

Fulton-El Camino Recreation & Park District
 Policy & Procedure Manual Revised policy updates

PERSONNEL

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Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Executive Officer

POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Fulton-El Camino Recreation & Park District and for the Board of Directors.

2000.2 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors.

2000.3 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Hours of Work, Overtime

POLICY NUMBER: 2010

2010.1 This policy shall apply to Regular part time and Full-time employees.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall be 8:00 a.m. to 5:00 p.m. with one (1) hour off for lunch. A majority of employees may ratify a change of regular work hours, for their division, with the consent of the General Manager, so that the regular work hours shall be 7:00 a.m. to 3:30 p.m. with one-half (½) hour off for lunch.

2010.3.1 A three-fourths (¾) majority of the employees within a division may ratify a change of regular work hours for their division to affect a "9-80s" schedule (i.e., employees would work eight nine-hour days and one eight-hour day during a two-week pay period), subject to the consent of the General Manager. A simple majority (>50%) may ratify returning the regular work hours for a division to a traditional "10-80s" schedule (ten eight-hour days in a two-week pay period). When a 9-80s schedule is in effect, holidays will be credited as eight-hour days, even when they fall on a day that would normally be assigned as a nine-hour day. One hour of vacation time will be added to the eight hours of holiday credit to complete the compensated leave for the day.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 40 hours in a work week;

2010.5 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.5.1 Emergency work will be compensated at the rate of one and one-half (1.5) hours for each one hour of work.

2010.5.2 When an employee is on-call, he/she shall be provided a [radio, pager, etc.] which will provide notification in the event of an emergency repair/maintenance work need. Said [radio, pager, etc.] shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency-repair/ maintenance job may also be given verbally, in person or telephonically by the proper Supervisory Authority.

2010.5.3 When an employee is Stand by, he/she shall be free to utilize his/her time as desired, but must remain within the general Fulton-El Camino Recreation & Park District area, going no farther than 30 minutes travel time away from any District facility. Non-exempt employees' stand by time will be compensated at minimum wage. If said employee is called in to work, he/she will be compensated at their normal rate of pay.

2010.5.4 When a non-exempt employee is On Call, he/she shall be free to utilize his/her time as desired. The On Call employee will be available by phone and if called into work will be compensated at his/her normal rate of pay.

2010.6 The following exempt positions will receive additional Flex leave in acknowledgment of the additional weekend and evening hours required to perform the job:
Recreation Supervisors, Recreation Coordinator II's, and others that may be included later.
The above listed employees receive 80 hours of Flex leave per calendar year.

2010.6.1 Flex leave may not be utilized as a substitute for sick leave or vacation for more than 2 days in a work week.

2010.6.2 Flex leave cannot be carried over to another calendar year.

2010.6.3 Flex leave will not be paid out upon separation or retirement.

2010.7 The following exempt positions will receive administrative leave in acknowledgment of the need to attend evening meetings and community events:
General Manager, Assistant General Manager, and Superintendents.
The above listed employees receive 40 hours of administrative leave per calendar year.

2010.7.1 Administrative leave cannot be carried over to another calendar year.

2010.7.2 Administrative leave will not be paid out upon separation or retirement.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Lunch and Rest Periods

POLICY NUMBER: 2012

2012.1 Lunch Periods: All District employees normally shall be allowed a lunch period of not less than thirty minutes and no more than one hour which shall be scheduled generally in the middle of the work shift.

2012.2 Whenever it is necessary for an employee to work overtime in excess of two consecutive hours, he / she shall be granted an additional lunch period, the taking of which is optional with the employee.

2012.3 Lunch periods shall not be counted as part of total hours worked except for the park police / Rangers when they are on duty in uniform.

2012.4 Rest Periods: Subject to the discretion and control of the Supervisory Authority, all employees shall be allowed rest periods not to exceed fifteen minutes during each four consecutive hours of work. The Supervisory Authority may designate the location or locations at which rest periods may be taken.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to Regular, Regular Part-Time and probationary employees in all classifications.

2020.2 Paid vacations for Regular and Probationary employees shall be accrued according to the following schedule on an annual basis:

- (a) During the first three years of continuous work, 1 day/month; (12 per year)
- (b) Four through nine years of service, 1 5/12th days; (17 per year)
- (c) Ten or more years of service, 1 5/6th days; (22 year)
- (d) Vacation time is awarded on the last day of the month.

2020.3 Employees who have completed six months may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months as required.

2020.4 Vacation time may be accumulated or postponed. The total accumulate vacation time shall not exceed 30 days in a calendar year. Accrued vacation will be capped at thirty (30) days within the calendar year. The supervising authority shall determine the period when time may be taken by each eligible employee consistent with requirements of the department.

2020.5 Earned time off for Regular Part-time employees begins to accrue after six months of contiguous employment totaling 910 hours and averaging 35 hours a week.

2020.5.1 Employees shall receive 1 day of paid time off per month which may be used for various personal needs with approval of the proper supervising authority.

2020.6 An eligible employee who has more than six months of service and who separates or is terminated from district service or who takes military leave in excess of 180 days shall be paid the monetary value of the vacation pay.

2020.7 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.8 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has

been fully used. A leave of absence for medical reasons will not be granted until all accumulated sick leave and vacation time have been used.

2020.9 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.10 Vacations may be scheduled at any time during the year upon approval of the supervisory authority.

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Paid Time Off for Part-time Regular Employees
POLICY NUMBER: 2025

2025.1 This policy shall apply to Part-time regular employees in all classifications.

2025.1.1 A Part-time regular employee is an employee who regularly works 34 or more hours per week on average, but less than 40 hours per week.

2025.2 Paid time off for Part-time regular employees begins to accrue after six months of contiguous employment totaling 910 hours and averaging 35 hours a week.

2025.2.1 Employees shall receive 7 hours of paid time off per month which may be used for various personal needs with approval of the proper supervising authority.

2025.2.2 Paid time off can be used as sick time, vacation time, or personal days off.

2025.2.3 Paid time off may be accumulated or postponed. Accumulated paid time off will be capped at 210 hours. Accrual will resume after an employee taken time off to bring the balance below 210 hours. The supervising authority shall determine the period when time may be taken by each eligible employee consistent with requirements of the department.

2025.3 Eligible employees may use accumulated paid time off, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

2025.3.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.

2025.3.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

2025.3.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

2025.4 In order to receive paid time while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2025.5 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager of the District.

2025.6 It shall be the mandatory duty of each supervising authority to enforce the provisions of this section accurately and document sick leave, including a clear statement of cause and such supporting evidence as required by the General Manager in determining the necessity for such leave.

2025.7 The General Manager shall require the employee to provide adequate evidence to substantiate the necessity for use of sick leave when used, and may require a statement by a medical doctor that the employee is fit to return to duty. Note: California Labor Code accepts Chiropractors as "Physicians".

2025.8 Upon termination of employment unused paid time off shall be "bought back" by the District at a rate of one half (1/2) of accumulated paid time off.

Fulton-El Camino recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Holidays

POLICY NUMBER: 2030

2030.1 This policy shall apply to all Regular, Regular Part-time and probationary employees

2030.2 The following days shall be recognized and observed as paid holidays:

New Years Day;
Martin Luther King, Jr.'s Birthday;
President's Day;
Memorial Day;
Independence Day;
Labor Day;
Veteran's Day;
Thanksgiving Day;
Day after Thanksgiving Day
Christmas Day;

2030.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. Eligibility is also granted if the employee was on vacation or had notified the proper supervisory authority and received permission to be absent from work on that specific day or days.

2030.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

2030.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2030.6 Regular & Regular Part-time employees who work in a unit for which the normal work schedules include Saturday, Sunday, and holidays, shall be granted a day off in lieu of prescribed holidays. Such days off shall be designated in the employees' regular work schedule.

2030.7 "Regular" employees receive 3 floating holidays to be used in the fiscal year at the discretion of each individual, subject to approval by their immediate supervisor. Floating holidays can not be accrued.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy shall apply to probationary, Regular Part-time and regular employees in all classifications.

2040.1.1 Sick leave with pay shall be earned by regular employees based on the equivalent of full-time service from the date of permanent appointment.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the supervisory authority.

2040.3 Earned Sick Leave

2040.3.1 Regular and probationary employees shall earn sick leave at the rate of 1 ¼ working days per month, cumulative without limits.

2040.3.2 Regular Part-time employees shall receive benefit time at the rate of 1 working day per month, cumulative without limits. (based on a seven (7) hour day.) Benefit time may be utilized as sick, vacation, or personal time off at the employee's discretion with approval of the supervising authority.

2040.3.3 Benefit time is awarded on the last day of the month.

2040.4 Eligible employees may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

2040.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.

2040.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

2040.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

2040.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager of the District.

2040.7 Upon termination of employment unused sick-leave time shall be "bought back" by the District at a rate of one-third (1/3) of accumulated sick leave up to but not exceeding a maximum of 21.25 days (equivalent of one month's base salary).

2040.8 It shall be the mandatory duty of each supervising authority to enforce the provisions of this section accurately and document sick leave, including a clear statement of cause and such supporting evidence as required by the General Manager in determining the necessity for such leave.

2040.9 The General Manager shall require the employee to provide adequate evidence to substantiate the necessity for use of sick leave when used, and may require a statement by a medical doctor that the employee is fit to return to duty. Note: California Labor Code accepts Chiropractors as "Physicians".

