



Mosquito and Vector Management District of Santa Barbara County

Personnel Policy and Procedures Manual

Version 3.0.0
Approved by the Board of Trustees:
December 13, 2018

This page intentionally left blank.

Table of Contents

Section 1.0 General Provisions	7
1.01 Introduction.....	7
1.02 Equal Employment Opportunity; Policy Against Unlawful Discrimination.....	7
1.03 Employee Relations.....	8
1.04 Policy Against Harassment.....	8
1.05 Policy Against Workplace Violence.....	10
1.06 Substance Abuse.....	11
1.07 Prohibition Against Smoking.....	12
1.08 Immigration Law Compliance.....	12
Section 2.0 Employee Organization	13
2.01 Employment Practices.....	13
2.02 Authorized Positions.....	13
2.03 Employee Classifications.....	13
2.04 Probation.....	14
2.05 Certifications.....	15
2.06 Promotions and Transfers.....	15
2.07 Employee Wage Performance Adjustments.....	15
2.08 Wage Scale Review.....	15
2.09 Hours of Operation.....	15
2.10 Alternate Work Week.....	16
2.11 Meal and Rest Periods.....	16
2.12 Overtime.....	16
2.13 Compensatory Time Off.....	16
2.14 Timekeeping.....	16
2.15 Payday.....	17
2.16 Advances.....	17
2.17 Deductions.....	17
2.18 Records Inspection.....	17
2.19 Employee Information.....	17
2.20 Driving Record.....	17
2.21 Telecommuting.....	18
2.22 Resignations.....	18

2.23 Terminations and Reductions in Force.	18
2.24 Rehire Considerations.	18
2.25 Acceptance of Rules.	18
2.26 Bilingual Allowance.....	18
Section 3.0 Employee Benefits	21
3.01 Introduction.....	21
3.02 Health Insurance.....	21
3.03 Dental and Vision Insurance.....	22
3.04 Supplemental Insurance.....	22
3.05 Retirement Plan.....	22
3.06 Retiree Health Insurance Benefit.....	22
3.07 Sick Leave.....	24
3.08 Vacation Leave.....	24
3.09 Vacation Leave Donation.....	25
3.10 Holiday Leave.....	25
3.11 Workers' Compensation.....	26
3.12 Disability Insurance.....	27
3.13 Unemployment Insurance.....	27
3.14 Social Security/Medicare.....	28
3.15 Continuation of Medical and Dental Insurance Benefits	28
3.16 Modified Work Policy	28
3.17 Shoe Allowance	28
Section 4.0 Leaves of Absence	29
4.01 Introduction.....	29
4.02 Bereavement Leave.....	29
4.03 Jury Duty and Witness Leave.....	29
4.04 Military Leave.....	29
4.05 Time Off for Voting.....	29
4.06 Personal Leave.....	29
4.07 Domestic Violence, Sexual Assault or Other Serious Crimes Leave.....	30
4.08 Medical Leave.....	30
4.09 California Family Temporary Disability Insurance Benefits.....	31
4.10 Federal Family and Medical Leave Act and California Family Right Act.....	31
4.11 Pregnancy Disability Leave.....	33

4.12 Emergency Duty Leave.	34
4.13 School Activity Leave.....	34
4.14 Natural Disaster Leave.	35
4.15 Leave Without Pay.....	35
4.16 Military Spouse Leave.	35
Section 5.0 Standards of Conduct.....	36
5.01 Introduction.....	36
5.02 Public Relations.	36
5.03 Contact with News Media.	36
5.04 Personal Standards and Dress Code.	36
5.05 Work Rules.	37
5.06 Communications.	37
5.07 Prohibition Against Use of Cell Phone/Texting Devices While Driving.....	38
5.08 Lockers, Desks, Vehicles and Other Equipment.....	38
5.09 Conflicts of Interest.	38
5.10 Progressive Discipline.	38
5.11 Grievance Procedure.....	39
5.12 Due Process (Skelly) Procedures.....	39
5.13 District Vehicle Use Policy	42
5.14 District Credit Card Usage and Reimbursement Policies.....	47
5.15 Travel and Travel Expense Reimbursement Policy	49
Section 6.0 Miscellaneous.....	54
6.01 Amendments.....	54
6.02 Provisions of Law and Severability.	54
6.03 Acknowledgement of the District's Personnel Policy and Procedures.	55
Appendix I Position Descriptions.....	57
Position: General Manager	59
Position: Operations Manager Biologist	63
Position: Vector Biologist	67
Position: Vector Technician II.....	69
Position: Vector Technician I.....	71
Position: Vector Technician, Trainee	73
Position: Administrative Assistant	75
Position: Vector Assistant	77

Appendix II Wage Scale Information 79
Appendix III Organizational Chart 83
Appendix IV Compensatory Time Off 85

Section 1.0 General Provisions

1.01 Introduction.

It is the intention of the Board of Trustees ("Board") to promote the efficient and effective operation of the Mosquito and Vector Management District of Santa Barbara County ("District"). To achieve this goal, policies are established stipulating the manner in which various activities are to be conducted, by non-Association employees of the District. This policy is only applicable to non-Association employees of the District.

1.02 Equal Employment Opportunity; Policy Against Unlawful Discrimination.

The District is an Equal Opportunity Employer, and does not discriminate against any person in matters of employment, application for employment, participation in programs and benefits, or in the application of rules and regulations based on any legally protected class.

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless the proposed accommodation would create an undue hardship for the District. Employees or applicants requiring an accommodation in order to perform the essential functions of their jobs or to apply for positions should immediately apprise the General Manager of the need and describe the requested accommodation. The District will consider any such request for accommodation, as well as other possible alternative accommodations that might allow affected individuals to perform their jobs. The District reserves the right to determine what, if any, reasonable accommodation it will implement following a request for accommodation.

Employees or applicants who believe that they have been, or know of someone that may have been, the victims of any unlawful discrimination must immediately report their concerns to the General Manager. If the claim involves the General Manager, report to the President of the Board of Trustees.

The District takes all complaints of unlawful discrimination and harassment seriously, and will investigate any such complaint. Employees and applicants may also report incidents of discrimination and harassment to the California Department of Fair Employment and Housing or the United States Equal Employment Opportunity Commission, contact information for which can be found in the telephone book. Please understand that the District has a legal obligation to investigate all claims of unlawful discrimination or harassment. The District will not tolerate any retaliation against any person who registers a complaint of unlawful discrimination or harassment or supports a co-worker's complaint of discrimination or harassment. Employees may also elect to report complaints anonymously by calling the Employee Protection Line number at 877-651-3924 or by visiting www.employeeprotectionline.com as posted in the District office. The District's Organization Code Number is 10241.

Any violation of the District's anti-discrimination or anti-harassment rules will result in disciplinary action, up to and possibly including termination of employment.

1.03 Employee Relations.

The Board of Trustees of the District supports full communication between and among all employees. The Board of Trustees strives to provide favorable and competitive wages, benefits and working conditions. Employees are encouraged to discuss concerns and problems with their supervisor and the General Manager.

1.04 Policy Against Harassment.

The District is committed to providing a work environment free of unlawful harassment, discrimination, and retaliation. The District condemns and prohibits discrimination, sexual harassment and harassment based on race, color, religion, religious creed, national origin, sex, gender, gender identity, gender expression, sexual orientation, marital status, age (40 years and older), mental or physical disability, medical condition, military and veteran status, exercise of rights of relating to any legally provided leave of absence, and/or any other category protected by federal and/or state law. The District disapproves of and will not tolerate any unlawful harassment of employees by supervisors or co-workers, nor will the District tolerate unlawful harassment of outside independent contractors by our staff. The District also will not tolerate unlawful harassment of its employees by non-employees with whom the District has a business relationship (such as vendors or customers). The harassment precluded by this policy includes any harassment against an individual because that individual is perceived to have any of the characteristics mentioned above or is associated with a person who has or is perceived to have any such characteristic. The district also strictly prohibits retaliating against any employee who has complained of illegal harassment or supported such a complaint. Any supervisor or manager observing or knowing of a harassing situation shall take immediate action to stop it and report the matter.

Unlawful harassment includes verbal, visual or physical conduct related to a protected characteristic that creates an intimidating, offensive or hostile work environment that interferes with an employee's ability to do their job. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement, requests for sexual favors or demands for sexual favors in exchange for favorable treatment, obscene or vulgar gestures, posters, or comments, sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies, propositions,

or suggestive or insulting comments of a sexual nature, derogatory cartoons, posters, and drawings, sexually-explicit e-mails or voicemails, uninvited touching of a sexual nature, unwelcome sexually-related comments, conversation about one's own or someone else's sex life, conduct or comments consistently targeted at only one gender, even if the content is not sexual, teasing or other conduct directed toward a person because of the person's gender,

Displaying or sending obscene or sexually explicit written or verbal messages, e-mails, images, photographs, Internet websites, or e-mails is also prohibited. Such conduct constitutes harassment when submission to the conduct (a) is made either explicitly or implicitly a term or condition of employment, (b) becomes a basis for a decision concerning an individual's employment, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if there are no tangible or economic job consequences.

If an employee believes someone has violated this policy or our Equal Employment Opportunity Policy, the employee has the right to demand the individual stop immediately, if the employee feels comfortable doing so. Employees who believe they have been unlawfully harassed, must immediately report the incident to the General Manager, or alternatively to the President of the Board. You do not have to report unlawful harassment to a manager or director who is responsible for the unlawful harassment, or to a director or manager of that person. Employees reporting unlawful harassment may be asked to submit a written complaint including details of the incident or incidents, names of the individuals involved, and names of any witnesses. Members of management should immediately refer all harassment complaints to the General Manager or, if that is not appropriate under the circumstances, to the President of the Board.

Please understand that the District has a legal obligation to investigate all claims of unlawful harassment. However, the District will consider harassment complaints to be highly confidential, and in the course of conducting its investigation will only discuss your concerns with those whom the District considers necessary in order to conduct a proper investigation and achieve an effective resolution. These complaint procedures also apply to claims of retaliation, as described below.

The District will not retaliate against employees for filing a complaint of harassment or supporting another employee's harassment complaint and will not tolerate or permit retaliation by management, employees or co-workers. The District will undertake an investigation of the retaliation allegations. Claims of retaliation against use of this policy may be reported, and will be investigated, in the same manner as claims of harassment.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or

retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

If the District determines that unlawful harassment or retaliation has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to have violated the District's anti-harassment policies will be subject to appropriate corrective action, up to and including termination.

The District encourages all employees to immediately report any incidents of harassment or retaliation forbidden by this policy so that complaints can be quickly and fairly resolved. Employees should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment or retaliation in employment. Contact information for each agency is available in the phone book or on the Internet. Employees may also elect to report complaints anonymously by calling the Employee Protection Line number at 877-651-3924 or by visiting www.employeeprotectionline.com as posted in the District office. The District's Organization Code Number is 10241.

Any employee who knowingly files a false and/or malicious report of harassment or discrimination, as opposed to a complaint which, even if erroneous, is made in good faith; or anyone who fails to report an actual or perceived form of harassment or discrimination as outlined in this policy, may be subject to appropriate disciplinary action, up to and including termination.

1.05 Policy Against Workplace Violence.

The District has adopted a zero tolerance policy against workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, engaged in by or directed at District employees, and/or which involve or affect the District or which occur on District property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive or intimidating to alter the employment conditions at the District or to create a hostile, abusive or intimidating work environment for one or several District employees. Any employee who feels threatened or intimidated, or who has knowledge that another employee feels threatened or intimidated, must report the relevant facts to their supervisor or the General Manager or the President of the Board of Trustees.

The District's prohibition against threats and acts of violence applies to all persons involved in the District's operation, including but not limited to District staff, contract or temporary workers and members of the Board of Trustees. Violation of this policy by any individual on District property, will lead to disciplinary action. Discipline will be appropriate to the behavior and may include immediate termination or referral to an outside counseling program with the requirement that the employee participate. The District will also undertake appropriate measures to ensure the safety of any employee who feels vulnerable, which may include the temporary retention of security guards and/or court action on behalf of the threatened employee to obtain a restraining order.

Nothing in this policy alters any other reporting requirements established elsewhere in this document or in State, Federal or other applicable laws.

1.06 Substance Abuse.

A drug, alcohol, and marijuana free workplace is essential to maintaining a safe and efficient environment for all employees. The use, possession, distribution or sale of alcohol, or marijuana, or being under the influence of alcohol or marijuana, is prohibited during work hours, on District property, or while using District vehicles. Similarly, the District maintains a drug free workplace in accordance with the stipulations set forth in the California Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession or use of any illegal or illicit substance in the workplace is strictly prohibited. Employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination. The District has established this drug-free awareness program pursuant to the above referenced Act. Employees believing they have a drug or substance abuse problem can seek counseling through the Employee Assistance Program. Each employee must acknowledge receipt of the policy and agree, as a condition of employment, to abide by its terms.

To administer this policy, the District requires drug and substance abuse testing in certain circumstances as follows:

- A. Pre-employment. All applicants must submit to and pass a drug screening test as a condition of the successful completion of the employment process.
- B. Reasonable Suspicion. If the District has reasonable suspicion that an employee possesses or is under the influence of drugs, marijuana, and/or alcohol, or possesses physical evidence associated therewith, that may adversely affect the employee's performance or may negatively impact the safety of the employee or others, screening for alcohol, marijuana, and/or drugs may be ordered. Suspicion must be based upon objective symptoms such as the employee's appearance, behavior, speech or other facts.
- C. Post Mishap Testing. Drug, marijuana, and/or alcohol testing may be required subsequent to any work related accident or safety violation regardless of whether an injury resulted from the accident or violation.

The District recognizes that the use of prescription drugs and/or over-the-counter drugs also may cause impairments that affect an employee's job performance. In such instances, employees should contact the General Manager to discuss any temporary accommodations that might be appropriate. Nothing in this policy is intended to diminish the District's commitment to employ and reasonably accommodate qualified disabled individuals, including individuals who must take legal drugs because of their disability.

Any violation of this policy or failure to cooperate with a testing request may result in disciplinary action up to and including termination. The cost of any testing will be borne by the District.

1.07 Prohibition Against Smoking.

A smoke-free work environment promotes the health of all employees and visitors. Smoking is prohibited in all District buildings and District vehicles, and while the employee is on duty. Employees wishing to smoke must do so outside of District buildings and vehicles while they are on rest or meal periods.

1.08 Immigration Law Compliance.

Federal law requires all employers to verify an employee's identity and legal authority to work in the United States through completion of U.S. Citizenship and Immigration Services Form I-9. This verification must be completed as soon as possible after an offer of employment is made and in no event, more than three business days after an individual is hired. All offers of employment and continued employment for positions with the District are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Section 2.0 Employee Organization

2.01 Employment Practices.

Persons seeking employment with the District for positions other than General Manager are required to complete and submit a District application form, plus any other necessary document stipulated. Qualified applicants will be interviewed in a timely manner based upon the parameters set forth by the General Manager. Applicants are advised that permitted background reviews may be conducted at the sole discretion of the General Manager. Successful candidates will be required to pass a pre-employment physical examination including drug screening and show proof of a driving record suitable to the District's insurance carrier prior to commencing employment.

In the instance that the District is attempting to fill the position of General Manager, application requirements and procedures are developed and issued at the sole discretion of the Board of Trustees.

2.02 Authorized Positions.

The Board of Trustees of the District has authorized the following positions:

- A. General Manager – one full-time position.
- B. Operations Manager Biologist – one full-time position.
- C. Vector Control Biologist – one full-time position.
- D. Vector Control Technicians – five full-time positions.
- E. Vector Control Assistants – variable number of temporary positions determined by the General Manager and approved by the Board of Trustees.
- F. Administrative Assistant – one full-time position.

