
Lake County Vector Control District

POLICY HANDBOOK

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Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Trustees of the Lake County Vector Control District ["District"] to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for trustees, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Lake County Vector Control District, said rules, regulations or legislation shall prevail.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Trustees to adopt a new policy or to amend an existing policy may be initiated by any Trustee or the District Manager. The proposed adoption or amendment shall be initiated by a Trustee or the District Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the District Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Trustees.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Trustees in accordance with the District's state statutes regarding the constitution of a majority vote.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Trustee for review at least 72 hours, prior to any regular meeting at which the policy(ies) are to be considered.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Policy Review Schedule
POLICY NUMBER: 1015

1015.1 Intent: To be effective and relevant, a policy manual must be reviewed and updated regularly to reflect changes to laws and regulations.

1015.2 The District Manager shall review the policies of the District according to the following schedule:

- 2013 and every 4 years thereafter: General Policies (Series 1000)
- 2014 and every 4 years thereafter: Personnel Policies (Series 2000)
- 2015 and every 4 years thereafter: Operations Policies (Series 3000)
- 2016 and every 4 years thereafter: Board of Trustees and Board Meetings Policies (Series 4000 and 5000)

Upon completing the review of District Policies, the District Manager will present any proposed changes to the Board of Trustees for review, discussion, and possible adoption. If the District Manager finds that no changes are necessary, he/she shall report that to the Board.

1015.3 The District Manager may recommend changes to policies as needed due to changes in laws or regulations that affect one or more District policies, to reflect current best management practices, or other reasons.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Trustees and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Lake County Vector Control District.

1020.2 Trustees and designated employees shall file statements of economic interests with the Clerk of the County of Lake County.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

1030.1 The Board of Trustees desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the responsible employee with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the responsible employee, it shall be forwarded to the District Manager. At the option of the District Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The District Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the District Manager, they may request consideration by the Board of Trustees by filing said request in writing within ten (10) days of receiving the District Manager's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Lake County Vector Control District
410 Esplanade, Lakeport CA 95453
Telephone: 707-263-4770 FAX: 707-263-3653

Case # _____
Date Rec'd _____
Logged by: _____
Rec'd by: _____

COMPLAINT FORM

This is a public document and subject to disclosure under the Public Records Act.
If you wish your identity to remain confidential, this form may be filed anonymously.

LOCATION OF COMPLAINT

Street Address: _____ **City:** _____

Property owner's name, if known: _____

Nearest cross street: _____

If address is unknown, please provide addresses of adjacent properties and draw map on reverse side of form.

NATURE OF COMPLAINT

Every effort will be made by this agency to keep the information herein confidential within the limits of existing law.

COMPLAINANT'S INFORMATION

Signature: _____

Name: _____ **Phone Number :**(_____)

Email Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Physical Address: _____

If there are additional complainants who wish to file, please take additional Complaint Forms for them to complete. Thank you.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Claims Against the District

POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations—surveillance and control for mosquitoes, Clear Lake Gnats, black biting gnats, ticks, and other vectors—damage to land and improvements thereon occasionally occurs due to the proximity of the District's equipment to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the District Manager. The District Manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Trustees, the information will be given to the District Manager. Trustees should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the District Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;

- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form [*attached following this policy as Appendix A*].

The District Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Board of Trustees describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Trustees for its consideration. The Board will consider the claim during a closed session [*"anticipated litigation"*] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the District Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

1040.3 Property Damage Claims On District Form

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Lake County Vector Control District
CLAIM FORM
FORM B (from VCJPA)
(Please Type or Print)

CLAIM AGAINST _____
(Name of Entity)

Claimant's name: _____ SS# _____ DOB: _____

Claimant's address: _____

Address where notices about claim are to be sent, if different from above: _____

Date of incident/accident: _____

Date injuries, damages, or losses were discovered: _____

Location of incident/accident: _____

What did entity or employee do to cause this loss, damage, or injury? _____

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? _____

What specific injuries, damages, or losses did claimant receive? _____

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. (Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]) _____

How was this amount calculated? Please itemize. _____

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: _____ Signature: _____

If signed by representative:

Representative's Name _____ Telephone # _____

Address: _____

Relationship to Claimant _____

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$0.06 per single-sided copy) to defray expenses associated with the copying process. For requests of 100 or fewer pages, the cost may be waived at the discretion of the Manager.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting may be charged \$0.06 per single-sided copy. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

PUBLIC RECORDS ACT REQUEST
LAKE COUNTY VECTOR CONTROL DISTRICT

Dear requestor,

Our goal is to provide you with the records that you are requesting in a timely manner. You are not required to submit your request for public records in writing, however if you choose to do so, we ask that you use this form to help us fulfill your request, and to avoid any misunderstanding in what is being requested. We will do our best to provide you with any legally disclosable records that you are seeking.

Please be aware that under California Government Code Section 6254, certain records are exempt from disclosure. We have a copy of Government Code Section 6254 available at the front desk to help you identify any records that may not be legally disclosed.

Government Code Section 6253(c) requires that our agency respond to any request for records within 10 days. Some records may not be readily available or we may need to confirm that we are legally permitted to disclose the requested documents. In either case, we will respond to your request with 10 days.

If you have further questions, I would be happy to talk with you.

Regards,

Jamesina J. Scott, Ph.D.
District Manager and Research Director

Date of Request: _____

Records requested (we appreciate as much specificity as possible)

If you wish copies to be made for you, please be advised there will be a charge of \$0.06 per single-sided copy. This is the direct cost per copy, and does not include employee time.

Do you wish to have copies made? Yes No

Name (Optional): _____

If you would like us to notify you when your request is available, you may provide a phone number:

Phone Number (Optional): (_____) _____ - _____

THIS SECTION TO BE COMPLETED UPON RECEIPT OF THE REQUESTED RECORD(S)

Date materials provided by District: _____

Requestor Signature: _____ *LCVCD Employee Signature:* _____

GOVERNMENT CODE SECTION 6254

6254. Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

(a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, if the public interest in withholding those records clearly outweighs the public interest in disclosure.

(b) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810), until the pending litigation or claim has been finally adjudicated or otherwise settled.

(c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

(d) Contained in or related to any of the following:

(1) Applications filed with any state agency responsible for the regulation or supervision of the issuance of securities or of financial institutions, including, but not limited to, banks, savings and loan associations, industrial loan companies, credit unions, and insurance companies.

(2) Examination, operating, or condition reports prepared by, on behalf of, or for the use of, any state agency referred to in paragraph (1).

(3) Preliminary drafts, notes, or interagency or intra-agency communications prepared by, on behalf of, or for the use of, any state agency referred to in paragraph (1).

(4) Information received in confidence by any state agency referred to in paragraph (1).

(e) Geological and geophysical data, plant production data, and similar information relating to utility systems development, or market or crop reports, that are obtained in confidence from any person.

(f) Records of complaints to, or investigations conducted by, or records of intelligence information or security procedures of, the office of the Attorney General and the Department of Justice, the California Emergency Management Agency, and any state or local police agency, or any investigatory or security files compiled by any other state or local police agency, or any investigatory or security files compiled by any other state or local agency for correctional, law enforcement, or licensing purposes. However, state and local law enforcement agencies shall disclose the names and addresses of persons involved in, or witnesses other than confidential informants to, the incident, the

description of any property involved, the date, time, and location of the incident, all diagrams, statements of the parties involved in the incident, the statements of all witnesses, other than confidential informants, to the victims of an incident, or an authorized representative thereof, an insurance carrier against which a claim has been or might be made, and any person suffering bodily injury or property damage or loss, as the result of the incident caused by arson, burglary, fire, explosion, larceny, robbery, carjacking, vandalism, vehicle theft, or a crime as defined by subdivision (b) of Section 13951, unless the disclosure would endanger the safety of a witness or other person involved in the investigation, or unless disclosure would endanger the successful completion of the investigation or a related investigation. However, nothing in this division shall require the disclosure of that portion of those investigative files that reflects the analysis or conclusions of the investigating officer.

Customer lists provided to a state or local police agency by an alarm or security company at the request of the agency shall be construed to be records subject to this subdivision.