2040.10 Exempt employees must apply sick leave or vacation (at their discretion) to absences of 4-hours or more any day they are ill and unable to work.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Family and Medical Leave
POLICY NUMBER: 2045

2045.1 The purpose of this policy is to clarify how *Fulton-El Camino Recreation and Park District* will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the *District* shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

2045.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by *the Fulton-El Camino Recreation and Park District* for at least 12 months, which need not be consecutive; (2) worked for *Fulton-El Camino Recreation and Park District* at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

2045.3 Leave Benefit.

2045.3.1 Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails (1) inpatient care in a hospital, hospice, or residential medical care facility; or, (2) continuing treatment by a health care provider.

2045.3.2 To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by *the Fulton-El Camino Recreation and Park District*, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

2045.3.3 Employees on leave who were previously covered by Fulton El Camino Recreation and Park District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

2045.3.4 At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions.

The *Fulton-El Camino Recreation and Park District* may also require the employee to obtain medical certification that they are able to resume work.

2045.4 Employee Obligations

2045.4.1 If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30- days notice, or with as much notice as practicable.

2045.4.2 Employees seeking leave on account of a serious health condition must provide the General Manager with medical certification regarding their condition. The General Manager may require employees to obtain, at *Fulton-El Camino's* expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

2045.4.3 For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Bereavement Leave

POLICY NUMBER: 2050

2050.1 This policy shall apply to probationary and regular full-time employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. This is in addition to regular sick leave and vacation time. Verification may be required by the General Manger.

2050.3 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

2060.1 This policy shall apply to probationary and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her immediate supervisor or the supervising authority.

2060.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.4 An employee who takes vacation or compensatory time off while on jury duty shall not be required to remit fees in order to receive their regular salary.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Continuity of Service

POLICY NUMBER: 2070

2070.1 For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the following occurs:

2070.2.1 An employee is discharged for cause;

2070.2.2 An employee voluntarily terminates his/her employment; or,

2070.2.3 An employee is laid off.

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability;

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service.

2070.4 A re-employment list shall be maintained by the District. The re-employment list shall be used to determine the order in which part-time and temporary employees shall be employed when other than regular work is available and additional employees are needed. The list shall be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list shall be rehired to fill a vacant position within a specific job classification if:

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

2070.4.2 He/she has seniority, as defined above.

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, shall be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual shall be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and shall receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment shall have their employment service records restored to include previously earned length-of-service.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Employee Status

POLICY NUMBER: 2080

2080.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.

2080.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than 6 continuous months of service with the District. Upon completion of 6 months of continuous service with the District in said classification, and upon the supervisory authority's decision to retain said employee, said employee shall be granted regular employee status.

2080.2.1 A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he/she becomes eligible. A probationary employee will not be eligible for a leave of absence.

2080.2.2 Regular employees promoted to a higher level or new position will be considered probationary for a period of 3 months.

2080.3 A "Temporary Part Time" employee is one who is hired to work within any job classification, but whose position is not regular in nature.

2080.3.1 A temporary part-time employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights.

2080.3.2 If a temporary part-time employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

2080.4 A "Yearly Part-time" employee is one who is hired to work within any job classification, and works no more than 1560 hours over a 12 month period. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

2080.5 A "Seasonal" employee is one who is hired to work part-time within any job classification, and works no more than 960 hours over a 12 month period, and not entitled to employee benefits. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

2080.6 A "Regular Part-Time" employee is one whose position is regular in nature. Regular part-time is defined as an employee working more than 960 hours but no more than 1872 hours a year for the district.

2080.7 A "Full-Time" employee is one whose position is regular in nature, and is scheduled to work 2080 hours per year for the district. There are three classifications of full-time employees.

2080.7.1 A Full-Time hourly employee is one whose duties routinely require direct supervision.

2080.7.2 A Full-Time non-exempt salaried employee is one whose duties do not routinely require direct supervision, however, they do not meet the duties standard for exempt status, or the minimum salary requirement of at least twice the minimum wage.

2080.7.3 A Full-Time exempt salaried employee is one whose job duties meet the Executive, Administrative, or Professional designations as defined in the Federal Labor Code and whose salary is at least twice the minimum wage.

Peace Officer/ Public Officer Probation Period

2080.8 Effective April 17, 2009 the employment probation period shall be consistent with "industry standards" for peace officer / public officer probation periods in the State of California. Currently, the industry standard is between twelve and eighteen months, varying by agency.

The Fulton – El Camino RPD employee probation period for regular full time, regular part time, and seasonal peace officers, shall be as follows:

2080.8.1 Regular Full Time Employees: The probationary period for officers appointed after April 17, 2009 shall be twelve months. This includes "salaried and salaried exempt" Full – Time employees.

2080.8.2 Regular Part Time and Seasonal Employees: The probationary period for "Regular Part-Time and seasonal" Peace Officers / Public Officers, appointed to either of these positions after April 17, 2009, shall be 2,080 paid hours, or the completion of twenty-four months of continuous service. Because part-time employees work less frequently than full-time employees, it takes a greater length of time to adequately evaluate performance to determine suitability. Probation shall begin with the first hour of paid duty and end after 2,080 paid hours, or after the completion of twenty-four months of continuous service, whichever comes first.

2080.8.3 Regular Part-Time and Volunteer employees shall work a minimum of 16 hours per month to remain employed with FEPD. These hours may be flexed over a twelve month period equaling a minimum of 192 hours during a fiscal year.

Note: Probationary employees may be released for employment at any time, without cause, at the discretion of the Chief of Ranger services and District Management.

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: At – Will Status

POLICY NUMBER: 2082

2082.1 This policy shall apply to all Regular- Part-time, Part-time, and seasonal employees not entitled to Skelly vs. State Personnel Board (15 Cal 3d 194) See policy 2260 for employees entitled to a Skelly hearing.

2082.2 The Fulton-EI Camino Recreation & Park District personnel are employed on an at-will basis. At-will employees may be terminated with or without cause and with or without notice at any time by either the employee or the District. Nothing in this handbook shall limit the right to terminate at-will employment.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Orientation

POLICY NUMBER: 2085

2085.1 The General Manager is responsible for the orientation of the Superintendents. The Superintendents or designees are responsible for the orientation of employees within each division.

2085.2 Orientation of divisional employees may be delegated to subordinates.

2085.3 All new regular employees shall receive a copy of the policy manual relating to personnel administration (2000-2400) and a job description.

2085.4 An employee Orientation Checklist is to be completed by the person charged with the responsibility for orientation of the new employee. Supervisors are to carefully review each item on the list with the new employee and to answer any additional questions regarding the job.

2085.5 The completed checklist is to be signed by the supervisory authority and the employee and placed in the employee's personnel file within three (3) days after the initial employment date.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Uniforms/Protective Clothing
POLICY NUMBER: 2090

2090.1 The cost of uniforms and/or protective clothing, shoes, etc., (hereinafter equipment) that employees are required to wear shall be borne by the District as specified in the annual budget within line item 2314 (Personal equipment).

2090.2 The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or, of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of the equipment purchased. If the purchase exceeds that allowable costs set forth by the district, the employee must reimburse the district for the difference between the purchase price and the allowable cost.

2090.3 New employees will be required to purchase their own equipment and will be reimbursed the allowable cost as determined by the regulation pertaining to the specific division or program. The employee must provide the original purchase receipt for the equipment for which reimbursement is being requested.

2090.4 For details regarding specific uniform requirements and current reimbursement allowance for any of the districts programs or divisions, please refer to the appropriate regulations pertaining to said division or program.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Vehicle Costs

POLICY NUMBER: 2100

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2100.3 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

2100.4 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. Accident, health, hospital, and dental insurance to cover non-occupational injuries and sickness for all full-time employees in all job classifications, shall be provided by the District. The medical benefit plan is effective the first of the month following the date of hire. The scope of coverage and the portion of premiums to be paid by the District are subject to periodic review and revision by the Board of Directors.

Full-Time Employees

2110.11 For individual coverage, (one person), the District will pay up to 100% of the premium of the average cost of all District approved carriers.

2110.1.2 For dual coverage, (two people), the District will pay up to 100% of the premium of the average cost of all District approved carriers.

2110.1.3 For family coverage, (three or more people), the District will pay up to 100% of the premium of the average cost of all District approved carriers.

2110.1.4 Full-time employees are entitled to Dental Insurance coverage. The employer's contribution for each employee shall be the amount necessary to pay the total cost of his/her family enrollment in the plan.

2110.1.5 Full-time employees are entitled to Vision Insurance coverage. The employer's contribution for each employee shall be the amount necessary to pay the total cost of his/her family enrollment in the plan.

Regular Part-Time Employees

2110.1.6 Regular part-time employees will be reimbursed up to 50% of the value of the premium of the average cost of all District approved carriers for individual coverage towards personal health insurance.

2110.1.7 Regular part-time employees become eligible after completing a minimum of six months of active service averaging 34 hours a week on a contiguous basis.

Yearly Part-Time & Part-Time Employees

2110.1.6 Yearly part-time and part time employees are not eligible for health & welfare benefits other than state mandated benefits.

2110.2 Workers' Compensation Plan: All District employees will be insured against injuries received while on the job as required by state law

2110.3 Deferred Compensation Plan: Upon achieving full-time employee status, employees may enroll in the District's Deferred Compensation employee retirement plan.

2110.3.1 The minimum amount an employee may contribute is \$10 per pay period or \$20 per month.

2110.3.2 The maximum amount an employee may contribute per year is based on current IRS limits.

2110.3.3 Employees may only make withdrawals from the deferred compensation account for unforeseen emergencies. All withdrawals must be accompanied by documentation and include a letter signed from the agency plan administrator.