Position descriptions are presented in Appendix I.

2.03 Employee Classifications.

The following classifications describe the types of employees. Depending upon the employee's position and status, he or she may be classified in more than one category.

- A. Probationary. All newly hired employees (except employees classified as at-will) serve an initial probationary period of six (6) months. Employees who are promoted or transferred to a new position also serve a probationary period of six months. Initial probationary employees are awarded and accrue benefits in the same manner as Regular employees, except Probationary employees may not use accrued vacation. Probation may be extended beyond six months if the employee has not passed the minimum required certification tests administered by the State of California Department of Public Health as described in the employee's current job description (See Appendix). Employees subject to extension of probation may be eligible to utilize accrued vacation time at the General Manager's discretion. Employees under probationary status due to transfer or promotion are exempt from sick leave and vacation usage restrictions.

- B. Regular. Employees who have successfully completed their initial probationary period are deemed as Regular. Regular employees may use accrued vacation, and have the right of progressive discipline (except employees classified as at-will).
- C. Temporary. Persons hired for a limited duration are considered temporary. Temporary employees may be terminated at any time without cause, without recourse and without prior notice. Temporary employees are not awarded and do not accrue any benefits, other than accrual of paid sick leave.
- D. Full-Time. Employees working forty (40) or more hours per week or eighty (80) or more hours every two weeks are considered as full-time.
- E. Part-time. Employees working less than forty (40) hours per week are considered as part-time.
- F. Non-exempt. Employees who function under the stipulations set forth by the Federal Fair Labor Standards Act are considered non-exempt. These persons are entitled to premium pay for any hours worked in excess of eight (8) hours per day or forty (40) hours per week unless the District utilizes an alternative work week schedule as described in section 2.10 of this manual; in which case employees are entitled to premium pay for any hours worked in excess of regularly scheduled daily or weekly hours.
- G. Exempt. Employees who are exempt from the provisions of the Federal Fair Labor Standards Act.
- H. At-Will. Employees who are directly responsible to the Board of Trustees and serve at their pleasure

2.04 Probation.

All new employees will serve a probationary period of six (6) months (1040 work hours). The work performance of such employees will be evaluated in writing three times within that period. If evaluations are unfavorable, the employee will be provided additional training or counseling in an attempt to eliminate any deficiencies. If, after such additional training, the employee is determined to be incapable of functioning in the position, he/she will be released from employment without right of appeal or hearing. A probationary employee may also be terminated at any time without right of appeal or hearing if the employee's conduct, capacity or moral responsibility is found to be unsatisfactory. If a newly hired employee accrues any Leave Without Pay ("LWOP") during the probationary period, said period will be extended accordingly.

Regular employees may be placed on probation for a specified period of time for infractions of the work rules, as determined by the General Manager. Employees who lose certification when such is required by their position description will be demoted and placed on probation until such time as the certificate is reinstated. Failure to become recertified within one calendar year may result in termination.

If an employee is promoted or transferred, three evaluations will be completed within six months (1040 work hours) of the date of the transfer or promotion. Thereafter, evaluations will occur on the anniversary of the latest position hire date. No restrictions on benefits, including the use of accrued sick or vacation leave, will apply to a regular employee during the probationary period related to a transfer or promotion.

2.05 Certifications.

All employees, with the exception of clerical staff, are required to successfully pass the State of California Department of Public Health Vector Control Technician certification exam in categories A, B, C and D before being considered for regular full-time status. The requirements and timeline for completion of the examination are described in the job description of each District position (see Appendix I). Certification is a condition of employment. Failure to successfully complete the required examinations within the timeframe allotted may result in release from duty. The General Manager may at his discretion extend an employee's probationary status to allow for additional time to pass an examination beyond that which is listed in the employee's job description.

2.06 Promotions and Transfers.

Employees will be considered for promotions based upon their individual abilities and qualifications, and the needs of the District. Promotions will be considered on a case-by-case basis. Transfers involve the movement of a qualified employee to an available position at or below his/her current wage rate. Transfers will be considered on a case-by-case basis.

2.07 Employee Wage Performance Adjustments.

The Board of Trustees annually evaluates the General Manager and approves wage increases for that position. All other regular positions are granted performance based wage increases by the General Manager. All Regular Employees will receive annual written evaluations on the anniversary of their latest position hire date. The District reserves the right to maintain, increase or decrease an employee's compensation as a result of this performance review. The employee evaluations will be reviewed in a private meeting between the employee and the General Manager or designee, at which time all items will be discussed. Employees (either new or regular) on probationary status are not eligible for incentive increases.

2.08 Wage Scale Review.

The District is committed to maintaining competitive compensation rates, within budgetary constraints. Periodically the wage scales will be reviewed and adjusted at the sole discretion of the Board of Trustees. See Appendix II for current information.

2.09 Hours of Operation.

The office hours are from 7:30 AM until 4:00 PM Monday through Friday unless otherwise directed by the General Manager. The work week begins at 12:00 AM on Sunday and ends at 11:59 PM on the following Saturday (168 consecutive hours), except in the case of a 9/80 schedule (see section 2.10) where the work week begins at 12:01 PM on Friday and ends at 12:00 PM the following Friday.

2.10 Alternate Work Week

At the discretion of management, an alternate work week, termed a "9/80 schedule", may be employed. The schedule consists of four 9-hour work days per week and one 8-hour work day every other week, alternating with a day off. One day off will be provided to staff every other week when this schedule is utilized. The General Manager will determine the day which each employee will be scheduled off. The intent is to ensure that the District is staffed and open for business Monday through Friday.

2.11 Meal and Rest Periods.

Non-exempt employees are provided with an unpaid meal period of thirty (30) minutes usually taken approximately at noon. Paid rest periods of fifteen (15) minutes are provided for all non-exempt employees. These rest periods are usually taken mid-morning and mid-afternoon of the normal work day. If the work task so demands, the rest periods may be deferred and used in conjunction with the lunch period. Break periods may not be taken at the beginning of the work day or at the end of the work day. Unused break times may not be accumulated for later use or remuneration.

2.12 Overtime.

Except in the case of an alternative workweek schedule, all non-exempt employees of the District are subject to the provisions of the Federal Fair Labor Standards Act. Any hours worked in excess of eight (8) hours per day or forty (40) hours per work week will be compensated at one and one-half (1.5) times the employee's regular hourly rate. Under FLSA, "hours worked" means those hours wherein actual work is performed. "Hours worked" does not include time off such as holiday, vacation, sick leave or other compensated non-working time. All overtime hours are to be approved in advance by the employee's immediate supervisor or the General Manager.

2.13 Compensatory Time Off.

In lieu of paid overtime, non-exempt employees may elect to receive Compensatory Time Off ("CTO") pursuant to the Federal Fair Labor Standards Act. CTO is provided at the rate of one and one-half (1.5) hours for each hour of overtime worked. A non-exempt employee is allowed by law to accrue a maximum of 90 Hours of CTO, which equals 60 hours of actual work. Non-exempt employees wishing to use the option of CTO must sign an agreement stating their desire prior to accumulating any such hours. Payment of CTO hours upon termination will be at the non-exempt employee's final regular rate of pay. If so desired by the non-exempt employee, accrued CTO hours will be timely paid to the employee when so requested in writing. A non-exempt employee can request to use CTO hours as long as the use does not unduly disrupt District operations. Non-exempt employees wishing to use the option of CTO must sign an agreement (see Appendix III).

2.14 Timekeeping.

All non-exempt employees are required to clock in and out each day and are required to accurately record their hours worked including the beginning and ending of lunch period(s) by entering their daily hours into the database system each day but no less frequently than Friday of each week (even though the pay periods are bi-weekly).

These entries are considered legal documents, and are used to properly compensate employees. No employee may enter or modify work hours for another employee, except for the General Manager. The General Manager may enter or modify an employee's work hours only after discussion with and agreement by the employee. Entering false information or modifying time records without supervisor approval will result in disciplinary action, up to and including termination.

[2.15 Payday.](#)

Employees are paid every other Thursday. Paychecks will be distributed by the General Manager or his/her designated representative. If employees have elected an automatic deposit option, the paychecks will be credited to the employee's account on every other Thursday. If the payday falls on a holiday, the paychecks will be distributed the day prior.

[2.16 Advances.](#)

The District does not provide any payroll advances or extend credit to any employees.

[2.17 Deductions.](#)

Federal and State laws mandate certain deductions from every employee's paycheck. These deductions may include but are not limited to income taxes, social security taxes and State disability insurance payments. Each employee must complete a withholding exemption form (IRS W-4) at the time of hire. Legal garnishment orders will also result in deductions from an employee's paycheck.

[2.18 Records Inspection.](#)

Employees and former employees have the right to inspect and obtain copies of their own payroll and personnel records after providing proper identification. Such requests must be submitted in writing to the General Manager or his/her designated representative. In a timely fashion, a date will be scheduled to conduct the inspection. The General Manager or his/her designated representative will be present during the inspection and copying process. Personnel records are the property of the District and shall not be altered or purged without express written approval of the Board of Trustees.

[2.19 Employee Information.](#)

All employees are required to inform the District when there is a change of address, change of marital status, change in dependents, or other event that may have an impact upon the employer.

[2.20 Driving Record.](#)

A driver's record report will be obtained from the State Department of Motor Vehicles ("DMV") for each new employee prior to making a formal offer of employment. The District will obtain updated reports on a regular basis for all regular employees through the use of the DMV pull notice program. All employees shall not accrue more than three points, as determined by the DMV, on his or her report. All employees will cooperate with the District in obtaining said reports. Any employee accruing more than three points or convicted of a felony driving infraction will be subject to disciplinary action up to and including termination of employment.

2.21 Telecommuting.

The nature of the work performed by employees of the District does not generally support the use of telecommuting. However, select instances may occur where telecommuting may be deemed appropriate by management. Each such request will be evaluated on its merits.

2.22 Resignations.

Each employee is requested to provide the District with advance notice of his/her intent to resign employment. This notice should be in writing and should specify the last day the employee will be at work. It is further requested that full-time and regular part-time employees provide at least two weeks' notice. The exception is at-will employees, although the District would appreciate advance notice of a resignation in such cases even if it cannot require it. Employees who do not provide such notice may be deemed ineligible for rehire. All employees will be asked to complete an exit interview at the time of their departure. Employees are required to return all District property in their possession on or before the last day of employment.

2.23 Terminations and Reductions in Force.

The District reserves the right to initiate reductions in the work force based upon the work load, economic circumstances, reorganization or other factors. When reductions in staffing are necessary, employees will be retained based solely upon the needs of the District, and the performance and qualifications of the personnel involved. Employees who are selected to be laid off may apply for transfer to any other position for which they qualify, but no guarantee of continued employment exists.

2.24 Rehire Considerations.

Only former District employees who were designated as eligible for rehire will be considered for employment. Returning employees will be considered to be newly hired persons and will be subject to the same hiring process and classifications as newly hired persons. Eligibility for rehire will be determined by the General Manager.

2.25 Acceptance of Rules.

In accepting employment with the District, employees agree to be governed by and comply with the Policies and Procedures contained herein, as well as, any written modifications thereof and any rules, regulations and administrative procedures established by the General Manager. All staff employed with the District on the effective date of these policies and procedures and any staff hired subsequently shall thereafter be subject in all respects to the provisions herein and any modifications thereof.

2.26 Bilingual Allowance

An employee, whose bilingual skills are beneficial to the District to translate documents, interpret conversations, perform outreach and enforcement in English and either Spanish or any other language including but not limited to American Sign Language shall be designated by the General Manager to receive a bilingual allowance. The General Manager shall document and file the employee's designation in writing, in the employee's personnel record, prior to being effective. The employee shall retain such

bilingual designation only until a change in assignment changes the need for use of bilingual language skills.

Additional compensation for bilingual duties is payable as an allowance and not as part of basic salary, but shall be payable at the same time as a regular compensation. When a full-time employee's bilingual language skills are determined to be beneficial to the District, he/she shall receive an allowance of \$57.69 per pay period. When a part-time employee is assigned to bilingual duties, the bilingual allowance shall be prorated and paid on the same basis that the part-time position is filled and compensated.

Employees in classifications in which the primary responsibility is to interpret/translate between English and any other language shall not be eligible for this allowance.

Payment for the bilingual language skill is restricted to the actual needs of the position. An employee's ability to read, write, or speak a foreign language, occasional or incidental use of foreign language skills or the use of bilingual language skills other than for the purpose of meeting the requirements of the job shall not warrant a bilingual allowance.

Employees may be temporarily designated to receive a bilingual allowance when assigned to translate or interpret a document or official conversation for not less than one pay period and not more than is reasonably necessary, as determined by the General Manager, to complete the interpretation or translation. Temporary designation shall be written and filed in the employee's personnel record and shall specify the assignment and pay period(s) that the bilingual allowance is in effect.

This page intentionally left blank.

Section 3.0 Employee Benefits

3.01 Introduction.

The District provides a number of benefits to the employees, both discretionary and legislated. Employees are encouraged to share the information with their family members so that in case of emergency they know how to access the benefits. Although it is the District's intent to maintain these benefit arrangements permanently, it reserves the right to modify or terminate any benefit arrangement, in its discretion.

3.02 Health Insurance.

The District provides coverage for each full-time regular employee and the employee's family as defined by the specific plan. The District will provide coverage for the employee only, for employees working between thirty (30) and thirty-nine (39) hours per week.

- A. Employer Contribution.** For employees hired before January 1, 2014, the District's contributions for all employees shall be the amount necessary to pay the full cost of each employee's enrollment, including the enrollment of the employee's family members, in a health benefits plan under the Public Employees' Medical and Hospital Care Act, (the "Act") not to exceed the aggregate amount for all employees, up to a maximum of \$14,000.00 for seven employees or the sum of \$2,000.00 per employee times the number of employees.
- B. Employer Contribution.** For employees hired after January 1, 2014, the District's contribution for each employee shall be the amount necessary to pay the full cost of the employee's enrollment, including enrollment of the employee's family members, in a health benefits plan under the Act not to exceed \$1,300.00 per month.
- C. CPI Adjustment.** The District's maximum contribution shall be adjusted on July 1 of each year by the change in the Consumer Price Index ("CPI") published by the U.S. Department of Labor, Bureau of Labor Statistics, for the Los Angeles-Riverside-Orange counties area (All Items, All Urban Consumers, 1982-1984=100). Said adjustment shall be equal to the change in CPI for March of the year of the adjustment as compared to the CPI for March of the preceding year.
- D. Dental and Vision Insurance.** The maximum District contribution set for in Sections 3.02A and 3.02B above (as adjusted for inflation) shall apply to the cost of all health benefits provided by the District, including (i) health benefits plans under the Act, and (ii) Dental and Vision Coverage (collectively, "Health Benefit Costs")
- E. Excess Costs.** If health insurance premiums increase by more than the increase in the CPI, or if for any other reason the Health Benefit Costs (including coverage for an employee's family members exceed the maximum employer contribution set forth in Sections 7.02A and 7.02B above (as adjusted for inflation), the difference will be deducted from the employee's pay.

Should the aggregate costs of health benefits as provided herein exceed the aggregate amount for all employees, the excess costs will be deducted first from those employees' pay whose health benefit costs exceed \$2,000 per month, until the

employer's contribution is reduced to the aggregate amount maximum. The excess costs will be equally shared between those employees.

- F. **Future Changes.** Irrespective of the date of hire or the date of retirement, no employee or retiree shall have any vested rights to (i) the health premium benefits provided for herein, by (ii) Resolution 13-01, as amended by Resolution 17-01, (iii) the Dental and Vision Coverage, or (iv) any other health insurance benefits provided by the District.