Notwithstanding any other provision of this subdivision, state and local law enforcement agencies shall make public the following information, except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation:

(1) The full name and occupation of every individual arrested by the agency, the individual's physical description including date of birth, color of eyes and hair, sex, height and weight, the time and date of arrest, the time and date of booking, the location of the arrest, the factual circumstances surrounding the arrest, the amount of bail set, the time and manner of release or the location where the individual is currently being held, and all charges the individual is being held upon, including any outstanding warrants from other jurisdictions and parole or probation holds.

(2) Subject to the restrictions imposed by Section 841.5 of the Penal Code, the time, substance, and location of all complaints or requests for assistance received by the agency and the time and nature of the response thereto, including, to the extent the information regarding crimes alleged or committed or any other incident investigated is recorded, the time, date, and location of occurrence, the time and date of the report, the name

and age of the victim, the factual circumstances surrounding the crime or incident, and a general description of any injuries, property, or weapons involved. The name of a victim of any crime defined by Section 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6 of the Penal Code may be withheld at the victim's request, or at the request of the victim's parent or guardian if the victim is a minor. When a person is the victim of more than one crime, information disclosing that the person is a victim of a crime defined in any of the sections of the Penal Code set forth in this subdivision may be deleted at the request of the victim, or the victim's parent or guardian if the victim is a minor, in making the report of the crime, or of any crime or incident accompanying the crime, available to the public in compliance with the requirements of this paragraph.

(3) Subject to the restrictions of Section 841.5 of the Penal Code

and this subdivision, the current address of every individual arrested by the agency and the current address of the victim of a crime, where the requester declares under penalty of perjury that the request is made for a scholarly, journalistic, political, or governmental purpose, or that the request is made for investigation purposes by a licensed private investigator as described in Chapter 11.3 (commencing with Section 7512) of Division 3 of the Business and Professions Code. However, the address of the victim of any crime defined by Section 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6 of the Penal Code shall remain confidential. Address information obtained pursuant to this paragraph may not be used directly or indirectly, or furnished to another, to sell a product or service to any individual or group of individuals, and the requester shall execute a declaration to that effect under penalty of perjury. Nothing in this paragraph shall be construed to prohibit or limit a scholarly, journalistic, political, or government use of address information obtained pursuant to this paragraph.

(g) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic

examination, except as provided for in Chapter 3 (commencing with Section 99150) of Part 65 of Division 14 of Title 3 of the Education Code.

(h) The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the state or local agency relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. However, the law of eminent domain shall not be affected by this provision.

(i) Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information.

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

(k) Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

(l) Correspondence of and to the Governor or employees of the Governor's office or in the custody of or maintained by the Governor's Legal Affairs Secretary. However, public records shall not be transferred to the custody of the Governor's Legal Affairs Secretary to evade the disclosure provisions of this chapter.

(m) In the custody of or maintained by the Legislative Counsel, except those records in the public database maintained by the Legislative Counsel that are described in Section 10248.

(n) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with the licensing agency to establish his or her personal qualification for the license, certificate, or permit applied for.

(o) Financial data contained in applications for financing under Division 27 (commencing with Section 44500) of the Health and Safety Code, where an authorized officer of the California Pollution Control Financing Authority determines that disclosure of the financial data would be competitively injurious to the applicant and the data is required in order to obtain guarantees from the United States Small Business Administration. The California Pollution Control Financing Authority shall adopt rules for review of individual requests for confidentiality under this section

and for making available to the public those portions of an application that are subject to disclosure under this chapter.

(p) Records of state agencies related to activities governed by Chapter 10.3 (commencing with Section 3512), Chapter 10.5 (commencing with Section 3525), and Chapter 12 (commencing with Section 3560) of Division 4, that reveal a state agency's deliberative processes, impressions, evaluations, opinions, recommendations, meeting minutes, research, work products, theories, or strategy, or that provide instruction, advice, or training to employees who do not have full collective bargaining and representation rights under these chapters. Nothing in this subdivision shall be construed to limit the disclosure duties of a state agency with respect to any other records relating to the activities governed by the employee relations acts referred to in this subdivision.