2110.3.4 After request for an emergency withdrawal the employee must provide written proof to the plan administrator that they have two months gross salary in an accessible savings account before being reinstated in the deferred compensation program.

2110.4 Retirement Plan: Full-time employees are enrolled in the PERS retirement plan effective the first of the month following the employee's date of hire.

2110.4.1 Full Time, Regular Part-Time and Yearly Part-Time employees are covered by social security. Part-time employees are covered under PARS (Public Agency Retirement Services).

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Longevity Policy
POLICY NUMBER: 2112

- 2112.1** It is the intent of the Board of Directors of the Fulton-El Camino Recreation & Park District to recognize longevity service to the Park District.
- 2112.2** Full-time, Regular Part-time, and Yearly part-time employees who have completed 15 years of uninterrupted *full-time equivalent* service and have been at the last step of their pay scale for at least two years are eligible for a 5% longevity benefit as of July 1 of their sixteenth year.
- 2112.3** Longevity pay shall initially be based on the Board of Directors approved fiscal year budget and will be a 5% increase in the employee's rate of pay providing:
2112.3.1 . The employee has been working for the district for a minimum of 15 years, and;
2112.3.2 . The employee has been at the final step in the pay scale for at least two years.
- 2112.4** The employee will then be eligible for additional Longevity Pay increases of 5% every five years on the employee's anniversary date hereafter up to the 25th year at which time it caps.
- 2112.5** In the event an employee's receiving this longevity benefit is offered a promotion to a higher position, the employee will be offered the salary step that is a minimum of 5% above his/her present salary.
2112.5.1 If the employees existing salary exceeds step five (5) of the position being offered, the employee will remain at his/her current salary.

Fulton – El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance

POLICY NUMBER: 2115

2115.1 An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

2115.1.2 For the sake of documenting volunteer hours for programs and events, volunteers shall fill out a volunteer time sheet for the days and hours of the service provided.

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Volunteers

POLICY NUMBER: 2117

2117.1 The Fulton-EI Camino Recreation and Park District recognizes the important and vital role that volunteers play in the delivery of quality park district programs and services to the residents of the park district and the surrounding areas. Volunteerism is one of the highest forms of recreation and community involvement and is a vital key in staying active and enhancing the volunteers' life and the lives of others.

2117.2 Volunteers must be 14 years of age to independently volunteer. Youths, younger than 14 years may volunteer with a parent, legal guardian, or community organization authority. (Schools, community groups, clubs, etc) Parental or guardian approval is required for all volunteers under the age of 18.

2117.3 All volunteers must complete a volunteer form and complete the appropriate DOJ background check. **Exception:** Volunteers who will not have supervisory authority and/or who are fulfilling a community service school or organizational requirement will not be subject to DOJ background check.

2117.4 Volunteers will be provided with appropriate training, receive a volunteer handbook, and will be required to follow all policies and procedures outlined in the volunteer handbook.

2117.5 The District will have a Volunteer recognition program to show appreciation.

2117.6 All volunteer hours will be kept on a volunteer time sheet and will be tabulated by the appropriate full time employee and hours will be tabulated yearly and included in volunteer recognition efforts.

2117.7 Volunteers will be covered under the Workers Compensation Program that covers employees of the Fulton-EI Camino Recreation & Park District.

Fulton – El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Community Work Service

POLICY NUMBER: 2118

2118.1 Purpose This section establishes a procedure by which the Board of Directors will permit the operation of a community work service program. This program is conducted in cooperation with the County of Sacramento to provide work opportunities for individuals needing work credits as a part of:

2118.2 Policy The General Manager or his/her appointed representative, shall administer the District's volunteer community work service program.

2118.3 Procedure The Fulton-El Camino Recreation and Park District shall receive its volunteer community work service participants from the county or an agency working as the participant assigner for the county.

2118.3.1 Community Work Experience Program (CWEX) benefits the local community, the District, the County of Sacramento and the individual by providing work opportunities and training for people on public assistance. Background checks through the Department of Justice are required for CWEX program participants.

2118.3.2 County Sheriff's Work Program allows individual to "work-off" their offenses through participation in the Sacramento County Work Program rather than going to jail. Program participants work under the direct supervision of a Sacramento County Sheriff and are not subject to background review by the District.

2118.3.3 Alternative Sentencing Program. Allows certain county probationers and minor offenders the opportunity to "work-off" their offenses through a court referral work program. Rather than paying a fine or going to jail, work referral participants work a specified number of hours on community service projects.

2118.4 Work Duties and Procedures. All participants, with the exception of the Sheriff's Work Program participants, will be subject to the following conditions:

2118.4.1 In order for any applicant to participate in the District's community work service program, the following procedures are to be followed:

- a. Referred to the District by the county or the county's referral program.
- b. Must be willing to perform physical labor at any park site located in the community.
- c. Must be reliable and adhere to pre-arranged work schedule.
- d. Must report to District Corporation Yard and, if applicable, be driven to the work site in District vehicle by a full-time District employee.
- e. Prohibited from driving District vehicles.
- f. Must comply with District work policies at all times.
- g. Must complete job time sheet form for each pay period.
- h. Must wear appropriate work clothes at all times.

2118.5 The use of other community service groups such as the California Conservation Corps (CCC) and Sacramento Local Conservation Corps (SLCC) will be by contract with the District named as an additional insured on the contractor's insurance.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Education and Training

POLICY NUMBER: 2120

2120.1 It shall be the policy of the District to encourage participation by all employees in job related training/education programs.

2120.2 All training/education is necessarily to be regarded as secondary to the District's primary responsibility of getting District work done. The determination of whether a particular class is job related or not related to District interests and the corollary determination of whether any given employee can realistically be spared from the job for the given training/education time frame are necessarily the prerogative of both the supervisor and the managerial hierarchy above the supervisor.

2120.3 Job Related Training and Education is defined as essential training and education in the performance of an employee's current job.

2120.3.1 All or part of the costs associated with Job Related Training and Education will be paid by the District and such training/education may be accomplished on District time.

2120.3.2 Each employee receiving District paid training/education must, agree in writing, prior to attending the class to remain with the District for a period not less than 6 months for completed training courses or employee must reimburse the District for the costs of the course(s) and book(s).

2120.3.3 Desired training/education expenses will be based on those of the least expensive qualifying institution offering the course(s).

2120.3.4 Courses or training taken which are not job or career related will not be paid for by the District.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees shall be paid semi-monthly being the 15th day and the last day of every month.

2130.1.1 Hours worked by hourly employees from the 1st to the 15th shall be paid on the last day of the month, and from the 16th to the last day of the month shall be paid on the 15th of the following month.

2130.1.2 Hours worked by salaried employees from the 1st to the 15th of the current month shall be paid on the 15th of that month, and from the 16th to the last day of the month shall be paid on the last day of that month.

2130.2 In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", or on a Saturday or Sunday, the immediately previous working day shall become the payday.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Advancement of Wages

POLICY NUMBER: 2140

2140.1 This policy shall apply to all District employees.

2140.2 It is the policy of the Fulton-El Camino Recreation & Park District to NOT authorize requests for the advancement of wages.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Compensation

POLICY NUMBER: 2150

2150.1 This policy shall apply to all Full-Time District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 A new employee's official Date of Hire shall be the first day that the employee works for the District.

2150.2.2 Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the wage range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the wage range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in the same position be appointed at the same salary rate which was paid at the effective date of the person's termination, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement Within Range.

2150.3.1 Performance Evaluation Required. The General Manager, or Supervisory Authority shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the appointment date so long as the employee's performance record averages "effective-meets standards" or better on District performance evaluation form in the annual or special evaluations.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification, provided the higher salary range has at least a 5% increase.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date, provided the employee's performance evaluation does not meet standards. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond 90 days due from the employee's merit advancement date due to a continued failure to meet standards, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range 5% increase at the same step, in rate.

2150.5 Salary Scale. Except as otherwise provided in this section; a salary schedule shall be used to determine the monthly compensation of all regular employees in the District service.

2150.5.1 The salary schedule for district employees is established by the Board.

Recommendations shall be made by the General Manager. The salary schedule shall be the basis of the District payroll and shall be reviewed annually. Cost of living adjustments shall be reviewed annually. Cost of living adjustments shall be those adopted by the Board of Directors.

2150.5.1.1 The entry step within the established range for each class shall be Step "A" unless specifically designated at Step "B", "C", "D", or "E".

2150.5.1.2 Based on satisfactory performance and length of employment, step increases may be granted annually by the General Manager for all permanent employees until Step "E" is attained.

2150.5.1.3 The current Fiscal Year (FY) salary schedule, additive and fringe benefit outline is included in the Policy Manual as Appendix C and is changed annually and/or as required.

2150.6 Emergency Adjustments. Whenever exceptional recruitment and/or retention difficulty is encountered in a class due to the established salary range, the Board of Directors may establish a temporary recruitment and/or retention pay allowance for the class.

2150.7 Part-time help employment. Part-time help employees will be hired at a beginning wage commensurate with their experience and may receive increases (with satisfactory service) annually as outlined in the part-time wage schedule in Appendix C-2.

2150.7.1 Part-time help employment shall not be considered eligible service for full time merit increase; further, continuous part-time help employment will not be considered as eligible service for employees who transfer to a regular position even without a break in service.

2150.8 Report to the Board. All merit raises or hourly wage increases will be reported to the Board of Directors by the General Manager at the earliest possible regular Board meeting.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Gifts
POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Authorized Leave

POLICY NUMBER: 2160

2160.1 With the approval of the General Manager, an employee may request a leave of absence without pay for a period of up to six months.