3.03 Dental and Vision Insurance.

The District provides coverage for each full-time regular employee and the employee's family as defined by the specific plan. The District will provide coverage for the employee only for employees working between thirty (30) and thirty-nine (39) hours per week.

3.04 Supplemental Insurance.

Employees may elect to participate in supplemental insurance plans offered by Aflac. These plans utilize pre-tax contributions provided solely by the employee. Details are available in the plan document.

3.05 Retirement Plan.

Full-time employees are provided with retirement benefits administered by the Santa Barbara County Retirement System. In this plan, both the employee and the District contribute funds. Details are available in the plan document. This document and other plan documents mentioned below are available from the General Manager.

3.06 Retiree Health Insurance Benefit.

The District will contribute the minimum employer contribution for employees and retirees as specified by the Public Employees' Medical and Hospital Care Act (PEMHCA) California Government Code § 22892(c).

As an additional retiree health benefit, employees retiring from District employment, their spouse at the time of retirement and their dependents while eligible, the District will continue to contribute to the retired annuitants' health, vision, and dental insurance according to the following schedule and conditions:

A. For employees hired before July 1, 2018:

1. The District will contribute the actual cost of a qualified retiree's health, vision, and dental insurance premium up to a maximum of \$2,116 per month, including both the PEMHCA minimum employer contribution; the additional contribution; and increases or decreases based on the Los Angeles / Riverside / Orange County area All Urban CPI for March of each year of the term of the MOU.
2. The retiree is responsible for any amount in excess of the aforementioned cap.
3. To qualify for the additional retiree health benefit the employee must have worked for 5 years of full-time service; retire from employment with the District; and be at least 50 years of age upon retirement.

4. The retiree must qualify for retiree allowance as determined by the Santa Barbara County Employee Retirement System (SBCERS).
 5. At the time of retirement, the employee must remain in the same elected District group medical plan and cannot upgrade plans at retirement.
 6. The retiree's spouse becomes ineligible upon divorce from the retiree.
 7. If a retiree marries after his/her retirement, the spouse is not eligible for District group medical plan benefits.
 8. When a retiree or eligible spouse/domestic partner becomes Medicare-eligible, the retiree or eligible spouse/domestic partner will no longer be eligible for District group medical plan benefits.
 9. Upon the death of the retiree, the surviving spouse and eligible dependents may continue receiving the retiree's medical health benefit; however, the District will contribute only the minimum employer contribution as specified by the Public Employees' Medical and Hospital Care Act (PEMHCA) California Government Code § 22892(c). The surviving spouse is responsible for any amount in excess of the minimum employer contribution.
- B. For employees hired after July 1, 2018:
1. The District will contribute the actual cost of a qualified retiree's health, vision, and dental insurance premium up to a maximum of \$1,300 per month, including both the PEMHCA minimum employer contribution; the additional contribution; and increases or decreases based on the Los Angeles / Riverside / Orange County area All Urban CPI for March of each year of the term of the MOU.
 2. The retiree is responsible for any amount in excess of the aforementioned cap.
 3. To qualify for the additional retiree health benefit the employee must have worked for 10 years of full-time service; retire from employment with the District; and be at least 50 years of age upon retirement.
 4. The retiree must qualify for retiree allowance as determined by the Santa Barbara County Employee Retirement System (SBCERS).
 5. At the time of retirement, the employee must remain in the same elected District group medical plan and cannot upgrade plans at retirement.
 6. The retiree's spouse becomes ineligible upon divorce from the retiree.
 7. If a retiree marries after his/her retirement, the spouse is not eligible for District group medical plan benefits.
 8. When a retiree or eligible spouse/domestic partner becomes Medicare-eligible, the retiree or eligible spouse/domestic partner will no longer be eligible for District group medical plan benefits.
 9. Upon the death of the retiree, the surviving spouse and eligible dependents may continue receiving the retiree's medical health benefit; however, the District will contribute only the minimum employer contribution as specified by the Public

Employees' Medical and Hospital Care Act (PEMHCA) California Government Code § 22892(c). The surviving spouse is responsible for any amount in excess of the minimum employer contribution.

3.07 Sick Leave.

All employees accrue sick leave at the rate of 0.0463 hour per hour worked (3.7 hours per 80 hours or 96 hours per 2080 hours). Accruals for sick leave begin on the first day of employment. An employee may use accrued sick leave on the 90th day of employment. The minimum amount of sick leave that may be used is 0.25 hours. An employee can take paid sick leave for an employee's own, or a family member, for the diagnosis, care or treatment of an existing health condition or preventative care; or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

A "family member" includes the (1) children, whether biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; or (7) a sibling.

Absences of longer than four (4) days will require medical evidence of the illness and/or medical certification of fitness to return to work before sick leave will be awarded. Sick leave is accumulated from year to year with maximum accrual of 2088 hours. No payment will be made for unused accrued sick leave upon separation from service for employees with less than five years of employment with the District. Employees with five or more years of employment with the District will be paid 50% of up to 480 hours of their accrued sick leave upon separation of service if the employee is not exchanging sick leave for service credit.

3.08 Vacation Leave.

Full-time employees accrue vacation leave at varying rates depending upon the length of continuous District employment. The accrual for part-time employees is pro-rated based upon the number of hours worked and the length of employment. All vacation leave must be scheduled in advance with the employee's supervisor, and may be denied due to work demands. The minimum amount of vacation leave that may be used is 1 hour. A maximum of 420 hours of vacation leave may be accrued.

Employees with five or more years of continuous District service may request payment for a maximum of 40 hours of accrued vacation, as long as a 40 hour balance remains. The General Manager, to maintain budgetary control, retains discretion on when and whether a vacation conversion is awarded. Vacation conversions are limited to 40 hours per fiscal year per employee.

Upon termination of service, the employee will be paid for any unused accrued vacation hours.

Full-time employees with 0-2 years of service accrue 96 hours per year; 3-4 years of service accrue 128 hours per year; 5-9 years of service accrue 152 hours per year; 10-14 years of service accrue 176 hours per year; 15+ years of service accrue 200 hours per year. The accrual is apportioned as provided in the chart below.

<u>Years of Service</u>	<u>Annual Accrual</u>	<u>Hourly Accrual</u>	<u>Per Pay Period</u>
0-2 yrs	96 hrs	0.0462 hrs	3.70 hrs
3-4 yrs	128 hrs	0.0615 hrs	4.92 hrs
5-9 yrs	152 hrs	0.0731 hrs	5.85 hrs
10-14 yrs	176 hrs	0.0846 hrs	6.77 hrs
15 + yrs	200 hrs	0.0962 hrs	7.70 hrs

Employees are eligible for an increase in vacation accrual in the pay period subsequent to passing the threshold for years of service. For example, an employee is eligible for the vacation accrual rate of 4.92 hours per pay period upon surpassing three years of employment – two years and one day of employment is not a qualifying event. The General Manager shall document the vacation accrual increase in the employee's personnel file.

An additional eight hours of vacation leave will be awarded one day after the employee's hire date, and annually at the start of the calendar year, thereafter. This annual award will be guided by policy as applied to vacation leave including proration for part-time employees.

[3.09 Vacation Leave Donation.](#)

In the event of an extended illness or injury to an employee or an employee's family member, that employee's leave time may be exhausted. Co-employees may donate accrued vacation leave, up to a maximum of 50% of their accrued vacation leave hours, to the affected employee. All such donations are subject to approval by the General Manager, are voluntary and irrevocable. To be eligible for receipt of donated vacation leave, the affected employee must be a full-time regular employee, be absent from work due to illness or injury to self or a family member (defined under Sick Leave) for more than 20 consecutive work days, as certified in writing by a physician, and have exhausted all other earned District leave. All donated leave is taxed to the recipient and not the donor.

[3.10 Holiday Leave.](#)

All full-time employees are eligible for a maximum of eight hours off with pay on each of the twelve (12) holidays recognized by the District. Part-time employees are eligible for time off with pay for the same holidays, the amount paid leave time being based upon their scheduled work hours for the date upon which the holiday falls. To be awarded a paid holiday, an employee must work or be on approved leave the day before and the day after the holiday. The yearly holidays are:

- New Year's Day – January 1
- Martin Luther King Jr. Day – third Monday in January
- Presidents' Day – third Monday in February
- Memorial Day – last Monday in May

- Independence Day – July 4
- Labor Day – first Monday in September
- Veterans Day – November 11
- Thanksgiving Day – fourth Thursday in November
- Day after Thanksgiving
- Christmas Day – December 25
- Day after Christmas

If an observed District holiday falls on a Saturday, it will be taken on the preceding Friday. If an observed District holiday falls on a Sunday, it will be taken on the following Monday.

The benefit previously known as "Floating Holiday" is changed to an annual award of vacation leave.

3.11 Workers' Compensation.

In accordance with State law, the District provides insurance coverage for employees injured on the job. The workers' compensation benefits provided to injured employees may include medical care, tax free cash benefits to replace lost wages, and vocational rehabilitation to help qualified injured employees return to suitable employment.

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

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

No workers' compensation leave with pay will be granted until after the Vector Control Joint Powers Agency has declared the illness or injury to be compensable under the California Workers' Compensation Law and has been accepted on behalf of the District. An employee who has been employed by the District for twelve (12) consecutive months or more and who is unable to work will, at the employee's discretion, receive full wages and retain benefits for the term of the disability leave, not to exceed a cumulative total of one (1) calendar month. The monetary total paid to the employee in a given time period shall not exceed the employee's net base wage for the same time period. The net base wage is defined as the employee's gross wage exclusive of any overtime, and state disability insurance. During the time period that the employee is receiving full wages, any compensation awarded to the employee by the workers' compensation agency or agent shall become the property of the District. During a workers' compensation leave, the employee will continue to receive the same benefits, including health and dental coverage, as were provided prior to the onset of the leave. Employees with less than twelve (12) consecutive months of employment do not receive

full wages during the term of the disability leave, but other benefits and conditions as described above remain in effect.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, every effort will be made to reinstate the employee to the same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. That is, if the employee on workers' compensation leave would have been laid off had he/she not been on leave, or if the employee's position would have been eliminated or filled in order to avoid reducing the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable position is available, then the employee would not be entitled to reinstatement.

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

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

The law requires the District to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. In addition, that person may also be held liable for civil penalties.

[3.12 Disability Insurance.](#)

Employees who suffer an illness or injury that is not work related may be eligible for State Disability Insurance (SDI). These benefits are paid to the employee by the State of California and are financed from mandatory payroll deductions from employee wages. Employees must file a claim with the California Employment Development Department to receive payments.

[3.13 Unemployment Insurance.](#)

In the event an employee is terminated, he/she may be eligible for payments from the State of California. Employees must file a claim with the California Employment Development Department.

[3.14 Social Security/Medicare.](#)

District employees are covered under the provisions of the federal social security and Medicare laws. Deductions from each employee's wages are matched by the District.

[3.15 Continuation of Medical and Dental Insurance Benefits](#)

Under federal (COBRA) and state (CAL-COBRA) laws, eligible employees who leave District employment may elect to continue medical and dental insurance benefits at their own cost. Details regarding these programs are contained in the District's group health plan document.

[3.16 Modified Work Policy](#)

Modified job and alternative work assignments are temporary tasks allowing an employee to work while recovering from an illness or injury that prevents return to unrestricted duty in the employee's usual position. These assignments shall only be made after the employee has provided an appropriate return to work release, from his/her attending physician, that stipulates the work restrictions. If no modified job or alternative assignments are available, the employee will not be allowed to return to work and must remain on appropriate leave. The duration of the modified job or alternative work assignments shall not exceed a period of two calendar months from the date the employee returns to work in a modified work status.

[3.17 Shoe Allowance](#)

Employees who are regularly assigned to work in the field will be provided with footwear appropriate for field work. Purchases or claims must be for the actual amount of the cost of the footwear not to exceed \$150.00, annually. Employees will be responsible for any amount exceeding this limit. Newly hired employees are eligible for this allowance. New employees on probation will be reimbursed via payroll at a rate of \$15 per pay period, up to the cost of the footwear or the maximum \$150, whichever is less.

Section 4.0 Leaves of Absence

4.01 Introduction.

At some point during an employee's career with the District, a leave of absence may be necessary for personal or medical reasons. The District asks that requests for leaves be made in writing, with thirty (30) days notice if at all possible. Except as required by law, an employee on an unpaid leave of absence must pay the costs of continuing his/her medical and dental benefits. The employee will not accrue vacation or sick leave benefits while on unpaid leave unless stipulated by law or specific policy.

4.02 Bereavement Leave.

A paid leave of absence of up to three days may be authorized for an employee in the event of the death of the employee's current spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, or the death of an extended family member currently living in the employee's household. If additional time off is needed, the employee may utilize up to three (3) days of accrued sick leave. If more than six (6) total days are needed the employee may utilize accrued Compensatory Time Off (CTO) or vacation leave.

4.03 Jury Duty and Witness Leave.

Employees called to jury or witness duty will be awarded paid leave while attending to their responsibilities at court. The official notification form must be provided to the employee's immediate supervisor well in advance of the appearance date. Witness duty does not include time required wherein the employee is the plaintiff or defendant in the court action. Any mileage allowance or other fee paid by the court to the employee for jury services may be retained by the employee.

4.04 Military Leave.

All employees will be provided leave for the purpose of military obligations as dictated by the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA") and the California Military and Veterans Code.

4.05 Time Off for Voting.

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off may be taken at the beginning or the end of the regular working shift, and shall be limited to a maximum of two (2) hours. Employees requesting time off to vote must notify the General Manager at least two days in advance that such time is needed. Upon his/her return to work, the employee must present a voter's receipt to his/her supervisor.

4.06 Personal Leave.

A personal leave of absence without pay may be granted at the discretion of management. Requests for personal leave must be limited to unusual circumstances requiring an absence of longer than two calendar weeks. An approved personal absence of a shorter duration is designated as a leave without pay, unless the

employee elects to use accrued paid leave. The length of the leave may not exceed sixty (60) calendar days in total per calendar year. In addition, the duration of any one leave may not exceed thirty (30) calendar days. An employee in good standing returning from an authorized leave of absence will be reinstated in his/her former position if available or in a comparable or lower position if available. The employee will be paid the same wage rate as prior to commencement of the leave, unless the employee is in a lower grade position. If employed in a lower grade position, the employee will receive the maximum payment for that grade up to the wage rate received prior to the leave. The employee's employment anniversary date will be adjusted to reflect the absence from work. Should the employee not return to work at the end of the approved leave, the position will be considered to be abandoned by the employee. During a personal leave of absence, the employee does not accrue any paid leave benefits.

4.07 Domestic Violence, Sexual Assault or Other Serious Crimes Leave.

Employees who are victims of domestic violence are eligible for leave as provided by California law. This leave will be unpaid unless the employee elects to use accrued paid leave. An employee may request leave if involved in a judicial action such as obtaining restraining orders or appearing in court to obtain relief to ensure health, safety or welfare. Notice and certification of the need to take leave under this policy must be provided, except in an emergency. Certification may be provided by any of the following:

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

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

4.08 Medical Leave.

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to two (2) calendar months with a doctor's written certificate of disability. Employees should request any leave in writing as far in advance as possible. If the leave of absence is granted, the employee may use accrued paid leave time or sick pay. If the duration of the leave of absence exceeds the employee's accrued leave time, the employee will be placed on unpaid leave.

A medical leave begins on the first day the employee's doctor certifies that the employee is unable to work, and ends when the employee's doctor certifies that the employee is able to return to work or after a total to two calendar months of leave whichever occurs first. The employee must obtain a statement in writing from the

physician noting the date the employee became disabled and the estimated date of return to work. An employee returning from a medical disability leave must also present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, the employee will be offered the same position held at the time leave began, if available. If the former position is not available, a comparable position will be offered if available. If neither position is available, a lower grade position will be offered if available. The District makes no guarantees of reinstatement.

