid holidays. When a part-time, temporary, or seasonal employee is scheduled to work on a day listed as or deemed a District-paid holiday, that employee will receive his or her regular compensation.

#### HOLIDAY DURING VACATION LEAVE

If a holiday occurs during an employee's scheduled vacation, the holiday does not count against the total number of vacation days used by the employee. For example, if an employee has scheduled a two (2)-week vacation and one of the vacation days is also a holiday, the employee's vacation accrual will only be reduced by nine (9) days instead of

the ten (10) days usually charged for a two (2)-week vacation.

#### RELIGIOUS HOLIDAY ACCOMMODATION

In addition to regular District holidays, an employee may take time off to observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship to the department and provided that the time off is charged as vacation time, management leave, or is without pay. Reasonable accommodations to bona fide religious observances and practices should be made in accordance with work scheduling. These absences must be arranged with the employee's supervisor. Employees are responsible for giving supervisors at least a two-week notice of the proposed absence.

Employees may request this time as paid vacation, management leave, time off without pay, or have the option to make up equivalent time by arrangement with their supervisor.

### B: VACATION POLICY

#### ACCRUAL BALANCE

For information and planning purposes, employees can check their total accrued vacation hours via information distributed to the employee on the biweekly printouts.

#### SCHEDULING VACATION

Requests for vacation should be submitted to the supervisor at least two (2) weeks in advance of the requested time off. The Time Off Request must be reviewed and recommended prior to the date(s) of the vacation by the supervisor who then submits it to the General Manager or his or her designee for final approval. Once the Time Off Request has been approved or denied, the employee will receive a copy of the Time Off Request that will serve as their notice of approval or denial.

Employees are expected to work closely with their supervisors when scheduling vacation to ensure that the District has the appropriate level of support available to effectively provide our services to the community.

#### WAITING PERIOD

Full-time employees accrue vacation starting from their first day of their employment, but must complete six (6) months (1,040 service hours) of continuous service before using accrued vacation time.

#### DOUBLE COMPENSATION PROHIBITED

Employees cannot work for the District during their scheduled vacation.

### C: VACATION ELIGIBILITY AND ACCRUAL RATES

Full-time employees are eligible to accrue vacation leave starting from their first day of

employment.

Part-time, temporary, and seasonal employees are not eligible for vacation accrual or vacation leave.

Full-time Employee Vacation Accrual Schedule

Vacation is credited on a pay-period basis. Vacation leave will accrue at the following rates for continuous service performed in an active pay status or paid status on approved leave.

Full-time employees earn vacation leave at the following rates:

Length of Service	Annual Vacation Accrual	Maximum Allowed Unused Balance
0 through 4 years of full-time service	80 hours	160 hours
5 through 9 years of full-time service	120 hours	240 hours
10 through 19 years of full-time service	160 hours	320 hours
20 years or more of full-time service	200 hours	400 hours

\*\* See Attachment B for further clarification

An employee who reaches the maximum allowed unused balance cap, does not accrue any more vacation until such time as the employee takes vacation and falls below the cap. Once the employee takes vacation and is below the cap, accrual begins again but the employee may not recoup the time not accrued while he or she was at or over the cap.

Pre-Designation Cash Out Option: All full-time employees, at their option, may receive up to fifty percent (50%) of their accumulated annual vacation in pay rather than as vacation leave. This option may only be exercised once in any calendar year and must be declared prior to December 15<sup>th</sup> for the upcoming calendar year on a County of San Bernardino Leave Cash-Out Pre-Designation Agreement form. Pay in lieu of vacation leave may only be received when actual vacation is taken in at least the same amount as is being requested in lieu of vacation. For example, an employee who has accrued at least 80 hours could pre-designate 40 hours to be cashed out in the upcoming calendar year. In March, he or she uses 40 hours of vacation and in April (or later) may cash out the 40 hours he or she pre-designated. Calculations for payment of accrued vacation will be made using the employee's current (i.e., at the time the request for payment in lieu of vacation is made) rate of pay.

D: VACATION PAYMENT AT SEPARATION

Employees leaving the District service with unused accrued vacation leave shall be paid the amount of accrued vacation up to and including the date of separation. This applies

to a separation or in the event of the death of an employee.

Calculations for payment of accrued vacation will be made using the employee's final (i.e., at the time of departure) rate of pay. The District is excluded from California's requirement to pay the employee's final check on their last day of work. All separated employees will be paid according to the payroll system's timeline and applicable state and federal laws.

**SECTION 6**  
**SICK LEAVE POLICY, FAMILY AND MEDICAL LEAVE LAWS, AND**  
**PREGNANCY DISABILITY LEAVE POLICIES**

A: SICK LEAVE POLICY

FOR ALL EMPLOYEES

Employees can check their total accrued sick hours via information distributed to the employee, on his or her earning and leave statement, or biweekly print out. For employees who are rehired within one (1) year from the date of separation, accrued and unused sick leave will be reinstated according to current state and federal regulations.

Upon written or oral request, employees may use sick leave for the following purposes:

1. Diagnosis, care, or treatment of an existing health condition, or preventive care for, an employee or an employee's family member; or
2. For an employee who is a victim of domestic violence, sexual assault, or stalking.

For the purposes of this policy, "family member" means any of the following: A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

Employees will not receive compensation for unused accrued paid sick leave upon separation from the District.

FULL-TIME EMPLOYEE'S ACCRUAL

Full-time employees shall accrue sick leave at the rate of 3.69 hours per pay period starting with their first day of employment. The employee is eligible to use sick leave only after three (3) months of employment.

Unused sick leave shall accrue from year to year. Sick leave may be accumulated up to a total maximum cap of ninety (90) days (720 hours).

Accrued sick leave may be cashed out only as provided by this policy. Sick leave may not be cashed out upon separation.

Pre-Designation Cash Out Option: All full-time employees can cash out annually, no more than eighty (80) hours of accrued sick leave in each year, payable at the end of the first pay period in December. This option must be declared prior to December 15<sup>th</sup> for

the following calendar year on a Sick Leave Cash-Out Pre-Designation Agreement form. Employees must have adequate sick leave balance to cover the pre-designated amount prior to the last pay period in November.

#### PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES ACCRUAL

Part-time, temporary, and seasonal employees shall accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked starting with the first day of employment. The employee is eligible to use sick leave only after three (3) months of continuous employment (employment that is uninterrupted except by authorized absences).

Part-time, temporary, and seasonal employees are only allowed to use a maximum of three (3) days or twenty-four (24) hours of paid sick leave in a twelve (12)-month period. These employees can only accrue paid sick leave up to a total maximum cap of six (6) days or forty-eight (48) hours.

Part-time, temporary, and seasonal employees cannot cash out their sick leave. An employee will not receive compensation for unused accrued paid sick leave upon separation from the District.

#### REPORTING SICK LEAVE

In order to receive sick leave for an unscheduled illness or injury, the employee must notify his or her supervisor at least one (1) hour prior to the time for beginning his or her regular work day, or as soon thereafter as practical. Such notification must be made for each sick day to be taken.

Time off slips: Upon return to work, employees must submit a Time Off Request to record the number of sick pay hours used.

Use of sick leave is subject to verification in accordance with all federal, state, and local laws and regulations. The District reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to illness, injury, or disability. A supervisor may review and determine the justification of any request for sick leave with pay and may, in the interest of the District, require a medical report by a licensed physician to support a claim for sick leave pay. A doctor's certificate or other adequate proof must be provided by the employee when requested, which may include, but is not limited to, verification that the employee is unable to work for medical reasons, the beginning and ending dates of the needed medical leave, and/or the date the employee is released to return to work without endangering his or her own health or safety or the health or safety of others. When requested, the verification and releases under this policy may be a condition to receiving sick leave benefits or returning to work.

#### ABUSE OF SICK LEAVE

The purpose of providing sick leave is to protect the employee from loss of earnings if or when they become ill and are unable to work when scheduled. Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indispositions, instances of misrepresentation, or violation of these policies may result in denial of paid sick leave in addition to negative employment actions including termination.

Approved sick leave with pay shall be compensated at the employee's base rate of pay. An employee who uses paid sick leave must do so with a minimum increment of two (2) hours of sick leave.

\*\*See Attachment C for further clarification

#### RETURN TO WORK MEDICAL CLEARANCE

Under any of the following circumstances, all employees who have been off work due to their own illness or injury shall provide a physician's written medical authorization to return to work from the employee's treating physician or other qualified medical provider:

1. Employees whose treating physician or other qualified medical provider has ordered job modifications/work restrictions as a condition of either continuing or returning to work after an illness or injury. This applies to both non-occupational and occupational injury and illness; or
2. Employees who have been off work due to communicable diseases such as, but not limited to, chicken pox or measles; or
3. Employees who have been absent due to a serious medical condition if required at the request of the General Manager or his or her designee.

It is the responsibility of any employee covered by any of the above three (3) provisions to obtain written authorization from his or her treating physician or other qualified medical provider of the authorization to return to work with or without job modification/work restriction. It is the responsibility of the employee to provide verbal notice to his or her supervisor immediately upon receipt of his or her authorized medical provider's or treating physician's authorization to return to work, and no later than twenty-four (24) hours after the employee's receipt of the authorization. Exceptions to the above require approval of the General Manager or his or her designee.

In addition to the above, the General Manager or his or her designee may request medical authorization or clearance in all other situations where it is deemed warranted in the General Manager's or his or her designee's sole discretion where permitted under law.

#### BIRTH/ADOPTION

An employee who doesn't meet the FMLA/CFRA eligibility may utilize accumulated sick leave for the birth of his or her child or the arrival of an adoptive child at the employee's home.

#### MEDICAL, DENTAL, OR OPTICAL APPOINTMENTS

Employees may use sick leave for medical, dental, or optical appointments; however, every effort should be made to schedule the appointments at a time of day that will minimize the employee's time off work. In order to receive sick leave for scheduled medical appointments, the appointment must be scheduled and approved by his or her immediate supervisor in advance. Requests should be made as soon as appointments are scheduled.

#### RELIEF OR SERVICES RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

The employee may use sick leave to obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking.

#### BEREAVEMENT

The use of up to three (3) sick days may be granted to an employee by the General Manager or his or her designee in the event of death in the employee's immediate family. This applies to any employee who has accrued sick time (including part-time, temporary, and seasonal employees).

For the purpose of this section only, the employee's immediate family shall mean the spouse, registered domestic partner, grandparents, parent, child, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law or a close relative residing in the household of the employee.

Leave without pay or vacation may be granted to an employee by the General Manager or his or her designee in the event of death to family members other than a member of the immediate family as defined above.

If an employee needs an additional day(s) for reasons such as requiring a day or more due to travel, he or she may request to use vacation time (if available) or unpaid leave. Any request for an additional day(s) or for an exception to this policy should be made to the employee's immediate supervisor and will require the review and approval of the General Manager or his or her designee.

The District reserves the right to request all pertinent information in support of the bereavement leave, including the deceased relative's name, the name and address of the funeral home, the date of the funeral and/or a copy of the death certificate. When requested, such information may be a condition to qualify absences as bereavement leave under this policy.

B: CALIFORNIA AND FEDERAL FAMILY AND MEDICAL LEAVE LAWS  
AND FAMILY LEAVE POLICY

In accordance with the Federal Family and Medical Leave Act of 1993 (hereinafter "FMLA"), and the California Family Rights Act (hereinafter "CFRA"), and this policy, the District shall provide up to twelve (12) workweeks of FMLA/CFRA leave in a twelve (12)-month period to any eligible employee who requests leave for any of the following purposes:

1. The birth or adoption of a child by the employee or placement of a child in foster care with the employee (all family leave taken for one of these purposes must be concluded within one (1) year of the event);
2. To care for a family member (child, parent, spouse, or registered domestic partner), who has a serious health condition;
3. For an employee's own serious health condition which makes the employee unable to perform the essential functions of the employee's position; or
4. For the care of a covered family member's injuries or exigencies stemming from qualifying service in the Armed Forces as provided for under the Service Member FMLA's provisions.
5. Service Member FMLA:
  - a) A 'Qualifying Exigency' arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
  - b) To care for a covered family member who has incurred an injury or illness while in the Armed Forces provided that such injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank, or rating and is certified by the service member's health care provider.

ELIGIBILITY

Employees are eligible for family leave if, at the time leave commences, all of the following apply:

1. The employee must have at least twelve (12) total months (not necessarily consecutive months) of service with the District [Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. However, separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week]; and
2. The employee must have worked at least 1,250 hours during the twelve (12) months immediately prior to the period of FMLA/CFRA leave. Periods of paid

and unpaid leave do not qualify as hours worked under the FMLA/CFRA provisions.

Please contact Human Resources for additional information.

#### C: PREGNANCY-RELATED DISABILITY LEAVE

Pregnancy-related Disability Leave (“PDL”) entitles an employee to take a Pregnancy-related Disability Leave of up to four (4) months depending on the period of actual disability. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth would all be covered by a pregnancy disability leave. Disability arising out of pregnancy shall be treated by the District the same as other disabilities of similarly situated employees in terms of eligibility for, or entitlement to, sick leave or leave without pay, extended sick leave, or accumulated sick leave benefits.

The District may require certification from the employee’s health care provider of a pregnancy-related disability or the medical advisability for a transfer or reasonable accommodation.

Please contact Human Resources for additional information.

#### D: THE PAID FAMILY LEAVE INSURANCE REGULATION

The Paid Family Leave (“PFL”) insurance plan is administered by the California Employment Development Department (“EDD”). For more information or to apply for benefits under the PFL, employees should utilize the EDD’s website at [www.edd.ca.gov](http://www.edd.ca.gov) or contact the local EDD office.

**SECTION 7  
OTHER LEAVE OF ABSENCE POLICIES**

**A: LEAVE OF ABSENCE WITHOUT PAY**

LEAVE OF ABSENCE; UNPAID LEAVE

It is the District's policy to grant leaves of absence on a nondiscriminatory basis. Unless specifically provided in this Handbook or provided by law, all leaves of absence are available only on an unpaid basis. Generally, and unless required by law, all employees are required to exhaust applicable leave balances prior to receiving approval for any approved unpaid Leave of Absence. Nothing in this policy alters or is intended to alter the at-will employment status of all Non-Historical employees.

An unpaid Leave of Absence may be granted in cases of emergency or where such an absence would not be contrary to the best interest of the District. Such leave is not a right, but a privilege. This leave will be without pay and the appropriate reduction will be made to the employee's wages for the time absent.