2160.2 Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.

2160.3 Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, or sick leave) during a leave of absence.

2160.4 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Unauthorized Voluntary Absence

POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.

2165.1.1 After three consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence is considered a resignation. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the General Manager.

2165.2 The General Manager may, through an informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2165.3 If the General Manager determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee's resignation shall be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

Fulton-El Camino Recreation & Park District

POLICY & PORCEDURE MANUAL

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2170

- 2170.1** This policy shall apply to all Full Time and Regular Part-time employees as noted herein.
- 2170.2** The General Manager, or Supervisory Authority, shall conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.
- 2170.3** Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores from "does not meet standards" to "exceeds standards" in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score that is other than "Meets Standards."
- 2170.4** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.
- 2170.5** Unscheduled performance evaluations may be made at the discretion of the General Manager or Supervisory Authority.
- 2170.6** The employee shall sign the evaluation acknowledging receipt thereof. Said signature shall not necessarily indicate agreement of the evaluator's comments.
- 2170.7** The evaluator shall note on the evaluation if the employee refuses to sign.
- 2170.8** The General Manager will report to the Board of Directors each November that staff evaluations have been completed.
- 2170.9** The performance evaluation of the General Manager will be conducted annually by the Board of Directors.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Grievance

POLICY NUMBER: 2180

2180.1 This policy shall apply to all regular employees in all classifications and Board Members.

2180.2 The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor. If grievance directly involves immediate supervisor, he/she is should move up the chain of command to the next level of supervisory authority.

2180.4.2 Level II, General Manager. If the grievance has not been resolved at Level I, the grievant may present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement shall include the following:

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

2180.4.2.2 The General Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level.

Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Directors' Personnel Committee. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors' standing Personnel Committee within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Personnel Committee shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Committee's decision shall be announced in open session immediately after the closed session in which it was made.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

2180.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM
[DISTRICT NAME]

Employee's Name: _____ Date: _____

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

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Drug & Alcohol Abuse
POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager, pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property, and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech, or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

2190.8 This policy may not apply during a District-sponsored event so long as the conduct is not in violation of established law.

2190.8.1 The application of 2190.8 is subject to the discretion of the General Manager or Board of Directors.

Appendix "A"
CONSENT AND RELEASE FORM
DRUG/ALCOHOL TESTING

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

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

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

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY: (IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

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

SUPERVISOR REQUESTING TEST: _____
(Signature) (Date)

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Substance Abuse
POLICY NUMBER: 2192

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2192.1 POLICY STATEMENT

The purpose of this policy is to assure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 DFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements of safety-sensitive employees and others when so noted.

Fulton-El Camino Recreation and Park District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

2192.1.1 APPLICABILITY

This policy applies to all employees when they are on District property or when performing any District related business. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work.

A safety-sensitive employee is:

- (a) one in any classification requiring the use of a Class "A" or Class "B" commercial drivers license, as listed in Appendix A;
- (b) one who has voluntarily driven a District vehicle requiring a commercial license within the last 12-month period, or who desires in the future to voluntarily drive a District vehicle requiring a commercial license; or,
- (c) one who performs safety-sensitive functions as specified in Appendix A. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

2192.1.2 PROHIBITED SUBSTANCES

"Prohibited substances" addressed by this policy include the following:

2192.1.2.1 *Drugs:* those referenced by the Department of Health and Human Services list of prohibited substances.

2192.1.2.2 Alcohol. The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

2192.1.2.3 Legal Medications. Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing district business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. An employee who feels his/her performance of work-related duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected should report it to his/her supervisor, and medical advice should be sought before performing work-related duties. In the above instance, an employee using legal prescribed medication or non-prescription medication may continue to work if the employee does not pose a safety threat and that job performance is not affected by such use. If the medication does affect work-related duties, and the taking of the medication is strongly advised by the employee's physician, the employee may ask for a modification of their duties if that is available. If duty modification is not available, the employee may be required to take a medical leave until such time as they no longer take the medication, or modified duty becomes available.

2192.1.3 PROHIBITED CONDUCT

2192.1.3.1 Manufacture, Trafficking, Possession and Use. Engaging in unlawful manufacture, distribution or dispensing of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

Engaging in unlawful possession or use of a controlled substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP), and may result in discipline up to and including termination of employment. (See Policy 2190.)

2192.1.3.2 Impaired/Not Fit for Duty. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to an SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines.

2192.1.3.3 Alcohol Use. No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violations of this provision is prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.

2192.1.3.4 Compliance with Testing Requirements. All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

2192.1.3.5 Treatment/Rehabilitation Program. An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

2192.1.3.5.1 Positive Controlled Substance and/or Alcohol Test: A Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

2192.1.3.5.2 Voluntary Admittance: All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or his/her designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests will result in termination from employment.

Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

2192.1.4 NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION

Pursuant to the "Drug Free Workplace Act of 1988," any employee who fails to notify the District of any criminal controlled substance statute conviction no later than five calendar days after such conviction shall be subject to disciplinary action, up to and including termination of employment.

2192.1.5 PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination of employment.

2192.1.6 TESTING FOR PROHIBITED SUBSTANCES

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under DOT guidelines. All full-time employees shall be subject to testing prior to employment and for reasonable suspicion. All safety-sensitive employees shall be subject to testing randomly and following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in the DOT guidelines shall also be subject to testing on a randomly selected and unannounced basis.

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

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

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04 will be removed from his/her position for at least twenty-four (24) hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

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

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

2192.1.6.1 Circumstances Under Which Employees May Be Tested

2192.1.6.1.1 Pre-Employment Testing. All full-time job applicants who have been offered District employment, including current non-safety-sensitive employees who promote, demote or transfer to such positions, shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the candidate from further consideration for employment. Current employees who promote, demote or transfer from non-safety-sensitive to safety-sensitive position shall test negative prior to assignment to a safety-sensitive classification. The District will obtain records from previous employers of new employees in conformance with DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide "clean" records from previous employers will fail to complete the District's probationary period.

2192.1.6.1.2 Reasonable Suspicion Testing. All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- (a) Adequate documentation of unsatisfactory work performance or on-the-job behavior.
- (b) Physical signs and symptoms consistent with prohibited substance use.
- (c) Occurrence of a serious or potentially serious accident that may have been caused by human error.
- (d) Fights (i.e., physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable-suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

2192.1.6.1.3 Post-Accident Testing. Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; or the safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who attempts to delay testing will be subject to additional disciplinary action, and any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other employees whose performance could have contributed to the accident.

2192.1.6.1.4 Return-to-Duty Testing. All employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first 12 months, nor longer than 60 months in total, following return to duty.

2192.1.6.1.5 Employee Requested Testing. Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for

such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The safety-sensitive employee's request for a retest must be made to the General Manager within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

2192.1.6.2 Records Retention. The District shall maintain complete records of alcohol and/or controlled substance test results for each employee in a secure location with controlled access. Employee records are confidential and will be available to the DOT or any state or local officials with regulatory authority over the District or any of its drivers only. Records will be kept for a minimum of five (5) years regarding the following: driver alcohol tests; positive controlled substance tests; documentation on refusals to take alcohol or controlled substance tests; and, employee evaluations and referrals. Records will be kept for a minimum of two (2) years regarding the alcohol and controlled substance collection process. Records will be kept for a minimum of one (1) year regarding the following: collection process; collection logbooks; documents of random selection process; calibration documents for breath testing device; and, documentation of breath alcohol technician training.

2192.1.7 EMPLOYEE ASSESSMENT

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse. If an employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee and is on a one-time basis only. An employee will be immediately terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

2192.1.8 TEST RELATED TIME-OFF WORK PROVISIONS

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

2192.1.9 CONTACT PERSON

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

Title: General Manager

2192.1.10 DEFINITIONS

2192.1.10.1 *Accident* - An unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or significant property damage.

2192.1.10.2 *Alcohol* - The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

2192.1.10.3 *Alcohol Concentration* - The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy (e.g., 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air).

2192.1.10.4 *Alcohol Use* - Consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the DOT prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).

2192.1.10.5 *Breath Alcohol Technician (BAT)* - A person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BAT's are the only qualified personnel to administer the EBT tests.

2192.1.10.6 *Chain of Custody* - The procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

2192.1.10.7 *Collection Site* - A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breath.

2192.1.10.8 *Commercial Motor Vehicle* - A motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight ratio of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or, (2) has a gross vehicle weight rating of 26,001 or more pounds; or, (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

2192.1.10.9 *Confirmation Test* - For alcohol testing, a second test following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing this is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

2192.1.10.10 *Controlled Substance (Drug) Test* - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

Controlled substances will be tested under the DHHS guidelines.

2192.1.10.11 *Covered Employee* - A person, including a volunteer or applicant, who performs a safety-sensitive function for the District.

2192.1.10.12 *Department of Transportation Guidelines* - The controlled substance and alcohol testing rules - 49 CFR Part 382 (FWHA - Commercial Motor Vehicle) - setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all transportation industries.

2192.1.10.13 *District* - Fulton-El Camino Recreation and Park District

2192.1.10.14 *District Time* - Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

2192.1.10.15 *Driver* - Any person who operates a motor vehicle for the District. This includes full time, regularly employed drivers; and casual, intermittent or occasional drivers.

2192.1.10.16 *Drug (Controlled Substance) Metabolite* - The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

2192.1.10.17 *Evidential Breath Testing Device (EBT)* - The device to be used for breath alcohol testing.