4.09 California Family Temporary Disability Insurance Benefits

California law allows eligible employees to apply for Family Temporary Disability Insurance ("FTDI") benefits in the event they cannot work due to a need to care for a qualified family member, including bonding with a newly born or adopted child. These benefits are not available for absences due to the employee's own illness or injury. An employee must request permission in writing to take time off from work. Advance notice of thirty (30) days is required when the need for time off is foreseeable. If the need is immediate, the employee must contact his/her supervisor in a reasonable time thereafter, not to exceed two (2) working days. The employee must first apply and qualify for a District-approved personal leave of absence in order to be able to claim the benefits.

Benefits are available for up to 6 weeks and are paid for through employee payroll deductions, similar to SDI benefits. Benefits run concurrently with all family leave granted under the District's family leave policies and practices.

An employee must apply to the State of California Employment Development Department ("EDD") when seeking benefits, once permission for such leave has been granted by the District. All benefits are paid directly by EDD. The employee must use accrued paid leave benefits (up to two weeks) before being eligible to receive FTDI benefits. The employee may use accrued paid leave benefits for any time off in excess of two weeks, subject to EDD stipulations, but this will disqualify them for the state benefit. An employee utilizing FTDI leave is not guaranteed position protection or reinstatement at the end of the leave. The employee will be offered the same position held at the time leave began, if available. If the former position is not available, a comparable position will be offered if available. If neither position is available, a lower grade position will be offered if such is available.

Further information on these benefits can be obtained by contacting the California Employment Development Department or the General Manager at the district. Information about paid family leave benefits can also be found at the EDD website (www.edd.ca.gov).

4.10 Federal Family and Medical Leave Act and California Family Right Act

Employee Eligibility

- 12 months of service and 1250 hours of service during past 12 months.
- Satisfying advance notification rules.

- Satisfying medical certification rules regarding health condition of employee, child, spouse, parent.

Reasons for Leave Request

- Care of a newborn child.
- Placement of a child with an employee for adoption or foster care.
- Care of child, spouse or parent with a serious health condition.
- Serious health condition of employee that prevents him/her from performing position functions.

Length of Leave

- 12 workweeks during any 12 month period.
- Leaves may be taken intermittently.
- Pregnancy related leave is not considered as part of the 12 workweeks.

Use of Paid Leave Benefits

- Employee may elect to use accrued vacation, sick leave or other paid time off.
- All or part of the leave may be unpaid.

Insurance Benefits

- Coverage must be maintained by employer in the same manner as before the leave was taken.

Notification Rules

- If leave is foreseeable, employee must provide 30 days notice.
- If not foreseeable, employee must give as much notice as possible.

Medical Certifications

- Employer may require medical certification to support a leave request.
- Employer may request and pay for a second opinion in certain cases.

Employment Protections

- Reinstatement is required to the same position or a comparable one, with all previous benefits.
- Benefits accrued prior to leave are not lost.
- Additional benefits do not accrue during leave

Prohibitions

- Employer may not interfere with, restrain or deny any right under the law.
- Employer may not discharge or otherwise discriminate against any employee for opposing an unlawful practice, filing a charge or testifying in connection with an inquiry.

Records

- Employer must maintain records pertaining to compliance and leave requests.
- D.O.L. may inspect records.

Enforcement

- Federal Department of Labor
- California Department of Fair Employment and Housing.

Preemption

- Federal law does not supersede any state or local law that provides greater family or medical leave rights.
- Federal law does not diminish obligations that exist in any collective bargaining agreement or employee benefit program. However, agreements and benefit programs cannot diminish the rights established by law.

[4.11 Pregnancy Disability Leave.](#)

If an employee is disabled by pregnancy, childbirth or related medical conditions, she is entitled to take an unpaid pregnancy disability leave of up to four (4) months depending on the period(s) of actual disability. An employee may utilize accrued sick and vacation leave during this time. Once all accrued sick and vacation leave have been expended the employee may have leave time donated by other District employees per *Section 3.09 – Vacation Leave Donation*. If the employee has exhausted all options for paid leave the remaining employee's leave time will then be designated as leave without pay. The District will continue to pay its share of the premium cost of health care benefits for the first thirty (30) days of the unpaid portion of the leave. If the employee continues their unpaid leave status beyond this thirty (30) day period the employee may elect to continue their health care coverage via COBRA. Except when business circumstances require (and the law authorizes) a different result, employees who take pregnancy disability leaves and comply with the provisions of this policy will be guaranteed reemployment upon expiration of their approved leave, provided that their total leave does not exceed the amounts specified above. Employees returning from pregnancy disability leave will be reinstated to their original position or to a position which is comparable in terms of pay, benefits, working conditions and perquisites, and involves substantially similar duties and responsibilities requiring substantially equivalent skill, effort and authority, which can be performed at the same or a geographically proximate location. Employees will retain their employment status during pregnancy disability leave, and such an absence will not be considered a break in service, for purposes of determining seniority, or under an employee benefit plan. Upon returning from leave, an employee will be credited with all seniority and service accrued before her leave commenced.

Pregnancy disability leave may be taken intermittently or on a reduced schedule basis when deemed to be medically advisable by your health care provider, and the District reserves the right, in such instances, to transfer you temporarily to an alternative position that will provide you with equivalent pay and benefits and will better accommodate your recurring periods of leave or reduced-work schedule. Transfer to an

alternative position may include altering an existing position to accommodate your need for intermittent leave or a reduced work schedule.

In lieu of a leave of absence an employee disabled due to pregnancy, childbirth or related medical conditions may, when medically necessary, request a transfer to a less strenuous or hazardous position if any such position exists. If such a transfer can be reasonably accommodated, the employee disabled due to pregnancy, childbirth or related medical conditions will be transferred for the duration of her pregnancy, or for such period of time as her healthcare provider recommends, provided that she submits a written request for such transfer and, in addition, furnishes a doctor's written certification attesting that the transfer request is upon the doctor's advice. The District will not, however, undertake to create additional employment/positions it would not otherwise have created to meet its own business needs, nor will the District be required to discharge any employee, transfer any employee with more seniority than the disabled employee, or promote any employee who is not qualified to perform a job. Upon such a transfer, the disabled employee will receive the salary and benefits that are regularly provided to employees in the position to which the employee has been transferred. Due to the small size of the District, transfer accommodations will not be possible in all cases.

The District will also consider requests for reasonable accommodations other than leaves or transfers for conditions related to pregnancy, childbirth, related medical conditions or other disabilities. Such requests for other reasonable accommodations should be accompanied by a certificate from a healthcare provider verifying that the request for accommodation is being made with the advice of such healthcare provider.

If possible, the employee must provide at least 30 days advance notice of the need for leave. If the need is foreseeable, the District requires notification, at least verbally, as soon as the employee learns of the need for leave. Failure to comply with these notice rules is grounds for, and may result in, deferral or the requested leave until the employee complies with this notice policy.

The District may require certification from the employee's healthcare provider before allowing a leave for pregnancy disability.

If you want more information regarding your eligibility for a pregnancy disability leave and/or the impact of the leave on your status and benefits, please contact the General Manager.

[4.12 Emergency Duty Leave.](#)

An employee will not be disciplined for taking time off to perform emergency duty as a volunteer firefighter, reserve peace officer or emergency rescue personnel. Such an employee is also eligible for unpaid leave for required training. When taking time off for emergency duty, the employee will advise his/her supervisor before doing so whenever possible.

[4.13 School Activity Leave.](#)

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school under Section 48900.1 of the Education Code, the employee

should alert his/her supervisor as soon as possible before leaving work. Accrued paid leave may be used for the needed time off. If accrued paid leave is not available, the time off from work will be assessed as unpaid leave. No disciplinary action will be taken against an employee who takes time off for this purpose.

4.14 Natural Disaster Leave.

In the event of a natural disaster that necessitates the closing of the District facility each employee must make a reasonable effort to contact the General Manager and/or the Vector Biologist to determine work status. If no work can be performed, all probationary and regular employees, may at the General Manager's discretion, be paid regular pay or may require the employee to utilize accrued sick leave, vacation leave, and compensatory time off until such time as work can resume. An employee who is unable to report to work due to a natural disaster will be awarded approved leave, provide the employee can supply reasonable proof of the inability to appear. At the General Manager's discretion, if accrued paid leave is not available, the employee will be placed on Leave Without Pay.

4.15 Leave Without Pay.

In the event of an absence wherein the employee does not have available accrued paid leave, the time off will be deemed as Leave Without Pay ("LWOP"). No benefits will accrue during LWOP. As in *Section 4.11 – Pregnancy Disability Leave* the District will continue to pay its share of the premium health care benefits for the first thirty (30) days of the unpaid portion of the leave. If the employee continues their unpaid leave status beyond this thirty (30) day period the employee may elect to continue their health care coverage via COBRA. All requests for LWOP must be authorized by the General Manager.

4.16 Military Spouse Leave.

Employees who work at least an average of 20 hours per week and whose spouse is a member of the United States Armed Forces, National Guard, or Army Reserves on active duty in an area of military conflict, is eligible to take up to 10 days off from work, on an unpaid basis, during a period when his or her spouse is on leave from deployment during a period of military conflict. Employees on military spouse leave are not required to use all accrued paid vacation leave. Employees should request military spouse leave as soon as possible when they become aware that they will be taking such time off from work.

Section 5.0 Standards of Conduct

5.01 Introduction.

Employees of the District are expected to meet acceptable standards of conduct and performance. These standards are intended not only to promote productivity and efficiency, but also to aid in ensuring that all employees enjoy a pleasant and cooperative work environment.

5.02 Public Relations.

District employees are expected to be polite, courteous, prompt, and attentive to members of the public. If an employee encounters an uncomfortable situation that he/she does not feel capable of handling, a supervisor should be called immediately. Our mission is about public service and all of us must remember that the public benefits always come first.

5.03 Contact with News Media.

Employees may be approached for interviews or comments by the news media. Employees should not respond directly to media but should instead refer all questions and inquiries to the Operations Manager or General Manager.

5.04 Personal Standards and Dress Code.

Each employee is a representative of the District in the eyes of the public and as such must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. The general guidelines for personal standards and clothing are:

- A. Clothing must be clean and reflect a high standard of personal hygiene, and must not cause a disruption in the workplace.
- B. Clothing must not allude to any obscenities, violence, sex, or advertise alcohol, marijuana, tobacco, or illegal substances, or contain or communicate any statement that is not consistent with the nature of the work performed.
- C. Sleeveless shirts, athletic togs, flip-flops and/or casual sandals cannot be worn on District time.
- D. Employees may not wear clothing that exposes the midriff, pants that are excessively baggy or hanging below the waist, any excessively short, tight, or revealing clothing or visible undergarments.
- E. Hair length and facial hair shall not interfere with the performance of employment functions.
- F. Visible facial jewelry (other than earrings) may be required to be removed, and tattoos may be required to be covered.
- G. Uniforms shall be clean, free from frays or tears, and clearly display the District name and logo.
- H. Shirts will be tucked into pants.
- I. Employees who are required to wear uniforms as a function of their jobs will wear their uniform while performing their jobs

5.05 Work Rules.

It is impossible to identify every specific activity that could be considered to be inappropriate. However, the following is a partial list of the types of conduct that can result in disciplinary action, up to and including immediate dismissal.

- A. Obtaining employment based upon false information, material omissions, or falsifying any other document/record including but not limited to time records.
- B. Destruction or damage to District property or the property of another.
- C. Theft or inappropriate possession of District property or the property of another.
- D. Transportation or possession of firearms, weapons or any other hazardous device on District property or while on work duty for the District, without proper authorization.
- E. Possession, distribution, use or sale of alcohol, marijuana, or any unlawful substance while on the District premises or on District work duty.
- F. Reporting to work or operating District equipment under the influence of alcohol, marijuana, or any drug that impairs judgment and motor skills or is otherwise debilitating.
- G. Absence from work for three or more days without proper authorization.
- H. Unsatisfactory work performance.
- I. Failure or refusal to work cooperatively with others.
- J. Fighting or provoking a fight while on District work time or property.
- K. Insubordination, including improper conduct toward your supervisor or refusal to comply with instructions given by your supervisor or any other superior.
- L. Any activity that endangers one's self, others, District property or disrupts work.
- M. Smoking in other than assigned areas.
- N. Harassing, threatening or intimidating any employee or other person while on District work time or on District property.
- O. Any other violation of the District's policies against unlawful harassment, unlawful discrimination, and zero tolerance of violence or threats of violence and intimidation.
- P. Unexcused and/or repeated absenteeism or tardiness.
- Q. Working unauthorized overtime.
- R. Violation of any District policy or procedure.
- S. Inappropriate use of District equipment and/or facilities.

5.06 Communications.

Employees may be provided with communications devices such as personal wireless (cellular) telephones and computers having Internet access. These devices are to be used for District required activities only. In no circumstances will these devices be used to view, record or transmit inappropriate or offensive materials of any kind. The District's policies against unlawful harassment, unlawful discrimination, and zero tolerance of violence or threats of violence apply to use of these devices. Further, these devices and their files are District property and are subject to inspection for any content at any time by management.

5.07 Prohibition Against Use of Cell Phone/Texting Devices While Driving.

Any employee whose duties include driving has a significant responsibility to the District and to the general public to operate any motor vehicle in a safe and appropriate manner. The District, in turn, has responsibilities to co-workers, the general public, and its insurance carrier with respect to employees whose responsibilities include driving.

To fulfill these responsibilities, and in accordance with California law, the District prohibits employees from using hand-held cellular phones, laptop computers or texting devices (Blackberry, etc.) while driving any District-owned vehicle for any reason. Employees may use "hands-free" cellular phones, laptops or texting devices *for business reasons* while in a District-owned vehicle, or in their own vehicle on District business or District time. Personal calls/texts while on District time must be kept to an absolute minimum.

Employees who fail to comply with this policy will be subject to disciplinary action, up to and including termination of employment. Employees must always operate motor vehicles in a safe and reasonable manner that abides by all traffic and safety laws.

5.08 Lockers, Desks, Vehicles and Other Equipment.

Any and all equipment provided for employee use remains the property of the District and is therefore subject to inspection at any time.

5.09 Conflicts of Interest.

It is imperative that employees avoid situations in which actual or potential conflicts of interest may exist. This avoidance includes personal and/or business relationships with vendors, businesses, individuals or District employees. Should questions arise, employees must discuss the situation with the General Manager.

Relatives of employees and persons with whom employees reside will not be eligible for employment where potential problems involving supervision, safety or morale may occur. Should two employees become related or elect to reside together, and the potential for a work conflict exists; only one of the employees may retain District employment. The decision regarding who will remain in District employ must be submitted to the General Manager within three (3) months of the date the employee relationship commences.

5.10 Progressive Discipline.

Discipline may be initiated for various reasons including, but not limited to, violations of the work rules, insubordination, and/or unacceptable work performance. The severity of the disciplinary action applied will depend upon the severity and/or frequency of the offense. Failure to correct performance or repeated violations of work rules after notification of the employee may increase the severity of discipline. Disciplinary action may range from verbal counseling to immediate dismissal. All procedures will follow the stipulations of law.

Disciplinary actions are listed below, in order of severity, least to most severe:

1. Verbal counseling.
2. Written warning defining the problem and acceptable solutions.

3. Suspension without pay.
4. Reduction in pay or demotion.
5. Discharge from employment, including both pre- and post-termination procedures.