All requests for an unpaid Leave of Absence must be made in writing to the General Manager or his or her designee. Written requests should be submitted one (1) month prior to the start date of the requested leave whenever possible but not less than two (2) weeks prior to the requested leave date. Approval will depend on the facts and circumstances of the individual case and subject to the best interests of the District in its sole determination. A Leave of Absence will not be granted for an employee to engage in business or try out a new job elsewhere. Absence without the required approval may result in negative employment actions including termination. Additionally, misrepresenting reasons for applying for a Leave of Absence may result in negative employment actions including termination.

Employees on authorized Leave of Absence without pay may not extend the length of the leave without receiving the expressed approval of the General Manager or his or her designee. Unless required by law, no vacation or sick leave benefits can be used for illness occurring during an unpaid leave.

Employees on unpaid Leave of Absence do not accrue vacation or sick leave benefits. The period that an employee is on unpaid Leave of Absence is not considered time worked for purposes of determining eligibility for or the amount of any benefit provided by the District.

When an employee returns from an unpaid Leave of Absence, the eligibility and accrued dates for all benefits for which the employee is eligible will be adjusted to reflect the period of such leave.

## DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE

The District shall grant approved leave and shall not discriminate against, discharge, or otherwise retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking and who has taken time off in accordance with this policy.

Employees who are victims of domestic violence, sexual assault, or stalking can use their paid sick time, vacation or unpaid leave for any of the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- To 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.

An employee must provide advance notice and certification of his or her need to take leave under this policy if it is practicable to do so. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence or sexual assault victim advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking.

The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Employees who are victims of domestic violence, sexual assault, or stalking and need a reasonable accommodation for their safety at work should contact Human Resources and discuss the need for an accommodation. If an employee is requesting such a reasonable accommodation, the employee will need to submit a written statement signed by the employee, or by an individual acting on the employee's behalf, certifying that the accommodation is for the purpose of the employee's safety at work.

For reasonable accommodation requests, the District will also require certification demonstrating that the employee is the victim of domestic violence, sexual assault, or stalking. Any of the forms of certification described above for leave purposes will suffice. The District may request recertification every six (6) months from the date of the

previous certification. The employee should notify the District if an approved accommodation is no longer needed.

The District will engage in an interactive process with the employee to identify possible accommodations, if any that are effective and will make reasonable accommodations unless an undue hardship will result.

This section does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act. Leave granted under this policy shall run concurrently with FMLA/CFRA leave entitlement if the leave otherwise also qualifies under those laws.

#### ATTENDING CHILD'S SCHOOL ACTIVITIES LEAVE

An employee who is the parent\* of a pupil in kindergarten or grades 1-12, inclusive, or attending a licensed child day care facility, may take time off for the purpose of only of the following child-related activities:

- Finding, enrolling, or reenrolling a child in a school or with a licensed child care provider.
- Participation in activities of the school or licensed child care provider of his or her child;
- Addressing a child care provider or school emergency, including a request that the child be picked up from school/child care, behavioral/discipline problems, closure or unexpected unavailability of the school (excluding planned holidays), or a natural disaster.
- In accordance with applicable law, prior to taking the time off, the employee must give reasonable notice to his or her supervisor that he or she is requested to appear in the school or licensed child day care facility. This is to enable the supervisor and the District to make alternative arrangements.

An employee may take off up to forty (40) hours each calendar year, not exceeding eight (8) hours in any calendar month of the year, to participate in the requested activities of the school or day care facility. Employees shall utilize existing vacation or Management Leave off for the planned absence, or time off without pay.

The employee shall provide documentation provided by the school or licensed child day care facility to the employee's supervisor as proof that he or she participated in the requested activities. No discriminatory or retaliatory action will be taken against an employee for taking time off for this purpose. However, the failure to provide written verification may lead to negative employment actions including termination.

If two (2) or more parents of a child are employed by the District at the same worksite, the request for time off under this policy will be granted to the first parent to provide notice of the need for time off. The request from the second or other parent(s) will be accommodated if possible, at the sole discretion of the District.

\*Parent, for purposes of this section, is defined to include a biological parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands *in loco parentis* to a child.

### PROTECTED UNPAID LEAVES

The District shall grant approved leave and shall not discriminate against, discharge or otherwise retaliate against an employee who utilizes any of the following leaves.

Contact Human Resources for additional information.

- Military Leave
- Military Spouse Leave
- Victims of Crime Leave
- Volunteer Civil Service Personnel Leave
- Civil Air Patrol Leave
- Subpoena or Witness (Personal)

### B: LEAVE OF ABSENCE WITH PAY

Leave of Absence with pay will be provided for the following reasons. Contact Human Resources for additional information.

- Jury Duty: It is the District's policy to enable its employees to fulfill their civil obligations. If an employee is called to serve on jury duty, the employee is required to provide reasonable notice to the General Manager or his or her designee of the need for such leave. Full-time employees required to report for jury duty shall be granted a Leave of Absence with pay for no more than five (5) days from their assigned duties until released by the court, and only for such time during which it is necessary for the employee to serve on jury duty. Documentation of jury duty must be submitted to the District upon receipt. Full-time employees are not eligible for court reimbursements. Employees are required to return to work after jury duty if it is within their normal work schedule time.
- Subpoenas (on behalf of the District): Full-time employees who are subpoenaed to appear as a witness on behalf of the District, the State of California, or any of its agencies may be granted leaves of absence with pay from their assigned duties until released. The employee is required to remit all compensation received for the subpoena appearance to the District within thirty (30) days from the termination of services other than fees for mileage or subsistence allowance.
- Attendance at Industrial Accident Commission Hearing or Related Physical Examinations: Employees who become injured in the course and scope of their employment with the District may be required, as a result of the work-related injury, to be absent from duty to take physical examinations required by the District Workers' Compensation Insurer or the Workers' Compensation Appeals Board, or to attend hearings of the Workers' Compensation Appeals Board. The General Manager or his or her designee may grant a Leave of Absence with pay if he or she determines, in his or her sole discretion, that such an absence is in the

best interest of the District, unless required by law. The employee is required to apply in advance for this type of Leave of Absence and to provide appropriate documentation showing the reason for the request. The employee must be in pay status at the time of the scheduled examination or hearing.

- Voting Time Off: If an employee, on the third working day prior to the day of a state-wide election, knows or has reason to believe that time off will be necessary in order to enable him/her to be able to vote on election day, the employee shall give the District at least two (2) working days' notice that time off for voting is desired.

### C: WORKERS' COMPENSATION LEAVE

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. In addition to this policy, employees and supervisors should also refer to the Workers' Compensation Policies and Procedures in the Administrative Policies section in addition to the Workers' Compensation and MPN (Medical Provider Network) information given at the time of hire.

Employees must immediately report any work-related injury to their supervisor. Failure to report an injury immediately may subject an employee to negative employment actions.

#### PAID SICK LEAVE AND WORKERS' COMPENSATION

Paid sick leave 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 an employee reports a work-related illness or injury, he or she will be sent for medical treatment, if treatment is necessary. Regular wages are paid 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. Employees may use accrued and unused sick leave for the additional absences from work.

If an employee does not have accrued, paid sick leave, he or she may use vacation to cover further absences from work, related to the illness or injury.

Accrued sick leave benefits will be used to supplement all State Disability Insurance (SDI) or Workers' Compensation Insurance (WC) benefits only to the extent necessary to provide a combination of sick leave and SDI/WC benefits equal to the employee's straight-time compensation.

The difference between the amount granted according to the District's Workers' Compensation Plan and the employee's regular rate of pay may be deducted from their

accumulated sick leave or vacation leave, when that is authorized by the employee.

- After using all accumulated sick and vacation days, the only payments will be from Workers' Compensation.
- At the point all accumulated sick leave and vacation days have been used and the employee can no longer maintain pay status while absent from work because of injury or illness covered by the District's Workers' Compensation Plan, the employee will then be removed from pay status and placed on an unpaid disability Leave of Absence until the District receives a physician's certificate and a notice from the District's Workers' Compensation carrier stating that the employee cannot return to work, with or without reasonable accommodation, or until the Leave of Absence is creating an undue hardship on the organization and must fill the position formerly occupied by the employee on workers' compensation leave.

During any unpaid leave under this policy, the employee does not accrue leave and the employee's health benefits are not paid by the District (except that during FMLA/CFRA covered leave, health benefits continue at the same level and conditions). No retirement credit accrues.

#### LEAVE ACCRUALS WHILE ON DISABILITY LEAVE

Employees receiving the benefits of Worker's Compensation or short-term disability insurance receive partial replacement of their income through these resources. However, leave accruals continue only while the employee is utilizing some form of paid leave. Leave is accrued commensurate with the amount of leave time used, (i.e., if four (4) hours of vacation are used, then accrual of future benefits is only for those four (4) hours).

#### RETURN TO WORK PROGRAM

The District has adopted a return to work program which is a highly effective, proactive transitional work program. This program streamlines communication between physicians, employers, and workers' compensation personnel creating fast accommodations for injured workers. Bridge Assignments are designed to be performed by injured workers who cannot do their regular jobs. They are temporary, productive work assignments specifically developed to help employees safely continue working during their recoveries. For injuries requiring longer recovery periods, employees may be moved through a series of Bridge Assignments with physical requirements matching each stage of their recovery. This process accelerates their return to their usual and customary position while benefiting the organization.

Any questions regarding the administration of the Workers' Compensation Program should be directed to Human Resources.

## SECTION 8 NEGATIVE EMPLOYMENT ACTIONS

NOTE: Historical Employees should refer to the 2015 edition (Section 9 A-H) of the Employee Handbook or contact Human Resources for the Disciplinary Procedures for Historic Employees.

### A: CAUSES FOR NEGATIVE EMPLOYMENT ACTIONS

THE PROVISIONS OF THIS SECTION DO NOT MODIFY THE AT-WILL NATURE OF GENERAL EMPLOYMENT AT THE DISTRICT. Except for those Historical employees hired who successfully have completed their probationary period before July 1, 2015, all employment at the District is at-will. Thus, the District is under no obligation to prove cause or justification for any negative employment action taken against any Non-Historical employee.

Consistent with at will-employment, the District expressly reserves the right to use discretion in deciding if, when and how a negative employment action is taken against any Non-Historical employee. No formal system, procedure, or proof of cause is required. Likewise, progressive negative employment actions are not required, and immediate termination is always available due to the at-will nature of employment for all Non-Historical employees.

The following list is merely illustrative and not all-inclusive; other types of conduct that are damaging to District operations, security, or employee safety and welfare are also prohibited. Again, despite the fact that some reasons for negative employment actions are delineated below, nothing herein negates the at-will nature of all Non-Historical employees.

Rules outlining acceptable conduct of employees are prudent for the orderly operation of District business and for the benefit and protection of the rights and safety of all employees and the public. Examples of impermissible conduct that may lead to personnel action are identified below to promote understanding of what is considered to be unacceptable conduct and to encourage consistent action by the District in the event of violation.

It is impossible to provide an exhaustive list that identifies every type of conduct or performance problem that may result in a negative employment action. However, in order to offer employees some guidance, the following list provides examples of conduct that may result in negative employment actions including termination:

- Absence without approved leave (which may also constitute abandonment of

position)

- Behavior either during or outside of duty hours that is of such nature that it causes discredit to the District
- Conviction of a felony or conviction of any misdemeanor involving moral turpitude or conduct which amounts to a crime
- Discourteous treatment of guests or other employees
- Dishonesty
- Disorderly conduct
- Excessive absences or abuse of leave
- Failure to complete any required training within subscribed timeframes
- Failure to maintain proper standards of efficiency, workmanship, and production
- Falsifying records or knowingly submitting false documents on behalf of another
- Fraud in securing employment
- Gambling at the workplace
- Improper political activity as defined by the Federal Hatch Act or California Government Code
- Incompetence
- Insubordination
- Loitering or sleeping on the job
- Neglect of duty
- Refusal to take or subscribe to any oath or affirmation which is required by law in connection with District employment
- Sexual or other unlawful or unwelcome harassment
- Spreading rumors
- Theft/misuse/misappropriation of District property or unauthorized use or possession or removal of property from the District that belongs to the District, employees or guests
- Unauthorized departure from the job site during work hours or using false information to obtain authorization to leave
- Unauthorized posting of handbills or advertisements in the workplace
- Unauthorized use of telephones, mail or email system or other District-owned equipment
- Unsafe work habits
- Unsatisfactory work performance
- Use of any information or property related to the District in any commercial or private enterprise for personal gain
- Use of personal cell phones for other than emergency calls during regular working hours, with the exception of breaks and meal periods
- Violation of the District's confidentiality requirements (including but not limited to the misuse of confidential employee personnel information)
- Violation of the District's conflict of interest policy
- Violation of the District's drug policy as set out in this Handbook, including but

not limited to working under the influence of alcohol, cannabis, or illegal drugs and possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

- Violation of safety rules or procedures, fighting, endangering property and/or employees or guests, or threatening violence in the workplace
- Violation of any of the provisions of the District's policies and procedures or administrative rules and regulations.

#### ABUSE OF LEAVE

Abuse of leave is an employee's neglect to adhere to the District's attendance and leave policies. Abuse of leave may include, but is not limited to:

- Use of leave for a purpose other than the one approved by an employee's supervisor or manager
- Any misrepresentation concerning requests for leave or use of leave
- Taking unapproved leave
- Failure to follow District policy for obtaining authorization for leave
- Failure to maintain scheduled working hours
- Failure to report or record leave when taken in accordance with the policy
- Coming to work late, leaving work early, taking extended breaks, or taking lunch hours beyond the allotted time
- Excessive, chronic, persistent, or patterned use of sick leave (e.g. Monday/Friday pattern)

#### POST-EMPLOYMENT CRIMINAL OFFENSES

- Except where prohibited by law, all employees are required to report any arrest or charge against them of any criminal offense, with the exception of minor traffic offenses where the employee is not required to drive District vehicles as a condition of employment. Such report must be submitted within two (2) business days of the occurrence (arrest or charge). The reporting employee must provide any police reports or other documentation regarding the incident or charges to the General Manager or his or her designee. The District may investigate the underlying allegations and may take appropriate negative employment actions including termination, against an employee based on these underlying facts. Likewise, non-compliance with this reporting requirement, or any dishonesty or misrepresentation of the events surrounding the arrest or criminal charge(s) may result in negative employment actions including termination.
- Notwithstanding any other section of this Handbook, an employee who fails to report for a scheduled shift due to incarceration may be subject to an immediate termination of their employment. Such an event shall be deemed job abandonment as provided for in this Handbook, and shall be processed accordingly, but shall not require three (3) consecutive days of absence from work.