2192.1.10.18 *Medical Review Officer (MRO)* - A licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results. This person shall be the District-authorized Health Service Provider.

2192.1.10.19 *Performing (Safety-Sensitive Function)* - A safety-sensitive employee is considered to be performing a safety-sensitive function and includes any period in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.

2192.1.10.20 *Post-Accident Alcohol and/or Controlled Substance Testing* - Testing conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See "Accident."

2192.1.10.21 *Pre-Employment Controlled Substance Testing* - Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. Also required when employees transfer to a safety-sensitive position.

2192.1.10.22 *Prohibited Drugs (Controlled Substances)* - those referenced on the Department of Health and Human Services list of prohibited substances.

2192.1.10.23 *Prohibited Substances* - Synonymous with drug abuse and/or alcohol misuse or abuse.

2192.1.10.24 *Reasonable Suspicion Alcohol and/or Controlled Substance Testing* - Testing conducted when a supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

2192.1.10.25 *Refuse to Submit (to an Alcohol and/or Controlled Substance Test)* - Failure by an employee to provide an adequate breath or urine sample for testing without a valid medical explanation after that employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test).

2192.1.10.26 *Rehabilitation* - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.

2192.1.10.27 *Return-to-Duty and Follow-Up Alcohol and/or Controlled Substance Testing* - Testing conducted when an employee who has violated the prohibited alcohol or controlled substance conduct standards returns to performing duties. Follow-up tests are unannounced, and at least six tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty upon the SAP recommendation.

2192.1.10.28 *Return-to-Duty Agreement* - A document agreed to and signed by the General Manager or his/her designee, the employee, and the SAP, that outlines the terms and conditions under which the employee may return to duty after having had a verified positive controlled substance test result, or an alcohol concentration of 0.04 or greater on an alcohol test.

2192.1.10.29 *Safety-Sensitive Employee (Function and/or Position)* - An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. (A complete list of safety-sensitive classifications and functions is listed in Appendix A of this policy.)

2192.1.10.30 *Screening (Initial) Test* - An analytical procedure in alcohol testing to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.

2192.1.10.31 *Substance Abuse Professional (SAP)* - A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and

clinical experience in the diagnosis and treatment of drug and alcohol related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

2192.1.10.32 *Supervisor* - Supervisor, Superintendent, or General Manager.

2192.1.10.33 *Vehicle* - Bus, electric bus, van, pickup truck, automobile, rail car, trolley car, trolley bus, or vessel used for mass transportation.

2192.2 PROCEDURES

Notwithstanding any other policy provision, any full-time employee disciplinary actions are subject to a Skelly Hearing.

2192.2.1 REASONABLE SUSPICION TESTING

2192.2.1.1 An employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor.

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

2192.2.1.2 The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.

2192.2.1.3 When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by a District employee (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as a driver's license photo or state-issued photo identification card.

Whenever practical, the General Manager (or his/her designee) should be notified in advance of the employee being taken to the collection site.

2192.2.1.4 At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.

2192.2.1.5 The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection by a District employee (or others designated).

2192.2.1.6 The employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

2192.2.1.7 The employee whose controlled substance test results are verified negative will be reinstated immediately. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

2192.2.2 POST-ACCIDENT

2192.2.2.1 The safety-sensitive employee notifies a supervisor that an accident has occurred.

2192.2.2.2 The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a driver's license photo or state-issued photo identification card.

2192.2.2.3 At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

2192.2.2.4 The General Manager (or his/her designee) will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.

2192.2.2.5 The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

2192.2.2.6 The safety-sensitive employee whose controlled substance test results are verified negative will be released to return to work. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

2192.2.3 RETURN-TO-DUTY and FOLLOW-UP

2192.2.3.1 The District-selected Health Service Provider notifies the District to send the employee to the collection site for alcohol and controlled substance testing.

2192.2.3.2 The supervisor notifies the employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification, such as a drivers license photo or state-issued photo identification card.

2192.2.3.3 At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

2192.2.3.4 The employee whose confirmation test results indicate an alcohol concentration greater than 0.02, or whose controlled substance test is verified positive will be terminated from employment.

2192.2.4 CHAIN OF CUSTODY FOR CONTROLLED SUBSTANCE SPECIMENS

2192.2.4.1 At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.

2192.2.4.2 Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.

2192.2.4.3 Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

2192.2.4.4 A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

2192.2.5 SPECIMEN COLLECTION OF STRANGE AND/OR UNRECOGNIZABLE SUBSTANCES

2192.2.5.1 An employee is observed with a strange and/or unrecognizable substance.

2192.2.5.2 The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.

2192.2.5.3 An incident report is written by the supervisor and signed by both the supervisor and the witness.

2192.2.5.4 The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

2192.2.6 ALCOHOL CONCENTRATION

2192.2.6.1 The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

2192.2.6.2 After an explanation of how the breathalyzer works, an initial breath sample is taken.

2192.2.6.3 If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after the screening test.

2192.2.6.4 The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number, and the name and serial number of the EBT device to ensure the reliability of the results.

2192.2.7 DEVIATIONS FROM PROCEDURES

Unless otherwise provided in DOT guidelines, deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

APPENDIX "A"

SAFETY-SENSITIVE CLASSIFICATIONS AND FUNCTIONS

Federally Mandated Safety-Sensitive Classifications

Equipment Operator
Mechanic

Maintenance Technician
Utility Worker

Federal Safety-Sensitive Function

Operating any vehicle where a Class A or Class B driver's license would be required.

District Safety-Sensitive Classifications

Park Maintenance Workers
Park Rangers

Recreation Leaders

District Safety-Sensitive Function

Operating District Equipment, Transporting Children, Supervising Children, Law Enforcement

APPENDIX "B"

VOLUNTARY PARTICIPATION IN RANDOM TESTING

In accordance with Appendix A of the District's Substance Abuse Policy, my classification is not considered safety-sensitive. Therefore, I am not required to participate in the random testing for controlled substances, even though I have a Class A or Class B (commercial) drivers license.

However, for the convenience of the District, and because I would like to have the opportunity to operate District vehicles and equipment requiring a commercial license, designated as safety-sensitive functions in the District's policy, I hereby request that I be included - during the current calendar year - in the pool of safety-sensitive employees for the purpose of controlled substance random testing, in conformance with the District's Substance Abuse Policy.

Employee's Signature

Date

Employee's Name Printed

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Tobacco Use within District
POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

2195.1.1 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. (Reference Policy # 2197)

2195.2.1 Members of the public who refuse to comply with this policy may be directed to leave District property.

2195.3 Smoking near Playgrounds: No person shall smoke a cigarette, cigar, or other tobacco related product within 25 feet of any playground or tot lot sand box area. This is pursuant to and follows all guidelines set forth in the California Health and Safety Code SECTION 14495. (See appendix)

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Smoke-free Workplace

POLICY NUMBER: 2197

2197.1 Smoking is prohibited within the buildings and facilities of the Fulton-El Camino Recreation & Park District. Those who smoke are requested to do so outdoors at least 25 feet from all doors & windows that open.

2197.2 Extra care should be taken when working around combustible materials, or out in the field.

2197.2.1 Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, using vehicle ashtrays, etc.

2197.3 Smoking is permitted in non-district vehicles with only one occupant, while on district business.

2197.4 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Pre-Employment Physical Examinations
POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time or Regular Part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved (including physical requirements of typical tasks) to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for. The General Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District's opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled-substance test result and/or the physician's fitness-for-work certification, and that employment will be terminated if controlled-substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a regular part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

2200.6 District employment application forms shall contain a notice to full time & regular part-time applicants as follows:

The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of full time or regular part-time persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: "HIPAA" Compliance

POLICY NUMBER: 2205

2205.1 Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) will be a condition of employment or continued employment with the Agency to the fullest extent allowed by law. This is applicable to pre-employment physicals, drug testing, leave-of-absence requests, fitness-for-duty physicals, and any other lawful need for medical information. Refusal to authorize release of PHI in any of the above instances will be grounds for discipline up to and including termination.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Sexual Harassment
POLICY NUMBER: 2210

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing. All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

2210.5 Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees reinforcing them of the District's sexual harassment policy.

2210.6 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the Chairman of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to their division manager, or to the General Manager if their division manager is unavailable or personally involved in said complaint.

2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the manager of the division within which the alleged harassment occurred. Said investigation shall be conducted by the General Manager if the division manager is unavailable or personally involved in said complaint.

2210.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the appropriate supervisory authority.

2210.7.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

2210.8.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Harassment

POLICY NUMBER: 2215

2215.1 Fulton-El Camino Recreation & Park District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that they have been harassed, they should report the complaint to their immediate supervisor, a division manager, or the General Manager as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Harassment complaints will be referred immediately to the Sexual Harassment Officer or the Chair of the Personnel Committee (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to

the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Zero Tolerance Incivility & Bullying Policy

POLICY NUMBER: 2217

2217.1 General: It shall be the policy of the Fulton-El Camino Recreation & Park District (FEC) to allow zero tolerance of incivility and bullying in the workplace. Understanding and mutual respect toward all individuals are essential elements to the existence of a safe and healthy workplace. The purpose is to provide a safe and respectful workplace that enhances employee relationships and morale. Any employee who commits an act of incivility or bullying is subject to disciplinary action up to and including termination.

2217.2 Standards: The standard applies to all District personnel, Board of Directors and Volunteers.

2217.3 Incivility: Incivility and bullying are serious and escalating actions that can result from any number of causes such as: biases, prejudices, and discrimination, stress, and personality differences.