Regular employees have the right to respond either orally or in writing to the General Manager, and have the response considered prior to any suspension, demotion or termination being imposed (see Appendix V). Any regular employee has the right of appeal to the Board of Trustees from a disciplinary action imposed by the General Manager. Such an appeal must be addressed in writing to the Board of Trustees and filed with the District office within ten (10) working days from the date of the imposition of the disciplinary action. The Board will conduct a hearing on an appeal within twenty (20) working days after receipt thereof. The Board may continue the hearing either for the convenience of the Board or upon written application of the appellant for a period not to exceed an additional twenty (20) working days from the receipt of the appeal. Written notice of the time and place of the hearing, and any continuance thereof, shall be given to the appellant. Such hearings shall be conducted in accordance with the appropriate provisions of the Government Code, and the parties may submit all proper and pertinent evidence against or in support of the causes. The hearing shall be closed except to necessary parties unless the employee requests, in writing, that the hearing be open to the general public. The Board may elect to contract with an independent hearing officer to conduct the hearing. Failure of the appellant to appear at the hearing shall be deemed a withdrawal of his/her appeal and the action of the Board shall be final. The Board may affirm, modify, or revoke the Order of Disciplinary Action. The decision of the Board shall be final for all purposes.

5.11 Grievance Procedure.

Employees having questions or problems regarding any topic are to first contact their immediate supervisor for assistance. If the questions or problems remain unresolved the employee may then contact the General Manager (or his/her designated representative) to discuss the matter(s). The General Manager will investigate the employee's concerns and provide the employee with a response within ten (10) working days. Should the response be unacceptable to the employee, he or she may then contact the President of the Board of Trustees to request a meeting with the Board of Trustees to pursue the question or problem. The request must be submitted in writing with any supporting documentation within ten (10) working days of the date the response was rendered by the District management. The decision reached by the Board will be conveyed in writing to the employee and all other involved parties within (10) working days. The decision reached by the Board will be final and binding to all parties. This grievance procedure does not apply to appeals from disciplinary actions. Such appeals are addressed in the section entitled Progressive Discipline.

5.12 Due Process (Skelly) Procedures

It is the policy of the District to establish conformity in procedures relating to employee discipline. A well-defined disciplinary process will enhance employer/employee relations.

The General Manager shall be contacted whenever a supervisor has reason to believe that an employee has violated a District policy or workplace rule. The determination of corrective action, if any, will be made after an investigation by management of the alleged violation.

If a determination is made that corrective action is necessary, management will prepare the necessary correspondence. If a suspension without pay, salary reduction or demotion is recommended, the General Manager shall have final approval.

A Due Process (Skelly) hearing will generally precede disciplinary action involving a loss or reduction in pay in cases where the loss or reduction in pay is in excess of five days. However, suspensions of five days or fewer may be immediately implemented, provided that the Skelly procedure is promptly followed. Under certain conditions more severe disciplinary action may immediately occur.

The California Supreme Court's Skelly v. State Personnel Board decision provides a public employee with certain procedural protections before discipline (a suspension of more than five working days) may be imposed. The Skelly procedure requires an administrative hearing whereby the employee or his/her representative may respond to the charges with facts and/or other information which may not have been known or considered. The Skelly procedure does not apply to at-will employees who serve at the pleasure of the appointing agency, to probationary employees, or to temporary employees unless so stipulated by District policy. The District names the General Manager as Skelly officer.

The Procedure.

The requirements of the Skelly procedure are as follows:

1. The employee must receive advance notice of the maximum punitive action imposed.
2. The notice must state the reasons for the proposed action.
3. The notice must contain the charges upon which the proposed action is based.
4. The employee must be allowed access to the materials upon which the action is based.
5. The employee must be afforded the right, either orally or in writing or both, to respond to the proposed charges.

The Notice.

The notice requirements of the Skelly procedure are as follows:

1. The notice shall be in writing.
2. The notice will set a date, time and place for the employee to respond to the charges if he/she elects to do so. In order to allow the employee time to seek advice and to prepare any oral or written response he/she may wish to make, the date set for his/her response will be no less than five working days from the date

the letter is sent. The letter will contain a request that the employee give notice if he/she elects to waive his/her right to respond orally.

3. The letter must contain the maximum penalty which may be imposed.
4. The reasons for the proposed action must be stated in detail. The part of the notice describing the misconduct with which the employee is charged must be factual so that any person reading the content will be able to determine the exact misconduct charged. The factual allegations of misconduct must specifically cite violations of the District's policies and/or procedures.
5. The notice must advise the employee of his/her right to respond to the charges, either orally or in writing or both.
6. The notice must advise the employee of his/her right to representation if he/she elects to respond.
7. The notice will advise the employee that discipline may be imposed whether or not he/she responds to the charges.
8. Copies of the notice shall be given to the employee's supervisor and the employee's union representative or bargaining group, if any.

The Hearing.

The Skelly hearing, if the employee elects to have such, will be conducted as follows:

1. The General Manager will chair the hearing.
2. The hearing will be held privately with the employee and his/her representative, if any, and the employee's supervisor.
3. Minutes of the hearing will be recorded by the General Manager.
4. The General Manager will establish that the employee has received the notice and understands the charges set forth therein.
5. The General Manager will make available any documents which were considered in determining the proposed charges and disciplinary action.
6. The employee or his/her representative will be given the opportunity to respond to the proposed charges.
7. The employee or his/her representative will be given the opportunity to make final comments regarding the proposed action.
8. The General Manager shall close the hearing by indicating that he/she will consider all statements and/or documents which may have been presented prior to determining the final action.

Subsequent to the hearing, the General Manager will determine whether the charges have been established and the severity of the disciplinary action.

The Action Letter.

After reaching a decision, the General Manager will promptly prepare a letter containing the following items:

1. A statement of the charges and all facts related thereto, including the statements of the employee and/or the employee's representative.
2. The specific provision(s) of the District's policies or procedures that were violated.

3. The discipline that will be imposed, which cannot exceed the maximum state in the notice give the employee.
4. A statement that the employee may appeal the action consistent with the provisions of District policy or Memorandum of Understanding, as applicable.
5. Copies of the action letter will be given to the employee's supervisor and the employee's union representative or bargaining group if any.

5.13 District Vehicle Use Policy

The Mosquito and Vector Management District of Santa Barbara County in an effort to operate its vehicles safely for the protection of its employees, representatives, and constituents, has adopted the following vehicle use policy. The policy reflects currently accepted best practices for the selection and management of drivers operating any vehicle on behalf of the District. These best practices have been proven effective in controlling misuse of vehicles and poor driving practices which lead to collisions. This policy applies to all employees and representatives of the District who may operate any District vehicle or their own personal vehicle on behalf of the District, including leased or rented vehicles.

Procedure:

I. CONDITION OF EMPLOYMENT

A driving record which meets the District's standards is a condition of employment for employees who may drive a vehicle, whether the District's or their own, on behalf of the District. Maintenance of this driving record is a consideration for continued employment for those employees who are required to drive as part of their regularly assigned duties as District employees.

Drivers of vehicles on District business shall be required to meet the following criteria:

A. Driver License Requirements

1. Authorized drivers must have a valid license for the class of vehicle being operated.
2. A valid license must be in the authorized driver's immediate possession at all times when operating a District-owned vehicle. If an employee does not have a valid license, he or she will not drive a District-owned vehicle. If the license is revoked or suspended for any reason, the employee must immediately notify his/her supervisor.

B. Motor Vehicle Reports

The DMV's Government Employee Pull Notice Program is a critical component of this policy. Every authorized driver must be enrolled in the Government Employer Pull Program and provide authorization for the District to review and address reports of MVR activity that are sent to the District.

1. All new hires must bring a copy of their Motor Vehicle Report ("MVR") from the Department of Motor Vehicles ("DMV") printed within the last 30 days. An acceptable current MVR is a condition of employment and will remain a

condition of continued employment. **Employees should not be allowed to drive until the MVR is received, reviewed, and deemed acceptable per the standards of this policy.**

All traffic violations which occur during non-business (personal use) hours may affect driving privileges and are subject to review.

C. Other Requirements

1. Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned.
2. Authorized Drivers must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or when such examination is required by regulation.
3. An Authorized Driver may have his or her employment terminated or be reassigned to a non-driving position at the discretion of the District in the event that his or her license is revoked or suspended by a court of law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the District.

II. EXCLUDED EMPLOYEES

- A. Any employee who is deemed uninsurable by the District's automobile insurance provider will be considered an excluded employee.
- B. Any or all of the following violations, as defined in Appendix A, showing on the employee's driving record may be cause for revoking an employee's authorization to drive on behalf of the District and they will be considered an excluded employee:
 1. Three or more moving violations within the past three years (an accident will be considered a moving violation);
 2. Two or more "at-fault" accidents within the past three years; or
 3. One major violation within the past three years.
- C. No District employee will be allowed to drive a District vehicle or use their personal vehicle for District business if they have an unacceptable MVR as defined in section B above. The employee will be placed on non-driving status and will be notified in writing.

III. VEHICLE USE

A. District Vehicles

1. District vehicles are provided to support official District business and are to be used only by Authorized Drivers. District vehicles will not be used by employees for personal reasons. Employees who use assigned vehicles on a 24-hour basis will drive such vehicles directly home after work and leave them parked until needed for District business.
2. Vehicles are not to be considered part of an employee's compensation and must not be used as an inducement for employment. In all cases, the vehicles are to be operated in strict compliance with California motor vehicle laws and with the utmost regard for their care and cost-efficient use.

3. Authorized Drivers will not transport persons other than on-duty District employees in a District-owned vehicle, unless the persons are being transported in connection with official District business, or as authorized by a supervisor.
4. Except in the case of an emergency, a driver will not allow a vehicle to which he or she has been assigned to be driven by any person that is not authorized to drive the District-owned vehicle.

B. Personal Vehicles

Authorized Drivers who use their personal vehicle for District business must:

1. Provide a Certificate of Insurance to the District with minimum limits of \$100,000/\$300,000/\$50,000 for bodily injury per person, bodily injury per accident and property damage respectively (**Proof of current coverage and limits must be kept on file at the District**);
2. Ensure their vehicle is currently registered with the Department of Motor Vehicles; and
3. Operate the vehicle in accordance with California traffic safety laws including use of seatbelts.

Any employee whose personal vehicle is damaged in a collision while the employee is performing duties within the course and scope of District business shall be reimbursed for the cost of a deductible up to \$1,000 provided:

1. The employee was not in violation of any state statute.
2. The driver of the other vehicle is responsible for the accident as verified by a police report.
3. The amount to be reimbursed by the District is not recoverable by any insurance policy available to the employee.
4. The employee must provide verification of the cost of the damage to the District.

IV. ACCIDENT REPORTING PROCEDURES

When a District-owned vehicle or an employee-owned vehicle being operated on behalf of the District is involved in an accident, the following procedures will be followed:

- A. Always ensure that you are safe and uninjured before attempting to exit vehicle or move your body.
- B. Quickly jot down the other vehicles license plate number(s) if appropriate, in case they attempt to flee.
- C. If other vehicles were involved and/or the District vehicle has extensive damage, call 911 and notify the CHP that you were involved in an accident while driving a Government vehicle, and that your insurance carrier requires a police report. If damage to District vehicle is minor (i.e. broken tail light) AND no other vehicles were involved go to step D and ask for instruction on how to proceed.
- D. Notify the District of the accident.

- E. If safe and uninjured, exit the vehicle and take pictures of the damage to all vehicles and/or property, the scene, the roadway, and/or anything that would be pertinent to an accident investigation. Use the list on the back of the information exchange form as a guide. Use the disposable camera in the glove compartment or your cell phone camera.
- F. Retrieve the VCJPA Vehicle Accident Report Form from the glove compartment and complete this form at the scene. Ensure that you document the police officer's name, badge number and reporting agency.
- G. If vehicle is drivable, return to the District.
- H. Submit all report forms to our supervisor and verbally report the incident.
- I. Do not drive a damaged vehicle for your regular work tasks. If additional vector control work is necessary, then use a different District vehicle in order to complete the tasks.
- J. If a disposable camera was utilized to document damage, process the camera's film at the earliest opportunity.
- K. If damage appears to be greater than \$500, get three repair quotes as soon as possible; otherwise request instruction from General Manager on the appropriate course of action.
- L. Pick up the police report when available and return to supervisor.

V. DRIVER RESPONSIBILITIES

If assigned a District vehicle, the employee assumes responsibility for operating the vehicle in a safe and responsible manner. Therefore, driver responsibilities include, but are not limited to the following:

- A. Vehicles owned or maintained for use and service by the District will be used for District business. Exceptions to this rule must have General Manager approval.
- B. Employees on District business will observe all traffic rules and regulations, **including the use of seat belts**. The driver will be responsible for any fines or penalties incurred, including parking violations.
- C. Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
- D. Practicing safe driving techniques and adhering to current safety requirements.
- E. Restricting the use of vehicles to authorized drivers only.
- F. Reporting all moving violations to a supervisor or manager before the end of shift, but, in no case longer than twenty-four (24) hours. Drivers are responsible for the cleanliness of vehicles both inside and out.
- G. Regularly check assigned vehicles for necessary routine maintenance and schedule or perform such services as needed.

Failure to comply with any of these responsibilities could result in disciplinary action up to and including termination.

VI. DEFINITIONS

- A. At-Fault Accidents: An accident arising out of the use of a motor vehicle due to the negligence or willful misconduct of the operator, or any other accident where reasonable assurance of non-fault cannot be furnished.
- B. Authorized Driver: Authorized drivers are those employees that have been identified, by verification of their driving record through the Department of Motor Vehicles, as 1) having an acceptable driving record in accordance with those standards set forth in this policy; 2) having received approval to drive District vehicles from the driver's manager or supervisor, and 3) meeting any other requirements as set forth by the District.
- C. Conviction: A conviction includes (1) a finding of guilty by a court or other tribunal as to any charged vehicular offense, (2) a plea of guilty or no contest (nolo contendere) to such an offense, or (3) a bail forfeiture without entry of a formal plea.
- D. Major Violations: Major violations shall include, but are not limited to the following:
1. Driving under the influence of alcohol or drugs. This would include prescription drugs that have the warning that operating machinery or a motor vehicle while using this drug is not safe.
 2. Failure to report an accident.
 3. Making a false accident report.
 4. Vehicular homicide or manslaughter.
 5. Attempting to elude a police officer.
 6. Driving while license is suspended or revoked.
 7. Reckless driving, racing or speed contest.
 8. Speeding at 25 mph or more over the posted speed limit.
 9. Hit and Run.
- E. Minor Violations: Minor violations shall include any moving traffic violation other than a major violation. Examples include, but are not limited to the following:
1. Speeding (less than 25 mph over the posted speed limit).
 2. Running a stop sign or red light.
 3. Improper turn.
 4. Passing across a double yellow line.
 5. Failure to yield.
 6. Following too closely.
- F. Motor Vehicle Report (MVR): A report by the State of California Department of Motor Vehicles. It details the driving record by individual name and driver license number for each request submitted, and indicates the status of the applicable driver's license.

G. Violation: An act involving the unsafe operation of a motor vehicle. Types of violation include:

- Civil – A written allegation by a law enforcement officer claiming a person violated a law such as a traffic ticket.
- Infraction – A violation punishable by a fine or other penalty, but not by incarceration.
- Misdemeanor – A violation punishable by imprisonment in a county jail, by fine, or by both.
- Felony – A crime which is punishable with death or by imprisonment in the state prison. Under certain conditions a felony crime can be treated as a misdemeanor.

5.14 District Credit Card Usage and Reimbursement Policies

The District utilizes credit cards for the purchase of supplies, equipment, repairs, travel expenses and fuel. This policy establishes procedures for the use and reporting of use of district credit cards and is to be utilized in conjunction with the District travel policy.