B: NEGATIVE EMPLOYMENT ACTION DOCUMENTATION

All negative employment actions will be documented and filed, along with any responses from the employee, in the employees' personnel file kept in Human Resources.

District Policy Statement: Except as required by law, no information will be released to the news media except by the General Manager or his or her designee.

## SECTION 9 SEPARATION FROM EMPLOYMENT

The purpose of this section of the Employee Handbook is to provide general information an employee's separation from service with the District.

All employees must return all supplies, keys, and other District property before leaving the workplace on the final day of work.

The District is excluded from California's requirement to pay the employee's final check on their last day of work. All separated employees will be paid according to the payroll system's timeline and applicable state and federal laws. For full-time employees, health insurance will be terminated the last day of the following month in which the separation is effective and dental/vision will be terminated the last day of the month in which the separation is effective. Human Resources will provide information to the separating employee regarding any conversion and continuation rights.

### A: RESIGNATION OR RETIREMENT

It is generally expected that employees planning to leave the service of the District by either resignation or retirement will give the District as much notice as possible, or otherwise two (2) weeks advance notice, in order to enable a smooth transition of duties and responsibilities. Resignations will be deemed accepted upon submission to the employee's supervisor, whether given orally or in writing. A resignation may not be rescinded unless approval is obtained from the General Manager or his or her designee.

Any verbal resignation should be confirmed in writing through a letter from the employee or completion of the applicable District form by the employee or District staff. The date of resignation remains the date of verbal notice, and not the date of the subsequent confirmatory writing.

### B: JOB ABANDONMENT/ABSENCE WITHOUT LEAVE

Job abandonment occurs when employees are absent without leave, meaning employees who have taken an absence from work that is not approved or authorized. An employee is deemed to have abandoned his or her position when he or she does not provide acceptable documentation of absence when requested, does not report to work, and does not call or otherwise communicate to report the absence for three (3) consecutive days. Where an employee is deemed to have abandoned his or her position under this policy, the employee shall be determined to have voluntarily resigned employment, and this job abandonment terminates the employment relationship.

## C: LACK OF WORK OR FUNDS

An employee may be laid off by the General Manager or his or her designee because of change in duties or organization, abolishment of position, shortage of work or funds, or completion of specific work which he or she was hired to perform. Notice of such layoff will be given to the employee as soon as administratively possible. This type of separation is not subject to the appeal process described under the Disciplinary Action Procedure in Section 9, A-H of the 2015 Employee Handbook for Historical employees. Nothing in this policy alters or intends to alter that at-will status of all Non-Historical employees.

With respect to a reduction in personnel caused by lack of work or funds, layoffs, or other changes to address business necessities, the decision to determine which positions will be eliminated will be based on the needs of the District and at the District's sole discretion. The factors used to determine who is retained will be decided by District management's evaluation of, among other factors, those who will be the best fit and/or qualifications of the employees and positions being evaluated.

Laid off employees do not have recall rights, but may apply for new openings when they become available.

## SECTION 10 EMPLOYEE SAFETY AND SECURITY

The District is committed to providing and maintaining a safe work environment in which to work and for the public to enjoy. The work environment includes any location where District business is conducted, including but not limited to public streets and sidewalks, easements, vehicles, parks, and parking lots.

The safety and security of our employees and patrons are very important to the District. All District employees, volunteers, and user groups are charged with reporting any and all safety and security issues to the immediate supervisor or designated District representative as soon as possible. Facilities or equipment deemed to be unsafe should not be used until the safety issue has been resolved.

The District's Injury and Illness Prevention Plan can be found in the Administrative Policy section of this Handbook.

Any violation of this policy may lead to negative employment actions including termination.

### A: WEAPONS POLICY

The District prohibits anyone, with the exception of those legally allowed or permitted to possess a firearm at all times (such as peace officers), from possessing or carrying weapons of any kind on District property, in District vehicles, or while on District time. For this policy, the term "weapons" includes, but is not limited to:

- Any form of explosive
- All firearms, chemical sprays, clubs or batons
- All knives not approved for use in the course of employment
- Any other device, tool, chemical agent, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm

It is illegal and a criminal violation to possess weapons on District grounds (including but not limited to parking lots, easements, and parks) in District buildings, and in all public buildings.

### B: WORKPLACE VIOLENCE

The District strives to provide a safe workplace for all employees. The safety and security of all those at the District is of primary importance. Threats (whether said seriously or in jest), threatening and abusive behavior, or acts of violence against employees, guests, or other individuals by anyone on District property will not be tolerated. The District has

zero tolerance for any conduct that references workplace violence, even if it was intended to be harmless, humorous, a prank, blowing off steam, or venting.

To ensure a safe workplace and to reduce the risk of violence, supervisors are expected to review and understand all provisions of the workplace violence policy as well as the recommended procedures for addressing situations involving threats or actual violence that may occur.

#### REPORTING PROCEDURES

All employees are responsible for notifying their supervisors and managers of any threats to their physical safety that they witness or receive or that they are told another person witnessed or received. Supervisors and managers are required to immediately report any potentially dangerous situations to their immediate supervisor, Human Resources, or the General Manager, or their respective designees.

The District will take steps to intervene at any indication of a possibly hostile or violent situation. Any employee whom the District determines to have committed such acts will be subject to negative employment actions including termination. In addition to taking negative employment actions as appropriate, the District may also pursue any other available legal remedies to prevent violent or threatening behaviors in the work environment. Employees, the public, or other individuals engaged in violent acts and/or threats on the District's premises will be reported to the proper authorities and fully prosecuted.

All reported incidents will be investigated promptly. All employees are responsible for making a report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. Reports or incidents warranting confidentiality will be handled appropriately, employees involved in a situation will be counseled, and the results of investigations will be discussed with them. The District will work to maintain the anonymity of the reporting individual when possible. Confidentiality cannot, however, be guaranteed due to the potential need to report the situation to an outside organization such as a law enforcement agency or other governmental agency. The District will not tolerate retaliation against any employee who makes a good-faith effort to report an instance of workplace violence.

If it is not clear whether something that occurs is covered by this policy, an employee should contact Human Resources for assistance.

#### RISK REDUCTION MEASURES FOR WORKPLACE VIOLENCE

## Safety

The District conducts inspections of the premises as necessary to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

## Individual Situations

While we do not expect employees to be skilled at identifying potentially dangerous persons, they are expected to exercise good judgment and to inform their immediate supervisor if any employee or guest exhibits behavior which could be a sign of a potentially dangerous situation. Supervisors and managers are expected to be alert to the following:

- Employees discussing weapons or bringing them to the workplace
- Anyone displaying overt signs of extreme stress, resentment, hostility, or anger
- Anyone making threatening remarks
- Sudden or significant deterioration of an employee's performance
- Anyone displaying irrational or inappropriate behavior

## Dangerous Emergency Situations

If an employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a priority and everyone should know they are to immediately call 911 and then contact the Administrative Operations Manager – Special Services or the General Manager or his or her designee.

Supervisors and managers are responsible to ensure that the employees they supervise receive proper training and apply the training in the event they are confronted with an armed or dangerous person. The employee should not attempt to challenge or disarm the individual. They should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of any other individuals, such notice should be given. Otherwise, cooperate and follow the instructions given.

## C: TOBACCO USE/SMOKING

The District complies with all applicable federal, state and local regulations regarding use of tobacco in the workplace and strives to provide a work environment that promotes productivity and the well-being of its employees. The District is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect the District's concern for good health. The District recognizes that smoking in the workplace can adversely affect employees and guests.

All smoking and tobacco products, therefore, are not permitted as follows:

1. In all District facilities, indoor or outdoor working areas;
2. Within twenty (20) feet of all main entrances, exits or doorways to District buildings, operable windows, or ventilation system intakes;
3. At public events, training sessions, schools, and whenever District employees may be viewed by the public;
4. On the scene to any incident to which the District or one of its employees is responding; and
5. In all District vehicles.

For this policy, the term “smoking” includes inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

For this policy, the term “tobacco products” include: (1) a product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff; (2) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah; and (3) any component, part, or accessory of a tobacco product, whether or not sold separately. The term “tobacco products” does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved use.

Employees who wish to smoke or use tobacco products must limit their use to meal periods and break periods and the employee must be off District property.

Any violation of this policy may result in negative employment actions including termination.

**SECTION 11  
DISTRICT AND PERSONAL PROPERTY**

**A: CELL PHONES/COMMUNICATION SYSTEMS**

PERSONAL CELL PHONES

During working hours, employees are not permitted to use personal cellular telephones. These should be used only during breaks and meal times. The District is not liable for damage to or the loss of personal cell phones while on District property.

An employee is not to use his or her personal cell phone for District business except in an emergency. Any such business use will not be reimbursed by the District.

DISTRICT ISSUED CELL PHONES

For certain positions, cell phones are provided to employees by the District and these are for District business only. If there are calls that are not for business, the employee with that cell phone will be responsible for reimbursing the District for the cost of those calls. Misuse of the cell phone will result in the loss of the use of the equipment and an employee may be subject to negative employment actions including termination.

Employees in possession of District equipment such as cellular phones shall protect the equipment from loss, damage, or theft. Upon separation of employment, or at any time upon request, the employee may be asked to produce the phone or other equipment for return or inspection. Employees shall have no expectation of privacy with respect to the possession, use, or contents of district-issued cell phones.

If an employee is unable to present the equipment in good working condition within the time period requested or at the time of separation, he or she will bear the cost of a replacement and agrees to a payroll deduction for that purpose.

ALL CELL PHONES

In accordance with California law, District employees are prohibited from using cell phones (including all smart phones, laptops and tablets) while operating any District equipment or vehicle on District business and/or District time unless the employee uses a hands-free, voice-operated device. This prohibition includes any use of the cell phone or other wireless communications device and includes activities such as placing calls, texting, Web browsing, or using any smart phone application while driving.

Additionally, any employee under the age of eighteen (18) years old is strictly prohibited from using cell phones and other wireless devices while driving, even with the use of a hand-free, voice-operated device, in accordance with California law.

## B: DISTRICT ISSUED PROPERTY

In order to provide as much protection as possible for the security of our employees, as well as our property, certain items, including but not limited to keys to buildings and designated rooms, cellular phones, and safety equipment will be issued only to those employees whose responsibilities require them. All District items will be controlled and issued by the employee's supervisor. Employees shall have no reasonable expectation of privacy in the possession, use, or content of any district-issued property, which property and content is subject to inspection by the District at any time permitted under law.

Employees must sign a District Equipment Check Out Form indicating that they have received a particular item and understand that it is the property of the District.

- Duplication of any restricted access item is prohibited.
- Loss of any restricted access item must be reported to the issuing party as soon as the loss is discovered.
- The employee will be charged an appropriate fee for the replacement of any lost District item. If the employee wishes to make payments, a written payment agreement will be established and the employee agrees to payroll deduction.

If employees find property missing or damaged, they must report it to their supervisor immediately. Upon leaving employment with the District for any reason, all District items will be returned prior to final processing.

## C: PERSONAL PROPERTY

The District will provide all the appropriate tools or devices needed for an employee to execute their job duties. Employees shall not bring personal tools or equipment to the District to use in the day-to-day performance of their duties and responsibilities.

Personal belongings brought onto District premises are the employee's responsibility. The District is not responsible for the loss or theft of personal belongings. If employees find property missing or damaged, they must report it to their supervisor immediately.

## D: USE OF COMPUTERS, EMAIL, THE INTERNET, AND ELECTRONIC DEVICES

Employees shall have no expectation of privacy whatsoever in using the District's computers and computer system, emails, voicemails, programs, the Internet, and electronic devices. All District computers, computer systems, and electronic devices are District property and the District retains the right to access, inspect, or conduct surveillance of District computers and systems, including but not limited to files, emails,

voicemails, programs, and Internet websites, as well as voicemails and any other electronic device owned by the District, at any time in its sole discretion, for work-related reasons. District computers, email, voicemail, and other computer systems and programs must be used only for job-related purposes and not for personal use. Employees may access the Internet for personal reasons as long as such access is limited, reasonable, and does not interfere with the employee's work duties, the District's operations, or otherwise is prohibited by the policies and provisions of this Handbook.

Additionally, employees shall have no expectation of privacy whatsoever in emails regarding District business. When requested to do so, an employee shall provide his or her private emails regarding District business.

Employees shall not add, load, or update any software to a computer. Any download or software installation or updates must be pre-approved and installed by the systems administrator.

Users of any District system are prohibited from taking any actions that materially and negatively affect the systems or the integrity of the District. Employees must not use a computer for any inappropriate or unauthorized purpose. Inappropriate purposes include, without limitation, defamatory or offensive communications, gambling, actions damaging to the District, creating an actual, potential, or apparent conflict of interest, those that violate the rights of third parties, the District, or co-workers, or those that violate any of the policies contained in this Handbook.

Individuals are responsible for the content of all text, audio, or images they place or send over any District system. Fraudulent, harassing, or obscene messages are prohibited. Abusive, profane, or offensive language transmitted through any District system is also prohibited. The use of a computer or any electronic communications systems to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, or otherwise violate any policy contained in this Handbook, is strictly prohibited and will not be tolerated.

Employees must not allow or facilitate access to District computers and systems by outside or unauthorized individuals. In addition, no data stored on a District computer may be removed, downloaded, or transferred without the approval of the General Manager or his or her designee.

District management monitors email and Internet usage periodically to ensure that the equipment is being used for business purposes and in compliance with this policy. The District retains a copy of all passwords, access codes, login and related information; passwords, access codes, login and related information unknown to the District shall not be used. System security features, including passwords and message-delete functions, do not neutralize the District's ability to access any message at any time. Employees must

be aware that the possibility of such access always exists. Thus, employees shall have no right to privacy in the information, data, material, or images contained in any District computer used at the office, on the road, or at home.

A violation of this policy may result in negative employment actions including termination.