2217.3.1 Uncivil office behavior characteristically rude and discourteous, displaying a lack of regard for others. When incivility is extensive it leads to lower job satisfaction, decrease in performance, higher absenteeism, and low morale.

2217.4 Bullying: Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates an employee, possibly in front of other employees, clients, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. If in doubt as to whether an action is bullying, ask yourself if a reasonable person would consider the action acceptable.

Examples of bullying include:

2217.4.1 Spreading rumors, gossip and innuendo, intimidating a person, undermining or deliberately impeding a person's work.

2217.4.2 Physically abusing or threatening abuse, removing areas of responsibilities without cause.

2217.4.3 Withholding necessary information, making jokes that are obviously offensive, intruding on a person's privacy by pestering/spying/stalking, creating a feeling of uselessness.

2217.4.4 Yelling or using profanity, criticizing a person consistently or constantly, belittling a person's opinion, unwarranted punishment, blocking applications for training/leave/promotion, tampering with a person's personal belongings.

2217.5 Preventive/Response Measure: Report bullying to your immediate supervisor or proper Supervisory Authority. An informal investigation will be conducted pursuant to policy #2260 (Disciplinary Action). All reports of workplace bullying will be treated seriously and investigated promptly and supervisors must ensure employees who make complaints, or witnesses are not victimized.

2217.5.1 Treat other workers the way you would like to be treated, extend common courtesies, maintain appropriate boundaries, and ask for assistance from management or human resources when needed.

Fulton – El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2220

2220.1 It is the policy of the Fulton-El Camino Recreation & Park District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Equal Opportunity

POLICY NUMBER: 2225

2225.1 The District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2225.2.1 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Nepotism
POLICY NUMBER: 2230

2230.1 It is the policy of the Fulton-El Camino Recreation & Park District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

2230.3 When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall not be granted.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Outside Employment

POLICY NUMBER: 2240

2240.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Military Absence

POLICY NUMBER: 2242

2242.1 The General Manager is hereby designated to administer the mandatory military absence provisions of the Military and Veterans Code and to establish such rules and procedures as are necessary or expedient. The following provisions, which are essential to effective salary administration, are incorporated in this policy.

2242.2 Regular employees who are members of the reserve corps of the Armed Forces, of the National Guard, or the Naval Militia and who have one full year of continuous service immediately preceding the leave, and who take temporary military leave of one hundred eighty days or less (including travel time) shall be maintained in their position and, upon their return to duty after the prescribed period of temporary leave, shall receive all vacation, sick leave, and benefits arising from seniority in the District and in their class, which they would have accrued had they not been absent on military leave.

2242.3 Regular employees who take military leave other than legally recognized in the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall have the right, if released under other than dishonorable conditions, including while on terminal leave, to return to their former positions within three months after termination of their active military service; provided, however, such right to return shall not be granted an employee who fails to return to duty within twelve months after the first date they could terminate or could cause to have terminated their active military service. Such employees shall receive no benefits for the period of their absence except as provided by the USERRA, but following their return to duty such employee shall resume accrual of all benefit as though they had not been absent on military leave.

2242.4 Employees who have one full year of continuous service immediately prior to taking ordered military leave in accordance with Subdivision (1) or (3), shall receive payment up to the equivalent of the salary they would have otherwise received for the first thirty calendar days of the military leave upon submitting satisfactory evidence of military service. Only one such payment shall be made during any one period of such payments shall not exceed the equivalent of thirty calendar days' salary in any one fiscal year. For the purpose of determining the one year of continuous service with respect to Subdivision (1), all service in the recognized military service shall be counted.

2242.5 Regular employees who resign to enter military service shall have the right to return to District employment within six months of the termination of their active military service; provided, however, such right to return shall not be granted an employee who fails to return to duty within twelve months after the first date they could terminate or cause to have terminated their active military service. The employees shall be entitled to such status as they would have if they had not signed. In all other respects, they shall be treated as new employees.

2242.6 This section is intended to set forth those mandatory provisions of the Military and Veterans Code which are most frequently applicable to District employees who enter the military service.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Political Activities
POLICY NUMBER: 2246

- 2246.1** Certain political Activities of public employees are prohibited by state and federal laws and are automatically incorporated herein.
- 2246.2** Employees are free to exercise their political rights of free speech provided they do not do it on district time. At no time will District resources be used for political purposes.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Confidentiality Regarding Resignations

POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

Fulton – El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Separation from Service and workforce Reduction

POLICY NUMBER: 2252

2252.1 When it becomes necessary through lack of work, lack of funds, or for other reasons to reduce the number of employees, the General Manager, at his/her discretion shall lay-off employees, with the order of lay-off based on his/her assessment of the needs of the District. In the event of Lay-offs, the General Manager will notify the Board of Directors.

2252.1.1 Lay-offs become effective on the date designated by the General Manager.

2252.1.2 The General Manager, at his/her discretion may grant up to two weeks of severance pay to employees that are laid off.

2252.2 An employee wishing to leave District service in good standing shall file with the General Manager at least two weeks before leaving, a written resignation, stating the effective date and reasons for leaving, unless such notice is waived by the General Manager.

2252.3 An employee may be dismissed at any time by the designated authority specified in policy # 2260. (Disciplinary Action)

2252.4 When it becomes necessary through lack of funds, the Board of Directors may issue a furlough order with the passing of a resolution. Said resolution will have a start and end date for the furloughs as well as the number of days a month employees will be furloughed.

2252.2.1 Furloughs will be assessed evenly within the District for all Full-time and Regular Part-time positions only.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Response and/or Requests for Letters of Recommendation / References
POLICY NUMBER: 2255

2255.1 It is the Districts' policy to distribute only the following information with regard to requests for letters of recommendation and / or references:

- 2255.1.1** Date of hire and Service
- 2255.1.2** Pay Scale of the employee
- 2255.1.3** Job Description

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2260

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause. Nothing in this policy supersedes the "At Will" employee status.

2260.2 Grounds for Discipline may include but not limited to:

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. If immediate action is necessary, the employee will be given a letter stating the reasons for the disciplinary action. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred in the previous 12 months.

2260.5 Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing shall be provided by the existing policy pertaining to "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

2260.7 Full-time employees may be dismissed by the General Manger, and the General Manager may be dismissed by the Board of Directors. All Full-time employees are subject to Skelly vs. State Personnel Board (15 Cal 3d 194) which entitles employees upon request to a hearing. The initial hearing will be comprised of the Personnel Committee of the Board of Directors and the General Manger or designated Supervisory Authority. A second hearing, if needed will be held with the entire Board of Directors in closed session.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 The Fulton-El Camino Recreation & Park District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.3 Internet access should be used for District business purposes only. (Personal use of the Internet, e-mail, and other electronic communications should be kept to a minimum.

2270.3.4 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network.

2270.3.5 Employees' access to and use of the Internet, e-mail, and other electronic communications is a privilege. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.6 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.7 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.12 The District will not be responsible for maintaining or making payment of personal Internet accounts or related software. The District is responsible to maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

2270.3.13 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.14 Employees will only download information and/or publications for official business purposes.

2270.3.15 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE CELLULAR TELEPHONE USAGE

POLICY NUMBER 2275

2275 Cellular phone usage

The General Manager is responsible for the overall management of the cellular phone policy.

2275.1 Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

2275.1.1 Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

2275.1.2 To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

2275.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

2275.3 Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

2275.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Employees should find a safe location to pull the vehicle over prior to continuing a conversation on the phone. However, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used whenever possible (pursuant to government code) to maximize the employee's attentiveness. Refraining from using cellular telephones in a hand-held position while operating District vehicles and equipment will lower the employee's risk of causing or becoming involved in an accident.

2275.5 Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

2275.6 Staff assigned district cell phones have a limit of 200 minutes per month for district use. Any personal overages on the phone are the financial responsibility of the employee. Abuse of the privilege can result in forfeiture of the district telephone.

2275.7 Upon supervisory approval, staff choosing to use his/her own cell phone in place of the district phone will be reimbursed for the matching monthly cost of the district phone that would have been assigned to the individual. Exception: General Manager will receive a \$30/month stipend for personal cellular use.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Tools and Equipment

POLICY NUMBER: 2280

2280.1 Employees of the District may not borrow District tools and equipment for personal purposes at any time.

2280.2 Maintenance Equipment Loan – Who may Borrow: Maintenance and Recreation equipment may be loaned to the following entities:

2280.2.1 Local School Districts

2280.2.2 Local Recreation & Park Districts

2280.2.3 Local Non-Profit Organizations

2280.2.3.1 Equipment loaned to non-profit organizations must be operated by a qualified District employee.

2280.3 All equipment, when loaned, will be controlled and accounted for by the approved Supervisory Authority designee approved by the General Manager.

2280.4 A release of liability and an agreement to replace or repair equipment if lost, stolen or damaged must be signed prior to taking possession of equipment.

Fulton – El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: District Vehicle Usage

POLICY NUMBER: 2290

2290.1 This policy applies to employees who drive District vehicles to and from work. Generally, staff is not permitted to drive district vehicles home. However, the General Manger may authorize an employee to take a vehicle home if he/she deems it necessary in the course of completing duties as assigned.

2290.1.1 During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted.

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Driver Training and Record Review

POLICY NUMBER: 2295

2295.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents, losses and undue District liability by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

2295.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

2295.3 Implementation. The Fulton-EI Camino Recreation & Park District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

2295.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

2295.6 Disciplinary Procedures.

2295.6.1 A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- (a) they earn two points within a 36 month period; or,
- (b) they receive any moving violation in a District vehicle within a 36 month period; or,
- (c) they are involved in an accident within a 36 month period.