CalCard: The State of California offers state and local government agencies a Master Service Agreement, providing VISA purchase card services. The Cardholder is responsible for reconciling and approving the monthly Statement of Account and forwarding through the normal accounting procedures with the authorized purchase receipts. **CalCard is prohibited for ANY personal use.**

For certain purchases, use of a credit card is expedient and frequently necessary (e.g. gas). The General Manager has the authority to assign CalCards to individual staff members and to establish the purchase limits for those cards. At the discretion of the General Manager, purchase limits may change depending on job requirements and circumstances. The General Manager is the CalCard Program Administrator. **Use of the CalCard is limited to purchases specifically related to District business** and are pre-approved for a specific "not to exceed" amount agreed to for the purchase or for authorized travel and meeting purposes.

Ethics in Purchasing:

It shall be unethical for any District employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties. It shall be unethical for any person to offer, give, or agree to give any MVMD employee, or for any MVMD employee to solicit, demand, accept or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items, bearing the name of a vendor such as pens, pencils, paper weights, hats, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.

Failure to comply with these ethics provisions will result in disciplinary action.

Procedure

Purchases:

1. All charges made on a District issued credit card may only be made by the employee named on the face of the card.
2. All charges made on a District issued credit card must be accompanied by an original itemized receipt with description of business purpose for the expense(s).
3. Tips for meals while on legitimate District business shall be limited to an average of 15% - 20%.
4. Prior authorization for business travel expenses will be obtained from the Board of Trustees in the form of a Not to Exceed (NTE) amount for the travel in question.
5. Prior authorization from the General Manager, President of the Board or designee must be obtained if a car rental is necessary for business purposes.
6. Meals incurred on travel within the District boundaries are the responsibility of the individual and therefore may not be purchased with the District credit card.
7. Meals may not be purchased with the District credit card during travel within the defined immediate southern California area unless the employee is required to travel more than 150 miles and to begin their work day more than 1 hour earlier than their regularly scheduled daily report time or end their work day more than 1 hour after their regular scheduled daily quitting time.
8. No alcoholic beverages may be purchased with the District credit card.

Reconciliation:

1. All charges on an individual credit card statement must have attached back-up documentation that justifies the business expense. Staff will complete the credit card expenditure reconciliation form to document the name of the employee, date, vendor, list of items purchased, justification for the purchase and total amount of purchase. Reconciliation of credit card statements will occur monthly so that possible fraudulent transactions can be identified quickly and resolved in a timely manner.
2. If charges on a credit card are due to business travel that has been pre-authorized by the Board of Trustees; the employee shall complete the travel documentation form detailing purpose of the trip, itinerary, itemized expenses, mode of travel and total miles driven if a District vehicle is utilized.
3. Itemized receipts and the credit card expenditure reconciliation form will be matched to the corresponding monthly credit card statement and submitted to the General Manager for review. For the General Manager's credit card; monthly statements and supporting documentation will be reviewed by the President of the Board or his/her designee.
4. If an original itemized receipt is lost, then a signed statement will be provided by the employee on the lost/missing credit card receipt form which will detail when and where the purchase was made, the amount of purchase and the business purpose

of the purchase. This signed statement will be submitted with the remaining itemized receipts and monthly credit card statement. Recurring loss of receipts represents irresponsible use of the card and, at the manager's discretion, may result in suspension of credit card privileges after three occurrences over a one year period.

5. Master summary of all District credit card purchases will be included in the Board packet monthly (with appropriate confidential information blacked out) for Trustee review and comment.
6. If a District credit card is utilized for a car rental, the business purpose for this rental will be documented on the itemized receipt.

Loss of Credit Cards and Misuse:

1. Credit card loss or theft shall be immediately reported to the General Manager. "Immediately" shall be defined as first knowledge of loss or theft.
2. The General Manager shall immediately cancel the credit card and have the credit card replaced.
3. Unexplained charges shall be investigated by first questioning the employee to whom the credit card was issued on the day of the charge discovery. In the event the employee has no knowledge of the purchase in question, information will be obtained from the vendor to determine who made the unauthorized purchase.
4. If an employee makes an unauthorized charge, the employee will be requested to reimburse the District for the unauthorized charge(s) and will be subject to disciplinary action.

[5.15 Travel and Travel Expense Reimbursement Policy](#)

The District hereby incorporates the Local Government Sunshine Law into policy. The Local Government Sunshine Law requires government officials to attend ethics training and develop procedures and limits for reimbursement on expenses for such attendance. Concurrently the District has developed a revised comprehensive policy for travel and travel expense reimbursement.

Section 1. Ethics Training. Each Trustee is required to receive two hours of ethics training every two years. The District Executive Assistant/Clerk of the Board shall advise the Trustees of eligible training events and shall assist in compliance

Section 2. Per Diems Not Applicable. Since the Trustees are not paid per day for their attendance, the Board is not required to adopt regulations pertaining to such compensation.

Section 3. Expense Reimbursement. Each official attending a Board meeting, committee meeting, educational seminar or conference, meeting of another government body or a meeting with another government person, when deemed reasonably necessary by the Board, Board President or Manager, may be reimbursed in accordance with the rates set forth herein. District forms must be used establishing that expenses are within the policy.

Section 4. Reports. Each Trustee attending such an event shall provide a brief report on any meeting attended at District expense to the Board of Trustees at the next regular meeting.

Section 5. The District's travel policy shall be as follows:

- A. **Management Control of Employee Travel Mode:** The manager shall direct the mode of travel by District employees and is hereby directed to require the most economical means of transportation consistent with the purpose of travel and needs of the District.
- B. **Forms:** All expense reimbursements shall be processed on District forms and have appropriate receipts.
- C. **Travel for One Day Within Immediate Southern California Area:** Travel to meetings, conferences and seminars by Trustees or employees with consent of the General Manager and/or Board of Trustees is hereby authorized, provided such travel is necessary to conduct District business and funds are available in the budget for the fiscal year in which travel is taken.

The term **Immediate Southern California Area** shall mean the counties of Orange, Los Angeles, Riverside, San Bernardino, San Luis Obispo, Ventura, and Santa Barbara.

<u>Allowable Expenses</u>	<u>Reimbursement Limitation and Conditions Applicable</u>
District Vehicle	When a District vehicle is used, reimbursement shall be provided for purchase of gasoline, oil and emergency repairs when receipts are submitted with the expense report and District credit card is not assigned.
Public Transportation	Actual Cost
Private Auto Mileage	Immediate Southern California Area: Employees are generally required to travel in District vehicles. The General Manager's approval must be obtained if private auto is used for travel. When private auto is approved, mileage shall be paid based on the United States IRS prevailing rate.
Car Rental	Actual Cost. It may be necessary for an employee to rent an automobile at his/her destination point because commercial sources of transportation are impractical. Group or government rates shall be sought. Manager approval should be obtained by staff prior to departure to arrange for an auto rental. If the need for a rental car is not determined until the individual arrives at his/her destination, then he/she should indicate the justification for such expense on his/her Expense Report.
Parking and Business Related Telephone Calls	Actual Cost
Registration – Tuition	Actual Cost
Lodging	No reimbursement for one day or less.
Meals	Reimbursement for meals may be given only by preapproval of the General Manager, and shall not exceed \$60 per day to

cover meals, including tips. The General Manager may consider approval of reimbursement in excess of \$60, if justified, but in no event shall expenses in excess of \$75 per day be approved.

D. Travel Outside Immediate Southern California Area or More Than One Day:
 Travel to conferences and workshops shall only be made with approval of the Board of Trustees. Travel for District business, training, or other meeting events shall be made with approval by the General Manager, or in his absence, an officer of the Board of Trustees.

<u>Allowable Expenses</u>	<u>Reimbursement Limitation and Conditions Applicable</u>
District Vehicle	Same as travel for One Day.
Public Transportation	Actual Cost. Airline tickets shall be purchased at least 21 days prior to departure, when possible, and group or government rates shall be sought.
Private Auto Mileage	<p>Outside Immediate Southern California Area: If auto travel is authorized, employees are generally required to travel in District vehicles. The District Manager's approval must be obtained if private auto is used for travel. When private auto is approved, mileage reimbursement shall be paid based on the United States IRS prevailing rate. (See Section E.)</p> <p>Reimbursement for private auto mileage shall be equivalent to or less than air coach fare from Santa Barbara or Ontario or Santa Maria to the destination or nearest airport thereto. Also, mileage from home or departure point to airport shall be reimbursed at the United States IRS prevailing rate. If car is not left at airport parking, and is returned home, then reimbursement will not exceed two one-way trips.</p>
Group Travel	When two or more employees travel together, each will be reimbursed only for his/her actual expenses.
Car Rental	Same as travel for one day.
Parking and Business Related Telephone Calls	Same as travel for one day.
Personal Telephone Calls	On overnight stays, the District will reimburse personal telephone calls per day of up to 10 minutes total time. Receipt showing length of phone calls must be submitted for reimbursement.
Registration – Tuition	Same as travel for one day.
Lodging	<p>Actual Cost. If not staying at designated conference hotel, the rate paid for other accommodations shall not exceed designated conference hotel.</p> <p>Hotel and motel charges shall be based on single occupancy rates. The District will only reimburse employees for lodging expenses incurred for the single occupancy rate, or double occupancy if two employees per room. The District will not pay for employee's guests. Receipts must be submitted for reimbursement.</p>

Meals

Reimbursement allowances shall not exceed \$60 per day to cover meal, including meal tips. The General Manager may consider approval of reimbursement in excess of \$60, if justified, but in no event shall expenses in excess of \$75 per day be allowed.

General Manager may approve cash advances for meals to employees in hardship situations.

It is the intent that the food allowance reimbursements cover the actual cost and tip of food expenditures. As such, actual cost shall be entered on the expense report and all receipts shall be submitted for food reimbursement.

For travel the day of departure and return on longer trips the allowance is authorized only for meals actually required. All meal allowances should be entered on the appropriate lines of the travel expense report.

When conference registration fees include one or more meals or where individual meals are otherwise provided, a zero (0) should be entered for those meals on the travel expense report.

- E. Private Vehicle Use:** Employee(s), in the course and scope of his or her employment, or Trustee(s), who in the course and scope of his or her duties as a Trustee for the District, who use a vehicle not otherwise owned, rented, or leased by the Mosquito and Vector Management District of Santa Barbara County, (1) shall obtain and keep in effect auto liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage; and (2) shall have on file, or submitted at least five days prior to use of said vehicle, proof of insurance attesting to the terms of coverage mentioned above and obtain approval on a permission form.

Further, the Mosquito and Vector Management District of Santa Barbara County hereby resolves and establishes that the District not be responsible for the replacement or repair of said vehicle if said vehicle is damaged or destroyed during the course of such use. Trustees and employees shall be required to sign a release of the District's liability (attached) and will be required to agree to indemnify, defend and hold the District harmless from any claim, loss, or litigation arising out of such vehicle.

- F. Emergency or Unanticipated Travel:** Shall mean meetings which are not specifically outlined in the District's budget and insufficient time is available for Board approval. The following limitations are provided:
1. Travel only within California.
 2. Travel to be authorized by the General Manager

- G. Exceptions:** The Board of Trustees is cognizant that there will be exceptional circumstances that mandate higher costs, different travel requirements, and lodging conditions. These exceptional circumstances will be noted in the travel authorization approved by majority of the Board Officers prior to the travel.

- H. **Non-reimbursable Expenses:** The following expenses shall not be reimbursable: Cost of alcoholic beverages, laundry, personal needs and personal telephone calls, (except as provided for in Section D. "Personal Telephone Calls").
- I. **Conference Attendance by Trustees:** Attendance shall be limited to not more than three Trustees attending any one conference. The exceptions to this are Board Officers and Trustees who are officers and committee members of the California Mosquito and Vector Control Association and/or the Vector Control Joint Powers Agency.
- J. **Conference Attendance by Staff:** The District shall pay for expenses incurred by authorized employees who attend approved conferences, seminars, or meeting events. Approved events shall be limited to those included in the approved annual budget, and events not specifically itemized in the annual budget, providing the event will directly benefit the District and will not exceed the budgeted amount for travel
- K. **Travel and Business Expense Audits:** It is the policy of the District that the General Manager shall be charged with the responsibility to develop and carry out an internal audit program of incoming Expense Reports, which assures that expenses claimed by Trustees and District employees are reimbursed in accordance with District policies and procedures pertaining to such expenses. District forms shall be developed and used for all expense reimbursements and receipts shall be attached.

Section 6.0 Miscellaneous

6.01 Amendments.

The Board reserves the right to amend, supplement, rescind or revise any policy at its sole and absolute discretion. All employees are encouraged to provide suggestions for improvements to these policies.

6.02 Provisions of Law and Severability.

It is understood that the stipulations herein are subject to all current and future applicable Federal and State laws and regulations. If any part or provision of this document is in conflict or inconsistent with such applicable provisions of those Federal or State enactments or is otherwise held to be invalid or unenforceable by any Court of competent jurisdiction, such part or provision shall be suspended and superseded by the applicable law or regulation and the remainder of this document shall not be affected thereby.

6.03 Acknowledgement of the District's Personnel Policy and Procedures.

By signing this page of the Mosquito and Vector Management District of Santa Barbara County's Personnel Policy and Procedures Manual, I acknowledge that I have been given instruction on how to access the current copy of the Manual.

The current Manual is accessed on the District's website.

I understand that the Manual contains information on the District's general personnel policies and on my privileges and obligations as an employee, and that I am to familiarize myself with these policies and follow them during my employment with the District.

I also understand that the policies and practices described in the Manual are intended to be guidelines only and are not intended to create any express or implied contractual obligations. The District may modify, amend, supplement or rescind any of the policies, benefits or practices described in the Manual from time to time as it determines to be appropriate.

Signature

Date signed

Print name

This page intentionally left blank.

Appendix I Position Descriptions

The Board of Trustees of the Mosquito and Vector Management District of Santa Barbara County has authorized the employment positions below. At the discretion of the Board of Trustees and/or management, as appropriate, select positions may remain vacant. Descriptions of the position and the requirements thereof are included herein. The number and type of positions may be modified at the sole discretions of the Board of Trustees.

Positions:

General Manager	one full-time position
Operations Manager	one full-time position
Vector Biologist	one full-time position
Vector Technicians	five full-time positions
Vector Technician Trainees	variable number of positions
Vector Assistants	variable full-time positions
Administrative Assistant	one full-time position

This page intentionally left blank.

Mosquito and Vector Management District of Santa Barbara County Position Description

Position: General Manager
Reports to: Board of Trustees
Provides Direction to: All District Staff
Wage Status: Exempt, Administrative Management

General Description.

Under policy direction of the Board of Trustees, the General Manager acts as executive officer of the District; he/she plans, organizes and directs operations of the District; represents the District and the Board of Trustees in its relations with the community, other public and private entities, the media, and the public; manages a wide variety of complex managerial and technical vector ecology functions and programs. The General Manager is responsible for managing and directing the operation of the District in compliance with District policy, State of California and County of Santa Barbara regulations, and performs other related work as required.

Essential Functions.

The list below contains the essential duties that must be performed in this position:

- Plan, organize and direct a comprehensive program of vector management for the District, including vector surveillance and implementation of a program in accordance with current industry standards and practices.
- Act as chief administrative officer for the Board of Trustees and the District, ensuring compliance with State and Federal laws and regulations.
- Prepare and administer annual District budget, including analysis and justifications, for presentation to the Board for consideration, including securing funding for special projects.
- Establish and monitor financial record keeping and reporting procedures to protect the assets of the District in accordance with regulations pertaining to public funds.
- Direct the studies of vector occurrences and problems and develop reports and recommendations on programs and priorities for vector abatement, and present reports to the governing board.
- Perform human resource functions, including annual evaluations of employees, disciplinary functions and termination and hiring of employees, in compliance with applicable federal and state laws or regulations and adopted District policy.
- Promote employee morale and relations.
- Ensure continuing education requirements of employees, as required by the State of California, are met.
- Recommend specific services, organizational changes, and procedural improvements.
- Advise and consult with the Board of Trustees regarding the long range planning for the District.
- Prepare, negotiate and oversee service contracts and related documents.
- Monitor multiple program operations.
- Prepare policies and procedures for District operation.
- Perform or direct accomplishment of all other tasks necessary for the operation of the District.
- Stay informed of latest developments in vector control practices and attend conferences and meetings as required.