#### SOCIAL WEBSITES, SOCIAL MEDIA, AND SIMILAR PLATFORMS

The District encourages and promotes free expression and the exchange of ideas, and understands that employees may elect to utilize social websites, social media, and similar platforms including but not limited to Facebook, LinkedIn, MySpace, Pinterest, and Twitter, for these purposes. However, use of such social websites, social media, and similar platforms is on the employee's own time. Employees are prohibited from accessing social websites, social media, and similar platforms during working hours on their own devices or District computers.

Social websites, social media, and similar platforms may not be used to disclose or discuss the District's confidential, sensitive, or proprietary information. The use of the District's trademarks, logos, and other copyrighted or identifying materials on employee websites is prohibited. If employees represent themselves as employees of the District, the employees are expected to ensure the content posted on the sites complies with professional standards of conduct. Posting of material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, or embarrassing to another person or entity, or that otherwise violate any policy in this Handbook, is not appropriate content and shall not be posted. Any questions regarding what constitutes appropriate content should be directed to Human Resources. Employees are expressly prohibited from linking to or listing District contact information on their social websites, social media, or related platforms without prior written authorization from the District. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed on social websites, social media, or related platforms may be accessed by the District.

The District does not require or request that employees divulge usernames or passwords to access or login to accounts on private social websites, social media, and similar platforms, unless such disclosure is reasonably believed to be relevant to an investigation or allegation of employee misconduct. Employees are, however, required upon request to disclose user names, passwords, access codes, and any other information necessary for the District to fully access District-owned or provided computers, computer systems, files, programs, or software, and electronic devices.

A violation of this policy may result in negative employment actions including termination.

## EMAIL USE POLICIES AND PROCEDURES

This policy applies to all persons (including employees, appointed and elected officials, contractors, interns, volunteers) who are permitted to use the District's computing or network resources, and particularly the email functions of the system ("authorized users"). "Email" means any Electronic Communication to or from any authorized user using the Email System, including all information, data, and attachments to the communication, "Email System" means the system of devices (including hardware, software, and other equipment) owned and controlled by the District for the purpose of facilitating the electronic transmission.

The Email System shall be used for transmission of communications and not storage.

The Email System is provided to authorized users as a convenient and efficient method of rapidly communicating transitory information in an electronic format. The Email System is specifically intended and designed to be a tool for transmission of information, and not a tool for storage of information.

Communications generated through this system are not District records retained in the ordinary course of business. They are not subject to records retention policies until the communication has been printed and retained or downloaded into a local file folder and specifically recognized as a District record. This is the same manner in which paper mail is managed: Authorized users determine what is a record that needs to be retained pursuant to the District's records retention schedule, what records are preliminary drafts, copies or non-records and file, or dispose of the record based upon like criteria.

### Public Record

The definition of public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District. Excluded from the definition of public records are "preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business provided that the public interest in withholding those records clearly outweighs the public interest in disclosure." (Govt. Code Section 6254). One purpose of this policy is to clarify which emails are public records and which are not.

### Confidentiality

Certain communications, such as police investigations, medical information, personnel records, attorney-client privileged communications, and those which may be subject to the deliberative process privilege, may be confidential or contain confidential information. Transmittal of such topics should be avoided.

If email is utilized, extreme caution must be exercised since information may be retransmitted. Email, instant messaging and the Internet are unsecured communication mediums and data is not encrypted by default. Contact made over the Internet should

not be trusted with confidential information unless a due diligence process has been performed. Information should not be sent using the District's email or the Internet if its misuse or disclosure would violate an individual's or the District's right to privacy or expose the District to financial loss, embarrassment, penalties, damage or is especially sensitive, confidential or proprietary.

If it is necessary to transmit confidential information via email, "Confidential" must be the first word in the email to alert the reader to properly manage the email. Proper management of the email includes not providing the email to unauthorized persons. Do not "interfile" email or other privileged correspondence from the District's Attorney's office with public documents (documents that are accessible to the public). These emails may be subject to the Attorney-Client and/or the Attorney Work Product privileges, and the contents should not be disclosed without first checking with the District Clerk.

#### Brown Act

Pursuant to the California law known as the Brown Act, all meeting of public bodies shall be open and public. The Brown Act prohibits serial meetings that are conducted through direct communications, intermediaries or technological devices such as email, for the purpose of developing a collective concurrence as to action to be taken. The District email system may be used to distribute information, schedule meetings and communicate on an individual basis between District staff and members of a legislative body. However, members of a legislative body, such as the District Council, Planning Commission and some committees may not deliberate issues of concern to the District through the use of email or poll each other concerning District business. Likewise, District staff may not poll members of the legislative body concerning issues. Meeting notices may be sent via email, but these exchanges do not substitute Brown Act meeting notice requirements. Traditional methods of public posting must continue as required.

#### Privacy - Right to Monitor

The Email System is the property of the District. The District reserves the right to view, capture, monitor and record individual authorized user and other user computer files as well as Internet, personal file directories, information stored on the computers and email usage, at any time as allowed by the Electronic Communications Privacy Act of 1984. Accordingly, no user shall have any expectation of privacy regarding the content of any Electronic Communications.

#### Password

A confidential password does not guarantee privacy nor does it suggest that email is the property right of the authorized user. Passwords and codes will help secure information, but they do not ensure privacy and security.

### District Business

All messages transmitted over the email system should be those which involve District business activities or contain information essential to its employees and officials for the accomplishment of District business-related tasks, any communication directly related to District business, administration, or practices. Authorized users shall refrain from using personal use of the email system.

### Termination of Relationship with District

When an authorized user terminates his or her relationship with the District, they have no rights to the contents of their email messages and are not allowed access to such systems.

### Penalties

Use of the District's email by any authorized user is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Any authorized user found to have violated this policy may have his or her access to email limited or revoked. Unlawful use of the District's computer resources, including Internet and email services, may result in referral for civil or criminal prosecution. Additionally, consistent with all other personnel rules and regulations of the District, an employee who violates this policy may be subject to negative employment actions including termination.

**SECTION 12**  
**EXPENSES, TRAVEL, MILEAGE, AND REIMBURSEMENTS**

**A: SEMINAR AND TRAINING PROGRAM REIMBURSEMENT**

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the District or the individual employee. Attendance at such activities may be required by the District or requested by individuals. However, attendance will not be considered an officially authorized activity unless the General Manager or his or her designee has issued prior written approval.

To obtain approval, employees wishing to attend an activity must first submit a written request detailing all relevant information including dates, hours, location, cost, expenses, and nature, purpose, and justification for attendance to their supervisor or manager for initial review and approval. The supervisor or manager then submits the request to the General Manager or his or her designee for final approval.

All materials paid for by the District are District property and are to be given to the Administration Office to be added to the District's library for future reference as needed.

**B: TRAVEL AND REIMBURSEMENTS**

In the case where an employee is required to travel to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of the District or the individual employee, the District will reimburse the employee the following incurred expenses:

MEALS AND INCIDENTAL EXPENSES

- (A) The M&IE rates include:
  - (1) Payment only for the District representative's expenses such as meals, non-alcoholic drinks, taxes, and tips
  - (2) Incidentals - e.g., tips for baggage carriers, bellhops, and room cleaners
    - (a) Travelers may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters, and hotel staff (bellhops and room cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount.
- (B) Pursuant to state law, District Representative(s) will not be reimbursed for:
  - (1) Meal expenses exceeding the maximum meal rate specified in this policy.

- (2) Any portion of the per diem that covers meals that also are provided as part of the conference fees, unless there is a business or health reason for an alternate meal.
- (C) Per Diem checks will be issued to the traveler two weeks prior to the date of travel and will be available for pick up at the District during business hours.
- (D) Travelers must submit all receipts and return unused per diem funds within fifteen business days upon their return.

#### LODGING AND M&IE PER DIEM RATES

- (A) Rates - The District will utilize the per diem rates found on the GSA website for the County and City where the meeting or training is being held, or the closest to that location, *US Government General Services Administration (GSA) website* (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- (B) The District representative must use the conference rate at the conference if available. If the conference rate is not available, the General Manager or his/her designee will find a non-conference hotel at a rate as similar as possible to the conference rate. The District will make all lodging arrangements and pay directly for such lodging. The District representative may be required to provide a personal credit card for incidentals.

#### MILEAGE

Reimbursement for the cost of the use of an employee's personal vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

#### REPORTING

Whenever an employee attends a conference at District expense, he or she shall briefly report on that conference at the next staff meeting or as called upon by their supervisor or General Manager or their respective designees.

### C: VEHICLE POLICY

Some positions at the District require the ability to drive a motor vehicle. The purpose of this policy is to define what positions are eligible to have access to a District vehicle and/or drive a personal vehicle for District purposes. All District-provided vehicles are for District use only.

All employees whose job responsibilities require the ability to drive a motor vehicle shall, throughout the duration of their employment with the District, maintain a valid driver's license, appropriate to the kind of vehicle they are required to drive, as well as an acceptable driving record. An acceptable driving record shall be defined as a driving



vehicle for District business for those situations in which a District vehicle is not readily available for use. Employees must receive advance approval from their supervisor in writing to use their personal vehicles instead of District vehicles. It is the supervisor's responsibility to ensure all District policies and procedures are met prior to allowing any employee to use their personal vehicle for District business. Such compensation shall be at the current rate specified by IRS regulations and upon written approval of the employee's supervisor.

If on business where a District vehicle (or rental vehicle, as approved by the District in accordance with this policy) is being used and an employee would prefer to use their personal vehicle, he or she must obtain prior written approval from their supervisor in order to be reimbursed for mileage. Reimbursement for the cost of the use of an employee's vehicle will be on the basis of total miles driven and at the rate specified in the IRS Guidelines in effect at the time of the vehicle usage.

#### District Business/Commute Time

Employees in positions that are regularly assigned to work at a designated location and make routine stops along the way should not report this as commuting mileage. This applies regardless of whether stops at another District center or vendor are made before going to the office. The only time this activity and mileage would be considered commuting mileage is when the employee works in a different location all day and never goes to his or her normal place of work.

**SECTION 13**  
**ADMINISTRATIVE POLICIES**

ADMINISTRATIVE POLICY  
EQUIPMENT CHECK OUT

Effective July 1, 1986  
Revised 2017-02

Policies & Procedures  
86-2  
Equipment Check Out

Equipment checked out by staff, sponsored, co-sponsored, or any individual or organization, for any purpose, will require an equipment check out form. There are two types of equipment check out sheets. One for equipment checked out by employee and one for organizations or other individuals.

These forms must be completely filled out when check out occurs and when equipment is returned.

1. Equipment that requires a check out form from staff (District program use):
  - a. Equipment checked out from another division.
  - b. Tables, chairs, office equipment, P.A. system, and any other capital items that are taken from the building, or equipment's normal location, or use.
2. Equipment requiring General Manager's approval:
  - a. Any equipment loaned or rented out to individuals or organizations that are not a District sponsored program or event.
3. Equipment not requiring a check out form:
  - a. Normal equipment under your supervision used in the course of work or programs.
4. Equipment that will not be loaned out:
  - a. Tables, chairs, office equipment, P.A. system, vehicles, and mechanical equipment.

District equipment will generally not be loaned out to the public. If there are any questions, check with the General Manager.

# EMPLOYEE EQUIPMENT CHECK OUT SHEET

HESPERIA RECREATION AND PARK DISTRICT  
P.O. Box 401055  
Hesperia, CA 92340  
(760) 244-5488

EMPLOYEE NAME \_\_\_\_\_

## EMPLOYEE EQUIPMENT CHECK OUT SHEET

I THE UNDERSIGNED, HAVE RECEIVED THE EQUIPMENT LISTED BELOW. I AM ACCEPTING FULL RESPONSIBILITY FOR ITS RETURN OR REPLACEMENT IF DAMAGED OR LOST.

QTY	ITEMS CHECKED OUT	CHECKED OUT BY (INITIALS)	CHECKED OUT FROM	DATE CHECKED OUT	RETURNED TO	DATE RETURNED
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

2/22/2017

ORGANIZATIONS/INDIVIDUALS EQUIPMENT CHECK OUT SHEET

HESPERIA RECREATION AND PARK DISTRICT  
P.O. Box 401055  
Hesperia, CA 92340  
(760) 244-5488

EQUIPMENT CHECK OUT SHEET

I THE UNDERSIGNED, HAVE RECEIVED THE EQUIPMENT LISTED BELOW. I AM ACCEPTING FULL RESPONSIBILITY FOR ITS RETURN OR REPLACEMENT IF DAMAGED OR LOST AND ITS RETURN ON THE DATE INDICATED.

EQUIPMENT

	Quantity	Item
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

I AGREE TO BE RESPONSIBLE FOR REPLACING DAMAGED OR LOST EQUIPMENT WHILE SAID EQUIPMENT IS CHECKED OUT TO ME.

\_\_\_\_\_  
Signature - Person Responsible for Equipment      Name Printed

\_\_\_\_\_  
Name of Organization      Cell Phone

\_\_\_\_\_  
Home Address      City      Home Phone

\_\_\_\_\_  
Pick Up Date      Location      Return Date      Location

\_\_\_\_\_  
Checked Out By      Date      Received By      Date

ADMINISTRATIVE POLICY  
TIMESHEET PROCEDURE

Effective January 1, 1987  
Revised June 4, 2015  
Revised June 24, 2016

Policies & Procedures  
87-1  
Timesheet Procedure

The following procedure will be used to complete a District timesheet:

1. Timesheets will be turned in for each two (2) week period.
2. All timesheets must be filled out completely using blue or black ink only.
3. Supervisors must have timesheets into the Administrative office no later than 10:00 am on the timesheet due date listed in the present year's payroll schedule.
4. There are two types of timesheets one for Maintenance and one for all other employees.
5. How to fill out a timesheet:
  - a. Period End Date - Enter last day in the present two (2) week pay period.
  - b. Employee ID - Enter Employee ID.
  - c. Name - Enter first and last name. Print name legibly.
  - d. Position - Enter job title, i.e. Recreation Attendant, Account Clerk, etc....
  - e. Day/Date - List the date worked next to the appropriate day.
  - f. In/Out - Hours in and out are to be indicated in the spaces provided, showing time out for lunch breaks if applicable. List the times in/out for every location/activity for the day. If holiday, vacation, sick time is used, enter the time in/out that you would have worked.
  - g. Location - Refer to the Timesheet Location and Activity Categories list for the correct location abbreviations to use.
  - h. Activity - Refer to the Timesheet Location and Activity Categories list for the correct activity to use.
  - i. Hours - Total regular hours worked each day, rounding to the closest 15 minute/ $\frac{1}{4}$  hour increment, and use the following to list classified hours (regular hours worked do not require designation):
    - ?H = paid holiday
    - ?V = hours vacation time taken
    - ?S = hours sick leave taken
    - ?ML = hours management leave taken

Note: ? means number of hours.