2295.6.2 A driver will be placed on a 12-month driving probation if they earn three to five points within a 36 month period. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2295.6.3 A driver will be suspended from District driving privileges for 120 days if:

- (a) they earn four or more points within a 24 month period ; or,
- (b) they earn six or more points within a 36 month period; or,
- (c) they receive a citation for DUI, reckless driving, or speed contest on personal time within a 36 month period; or,
- (d) if they are involved in two chargeable (resulting in a point violation) accidents within a 24 month period. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

2295.6.4 A driver will be terminated from District employment if:

- (a) he/she receives a citation for DUI or speed contest during District business.

2295.6.5 A driver will be permanently suspended from District driving privileges if:

- (a) they receive a citation for reckless driving.
- (b) they receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within a 12 month period. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

2295.6.6 Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly. Refer to policy #2260 – Disciplinary Action as a reference.

2295.6.7 Established Motor Vehicle Violations Point Values

Convictions	Points
Minor (not involving an accident)	1
At-Fault Accident	3
Major (within the past 2 years)	6
Major (incidents 3 to 6 years old)	3
In addition	
Two accidents within 18 months	1
-or-	
Three incidents within 18 months	1

2295.7 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Whistleblower Protection
POLICY NUMBER: 2300

2300.1 California Labor Code Section 1102.5 requires that an employer not retaliate against an employee for disclosing information to a government or law enforcement agency if that employee believes a violation of law is being committed. The District formally adopts that Section of the Labor Code and includes it here as a part of the District Policy Manual.

California Labor Code Section 1102.5

1102.5. (a) An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

(b) An employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

(c) An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

(d) An employer may not retaliate against an employee for having exercised his or her rights under subdivision (a), (b), or (c) in any former employment.

(e) A report made by an employee of a government agency to his or her employer is a disclosure of information to a government or law enforcement agency pursuant to subdivisions (a) and (b).

(f) In addition to other penalties, an employer that is a corporation or limited liability company is liable for a civil penalty not exceeding ten thousand dollars (\$10,000) for each violation of this section.

(g) This section does not apply to rules, regulations, or policies which implement, or to actions by employers against employees who violate, the confidentiality of the lawyer-client privilege of Article 3 (commencing with Section 950), the physician-patient privilege of Article 6 (commencing with Section 990) of Chapter 4 of Division 8 of the Evidence Code, or trade secret information.

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Job Descriptions and Announcements

POLICY NUMBER: 2400

2400.1 There will be a job description approved by the General Manager on file for each position within the District. Employees are required to work within their job description. A copy of the job description will be given to each employee, and a copy will be kept in the employee's personnel file. The job descriptions shall describe the job, typical duties and the education and abilities required for the job.

2400.2 The job descriptions for each position within the district is located in the appendix of this policy manual.

2400.3 Position Announcement: The General Manager shall publicize position openings by appropriate means when hiring.

2400.3.1 The General Manger, or appropriate Supervisory Authority may hire for a position as in the case of a promotion if an employee meets the requirements of the position.

2400.3.2 Announcements shall state the class title, salary, nature of the work to be performed, required training and experience, when and where to file applications, and other pertinent information.

2400.3.3 In addition to the general employment standards in a class specification, the supervisory authority may establish additional requirements which shall be included in the announcements and which must be met by each applicant before admission to examination or before appointment/hiring.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Applicants for Positions
POLICY NUMBER: 2410

2410.1 All employees of the District and all candidates for employment in the District shall possess the general qualifications of integrity, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristics of the employment.

2410.2 Unless otherwise provided by law, the basic minimum age for employment is fifteen (15) except that a minimum age of eighteen (18) will apply to those occupations declared hazardous by the General Manager; provided, however, that a higher minimum age may be established for a class when the circumstances of a particular case so warrant. The foregoing general qualifications shall be deemed to be a part of the employment standards for of each class specification and need not be specifically set forth therein.

2410.3 An applicant or employee may be required to submit a statement of a licensed physician that the applicant is free from disqualifying disease and meets established physical standards, or the applicant may be referred to a special medical examiner.

2410.4 All employees of the district are required to be finger-printed.

2410.5 The General Manager or Supervisory Authority may disqualify an applicant for employment for any of the following reasons:

- 2410.5.1** Failure to meet any of the requirements or qualifications established for a specific examination
- 2410.5.2** Addiction to the use of drugs or to the excessive use of intoxicating liquors
- 2410.5.3** Conviction of a felony or a misdemeanor
- 2410.5.4** Evidence of immoral, infamous, or disgraceful conduct
- 2410.5.5** False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with an application or examination
- 2410.5.6** Record of dismissal from public or private employment for any of the above causes, or resignation to avoid such dismissal

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: General Conditions of Employment

POLICY NUMBER: 2420

2420.1 All employees are conditionally subject to the provisions of Policy 2410. In addition to other provisions all employees shall:

- 2420.1.1** Protect and preserve District property and all property entrusted to their care
- 2420.1.2** Pay District just debts and obligations promptly
- 2420.1.3** Turn in to the District Office any valuable articles found within any park or area under the jurisdiction of the District
- 2420.1.4** Notify the General Manager through channels, of any accident causing them to be off duty which did not occur while on assignment by the District
- 2420.1.5** Not use the District automobiles or other District Property for personal business or own use. Misuse of District vehicles may result in disciplinary action up to dismissal
- 2420.1.6** Not take active part in the conduct of any District election or District campaign, or any other proceedings leading to such election or campaign and shall not, directly or indirectly contribute, collect, or solicit money or assistance for or against any candidate or proposition in such election, campaign or proceeding
- 2420.1.7** Not sign or initial falsely any District forms, electronic or other official documents
- 2420.1.8** Not remove or allow to be removed from the District any article, equipment or material belonging to the District except on official business
- 2420.1.9** Not accept money for any service, reservation, admission, or fee, while on duty, unless authorized to do so by the General Manager or his/her assigned representative
- 2420.1.10** Not accept gifts of any substantial value from any person, firm or corporation doing official business with the District. (See policy #2155)
- 2420.1.11** Understand that the District is not responsible for damage to personal property items not required by the District in performance of prescribed and/or assigned duties.
- 2420.1.12** Sign such loyalty oath as may be required by State law
- 2420.1.13** Employees may not consume any intoxicating beverage or use illegal drugs during duty hours. (See policies # 2190 & 2192)
 - 2420.1.13.1** Employees may, during district approved organized functions or work related functions, consume alcoholic beverages, providing the employee's performance is not impaired and at no time exceeds the legal limit of 0.8% when operating machinery or driving.
- 2420.1.14** While wearing clothing which bears the District insignia, conduct themselves in a manner which reflects to the credit of the District. Failure to do so may result in disciplinary action or dismissal

2420.2 In addition to the rules and regulations above, each employee shall abide by such other rules and regulations as required by the supervisory authority which the General Manager does not find to be inconsistent with the provisions of the Policy Manual.

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Full-Time Retirement

POLICY NUMBER: 2422

2422 Full-Time employees are enrolled in the PERS retirement system. Employees hired on or before October 1, 2011 are eligible for a pension from the District through CalPERS calculated based on 2% of their salary during their final year of service for every year of full-time employment with the District. The employee must have at least 5 years of service and be at least 55 years old when they retire. Full-time employees hired after October 1, 2011 are eligible a pension from the District through CalPERS calculated based on 2% of their salary for every year of full-time employment with the District averaged over their final three years of service. The employee must have at least 5 years of service and be at least 60 years old upon their retirement.

2422.1 Upon receipt of a "placement on retirement roll" from PERS the District will phone PERS to verify the final compensation based on the last three (3) years of employment if the employee was hired after October 1, 2011. If hired before October 1, 2011, employees will receive compensation based on the last full year of employment.

2422.2 Retired Annuitants are eligible for District paid Health Insurance

2422.2 For clarification purposes these types of compensation are considered for retirement:

2422.2.1 Any payment for services rendered during a normal work schedule (base pay), including any deductions such as deferred compensation deductions, health care premiums, etc.

2422.3 Excludable compensation:

2423.4.1 Any payment which is in excess of compensation earned during a normal work week schedule (such as overtime)

2423.4.2 Any employer payment toward benefits (such as health care, dental, vision, etc)

2423.4.3 Any additional payment directly connected to termination and/or retirement

2423.4.4 Any payments in lieu of benefits (such as cafeteria plans)

2423.4.5 Payments for unused sick leave, vacation, annual leave, management leave or any other leave program

Fulton-EI Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Employee Benefit Program

POLICY NUMBER: 2570

2570.1 All employees shall be permitted to enroll in and participate in FEC programs at a 100% discounted rate. Paying participants will have priority over employees when filling a class.

2570.2 Seasonal Part-time employees are eligible for the 100% discount during their seasonal employment dates only.

2570.3 Immediate family (all family members residing in the same household) of all full-time employees and regular part-time employees shall be permitted to enroll in and participate in FEC programs at 50% of the regular resident rate.

2570.3.1 Exemptions: Due to District costs, the following exemptions apply:

1. Participants paying the full fee will have priority over employees and family members when filling a class.
2. 100% of all expenses and material fees associated with a program must be covered by the employee (books, materials, etc).
3. Classes taught by private contractors must cover the cost that the private contractor chooses to charge for employee participation.