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Thorough knowledge of administrative practices, principles of organization and personnel management.
- Excellent written and verbal communication skills
- General knowledge of entomology, agriculture, and other scientific/technical fields related to effective vector management programs.
- Thorough knowledge of Federal, State, and local laws including codes and legislation that may influence governmental law, rules and regulations affecting vector activities and local government.
- Working knowledge of the programs of health departments, flood control, reclamation district, and other public and private organizations whose functions are related to or impact vector management.
- Ability to establish and maintain effective working relationships with various State, County, and local governmental officials, District employees, the Board of Trustees, the media and the general public.
- Ability to write and speak English effectively.

Education.

Desirable candidate will be a graduate of college or university with a B.A. or B.S. in entomology, biology, agriculture, business, or related field, or any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

Experience.

Minimum five (5) years experience in vector management or related field, including two (2) years in responsible supervisory role.

Certification.

California Department of Health Certified Technician in categories "A" and "B" or attainment within one (1) year from date of hire. Within two (2) years from date of hire, attain certification in State Health Department categories "C" and "D" and maintain active certification in all categories thereafter.

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the District's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.
- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift forty (40) pounds.

Constant (activity or condition exists 2/3 or more of the time): sit and stand in an office environment, operate various office machines, converse with others both in person and electronically.

Frequent (activity or condition exists 1/3 to 2/3 of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions.

Occasionally (activity or condition exists up to 1/3 of the time): possible exposure to pesticides and other health hazards, perform treatments for vectors, perform equipment maintenance, assist in vector monitoring, may have to interact with irate and antagonistic members of the public.

This page intentionally left blank.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Operations Manager Biologist
Reports to: General Manager
Wage Status: Exempt, Supervisory

General Description.

Under general direction and supervision by the General Manager, the Operations Manager Biologist plans, organizes and directs vector control programs; performs a variety of professional biologist duties; provides for the safe and efficient use of vehicles, facilities and equipment and performs related work as required. These duties include: work with the General Manager to direct District-wide vector control programs, develop policy relating to overall operations, collect and analyze data, identify vectors, support field staff, provide administrative support, and any other District work as directed by management.

Essential Functions.

The duties listed below are intended to list the essential duties that must be performed in this position:

- Plans, manages, coordinates, and participates in vector control programs
- Evaluates equipment, vehicles and pesticide inventory, makes operational purchases as necessary. Manages and coordinates the maintenance of operational equipment
- Plans, organizes, and coordinates the activities of the Vector Control Technicians
- Supervises all Vector Control Technicians in accordance with applicable state and federal employment laws and the District's Personnel Policies and Procedures Manual and the Memorandum of Understanding between the District and its Employees Association
- Reviews activities to ensure that work and services are in accordance with standards, regulatory and safety requirements, and are on schedule
- Designs and implements changes for vector control which promote economy of cost and efficient use of manpower
- Evaluates the effectiveness of operations and control methods, and relates information to the General Manager
- Applies professional expertise to limit environmental impacts to environmentally sensitive habitats such as salt and fresh water marshes, lakes, and flood control systems
- Plans and conducts vector-borne disease surveillance, vector population monitoring and vector identifications
- Collects and maintains records of monitoring and identification activities, and provides written analyses and recommendations upon request.
- Manages, implements, recommends, and keeps up-to-date on materials, equipment, technologies and techniques to attain maximum production and stable supplies of *Gambusia affinis* stocks for District use
- Appropriately applies the authority of the District when analyzing, interpreting, and enforcing state and local environmental health laws
- Creates vector management plans, estimates costs, and prepares and monitors contracts for fee-for-service clients
- Communicates with professional or other associations, public and governmental agencies as directed
- Trains Vector Control Technicians and monitors worker safety in operations and procedures
- Provides assistance to all other phases of the District field operations as directed

- Performs any other District work as directed by management

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Complete knowledge of operational and technical aspects of vector control.
- Operational knowledge of medically important arthropods and vertebrates, and the diseases vectored by same.
- Principles of management, training and performance appraisal
- Thorough knowledge of vector control pesticides and their ecological implications,
- General knowledge of scientific research techniques.
- Ability to plan and conduct surveys and studies.
- Ability to prepare written reports and procedures.
- Ability to use the computer and internet technology as it applies to report writing, budgeting, and cartography
- Ability to work cooperatively and effectively with others.
- Ability to follow verbal and written instructions.
- Ability to perform the physical requirements of the position.
- Ability to write and speak English effectively.

Education

Possession of a bachelor's degree in entomology, biology, zoology or related field is required.

Experience

Minimum of three (3) years of employment in a vector control field, with experience in field and laboratory operations.

Supervisory and/or management experience or other relevant experience in the field that will provide the necessary knowledge, skills and abilities to successfully carry out the responsibilities of the position

Certifications.

Possession of active California Department of Health Certified Technician in categories A-D and maintenance of these certifications throughout the course of employment.

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the District's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.

- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift fifty (50) pounds. Must have full mobility of all limbs.
- Constant (activity or condition exists 2/3 or more of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of monitoring and field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions, converse with others both in person and electronically.
- Frequent (activity or condition exists 1/3 to 2/3 of the time): sit and stand in an office environment, operate various laboratory and office machines.
- Occasionally (activity or condition exists up to 1/3 of the time): possible exposure to pesticides and other health hazards, perform treatments for vectors, perform equipment maintenance, interaction with irate and antagonistic members of the public.

This page intentionally left blank.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Vector Biologist
Reports to: General Manager
Wage Status: Non-exempt, Technical

General Description.

Under general direction and supervision from the General Manager, the Vector Biologist performs a variety of professional biologist duties related to all aspects of District operations. These duties include monitoring, data collection and analysis, vector identification, field support, staff an administrative support, and any other District work as directed by management.

Essential Functions.

The duties listed below are intended to list the essential duties that must be performed in this position:

- Plans and conducts studies and/or surveys of vector control problems.
- Designs and implements changes for vector control which promote economy of cost and efficient use of manpower.
- Evaluates the effectiveness of operations and control methods, and relates information to the General Manager.
- Participates in the technical phases of routine and emergency operations.
- Applies professional expertise to limit environmental impacts to environmentally sensitive habitats such as salt and fresh water marshes, lakes, and flood control systems.
- Performs vector-borne disease surveillance, vector population monitoring and vector identifications.
- Collects and maintains records of monitoring and identification activities, and provides written analyses and recommendation upon request.
- Communicates with professional or other associations, public and governmental agencies as directed.
- Provides assistance to all other phases of the District field operations as directed.
- Assists General Manager in training District staff in operations and procedures.
- Performs any other District work as directed by management.

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Complete knowledge of operational and technical aspects of vector control.
- Operational knowledge of medically important arthropods and vertebrates, and the diseases vectored by same.
- Thorough knowledge of vector control pesticides and their ecological implications.
- General knowledge of scientific research techniques.
- Ability to plan and conduct surveys and studies.
- Ability to prepare written reports and procedures.
- Ability to work cooperatively and effectively with others.
- Ability to follow verbal and written instructions.

- Ability to perform the physical requirements of the position.
- Ability to write and speak English effectively.

Education.

Possession of a Bachelor's Degree in entomology, biology, zoology or related field is required.

Experience.

Minimum of three years of employment in a vector control field, with experience in field and laboratory operations.

Certifications.

Possession of active California Department of Health Certified Technician in categories "A" and "B" or attainment within one year from date of hire. Within two years from date of hire, attain certification in State Health Department categories "C" and "D" and maintain active certification in all categories thereafter.

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the district's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.
- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift fifty (50) pounds. Must have full mobility of all limbs.

Constant (activity or condition exists 2/3 or more of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of monitoring and field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions, converse with others both in person and electronically.

Frequent (activity or condition exists 1/3 to 2/3 of the time): sit and stand in an office environment, operate various laboratory and office machines.

Occasionally (activity or condition exists up to 1/3 of the time): possible exposure to pesticides and other health hazards, perform treatments for vectors, perform equipment maintenance, interaction with irate and antagonistic members of the public.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Vector Technician II
Reports to: Operations Manager
Wage Status: Non-exempt, Technical

General Description.

Under general direction and supervision from the Operations Manager, the Vector Technician II performs a variety of tasks related to the inspection for and control of mosquitoes, rodents, and stinging insects.

Essential Functions.

The duties listed below are intended to list the essential duties that must be performed in this position:

- Surveys and inspects assigned areas to determine vector breeding sources, stages of growth, types of vectors present and other factors important in applying control measures.
- Prepares operational reports and advises and issues Premise Correction and other Notices to property owners.
- Performs the application of pesticide materials and ensures that applications of such materials are performed under optimum conditions in order to prevent unintentional damage to environment or property.
- Operates control equipment, motor vehicles, all terrain vehicles, small boat and similar equipment used in District operations.
- Prepares and revises operational maps and reports and maintains source inventory files.
- Contacts property owners and assists in prevention, reduction, and elimination of vectors through chemical, physical, biological, enforcement control and public health education.
- Performs minor source reduction activities such as the removal of debris and preparation of trails and ditches.
- Acts in a lead capacity in the field to direct subordinate such as temporary employees in the surveillance, inspection and control of vectors.
- Performs minor routine maintenance on vehicles and control equipment; assists in fabrication of specialized equipment; assists in maintenance, cleaning and repair of building and installations.
- Supervises and trains temporary vector control personnel as necessary.
- Performs other related duties as required.

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Knowledge of medically important vectors, characteristics, life habitats, and surveillance.
- Knowledge of the different types of larvicides, adulticides, herbicides, rodenticides, methods of mixing, dosage rates, method of application, calibration, and safety precautions.
- Ability to identify various types of vectors found in the District.
- Ability to locate vector infested areas, and treat such areas with pesticides in a safe and efficient manner.

- Ability to work independently and maintain good cooperative relationships with property owners, other public agencies, and the public.
- Ability to understand English and carry out oral and written instructions properly. May be required to perform occasional vector control educational presentations to small community groups.
- Ability to write English legibly and prepare accurate reports.
- Ability to work out-of-doors, traverse muddy areas such as marshes, stream beds and creeks and control swarms or colonies of venomous and stinging insects such as Africanized honeybees and yellowjackets.
- Ability to operate a motor vehicle observing legal and defensive driver practices.

Education.

Graduation from high school or equivalent is required.

Experience.

Graduation from high school and two years full-time experience being employed by a Vector Control or Management District as a Vector Control Technician or any equivalent combination of education and experience. Possession of a Bachelors Degree from an accredited institution in Biology or closely related field, as determined by the District, may be substituted for six months of the required experience.

Certifications.

Possession of active California Department of Health Certified Technician in categories "A", "B", "C" and "D".

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the district's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.
- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift fifty (50) pounds. Must have full mobility of all limbs.

Constant (activity or condition exists 2/3 or more of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of monitoring and field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions, converse with others both in person and electronically, perform treatments for vectors using a variety of field equipment, exposure to pesticides and other health hazards.

Frequent (activity or condition exists 1/3 to 2/3 of the time): perform equipment maintenance, interaction with irate and antagonistic members of the public.

Occasionally (activity or condition exists up to 1/3 of the time): sit and stand in an office environment, operate various office machines.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Vector Technician I
Reports to: Operations Manager
Wage Status: Non-exempt, Technical

General Description.

Under general direction and supervision from the Operations Manager, the Vector Technician I performs a variety of tasks related to the inspection for and control of mosquitoes, rodents, and stinging insects.

Essential Functions.

The duties listed below are intended to list the essential duties that must be performed in this position:

- Surveys and inspects assigned areas to determine vector breeding sources, stages of growth, types of vectors present and other factors important in applying control measures.
- Prepares operational reports and advises and issues Premise Correction and other Notices to property owners.
- Performs the application of pesticide materials and ensures that applications of such materials are performed under optimum conditions in order to prevent unintentional damage to environment or property.
- Operates control equipment, motor vehicles, all terrain vehicles, small boat and similar equipment used in District operations.
- Prepares and revises operational maps and reports and maintains source inventory files.
- Contacts property owners and assists in prevention, reduction, and elimination of vectors through chemical, physical, biological, enforcement control and public health education.
- Performs minor source reduction activities such as the removal of debris and preparation of trails and ditches.
- Acts in a lead capacity in the field to direct subordinate such as temporary employees in the surveillance, inspection and control of vectors.
- Performs minor routine maintenance on vehicles and control equipment; assists in fabrication of specialized equipment; assists in maintenance, cleaning and repair of building and installations.
- Performs other related duties as required.

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Knowledge of medically important vectors, characteristics, life habitats, and surveillance.
- Knowledge of the different types of larvicides, adulticides, herbicides, rodenticides, methods of mixing, dosage rates, method of application, calibration, and safety precautions used in mosquito control. Subsequent to training, possess the knowledge of rodenticides, insecticides, dosage rates, method of application and safety procedures used in rodent and stinging insect control
- Ability to identify various types of vectors found in the District. Subsequent to training, possess the ability to identify rodents and stinging insects found in the district.

- Ability to locate vector infested areas, and treat such areas with pesticides in a safe and efficient manner.
- Ability to work independently and maintain good cooperative relationships with property owners, other public agencies, and the public.
- Ability to understand English and carry out oral and written instructions properly. May be required to perform occasional vector control educational presentations to small community groups.
- Ability to write English legibly and prepare accurate reports.
- Ability to work out-of-doors, traverse muddy areas such as marshes, stream beds and creeks and control swarms or colonies of venomous and stinging insects such as Africanized honeybees and yellowjackets.
- Ability to operate a motor vehicle observing legal and defensive driver practices.

Education.

Graduation from high school or equivalent is required.

Experience.

Graduation from high school and one year full-time experience being employed by a Vector Control or Management District as a Vector Control Technician or any equivalent combination of education and experience. Possession of a Bachelors Degree from an accredited institution in Biology or closely related field, as determined by the District, may be substituted for six months of the required experience.

Certifications.

Possession of active California Department of Health Certified Technician in categories "A" and "B". Within one year from date of hire, attain certification in State Health Department categories "C" and "D" and maintain active certification in all categories thereafter.

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the district's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.
- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift fifty (50) pounds. Must have full mobility of all limbs.

Constant (activity or condition exists 2/3 or more of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of monitoring and field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions, converse with others both in person and electronically, perform treatments for vectors using a variety of field equipment, exposure to pesticides and other health hazards.

Frequent (activity or condition exists 1/3 to 2/3 of the time): perform equipment maintenance, interaction with irate and antagonistic members of the public.

Occasionally (activity or condition exists up to 1/3 of the time): sit and stand in an office environment, operate various office machines.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Vector Technician, Trainee
Reports to: Operations Manager
Wage Status: Non-exempt, Technical

General Description.

Under general direction and supervision from the Operations Manager, the Vector Technician, Trainee performs a variety of tasks related to the inspection for and control of mosquitoes, rodents, and stinging insects.

Essential Functions.