- j. Total hours for each day should be written in the Hours box only. Employees are not to write on any area of the timesheet other than as specified above. The payroll department will total the hours worked per two (2) week period.
- k. Employee's signature - Employee must sign timesheet showing that they filled the timesheet out.
- l. Supervisor's signature - Supervisors must sign their employee's timesheets. This verifies hours worked.

Timesheets and the Timesheet Location and Activity Categories list may be revised from time to time. The most recent timesheets and timesheet categories list will be located in the following location: S/Forms/HR Forms/TimeSheets.

# TIMESHEET LOCATION AND ACTIVITY CATEGORIES LIST

LOCATION	
Description	Abbreviation
Assesment District #2 Zones	AD2
C & Main	C&M
Calhoun Caretaker Residence	Cal-Care
Calhoun Sports User Group Mtg Room	Cal-Sport
Choiceana Caretaker Residence	Ch-Care
Civic Plaza Park	Civic
Corona Center	Corona
Cottonwood Elementary	Cottonwood
Cypress Middle School	Cypress
Epicentre	Epic
Golf Course	HGC
Harrison	HARR
Hercules Complex	Hercules
Hesperia Community Park	HCP
Hesperia Lake-Camping & Fishing	HL-CF
Hesperia Lake-Day Use/Soccer Field/Maintenance Yard	HL
Hesperia Lake-Store	HL-Str
Holiday Leave	H
Hollyvale Elementary	Hollyvale
John Swisher Facility	JS
Jury Duty	JD
Kingston Elementary	Kingston
Krystal Elementary	Krystal
Lime Street Facility	LS-Fac
Lime Street Park	LS-Prk
Lime Street Pool	Pool
Live Oak Park	LO
Live Oak/BMX	BMX
LS North Youth Program Youth Center	NYPC
Malibu Park	Mbu
Management Leave	ML
Maple Park	Mpl
Mesquite Trails Elementary	Mesquite Trails
Mission Crest Elementary	Mission Crest
Not Applicable	NA
Novack Facility	RNCC
Palm Street Park	Palm
Park Center	Park
Percy Bakker Center	PBC
Power Play Center	PPC
Ranchero Middle School	Ranchero
Redlands	Redlands
Sick Leave	S
Timberlane Caretaker Residence	T-Care
Timberlane Youth Center/Park	TP
Topaz Elementary	Topaz
Vacation Leave	V

Activity
50th Anniversary
Aquatics Training
ASAP
AYSO
Board Member Meeting
Board Member Meeting-Honorary
Boy Scouts of America
Cash for Grass
Chalk the Walk
Concerts
Desert Rocks
Easter Egg Hunt
Facility Rental
Fall Kids Kamp
Fall Volleyball
Fingerprinting Sessions
Flag Football
General Administration
Golf Food & Bev
Golf Operations
Guitar
HALL
Health & Safety Fair
Hesperia Days - 5K
Hesperia Days - General
Hesperia Days - Kid Zone
HNLL
Hot Rod Halloween
HYFL
HYSL
Jolly Parade
Karate
Lake Monitoring
Lake Store Operation
Memorial Tree Installation
MIP
Mojave River Junction
NA
National Night Out
NJB Basketball
No Drugs America
Open Gym
Open Gym - Basketball
Open Gym - Pickleball
Open Gym - Volleyball
Open Swim
Petwalk/Dog Daze
Pokepalooza
Pool Rental
QR Fit Trail Grand Opening
Relay For Life
Routine Maintenance
RSP T-Ball
Skate
Softball
Sport User Group Meetings
Spring Kids Kamp
Spring Volleyball
Summer Basketball
Summer Kids Kamp
Super Hero 5K/ Happy Healthy Kids
Swim Lessons
Tree Lighting
Veteran's Day
Victor Valley Bike Tour
Volleyball
Water Aerobics
Winter Basketball
Winter Kids Kamp
Wranglers

Revised 10/03/17

HESPERIA RECREATION & PARK DISTRICT

EMPLOYEE TIME SHEET

(REGULAR)

Payperiod End Date: Month/Day/Year

Employee ID: Letter4numbers (A1234)

Name: First Last

Position: Job Title

Date	Time In	Time Out	Location	Activity
Sat				
Month/Day				
Total Hrs.				
Sun				
Month/Day				
Total Hrs.				
Mon	8:30 AM	10:00 AM	Pool	Swim Lessons
	10:00 AM	12:30 PM	Mpl	Routine Maintenance
Month/Day	1:00 PM	5:00 PM	HCP	Youth Baseball
Total Hrs.				
8				
Tue	8:30 AM	12:00 PM	LS-Fac	General Administration
	12:30 PM	2:30 PM	LS-Prk	Cash for Grass
Month/Day	2:30 PM	5:00 PM	S	N/A
Total Hrs.				
8				
Wed	8:30 AM	12:00 PM	C & Main	Tree Lighting
	12:30 PM	5:00 PM	HGC	Golf Operations
Month/Day				
Total Hrs.				
8				
Thu	8:30 AM	4:30 PM	V	N/A
Month/Day				
Total Hrs.				
8				
Fri	8:30 AM	9:00 AM	HL	Routine Maintenance
	9:00 AM	12:30 PM	HL	Memorial Tree Installation
Month/Day	1:00 PM	4:00 PM	LS-Fac	Winter Kids Kamp
	4:00 PM	5:00 PM	Cottonwood	ASAP
Total Hrs.				
9				

Revised 6/25/2016

Date	Time In	Time Out	Location	Activity
Sat				
Month / Day				
Total Hrs.				
Sun				
Month / Day				
Total Hrs.				
Mon				
Month / Day				
Total Hrs.				
Tue				
Month / Day				
Total Hrs.				
Wed				
Month / Day				
Total Hrs.				
Thu				
Month / Day				
Total Hrs.				
Fri				
Month / Day				
Total Hrs.				

\_\_\_\_\_  
SUPERVISOR SIGNATURE

*Employee Signature*  
EMPLOYEE SIGNATURE

Revised 6/25/2016

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# HESPERIA RECREATION AND PARK DISTRICT

## INJURY AND ILLNESS PREVENTION (IIP) PROGRAM

(12/17/20)

### **RESPONSIBILITY**

The General Manager or his designee is the Injury and Illness Prevention (IIP) Program administrator and has the authority and the responsibility for implementing and maintaining this IIP Program for Hesperia Recreation and Park District.

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is contained in the Employee Handbook and is available from each manager and supervisor.

Employees are responsible for cooperation in all prevention programs including compliance with all rules and regulations. Employees must at all times practice and use safe conduct while performing their duties.

### **COMPLIANCE**

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

### **COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system requires all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. This can be done verbally or preferably by incident report.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Regularly scheduled staff meetings or memos in which safety may be discussed.
- Posted or distributed safety information.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Checklists will be created and utilized by supervisors.

Inspections are performed according to the following schedule:

1. When IIP Program was initially established;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.
6. Indoor and outdoor facilities are inspected quarterly.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area, except those necessary to correct the existing condition. Workers required to correct the hazardous condition shall be provided with the necessary protection.

## **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;

4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors via incident reports.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **RECORDKEEPING**

We have checked one of the following categories as our recordkeeping policy.

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√ Category 3. We are a local governmental entity (county, city, district, or any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

ADMINISTRATIVE POLICY  
VEHICLE USE AND OPERATION

Hesperia Recreation and Park District  
Effective Immediately  
6/8/15

Policies & Procedures  
Administrator's Memo  
15-1

All employees who are required to drive as a part of their duties with the District will be required to participate in Defensive Driver Training. Employees who will be utilizing their personal vehicle for District business must be pre-approved and submit a copy of their vehicle insurance prior to using their personal vehicle for District business.

Employees operating any vehicle for District business must have in their possession a valid California driver license and operate the vehicle in a safe manner, obeying all traffic laws, including time limit parking, red zones, no parking zones, and loading zones.

No employee shall allow any unauthorized person to operate or ride in a District vehicle.

The vehicles will be locked at all times when left unattended.

Employees are responsible for making sure District vehicles are fueled up; if gas gauge reads at 1/2 or less, the vehicle is to be refueled before returning.

Any needed repairs are to be noted on the District vehicle checklist and highlighted to bring attention to the problem. If it is a serious problem, employee is to report the problem to their supervisor.

Employees must adhere to the following whenever parking or exiting a District vehicle:

- a. If the vehicle is placed in a position in which it can only be backed up, a single cone must be placed behind the District vehicle.
- b. If the vehicle is placed in a position in which it can only be pulled forward, a single cone must be placed in front of the District vehicle.
- c. If the vehicle is placed in a position in which it can be either backed up or pulled forward, a cone must be placed both in front and in back of the vehicle.

Cone placement is required to ensure all staff carefully check their surroundings prior to moving vehicles, especially when operating inside a park, where areas are shared with patrons; this includes open spaces and turf.

If an employee causes damage to a District vehicle, they must adhere to Policies and Procedures Administrator's Memo 02-2, Vehicle Inspection and Damage Procedure.

ADMINISTRATIVE POLICY  
VEHICLE INSPECTION AND DAMAGE PROCEDURE

Hesperia Recreation and Park District  
Effective Immediately  
12/02/02, Revised 6/3/15, 10/11/2017

Policies & Procedures  
Administrator's Memo  
02-2

Effective immediately the following procedures will be followed by Hesperia Recreation and Park District staff:

1. All staff will be required to visually inspect District vehicles upon check-out and report any damages prior to leaving District premises.
2. Maintenance staff will complete weekly vehicle inspection reports for each vehicle in the District's fleet. After conducting this inspection, the attached Weekly Vehicle Inspection Report (see attachment) must be completed and submitted to the Administrative Operations Manager – Recreation and Parks who will review all reports and address any needed repairs. Once the repairs have been made and noted on the inspection report, the report is to be submitted to Administration to be filed.
3. Park Ranger staff will be required to complete a Patrol Report/Vehicle Log form which includes a vehicle inspection. Ranger staff will complete the vehicle inspection portion of this form before they begin their patrol. When the Ranger(s) returns the vehicle keys, a Patrol Log must be submitted. All Patrol Logs will be reviewed by the Administrative Operations Manager – Special Services. The supervisor will ensure all reported vehicle problems are repaired. Once the necessary repairs have been completed, the Patrol Log will then be forwarded to Administration to be filed. All Patrol Logs which do not have a noted problem will be submitted to Administration to be filed.

**If an employee causes damage to a vehicle during the use of that vehicle, they must:**

1. Indicate that damage on the weekly inspection form.
2. Complete an incident report. This form must be submitted to the District Office within 24 hours of the accident.

**If the employee is involved in an accident in which there is property damage other than to District property, the following steps must be taken:**

1. Contact the police department and have a report taken. The employee will be given a report number, which must be included on the incident report.
2. Complete the "Driver's Report of Accident" package within the Vehicle Damage Procedure envelope in the glove box. This is to be completed at the accident scene or as soon as the situation allows. This form must be submitted to the District Office within 24 hours of the accident.
3. Complete an incident report and submit it to the District Office within 24 hours of the accident.

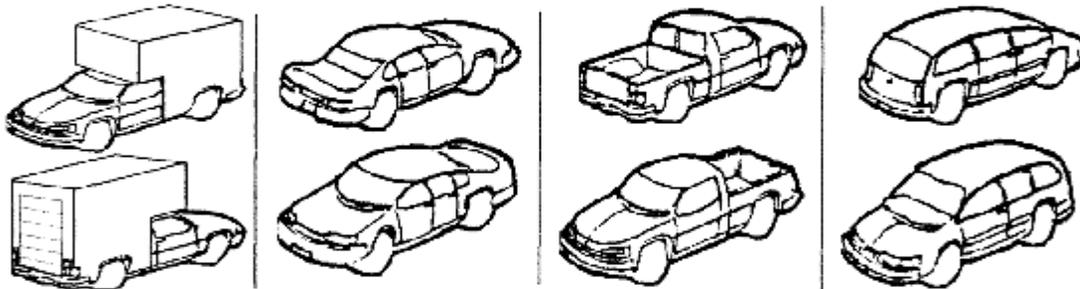
## HESPERIA RECREATION AND PARK DISTRICT WEEKLY VEHICLE INSPECTION REPORT

Vehicle #: \_\_\_\_\_ Starting Mileage: \_\_\_\_\_ Date: \_\_\_\_\_

Driver: \_\_\_\_\_ Signature: \_\_\_\_\_

Condition: D=Damaged X=No Visible Damage I=Item(s) Missing R=Repairs Needed

	LF	LR	RF	RR				
Seat	—	—	—	—	Horn	—	Wiper Fluid	—
Headliner	—	—	—	—	Radio	—	Engine Oil	—
Carpets	—	—	—	—	Interior Lights	—	Transmission Fluid	—
Door Panels	—	—	—	—	Misc. Lights	—	Radiator Water	—
Tire(s)/Pressure	—	—	—	—	Seat Belts	—	Power Steering Fluid	—
Turn Signals	—	—	—	—	Center Console	—	Brake Fluid	—
Mirrors	—	—	—	—	Gauge & Instrument Panel	—	Jack	—
Dash Board	—	—	—	—	Wiper Arms/Blades	—	First Aid Kit	—
Head Lights	—	—	—	—	Door Locks	—	Spare Tire/Pressure	—
Brake Lights	—	—	—	—	Accident Procedure Kit	—	Windows	—
Back-Up Lights	—	—	—	—	Towing Procedure Kit	—	Vehicle # Decal	—



Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REPAIR/TOWING OF DISTRICT VEHICLES:**

The following procedures will be followed if a District vehicle breaks down.

Contact Hesperia Unified School District Maintenance Department at one of these numbers:

1. David Shreve, Maintenance Supervisor (760) 559-7608
2. HUSD Maintenance Department (760) 244-2489

Please return Inspection Report to your Supervisor. Thank you for leaving the vehicle clean.