2570.3.2 Exemptions: Due to District and employee staff costs, the following programs are exempt from employee and immediate family discounts:

1. All adult and youth team sports programs - softball, basketball, volleyball, flag football, soccer, swim team, synchronized swim team, water polo, and all other team and individual sports programming.
2. Pre-School and before and after school programs
3. Bus field trips
4. Special Events

2570.4 All employees shall be permitted to rent facilities for 25% of the regular resident rate. The following conditions apply:

1. A full rental deposit is required at the time of reservation
2. Alcohol permits are not discounted
3. Security and janitorial services are charged at the regular rate.
4. Discounted rentals, with the exception of Saturdays, may only be booked three months in advance.
5. Saturday rentals may only be booked two weeks in advance of the event due to high public demand for Saturday rentals.
6. The 75% discount is the only discount available. The Resident discount rate may not be used in

conjunction with this benefit.

7. Employee discount is intended for employee use only and may not be used for organizations, even if the employee is affiliated with the organization.
8. The employee is required to be at the event during the entirety of the event.
9. Employee has choice between cleaning up the facility after their event or paying for staff to clean up.
10. In the event the employee elects to perform the janitorial duties to clean the facility, including the Restrooms, after the event, the facility is expected to be left in rentable condition. Particular attention needs to be given to Friday and Saturday Hall rentals if the Hall is being rented the next morning.
11. Failure to leave the facility in rentable condition will result in charges for the labor to clean the facility. These charges will be deducted from the facility deposit.
12. All applicable insurance requirements must be paid by the employee.
13. The current Board of Directors are considered employees for the purpose of this policy.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Resident / Business Discount Policy
POLICY NUMBER: 2575

2275.1 It is the District's policy to recognize residents, business, and their employees by permitting discounts in District programming. A 10% discount will be applied to all facility rentals and programs. Priority registration for classes and programs will be given to residents, business owners, and persons employed within the Fulton-El Camino boundaries when possible.

2275.1.1 Priority registration may consist of: early registration, day, time, or at a discounted rate, whichever is most appropriate for the program being registered for.

1. During priority registration, persons may register immediate family.
2. Programs that reach the maximum will establish waiting lists, and if possible additional classes will be started.

2275.2. Exemptions: The following provides a list of things for which the District may not provide a fee discount:

1. All material fees needed for a program. (learning materials, books, pamphlets, devices, etc)
2. Clothing requirements for the program
3. Mats, balls, or other exercise equipment that may be required by the Instructor
4. Certain contracted classes and trips
5. Special Events
6. Security Costs

2275.3 Adult Sports Programs: Priority registration is given to resident teams. Residents are those teams having 60% of their roster (9) of their full roster of 15 players residing or working within the District for softball. Basketball, volleyball, six a side soccer, flag football, and any other sport with a 10 player maximum requires 6 residents or employees working within the park district boundaries.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Travel and Reimbursement Policy

POLICY NUMBER: 2670

2670.1 Private Vehicle Mileage

The employees (including Board Members) approved to use privately-owned vehicle on and for District business shall be entitled to a mileage allowance for operating expenses, as shown at the IRS Allowable Rate. Employees are responsible for maintaining their vehicles in proper repair. The employee is responsible for submitting completed mileage forms in a timely manner to the supervisor for processing of payment.

2670.2 Travel on Official Business

Whenever any person in the service of the District is compelled to travel in the performance of his/her duties, he/she shall be reimbursed for his/her actual and necessary expenditures for registration, transportation, lodging, and meals. Reimbursement shall be as prescribed by the Schedule Rate (Appendix F) Receipts are required for registration, transportation, lodging and meals. Payment for expenses over amounts consistent with the district policy must be authorized by the Supervisory Authority or vote of the Board of Directors.

2670.2.1 Lodging

Reimbursement for the cost of lodging is limited to the actual cost incurred. Generally, such costs should not exceed the maximum federal rate (domestic) or the maximum *Runzheimer* rate (if higher than the IRS rate) excluding tax, per day. The District is not responsible for reimbursement for luxury upgrades (ocean views, king-size beds, suites, etc.).

2670.2.2 Meals

Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day.

2670.2.3 Employees who incur costs due to attendance at a meeting or conference which includes a meal during the individual's normal working day will not be reimbursed for said meals with the exception of pre-authorized lunch/dinner meetings or training workshops.

2670.2.4 Current Per Diem meal rates will be maintained by the District Accountant. All meal reimbursement requests must be accompanied by a receipt/credit card statement. Reimbursement will be the exact cost up to the current per diem rate. (Appendix F)

2670.3 Transportation

Normally, travel will be by the most reasonable means available.

2670.3.1 Common Carrier

Transportation by common carrier shall be reimbursable at actual cost. Air coach will be used for air travel unless otherwise specifically authorized by the Supervisory Authority. The Supervisory Authority may authorize an additional day's lodging if the cost of the economy airline rate justifies an early arrival or a late departure.

2670.3.2 Travel by Private Vehicles

2670.3.3 Authorized travel will be reimbursed at the rate per mile prescribed by the current IRS standard mileage rate for business miles driven.

2670.3.4 If employees choose to travel by private vehicle, they must possess a valid driver's license and automobile insurance.

2670.3.5 Board Members or employees who choose to drive as opposed to flying will be reimbursed with other incurred expenses at their actual costs pursuant to the IRS regulations.

2670.4 Reimbursable Expenses with Receipts

While traveling on official District business, the following expenses are reimbursable at actual cost upon presentation of original receipts:

2670.4.1 Necessary taxicab, airport transportation, bus fares, or bridge tolls, including tips.

2670.4.2 Conference or seminar registration fees and associated tapes, reports, etc., which can be shown to be of significant value to the participant in his/her work for the District.

2670.4.3 Parking fees.

2670.4.4 Postage.

2670.5 Reimbursable Expenses without Receipts

While traveling on official District business, the following expenses are reimbursable at actual cost, without receipts:

2670.5.1 Metered parking and parking in unattended lots (maximum of \$6 per travel day).

2670.5.2 Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).

2670.5.3 Shuttle transportation from the destination airport to the hotel on the date of arrival will be reimbursed up to the recommended rate established by AB 1234. (Maximum \$20)

2670.5.4 Shuttle transportation from the hotel to the destination airport on the date of departure will be reimbursed up to the recommended rate established by AB 1234 (Maximum (\$20)

2670.6 Non-Reimbursable Expenses

2670.6.1 Baby-sitting fees

2670.6.2 Personal toiletries

2670.6.3 Personal care expenses

2670.6.4 Traffic fines or parking tickets

2670.6.5 Hotel luxury upgrades

2670.6.6 Expenses associated with a non-employee who accompanies the employee on official business

2670.6.7 Alcoholic beverages

2670.7 Optional Events at a Conference

The District will pay for all events included in a conference registration fee. Where a conference includes other optional events at an additional cost, the Employee must be able to justify the business relationship of the event. Where an optional event is not business-related and occurs within the normal period of the conference, the traveler can be reimbursed up to the maximum meal reimbursement rate.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: **Keys**
POLICY NUMBER: **2700**

2700.1 Employees may be issued keys with the discretion of the supervisory authority within each division of the park district. The General Manager will keep and maintain the key file.

2700.2 The General Manager shall be responsible for maintaining a master set of all the keys utilized by the employees and for the key control system which will include issuing and receiving all keys and maintenance of all related records.

2700.3 Keys shall not be duplicated without written approval from the General Manger.

2700.4 Responsibility: The Supervisory Authority shall be responsible for the keys issued to their division (i.e. overseeing the proper distribution and use of the keys and making certain that the personnel receiving keys are responsible persons).

2700.5 The Supervisory Authority is responsible to ensure that keys are returned upon termination or reassignment of duties.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Air Quality Policy
POLICY NUMBER: 2705

2705.1 It is important for District staff and program participants to be aware of and protected from dangerous environments, including bad air quality days in the workplace. Staff will utilize the Air Quality Index (AQI) provided by the Sacramento Regional "Spare the Air" index & web site at: www.sparetheair.com. (Arden/Arcade – Del Paso Manor)

2705.2 The District will shut down all outdoor sponsored programming and events for the health benefit of staff and patrons when the Air Quality index (AQI) rises above 150. Staff working out of doors are recommended to wear a respirator or work indoors when the AQI is above 150.

- 2705.2.1** Youth & adult sports leagues and camps
- 2705.2.2** Swim & Synchronized swim teams
- 2705.2.3** Swim Lessons
- 2705.2.4** Public Swim hours
- 2705.2.5** Pool Parties

2705.3 Individuals renting an outdoor facility wishing to cancel their event in advance will be issued a refund if the AQI has risen above 150.

2705.4 The following category list provided by "Sparetheair.com" outlines the health concern levels:

2705.4.1 "Good" The AQI value for your community is between 0 and 50. Air quality is considered satisfactory, and air pollution poses little or no risk.

2705.4.2 "Moderate" The AQI for your community is between 51 and 100. Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people. For example: people who are unusually sensitive to ozone may experience respiratory symptoms.

2705.4.3 "Unhealthy for Sensitive Groups" When AQI values are between 101 and 150, members of sensitive groups may experience health effects. This means they are likely to be affected at lower levels than the general public. For example, people with lung disease are at greater risk from exposure to ozone, while people with either lung disease or heart disease are at greater risk from exposure to particle pollution. The general public is not likely to be affected when the AQI is in this range.

2705.4.4 "Unhealthy" Everyone may begin to experience health effects when AQI values are between 151 and 200. Members of sensitive groups may experience more serious health effects.

2705.5 "Very Unhealthy" AQI values between 201 and 300 trigger a health alert, meaning everyone may experience more serious health effects.

2705.6 "Hazardous" AQI values over 300 trigger health warnings of emergency conditions. The entire population is more likely to be affected.