The duties listed below are intended to list the essential duties that must be performed in this position:

- Surveys and inspects assigned areas to determine vector breeding sources, stages of growth, types of vectors present and other factors important in applying control measures.
- Prepares operational reports and advises and issues Premise Correction and other Notices to property owners.
- Performs the application of pesticide materials and ensures that applications of such materials are performed under optimum conditions in order to prevent unintentional damage to environment or property.
- Operates control equipment, motor vehicles, all terrain vehicles, small boat and similar equipment used in District operations.
- Prepares and revises operational maps and reports and maintains source inventory files.
- Contacts property owners and assists in prevention, reduction, and elimination of vectors through chemical, physical, biological, enforcement control and public health education.
- Performs minor source reduction activities such as the removal of debris and preparation of trails and ditches.
- Performs minor routine maintenance on vehicles and control equipment; assists in fabrication of specialized equipment; assists in maintenance, cleaning and repair of building and installations.
- Performs other related duties as required.

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Subsequent to training, possess the knowledge of medically important vectors, disease surveillance, life habitats, and characteristics.
- Subsequent to training, possess the knowledge of the different types of larvicides, adulticides, herbicides, rodenticides, methods of mixing, dosage rates, methods of application, calibration, and safety precautions.
- Subsequent to training, possess the ability to identify various types of vectors found in the District.
- Subsequent to training, possess the ability to locate vector infested areas, and treat such areas with pesticides in a safe and efficient manner.

- Ability to work independently and maintain good cooperative relationships with property owners, other public agencies, and the public.
- Ability to understand English and carry out oral and written instructions properly. May be required to perform occasional vector control educational presentations to small community groups.
- Ability to write English legibly and prepare accurate reports.
- Ability to work out-of-doors, traverse muddy areas such as marshes, stream beds and creeks and control swarms or colonies of venomous and stinging insects such as Africanized honeybees and yellowjackets.
- Ability to operate a motor vehicle observing legal and defensive driver practices.

Education.

Graduation from high school or equivalent is required.

Experience.

Work experience in the field of pest control is desirable but not mandatory.

Certifications.

Attainment of California Department of Health Certified Technician in categories "A" and "B" within one year from date of hire, and maintain active certification thereafter.

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the district's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.
- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift fifty (50) pounds. Must have full mobility of all limbs.

Constant (activity or condition exists 2/3 or more of the time): operate a motor vehicle on paved roads and in off-road conditions, operate a variety of monitoring and field equipment, traverse uneven ground and rough terrain while exposed to various weather conditions, converse with others both in person and electronically, perform treatments for vectors using a variety of field equipment, exposure to pesticides and other health hazards.

Frequent (activity or condition exists 1/3 to 2/3 of the time): perform equipment maintenance, interaction with irate and antagonistic members of the public.

Occasionally (activity or condition exists up to 1/3 of the time): sit and stand in an office environment, operate various office machines.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Administrative Assistant
Reports to: General Manager
Wage Status: Non-exempt, Clerical

General Description.

Under supervision, this administrative position performs a wide variety of responsible clerical and administrative duties including typing, data entry, filing, answering phones, and various District office functions, as needed.

Essential Functions:

The duties and responsibilities include, but are not limited to the following:

- Greet all visitors to the District promptly and courteously.
- Promptly and courteously answer District telephones and route message or call to appropriate sources.
- Serves as primary contact for field service workers.
- Prepares service requests received from the public.
- Updates files and maintains a variety of records.
- Types or produces reports or correspondence utilizing word processing, spreadsheet, and other business software.
- Performs complex data entry tasks.
- Gathers and records statistical information for reporting purposes.
- Coordinates treatment schedules with Technicians and Biologist.
- Tracks service requests and calls received.
- Provides information to the public such as pamphlets and brochures and answers basic questions concerning vector control.
- Generates monthly information reports related to service requests, neglected pools, standing water, vector surveillance and treatment activities.
- Maintains Accounts Receivable, including preparing regular invoices, monitoring and implementing new and ongoing contracts and clients.
- Files departmental paperwork as needed.
- Assists General Manager on special projects as requested.
- Performs interdepartmental duties and assignments.
- Order office supplies.
- Types correspondence and reports as directed.
- Attends all Board meetings and prepares meeting minutes.
- Complies with provisions of the District's Policy and Procedures Manual.
- Performs other duties as may be required.
- Assists General Manager on special projects as requested.

Work Hours:

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills:

- Knowledge of general office skills, equipment, and administrative tasks.

- Knowledge of basic filing and basic record keeping systems.
- Ability to perform typing or data entry tasks.
- Ability to operate office equipment such as copy machines, calculators, and fax machines.
- Ability to speak and write effectively showing extensive knowledge and comprehension of business English, composition, spelling and arithmetic.
- Ability to work cooperatively with other staff and the public, including vendors, other agencies, schools, etc.
- Ability to follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to exercise independent judgment and demonstrate initiative, while working within the confines of the District Policies and Procedures.
- Ability to receive and give information over the telephone and in person in a courteous and effective manner.
- Ability to work cooperatively with others and readily accept instructions and directions from a supervisor or the General Manager.
- Ability to work easily in a setting that may include distractions and noise.
- Bilingual capabilities a plus but not required.

Education.

Graduation from high school or equivalent is required, some college coursework preferred.

Experience.

A minimum of two years secretarial or clerical experience, advance computer skills include the use of MS Office software as well as data entry experience, and the ability to type at least forty words per minute.

Driver License.

Current valid California Class C Driver License, including being insurable under the guidelines of the District's insurance carrier.

Physical Requirements:

- Ability to demonstrate measurable visual depth perception and color visions; have a minimum of single ear aided hearing.
- Ability to demonstrate physical stamina to frequently sit for extended periods of time; show coordination of eye/hand/foot; perform fine manipulation and speed work by hand; perform repetitive motion associated with computer usage.
- Ability to regularly perform gross manipulation by hand and simple grasping.
- Ability to occasionally walk on even surfaces.
- Ability to periodically stand for extended periods of time; bend; squat/crouch; twist; reach; lift; carry; push; pull.

**Mosquito and Vector Management District of Santa Barbara County
Position Description**

Position: Vector Assistant
Reports to: Operations Manager
Wage Status: Non-exempt, Technical, Temporary

General Description.

Under general direction from the Operations Manager and specific supervision of a Vector Technician II, the Vector Assistant performs a variety of tasks related to the inspection for and control of mosquitoes, rodents, and stinging insects.

Essential Functions.

The duties listed below are intended to list the essential duties that must be performed in this position:

- Surveys and inspects assigned areas to determine vector breeding sources, stages of growth, types of vectors present and other factors important in applying control measures.
- Performs the application of pesticide materials and ensures that applications of such materials are performed under optimum conditions in order to prevent unintentional damage to environment or property.
- Operates control equipment, motor vehicles, all terrain vehicles, small boat and similar equipment used in District operations.
- Performs minor source reduction activities such as the removal of debris and preparation of trails and ditches.
- Performs minor routing maintenance on vehicles and control equipment; assists in fabrication of specialized equipment; assists in maintenance, cleaning and repair of building and installations.
- Performs other related duties as required.

Work Hours.

Approximately 40 hours per week, Monday through Friday, with additional hours as needed to perform the responsibilities of the position. Travel within and outside the District, sometimes requiring evenings and weekends.

Knowledge, Ability and Skills.

- Subsequent to training, possess knowledge of medically important vectors, characteristics, life habitats, and surveillance.
- Subsequent to training, possess the knowledge of the different types of larvicides, adulticides, herbicides, rodenticides, methods of mixing, dosage rates, methods of application, calibration, and safety precautions.
- Subsequent to training, possess the ability to identify various types of vectors found in the District.
- Subsequent to training, possess the ability to locate vector infested areas, and treat such areas with pesticides in a safe and efficient manner.
- Ability to work independently and maintain good cooperative relationships with property owners, other public agencies, and the public.
- Ability to understand English and carry out oral and written instructions properly. May be required to perform occasional vector control educational presentations to small community groups.

- Ability to write English legibly and prepare accurate reports.
- Ability to work out-of-doors, traverse muddy areas such as marshes, stream beds and creeks and control swarms or colonies of venomous and stinging insects such as Africanized honeybees and yellowjackets.
- Ability to operate a motor vehicle observing legal and defensive driver practices.

Education.

Graduation from high school or equivalent is required.

Experience.

Work experience in the field of pest control is desirable but not mandatory.

Certifications.

Not required.

Driver License.

Current valid California class C Driver License, including being insurable under the guidelines of the District's insurance carrier.

Physical Requirements.

- Vision – Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception.
- Hearing – Able to hear with a minimum of single ear aided hearing.
- Speech – Must be able to converse effectively in English with other persons, both in person and electronically.
- Body Movement – Able to operate a motor vehicle, able to physically traverse uneven ground such as fields, hills, marshes, ponds and similar rough terrain, and able to lift fifty (50) pounds. Must have full mobility of all limbs.

Constant (activity or condition exists 2/3 or more of the time): operate a motor vehicle on paved roads and in off-road conditions, traverse uneven ground and rough terrain while exposed to various weather conditions, converse with others both in person and electronically, perform treatments for vectors using a variety of field equipment, exposure to pesticides and other health hazards.

Frequent (activity or condition exists 1/3 to 2/3 of the time): perform equipment maintenance, interaction with irate and antagonistic members of the public.

Occasionally (activity or condition exists up to 1/3 of the time): sit and stand in an office environment, operate various office machines.

Appendix II Wage Scale Information

The Board of Trustees has established a wage scale for each position, based upon merit and length of service. The scales presented represent increases in remuneration. The Board of Trustees and management reserve the right to award increases in wage rate of a given employee based upon performance.

The following wage rate table depicts the rates as approved by the Board of Trustees, on the date indicated on the table.

This page intentionally left blank.

Mosquito and Vector Management District of Santa Barbara County

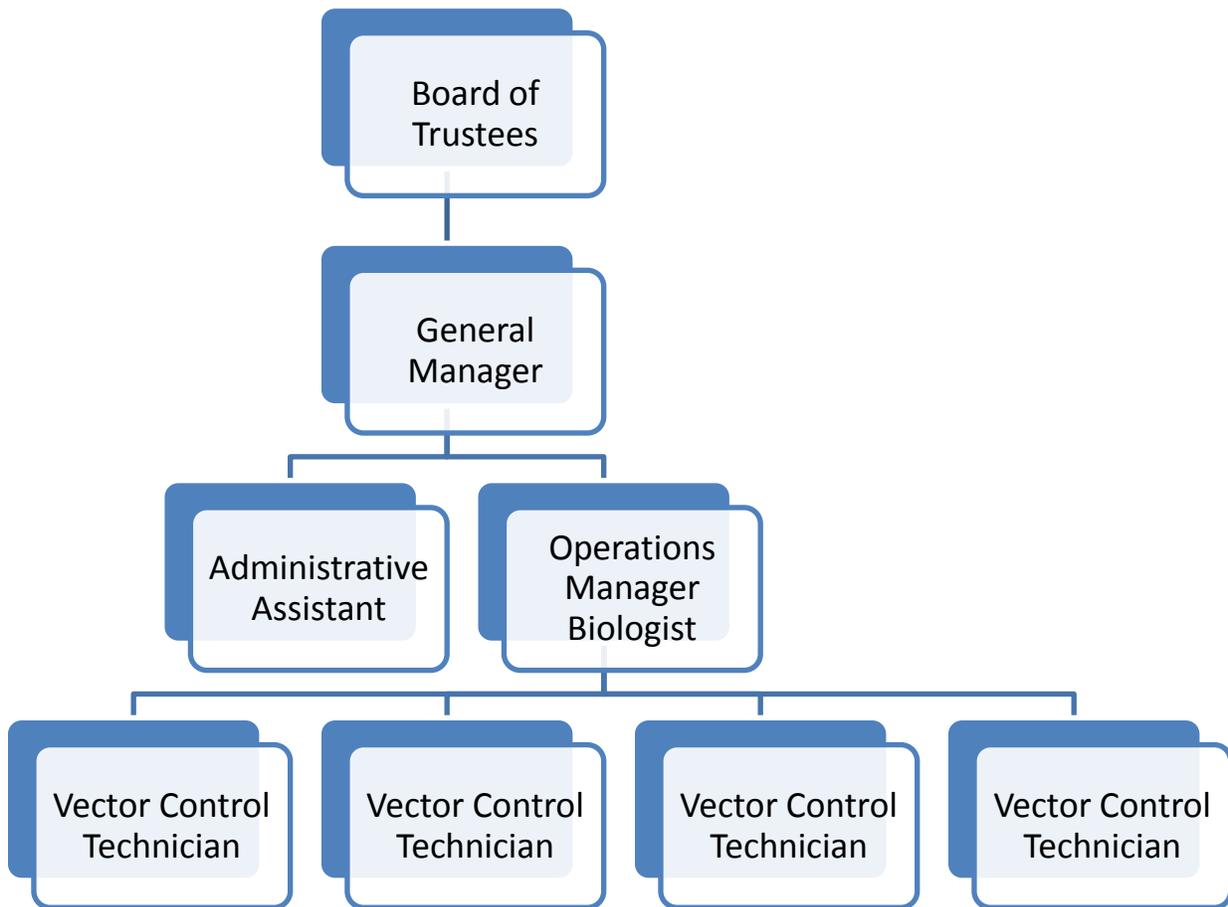
Wage Rate Table - dollars per hour

Position	Step 1					Step 2					Step 3				
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
Operations Manager Biologist	30.8620	31.1738	31.4887	31.8068	32.1279	32.4249	32.7525	33.0833	33.4175	33.7550	34.0460	34.3898	34.7371	35.0881	35.4423
Vector Control Biologist	25.3293	25.5851	25.8436	26.1047	26.3683	26.6129	26.8817	26.6208	26.8896	27.1613	27.9594	28.2420	28.5273	28.8154	29.1065
Administrative Assistant	14.0384	14.1802	14.3234	14.4680	14.6143	14.7489	14.8979	15.0484	15.2004	15.3539	15.4953	15.6518	15.8099	15.9695	16.1309
Position	Step 4					Step 5					Step 6				
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
Operations Manager Biologist	35.7484	36.1096	36.4743	36.8428	37.2149	37.5357	37.9149	38.2978	38.6846	39.0755	39.4126	39.8107	40.2127	40.6190	41.0292
Vector Control Biologist	29.3747	29.6714	29.9710	30.2738	30.5797	30.8620	31.1738	31.4887	31.8067	32.1279	32.4249	32.7525	33.0833	33.4175	33.7550
Administrative Assistant	16.2793	16.4504	16.6098	16.7776	16.9470	17.1029	17.2757	17.4503	17.6265	17.8045	17.9686	18.1500	18.3333	18.5186	18.7057
Position	Step 7					Step 8									
	A	B	C	D	E	A	B	C	D	E					
Operations Manager Biologist	41.3832	41.8012	42.2235	42.6500	43.0807	43.4528	43.8917	44.3350	44.7828	45.2352					
Vector Control Biologist	34.0460	34.3898	34.7371	35.0881	35.4423	35.7484	36.1096	36.4743	36.8428	37.2149					
Administrative Assistant	18.8668	19.0573	19.2498	19.4442	19.6406	19.8107	20.0108	20.2130	20.4172	20.6234					

This page intentionally left blank.

Appendix III Organizational Chart

Mosquito and Vector Management District of Santa Barbara County



This page intentionally left blank.

Appendix IV Compensatory Time Off

Employees may request compensatory time off in lieu of overtime payments, pursuant to law and District policy. The included agreement must be signed by each employee requesting compensatory time off, prior to the accumulation or use of such time.

This page intentionally left blank.

Compensatory Time Off Election

I, _____, desire to accrue compensatory time off as provided by law and District policy. As a non-exempt employee, I understand that I will accrue compensatory time off in the same manner as overtime, as defined by District policy.

Further, I understand that the use of accrued compensatory time off may be restricted based upon the operational needs of the District as determined by the General Manager.

Employee Signature

Date signed

Received by the General Manager

GM Signature

Date signed

Print name

File original in employee's personnel record. Provide copy to employee.

End