Revised 1/1/2017

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ADMINISTRATIVE POLICY  
POST VEHICLE ACCIDENT PROCEDURE

**Each District vehicle contains in the glove box a Vehicle Damage Procedure Packet, with two blank incident reports and a “Driver’s Report of Accident” trifold, which contains the following information and forms:**

**WHAT TO DO IN THE EVENT OF AN ACCIDENT**

1. **STOP**, turn off the ignition. Turn on your emergency flashers and **REMAIN CALM**.
2. Render first-aid *only* if you are trained to do so, *unless* the life of the victim is at risk.
3. If no one is killed or injured, move your vehicle off to the side of the road.
4. Notify the police if anyone is killed, injured, or if serious property damage has occurred.
5. Immediately report the accident to your employer.
6. Be polite, courteous, and cooperative with all police and emergency personnel.
7. Do not discuss the specifics of the accident EXCEPT with an officer of the law, your employer, or a representative of CAPRI.
8. Identify yourself to the other driver(s).
9. Identify the other driver(s) using the information inserts contained within this packet.
10. Obtain the names and addresses of witnesses, including passengers in all vehicles.
11. Make notes about the accident and draw a sketch of the accident scene using the information inserts in the center pocket. Keep this information confidential.
12. If involved in an accident with a pedestrian, make sure their injuries receive prompt medical attention. If a minor, locate their parent or notify a police officer.
13. If you strike an unattended vehicle or other real property, attempt to identify the owner. If they cannot be found, leave a note with your name, district address, and phone number. Then promptly report the accident to your local police authority and employer.
14. If you kill or injure an animal, stop and try to locate its owner. If they cannot be found, call the nearest humane society or the local police department. Do not try to move an injured animal or leave it to die.
15. Leave the scene only after the injured have been assisted, the police have been notified (if necessary), and the other driver(s), witnesses, or property owner have been identified.
16. If possible, take photographs of the damage to your vehicle, the other vehicle(s), and overall accident scene.

**COMPLETE APPLICABLE FORMS IN THE CENTER POCKET OF TRIFOLD:**

**WITNESSES/PASSENGERS**

1. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_  
Location of Witness at Time of Accident: \_\_\_\_\_

**INJURIES**

1. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Phone Number ( ) \_\_\_\_\_  
Type and Extent of Injury \_\_\_\_\_  
\_\_\_\_\_

**POLICE INFORMATION**

Report or Case Number \_\_\_\_\_

Officers Present at the Scene:

Name \_\_\_\_\_  
Police Department \_\_\_\_\_  
Badge Number \_\_\_\_\_

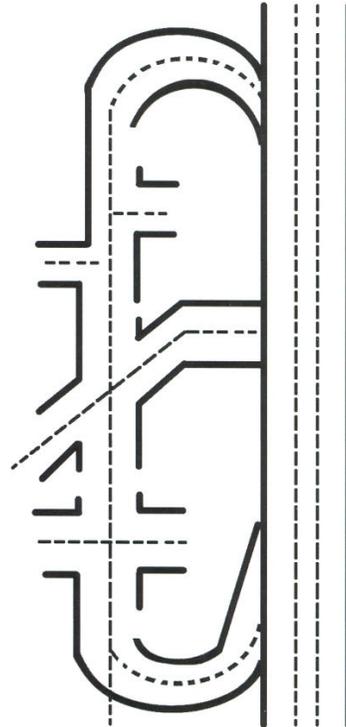
Name \_\_\_\_\_  
Police Department \_\_\_\_\_  
Badge Number \_\_\_\_\_

Name \_\_\_\_\_  
Police Department \_\_\_\_\_  
Badge Number \_\_\_\_\_

**ACCIDENT INFORMATION AND DIAGRAM**

Date of Accident \_\_\_\_\_  
Time of Accident \_\_\_\_\_  
Street Address \_\_\_\_\_  
Nearest Cross Street \_\_\_\_\_  
Lighting Conditions \_\_\_\_\_  
Traffic Conditions \_\_\_\_\_  
Weather Conditions \_\_\_\_\_

Select the diagram configuration that best fits the accident scene. Include the direction of travel for all vehicles and pedestrians involved. When appropriate, include location of skid marks.



COMPLETE ALL FORMS IN RIGHT SIDE POCKET OF TRIFOLD:

## **INSURANCE INFORMATION**

### **Driver Number One**

Insured's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Policy Number \_\_\_\_\_

Insurance Company \_\_\_\_\_

Insured Vehicle \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

\_\_\_\_\_

## **VEHICLE REGISTRATION INFORMATION**

### **Vehicle Number One**

Registered Owner \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

\_\_\_\_\_

Vehicle Plate Number \_\_\_\_\_

## **DRIVERS LICENSE INFORMATION**

### **Driver Number One**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Drivers License Number \_\_\_\_\_

Issuing State \_\_\_\_\_

Expiration Date \_\_\_\_\_

ADMINISTRATIVE POLICY  
INCIDENT REPORTING PROCEDURE

Hesperia Recreation and Park District  
Effective Immediately  
12/02/02  
Revised 6/4/15  
Revised 10/11/2017

Policies & Procedures  
Administrator's Memo  
02-3

The following procedures must be followed by Hesperia Recreation and Park District staff for the completion of Incident Reports:

1. The Incident Reports are to be completed for employee and patron injuries, accidents, vandalism, theft, fire, fight/assaults, violation of rules/laws/code of conduct or any other out of the ordinary situations which arise.
2. Incident Reports must be completed and submitted to Administration within 24 hours of the incident. If the incident occurs over a weekend or holiday, the employee reporting the incident should contact their supervisor to make them aware of the incident. The supervisor will then determine if any immediate action should be taken.
3. Incident Reports are to be reviewed by the reporting employee's supervisor to ensure it is complete and accurate. If the report is found to not be either complete or accurate, the supervisor must have the employee make the corrections within an additional 24-hour period. Administration must be made aware of the incident and be notified of the delay (a copy of the incomplete Incident Report may be requested at that time). Prior to the supervisor submitting the report to Administration, the supervisor must complete the "For Supervisor Use Only" section on the second page of the Incident Report.
4. Copies of Incident Reports may be kept by the supervisor; however, these must be kept in a secure location.
5. Administration will review all Incident Reports and take any necessary actions as a result of the Incident Report. Once Administration has reviewed the Incident Report, the reports will be filed in the master files and retained in accordance to the District's Records Retention Policy.
6. Blank Incident Reports can be found at each facility or the electronic version is located on the Shared Drive S: /forms/Incident Report Form.

Hesperia Recreation and Park District  
P.O. Box 401055, Hesperia, Ca. 92340  
(760) 244-5488

INCIDENT REPORT

**Report must be turned in to the District Office within 24 hours of the incident.  
This form is for official District use only.**

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Facility: \_\_\_\_\_ Place or Area: \_\_\_\_\_

Program/Event: \_\_\_\_\_ Employee in charge: \_\_\_\_\_

Employee(s) on duty: \_\_\_\_\_

Type of incident:  Injury  Accident  Vandalism  Theft  Fire  
 Fight/Assault  Violation of Rules/Laws/Code of Conduct  Other: \_\_\_\_\_

Authorities contacted:  Police  Fire/Paramedics  Parents

Supervisor: \_\_\_\_\_  School Official: \_\_\_\_\_

Other: \_\_\_\_\_

Description of incident: \_\_\_\_\_

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Describe type of action taken by staff: \_\_\_\_\_

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(Turn over to complete)

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  Involved  Witness

**Report Completed by:** \_\_\_\_\_ **Date report completed:** \_\_\_\_\_

<b>For Supervisor Use Only</b>	
<b>For Employee Injury:</b>	
Supervisor's Report of Injury Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Directed to Contact Administration Office:	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Original to Administration _____ Copy to Maintenance _____ Copy to Rangers	
(Date) (Date) (Date)	
_____ Supervisor Signature	_____ Date

<b>For Administration Use Only</b>	
Supervisor's Report of Injury submitted on: _____	
DWC Form 1 submitted: _____	
Property/Liability claim received: _____	
_____ Administration Signature	_____ Date

ADMINISTRATIVE POLICY  
STAFF MANUALS

Hesperia Recreation and Park District  
Effective Immediately  
04/19/04  
Revised 05/22/17

Policies & Procedures  
Administrator's Memo  
04 - 2

Staff manuals will be made available in either electronic or print copy to employees. Employees are required to sign an acknowledgement form stating they are responsible for the information in the manual. If the staff manual is issued in a print copy, then it is to be recorded on an Equipment Check-Out form and is property of the District to be returned upon leaving the District. Under no circumstances are staff manuals to be released to any outside source without prior authorization from the General Manager. All District staff are to be briefed on the proper use of staff manuals at the time of their orientation. An incident report is to be completed for any lost or stolen staff manual.

**Hesperia Recreation and Park District**  
ADMINISTRATIVE POLICY  
WRITTEN CORRESPONDENCE

In order to establish standardization in written correspondence, all Divisions will implement the following procedures.

**Formatting Requirements**

**Letters**

1. Set all margins at 1 inch.
2. Set font as "Palatino", "Book Antiqua", or "Times New Roman" size 12.
3. Space down a minimum of six lines (vary for balance) and begin letter with the date.
4. Use letter format (Attachment A). Spacing below date and for signature may vary.
5. For multipage letters, print the first page on letterhead and remaining pages on plain white paper.

Ensure applicable letterhead is used (District or Foundation) and reference the General Manager as Executive Director on Foundation correspondence.

**Inter-Office Memos and Reports**

1. Set all margins at 1 inch.
2. Set font as "Palatino", "Book Antiqua", or "Times New Roman" size 12.
3. Use inter-office memo format (Attachment B), which also applies to reports.

**The Administration Division must proof all correspondence (memos, letters, news releases, contracts, fliers, etc.) prior to distribution or use. Highlight changes on previously proofed documents for limited review.**

**Proofreading Procedure**

Submit correspondence to the Administrative Operations Manager – Business or their designee. Support staff must have their supervisor review and initial all documents prior to submission.

Include the following at the top of the page:

- Your Name and Date Submitted.
- Printing format (i.e. banner, newspaper ad, postcard, etc.) if not immediately apparent (letters/contracts).
- Requested return date in order to facilitate the prioritization of documents. Staff should expect a one week turnaround time, and rush requests may need to be approved by the General Manager.

The document will be proofed and returned with corrections noted. The employee is responsible for making corrections, arranging for distribution, and/or mailing their correspondence as applicable.

**Written Correspondence: Attachment A**

September 10, 2017

Jane Smith  
The ABC Group  
P.O. Box XXXXXX  
Hesperia, CA 92340

Dear Ms. Smith:

I want to thank you and your organization for the work you do for our community. The lasting impact you make on the residents of our community is important to all of us.

In an effort to continue to improve the relationship between your organization and the District, I would like to meet with you. I am interested in hearing from you how we can better work together to meet the needs of your program and participants.

If you are interested in meeting with me to discuss the great things your organization is doing and how we can better work together please contact me by calling (760) 244-5488 or via email at [1234@hesperiaparks.com](mailto:1234@hesperiaparks.com). A copy of the District's Fall Publication is enclosed for your information.

Thank you for your time.

Sincerely,

HESPERIA RECREATION AND PARK DISTRICT

Lindsay D. Woods  
General Manager

LW:wm

Enclosure: District Fall Publication

cc: Brad Cook, Administrative Operations Manager - Recreation & Parks

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** April 15, 2017 **PHONE:** 760-244-5488

**FROM:** BRAD COOK, ADMINISTRATIVE OPERATIONS MANAGER  
Hesperia Recreation and Park District

**TO:** LINDSAY WOODS, GENERAL MANAGER  
Hesperia Recreation and Park District

**SUBJECT:** SAFETY COMMITTEE MEETING DATE

The second quarter Safety Committee meeting is scheduled for May 13, 2017, pending confirmation by all Committee members.

Thank you.

/bc

cc: Marshawn Etchepare, Administrative Operations Manager - Special Services

ADMINISTRATIVE POLICY  
PROCEDURE FOR WEBSITE CHANGES AND MARKETING REQUESTS

Hesperia Recreation and Park District  
Effective 3/28/07  
Updated 5/22/15  
Updated 6/1/2017

Policies & Procedures  
Administrator's Memo  
07-02

Supervisors will check the website periodically for mistakes and required updates relative to their assignments.

Each time a new publication comes out, the website will be updated with the new information. In addition, a PDF file of the brochure will be posted immediately to the website. If changes to the website are required, please adhere to the following procedures:

1. Send the staff member overseeing website administration an email or memorandum with your information including any specific language in a Word document, images in .png format, and/or files to be attached in PDF format. Indicate if the information is also to be posted to social media and/or sent through RecMail.
2. Be sure to cc your immediate supervisor on the email/memo.
3. Timeline
  - a. Additions: Submit information a minimum of two business days prior to when you need it posted. Allow extra time for social media and RecMail due to design work.
  - b. Small updates or changes can generally be completed within one business day of submission.
4. In the event that staff overseeing website administration is not available, send emails or memos to the Administrative Operations Manager – Business.

ADMINISTRATIVE POLICY  
WORKERS' COMPENSATION

Hesperia Recreation and Park District

Policies & Procedures

In case of a life-threatening on-the-job injury to yourself or a coworker,  
call 911 first, then report to your immediate supervisor.

In case of a non-life-threatening on-the-job injury during normal business hours (8:30 a.m. - 5:00 p.m. Monday - Friday), the injured employee is to notify their immediate Supervisor. If unable to reach their supervisor, employee is to contact the District Office at (760) 244-5488.

**After Hours**, the injured employee is to contact their immediate supervisor. If unable to reach their supervisor, employee is to leave a message and, if necessary, make a second attempt several minutes later. If still unable to reach their supervisor at that point, the employee is to contact the on call supervisor at (760) 981-7096.

Administration (or supervisor if after hours) will arrange to meet with the employee at the District Office for completion of worker's compensation paperwork, which includes the following:

- Employee's Claim for Worker's Compensation Benefits Form (DWC Form 1)
- Acknowledgement of Receipt of Employee Claim Form (Form WC004)
- Job Related Injury Authorization Form (Priority Care Pass): Employee presents this pass at the Desert Valley Medical Group Reception Area.

The employee will then be sent to a designated Desert Valley Medical Group facility.

**Follow Up**

The employee must notify the Human Resources regarding their work status after being seen by the doctor, and bring in any paperwork from the doctor as soon as possible.

All doctor visits must be included on the employee's timesheet and reported to their immediate supervisor so that scheduled hours can be adjusted as necessary.

## PURCHASING PROCEDURE

Employees can order products and services from a vendor either in person, on the internet, or over the phone only if they have received proper authorization. However, they may contact a vendor for information regarding price quotations prior to obtaining purchase authorization.

Products and services must be ordered using a Blanket Purchase Order, a Purchase Requisition, or District Credit Card.

### **Purchase Method Using a Blanket Purchase Order:**

The Finance Division issues a Blanket Purchase Order each year with vendors who are used often. The vendor is given a list of authorized buyers, an estimate of expected annual expenditures, and a purchase limit for each transaction.

Managers must submit a list of vendors and authorized buyers for each vendor to the Finance Division in May of each year to have a Blanket Purchase Order renewed.

The General Manager has final approval of all Blanket Purchase Orders and their criteria before they are issued to a vendor.

### **To make an authorized purchase using a Blanket Purchase Order:**

1. Authorized employee receives direction from manager to make purchase.
2. Employee completes the order or purchase and gives the receipt or order confirmation to the Finance Division.
3. When the product is received, employee signs and dates the packing slip or customer receiving copy and forwards to the Finance Division where it is matched to the receipt before making the payment.
4. Finance Division records and tracks purchases against the annual purchase limit of each Blanket Purchase Order.

### **Purchase Method Using a Purchase Requisition:**

A Purchase Requisition is required if the vendor has not had a Blanket Purchase Order issued or if the amount exceeds the transaction purchase limit for the Blanket Purchase Order. Purchase Requisition forms can be obtained from the Finance Division.

### To make an authorized purchase using a Purchase Requisition:

1. Employee receives direction from manager to make purchase.
2. Employee completes a Purchase Requisition form:
  - a. **Requisition No.** - Leave Blank.
  - b. **Requested By** - Enter your name.
  - c. **Department** - Enter your Division.
  - d. **Date** - Enter the date of requisition.
  - e. **P.O. No.** - Leave Blank.
  - f. **Vendor** - Enter the vendor's name.
  - g. **Address** - Enter the vendor's address.
  - h. **Phone** - Enter the vendor's phone number.
  - i. **Qty.** - Enter the number of item(s) requested.
  - j. **Description** - Enter the description of the item(s) requested. If there are any specifications that need to be included, note it in this column. Example:  
Product # or special handling instructions.
  - k. **Unit Amount** - Enter the price per unit for each of the item(s) requested.
  - l. **Amount** - Enter the total amount of the item(s) requested. (Quantity X Unit Amount = Amount). Subtotal all amounts, noting tax and any shipping or handling charges separately as shown on the attached sample, including the total at the bottom.
  - m. **Division Head Signature** - Leave Blank.
  - n. **General Manager's Approval** - Leave Blank.
  - o. **Date Needed** - Enter the date product or services are needed, if applicable.
  - p. **Approval Date** - Leave Blank.
  - q. **Accounting Distribution** - Leave Blank.
3. Employee forwards the white and yellow copies of the Purchase Requisition to his or her Manager.
4. Manager signs the Purchase Requisition, includes the accounting distribution (contact Finance Division if unsure of account number to use), and submits it to the Finance Division.
5. Finance Division verifies the accounting distribution and the budgeted amount, assigns a Requisition No., and submits to the General Manager for approval.
6. General Manager returns the Purchase Requisition to Finance Division.
7. Finance Division creates a Purchase Order, General Manager signs the Purchase Order, and Finance Division distributes copies of the Purchase Order to the requestor, keeping the yellow copy for the financial files.
8. Requestor sends the white Purchase Order to the vendor and completes the order for products or services.
9. When products are received or services rendered, the receiver writes on the goldenrod copy of the Purchase Order "Received," the date, and their name and submits it to the Finance Division. If only a partial shipment is received, receiver waits until remainder of order is received before forwarding the document to the Finance Division.

10. Finance Division matches the goldenrod Purchase Order to the invoice along with any packing slips, and pays the invoice.

### **Purchase Method Using the District Credit Card:**

Occasionally it is necessary to make a purchase using the District credit card if a vendor does not accept purchase orders, or is online and only accepts credit card payments.

### **To make an authorized purchase using the District Credit Card:**

1. Employee receives direction from supervisor to make purchase.
2. Employee retrieves the District Credit Card Authorization Log from the Finance Division and records the Vendor and Purchase Amount.
3. Employee takes the log to the General Manager for approval.
4. Employee brings the log back to the Finance Division where the Checked Out By and Checked Out Date columns are recorded with the employee's name and date.
5. Finance Division gives the credit card information to employee to make the purchase.
6. Employee completes the purchase and gives the receipt to the Finance Division.
7. Employee checks the credit card information back into the Finance Division.

### **"Emergency Purchase Orders"**

Remember that the District Purchasing Policy states that an emergency shall be deemed to exist only when one or more of the following conditions are present:

1. There is a great public calamity;
2. There is immediate need to prepare for national or local defense;
3. There is a breakdown in equipment or in an essential District operation or service which requires the immediate purchase of supplies, equipment, or services in order to protect the public health, welfare, or safety.

When an emergency purchase is required, the supervising or managerial employee exercising overall management duties for the District at the time the emergency occurs should contact the Finance Division for an emergency purchase order number and complete a Purchase Requisition following the guidelines listed below.

1. Enter emergency purchase order number on P.O. No. line of Purchase Requisition. Contact vendor and give them the P.O. number for their records.
2. Note on the Purchase Requisition that the order has been placed and a confirming Purchase Order needs to be sent to the vendor.
3. Forward white and yellow copies of the Purchase Requisition to the Finance Division and keep the pink copy for your file in case the original requisition is misplaced.
4. The Finance Division will process the Purchase Requisition and Purchase Order according to the preceding instructions.

Attachment: Sample Purchase Requisition



**PURCHASE REQUISITION**

Hesperia Recreation and Park District  
P.O. Box 401055  
Hesperia, CA 92340  
760-244-5488

Requisition No. \_\_\_\_\_

Requested By: Gary Davis

Department: Maintenance

Date: 9/27/2017

P.O. No: \_\_\_\_\_

Vendor: Ralph's Gardening Supplies

Address: 2745 Lake Drive  
Riverside, CA 92351  
Phone: 951-555-5555

QTY	DESCRIPTION	UNIT	AMT	AMOUNT
	Park Department (Ex. Lime Street, Hesperial Lake, HCP, ETC...)			
2	5 LB Bag of Scott's Turf Builder	\$	47.99	\$ 95.98
1	Shovel		20.00	20.00
3	Gardening Gloves		5.00	15.00
4	50 LB Bags Leco Fertilizer		60.99	243.96
	<b>SUB-TOTAL</b>			<b>\$ 374.94</b>
	<b>TAX</b>			<b>\$ 29.06</b>
	<b>TOTAL</b>			<b>\$ 404.00</b>

Proposal Attached:

Mall Attachment:

Invoice Attached:

Division Head Signature: \_\_\_\_\_

Gen. Mgr.'s Approval: \_\_\_\_\_

Date Needed: 10/25/17

Approval Date: \_\_\_\_\_

Accounting Distribution\*: \_\_\_\_\_  
\_\_\_\_\_

**STANDARDS OF DRESS CODE  
HESPERIA RECREATION AND PARK DISTRICT**

Employees are expected to be modestly and suitably attired and groomed during working hours and while representing the District. It is important that employees use their best judgment in dressing appropriately. Business casual clothing is acceptable for our work environment.

These following items should help set the general parameters for proper business casual wear and allow employees to make intelligent judgments about items that are not specifically addressed. This list is not intended to be all-inclusive.

- Slacks/pants – Slacks similar to Dockers and other full length pants of cotton, wool, or synthetic fibers are acceptable. Do not wear stretch pants, sweat pants, or shorts. Denim is acceptable attire on the following occasions: Casual Fridays and courier duties.
- Shirts – Casual shirts with collars, blouses, polo shirts, sweaters, and turtlenecks are acceptable.
- Dresses/skirts – Casual dresses and skirts with a hemline no shorter than four inches above the knee are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate.
- Footwear – Items such as loafers, boots, flats, leather casual shoes are acceptable. Athletic shoes are acceptable on the following occasions: Casual Fridays and courier duties.
- Personal Hygiene – General neat grooming is expected.
- Clothing and accessories are to be non-associative and free of obscenities.
- Body art must not be offensive to the public.
- Torn, dirty, or frayed clothing is unacceptable.
- All clothing and accessories must be worn in the way they were intended and fit properly.
- Avoid clothes that are distracting and revealing.
- Any District issued name badge must be worn if required by supervisor.
- Any accessories that may pose a safety risk for any duty must not be worn.
- Only District approved hats may be worn.

**DIVISION EXCEPTIONS**

**Recreation Division**

- Any issued District shirts/vests must be worn if required by supervisor.
- Shorts (must not extend beyond the center of the knee and not be shorter than four inches above the knee), capris, and denim are acceptable.

- Athletic footwear is acceptable. Employees working in gymnasiums must wear non-marking shoes.

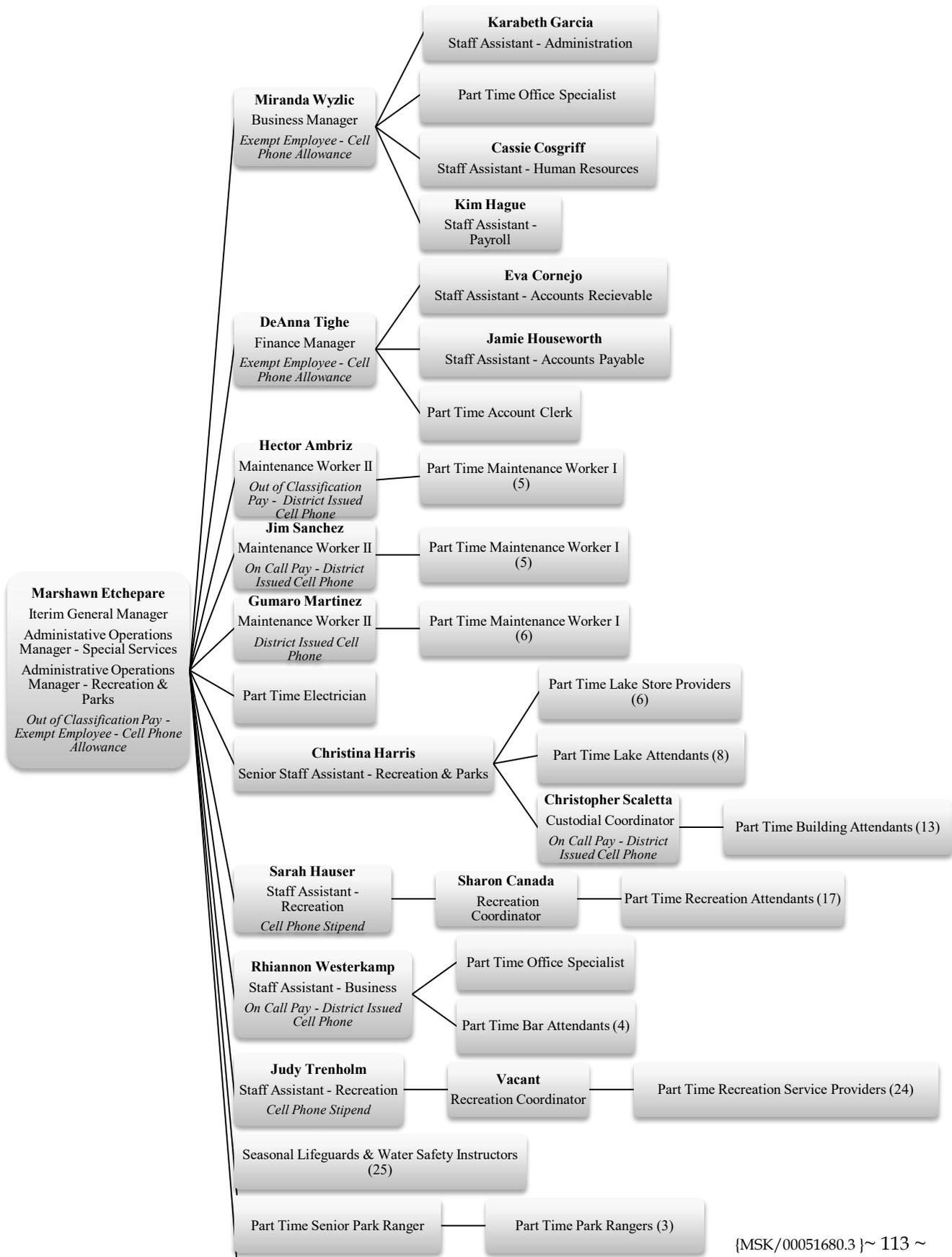
#### **Parks Division**

- District-issued uniforms must be worn at all times.
- District-issued safety equipment must be worn as required.
- Work boots are required.

**Aquatics and Special Services** staff will need to refer to their staff manual for their standards.

Disregarding or failing to comply with this Standard of Dress Code may lead to negative employment actions including termination. Consult your supervisor or Human Resources if you have questions as to what constitutes appropriate appearance.

# MANAGEMENT AND HUMAN RESOURCES ORGANIZATION CHART



**SECTION 14**  
**ATTACHMENTS**

# ATTACHMENT A

ATTACHMENT A

## HESPERIA RECREATION AND PARK DISTRICT RETIREMENT REQUIREMENTS

All Full Time Regular Employees of the Hesperia Recreation and Park District, a Self-governed Special District (hereinafter referred to as the "District"). Under the jurisdiction of the County of San Bernardino (hereinafter referred to as the "County") are members of the San Bernardino County Employees Retirement Association know as SBCERA and as such are governed by the provisions in the 'RETIREMENT PLAN BOOKLET' of SBCERA.

In addition to regular employer contributions the District contributes the employee's portion of retirement and they are covered under Internal Revenue Code Section 414(H)(2) Tax Deferred, monies to be totally refundable to the employee upon termination.

### HEALTH INSURANCE BEFORE AND AFTER RETIREMENT

Full Time Regular Employees are members of the San Bernardino county Employees Retirement Association (SBCERA) but are not eligible to participate in the County's Health Benefits Program until they retire. The District has elected by Resolution No. 90-6-1 (see attached Resolution) to contract with the State of California Public Employees' Retirement System (hereinafter referred to as "PERS") to participate in their Health Benefits Program as a non- PERS Special District subject to the County Employees' Retirement Law of 1937.

One of the Program Requirements of PERS is that the District must contribute toward the cost of the employee's and annuitant's premium. Agencies may elect to participate with an equal contribution (contributing at least \$16.00 per month for employees and annuitants) or may elect to contribute differently toward the health insurance contribution. The contribution established for retirees under the unequal contribution option cannot be less than \$1.00 per month and must be increased annually (August 1<sup>st</sup>) by at least 5% of the contribution for the active employees until such time the contributions are equal.

If the contracting agency has their own retirement system they must establish their own definition for retired employees and survivors and what options regarding the choice of health insurance programs are available to them after retirement. The District is one of those such agencies and has established the following options for annuitants/retirees regarding the continuation of health insurance after retirement.

#### Option 1: San Bernardino County Employees' Retirement Association

You are eligible for service retirement at any time if you are a:

- **General Member**

With 10 or more years of county retirement service credit and reached age 50 or at any age with 30 or more years of county retirement service credit.

Health insurance after retirement is offered to retired members, their dependents and other individuals and their dependents receiving continuing monthly benefits from the retirement fund. If your last public service employment prior to retirement was as a member of this retirement system, the Retirement Board may pay a part or all of your health insurance premium from the earning of the fund. This is revised once a year usually in August. The survivor is eligible to take health insurance but must pay the total amount. For further information refer to the "Retirement Plan Booklet".

According to the provisions as set forth in the County Employees' Retirement Law of 1937 (Government Code, Title 3, Division 4, Part 3, Chapter 3) and By-Laws of the Retirement Board, ARTICLE XIII. HEALTH INSURANCE.

1. Group health insurance benefits as determined by the Board, shall be offered to retired members, their dependents and other individuals and their dependents receiving continuing monthly benefits from the retirement fund. Retired members, enrolled in group health insurance offered by the Board, who have completed a minimum of five years County or District service (except no minimum service requirements are established for disability retirees) and whose last public service employment was with the Count or District included in the field of membership of the San Bernardino county Employees' Retirement Association, shall have a portion, or all, of the cost paid from the earning of the retirement fund. The amount paid from the fund shall be determined by the Board.

2. Service retired members with less than five years of county or District service shall be offered health insurance benefits, except that the fund shall only pay the retirement fund for retired members with five or more years of service by the fraction that has a numerator equaling the number of completed years of County or District service and a denominator equaling five years. The balance of the health insurance premium shall be paid by the retired member, unless the County or District provides for it as set forth hereafter. For such retired members, the County or District may, at the time of retirement, pay to the retirement fund an amount equivalent to one hundred fifty percent of the actuarial present value of such retired member's share of health insurance premium, as determined by the Board, in that event such retired member shall receive from the retirement fund health insurance benefits in the same manner as retired members with five or more years of service.

3. When a portion or all, of a retired member's health insurance premium is being paid from the fund and the amount is less than the amount being paid toward the cost of any other retired members' premium being paid from the fund, the excess

amount will be applied to the cost of the retired members' dependent health insurance premium.

4. Dependents of retired members will not be enrolled in the group health insurance plan if the retired member is not enrolled.

\* The District does not contribute funding towards a General Member qualified under Option 1.

**Option 2: PERS Health Benefits Program**

You are eligible for service retirement at any time if you are a:

- **General Member**  
 With 15 or more years of service credit and reached age 55 as of January 1, 2011. The years of service requirement shall increase by (1) year beginning on 1/1/2012 until the maximum reached 20 years:

1/1/2012	16 years required
1/1/2013	17 years required
1/1/2014	18 years required
1/1/2015	19 years required
1/1/2016	20 years required

\* Health insurance after retirement is offered to retired members, their dependents and other individuals and their dependents receiving continuing monthly benefits from the retirement fund. If your last public service employment prior to retirement was a member of this retirement system, the district may pay a part or all, of your insurance premium toward health insurance based on the "current resolution (see attached resolution/s) on file in the office of the PERS Board of directors. The survivor is eligible to take health insurance but must pay the total amount.

Based on the 1990 Resolution of the District joining PEMHCA and the PEMHCA regulations the following are the percentages of the District's contribution to a regular employee's medical coverage that will be paid toward a qualified annuitant's medical premium:

1990 - 0%	1991 - 5%	1992 - 10%	1993 - 15%
1994 - 20%	1995 - 25%	1996 - 30%	1997 - 35%
1998 - 40%	1999 - 45%	2000 - 50%	2001 - 55%
2002 - 60%	2003 - 65%	2004 - 70%	2005 - 75%
2006 - 80%	2007 - 85%	2008 - 90%	2009 - 95%
2010 and forward 100%			

\* Cancellation of the Health Benefits contract with PERS by the District terminates coverage for employees and annuitants/retirees. Employees will have the option to enroll in the district's current Health Benefits Program. Annuitants/Retirees will have the option to take health insurance with the San Bernardino County Employees' Retirement Association during Open Enrollment which is conducted once a year. This could leave the annuitant/retiree without coverage for an undetermined period of time. Annuitant's contribution by district may be sent to the annuitant if the annuitant is required to purchase their own policy.

When an employee retires and is a qualified annuitant, the Personnel Office will notify PERS and the employee will be removed from the Active Employee billing and placed on the Retiree billing. It will be easy to identify the monthly amount being paid for retirees. All other portions of the medical insurance will remain the same.



Post Office Box 401055 • Hesperia, California 92340-1055 • (760) 244-5488

**RESOLUTION NO. 18-04-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HESPERIA RECREATION & PARK DISTRICT CLARIFYING LANGUAGE REGARDING OTHER POST EMPLOYEMENT BENEFITS (OPEB)**

**WHEREAS**, in 1990, the Board determined to pay medical contributions for retirees from the District who had met certain long-term employment and age parameters; and

**WHEREAS**, that determination was confirmed in 1993; and

**WHEREAS**, that confirmation and clarification of the term "service credit" in the 2011 policy is hereby clarified to mean continuous services as a regular, full-time District employee (hereafter "Service") with no fewer than 15 years as of 2011 and thereafter as follows until 20 years of Service has accrued:

16 years as of 1/1/2012	17 years as of 1/1/2013	18 years as of 1/1/2014
19 years as of 1/1/2015	20 years as of 1/1/2015 and thereafter	

and the employee is at least 55 years of age on his/her retirement date

**WHEREAS**, at the time in 2011 when this policy was put into place, certain contract employees had not been made "regular" employees of the District entitled to participation in SBCERA; and

**WHEREAS**, in 2013 when such employees became regular employees, there was no revision of the policy to address their possible receipt of such post-retirement medical benefits; and

**WHEREAS**, the SBCERA provisions for retiree medical coverage provide that an employee is governed by the policies of his or her agency; and

**WHEREAS**, in contrast, the County of San Bernardino policy is based upon years of "service credit" for retirement purposes, not years of continuous actual service; and

**WHEREAS**, the provision of retiree medical contributions is expensive to the District and should be a benefit provided only to the longest-serving regular employees, since it carries with it an actuarial determination of unfunded liability; and

**WHEREAS**, it now is necessary for a variety of reasons to confirm and correct the statement of the policy.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE HESPERIA RECREATION AND PARK DISTRICT RESOLVES AND ORDERS AS FOLLOWS:**

1. The recitals set out above are true and correct.
2. The Board confirms and clarifies the existing policy regarding the retiree medical policy adopted in 2011 and that this Resolution takes effect immediately to clarify existing practice and policy.
3. The Board directs staff to take any and all necessary action (including presentation of additional Resolutions to the Board as necessary and correction of the OPEB) to carry out the provisions of this Resolution.

**PASSED, APPROVED AND ADOPTED this 11<sup>th</sup> day of April, 2018.**



Board President  
Hesperia Recreation and Park District



District Secretary  
Hesperia Recreation and Park District

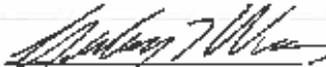
STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO) ss.

HESPERIA RECREATION AND PARK DISTRICT)

I, Lindsay Woods, District Secretary of the Hesperia Recreation and Park District, County of San Bernardino, State of California, do hereby certify that the foregoing Resolution No. 18-04-03 was regularly adopted by the Board of Directors of said Hesperia Recreation and Park District at a regular meeting of said Board of Directors held on the 11<sup>th</sup> day of April, 2018 by the following vote:

**AYES:** Hamilton, Gregg, Gonzalez, Limbaugh  
**NOES:** None  
**ABSENT:** Candler  
**ABSTAINED:** None



District Secretary  
Hesperia Recreation and Park District

ATTACHMENT B

Hesperia Recreation and Park District  
 Effective Immediately  
 8/30/19

Policies & Procedures  
 Administrator's Memo #19-1

**FULL TIME EMPLOYEE ANNUAL VACATION ACCRUAL RATES**

<b>Length of Service From Full Time Hire Date</b>	<b>Annual Vacation Accrual</b>	<b>Maximum Allowed Unused Balance</b>
0-59 Months	80 Hours	160 Hours
Available for Use After 1,040 Full Time Paid Service Hours through 10,400 Full Time Paid Service Hours	Accrues at a Rate of 3.08 Hours for Every 80 Regular Hours Worked	
60-119 Months	120 Hours	240 Hours
After 10,401 Full Time Paid Service Hours through 20,800 Full Time Paid Service Hours	Accrues at a Rate of 4.62 Hours for Every 80 Regular Hours Worked	
120-239 Months	160 Hours	320 Hours
After 20,801 Full Time Paid Service Hours through 41,600 Full Time Paid Service Hours	Accrues at a Rate of 6.16 Hours for Every 80 Regular Hours Worked	
240+ Months	200 Hours	400 Hours
After 41,601 Full Time Paid Service Hours	Accrues at a Rate of 7.70 Hours for Every 80 Regular Hours Worked	

## ATTACHMENT C

Hesperia Recreation and Park District  
Effective Immediately  
8/30/19

Policies & Procedures  
Administrator's Memo #19-2

### CLARIFICATION OF EMPLOYEE SICK TIME USE

Full Time Employee Accrual Rate: 3.69 per pay period - or 0.0462 per hour worked.

Part Time Employee Accrual Rate: 1 hour accrued per 30 hours worked - or .0333 per hour worked.

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Approved sick leave with pay shall be compensated at the employee's base rate of pay. An employee who uses paid sick leave must do so with a minimum increment of two (2) hours of sick leave if the employee is ABLE to request it in advance (i.e., doctor appointment, dentist appointment, etc.).

Approved sick leave in the above scenario consists of time off that is requested in advance and is pre-approved by your supervisor.

For sick leave used for an authorized absence of duty that an employee is not able to give advance notice (i.e., onset of illness while at work with less than 2 hours left of shift), the minimum charge against accumulated sick leave shall be fifteen (15) minutes.

Employees requesting sick leave with pay that could have been scheduled in advance but wasn't requested and pre-approved may be eligible for unpaid time off or may request to substitute vacation pay (if the employee is otherwise eligible to use vacation pay).

**SECTION 15  
EMPLOYEE HANDBOOK REVISIONS**

<b>SECTION 1. GENERAL EMPLOYMENT POLICIES</b>	<b>HANDBOOK REVISION DATE</b>
C. OPEN DOOR POLICY- updated and approved by board action on December 11, 2019	December 17, 2019

<b>SECTION 2. HIRING AND EMPLOYMENT POLICIES</b>	<b>HANDBOOK REVISION DATE</b>

<b>SECTION 3. EMPLOYEE CONDUCT</b>	<b>HANDBOOK REVISION DATE</b>

<b>SECTION 4. BENEFITS, SALARY AND WAGES</b>	<b>HANDBOOK REVISION DATE</b>
A. BENEFITS PROVIDED TO EMPLOYEES	May 3, 2018
A. BENEFITS PROVIDED TO EMPLOYEES-Opt Out Incentive Removed	May 15, 2018

<b>SECTION 5. HOLIDAY AND VACATION POLICIES</b>	<b>HANDBOOK REVISION DATE</b>
See Attachment B - approved by board action on December 11, 2019	December 17, 2019

<b>SECTION 6. SICK LEAVE, FAMILY AND MEDICAL LEAVE LAWS, AND PREGNANCY DISABILITY LEAVE POLICIES</b>	<b>HANDBOOK REVISION DATE</b>
See Attachment C - approved by board action on December 11, 2019	December 17, 2019

<b>SECTION 7. OTHER LEAVE OF ABSENCE POLICIES</b>	<b>HANDBOOK REVISION DATE</b>

<b>SECTION 8. NEGATIVE EMPLOYEMENT ACTIONS</b>	<b>HANDBOOK REVISION DATE</b>

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<b>SECTION 9. SEPARATION FROM EMPLOYMENT</b>	<b>HANDBOOK REVISION DATE</b>

<b>SECTION 10. EMPLOYEE SAFETY AND SECURITY</b>	<b>HANDBOOK REVISION DATE</b>

<b>SECTION 11. DISTRICT AND PERSONAL PROPERTY</b>	<b>HANDBOOK REVISION DATE</b>

<b>SECTION 12. EXPENSES, TRAVEL, MILEAGE, AND REIMBURSEMENTS</b>	<b>HANDBOOK REVISION DATE</b>
TRAVEL AND REIMBURSEMENT- Approved by Board action on June 12, 2019	April 9, 2021

<b>SECTION 13. ADMINISTRATIVE POLICIES MANAGEMENT AND HUMAN RESOURCES ORGANIZATION CHART</b>	<b>HANDBOOK REVISION DATE</b>
	May 15, 2018 November 01, 2018 December 17, 2019
INJURY AND ILLNESS PREVENTION (IIP) PROGRAM	October 02, 2018
INJURY AND ILLNESS PREVENTION (IIP) PROGRAM	December 17, 2020

<b>SECTION 14. ATTACHMENTS</b>	<b>HANDBOOK REVISION DATE</b>
ATTACHMENT A. RETIREMENT REQUIREMENTS AND RESOLUTION NO. 18-04-03 CLARIFYING LANGUAGE REGARDING OTHER POST EMPLOYMENT BENEFITS(OPEB)	May 3, 2018
ATTACHMENT B. POLICIES AND PROCEDURES ADMINISTRATOR'S MEMO #19-1 FULL TIME EMPLOYEE ANNUAL VACATION ACCRUAL RATES	December 17, 2019

ATTACHMENT C. POLICIES AND PROCEDURES ADMINISTRATOR'S MEMO #19-2 CLARIFICATION OF EMPLOYEE SICK TIME USE	December 17, 2019
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