(q) Records of state agencies related to activities governed by Article 2.6 (commencing with Section 14081), Article 2.8 (commencing with Section 14087.5), and Article 2.91 (commencing with Section 14089) of Chapter 7 of Part 3 of Division 9 of the Welfare and Institutions Code, that reveal the special negotiator's deliberative processes, discussions, communications, or any other portion of the negotiations with providers of health care services, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy, or that provide instruction, advice, or training to employees.

Except for the portion of a contract containing the rates of payment, contracts for inpatient services entered into pursuant to these articles, on or after April 1, 1984, shall be open to inspection one year after they are fully executed. If a contract for inpatient services that is entered into prior to April 1, 1984, is amended on or after April 1, 1984, the amendment, except for any portion containing the rates of payment, shall be open to inspection one year after it is fully executed. If the California Medical Assistance Commission enters into contracts with health care providers for other than inpatient hospital services, those contracts shall be open to inspection one year after they are fully executed.

Three years after a contract or amendment is open to inspection under this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

Notwithstanding any other provision of law, the entire contract or amendment shall be open to inspection by the Joint Legislative Audit Committee and the Legislative Analyst's Office. The committee and that office shall maintain the confidentiality of the contracts and

amendments until the time a contract or amendment is fully open to inspection by the public.

(r) Records of Native American graves, cemeteries, and sacred places and records of Native American places, features, and objects described in Sections 5097.9 and 5097.993 of the Public Resources Code maintained by, or in the possession of, the Native American Heritage Commission, another state agency, or a local agency.

(s) A final accreditation report of the Joint Commission on Accreditation of Hospitals that has been transmitted to the State Department of Health Care Services pursuant to subdivision (b) of Section 1282 of the Health and Safety Code.

(t) Records of a local hospital district, formed pursuant to Division 23 (commencing with Section 32000) of the Health and Safety Code, or the records of a municipal hospital, formed pursuant to Article 7 (commencing with Section 37600) or Article 8 (commencing with Section 37650) of Chapter 5 of Part 2 of Division 3 of Title 4 of this code, that relate to any contract with an insurer or nonprofit hospital service plan for inpatient or outpatient services for alternative rates pursuant to Section 10133 of the Insurance Code. However, the record shall be open to inspection within one year after the contract is fully executed.

(u) (1) Information contained in applications for licenses to carry firearms issued pursuant to Section 12050 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of members of his or her family.

(2) The home address and telephone number of peace officers, judges, court commissioners, and magistrates that are set forth in applications for licenses to carry firearms issued pursuant to Section 12050 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department.

(3) The home address and telephone number of peace officers, judges, court commissioners, and magistrates that are set forth in licenses to carry firearms issued pursuant to Section 12050 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department.

(v) (1) Records of the Managed Risk Medical Insurance Board related to activities governed by Part 6.3 (commencing with Section 12695) and Part 6.5 (commencing with Section 12700) of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the board, or the impressions,

opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) (A) Except for the portion of a contract that contains the rates of payment, contracts for health coverage entered into pursuant to Part 6.3 (commencing with Section 12695) or Part 6.5 (commencing with Section 12700) of Division 2 of the Insurance Code, on or after July 1, 1991, shall be open to inspection one year after their effective dates.

(B) If a contract that is entered into prior to July 1, 1991, is amended on or after July 1, 1991, the amendment, except for any portion containing the rates of payment, shall be open to inspection one year after the amendment has been fully executed.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto, until the contracts or amendments to the contracts are open to inspection pursuant to paragraph (3).

(w) (1) Records of the Managed Risk Medical Insurance Board related to activities governed by Chapter 8 (commencing with Section 10700) of Part 2 of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with health plans, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) Except for the portion of a contract that contains the rates of payment, contracts for health coverage entered into pursuant to Chapter 8 (commencing with Section 10700) of Part 2 of Division 2 of the Insurance Code, on or after January 1, 1993, shall be open to inspection one year after they have been fully executed.

(3) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto, until the contracts or amendments to the contracts are open to inspection pursuant to paragraph (2).

(x) Financial data contained in applications for registration, or registration renewal, as a service contractor filed with the Director of Consumer Affairs pursuant to Chapter 20 (commencing with Section 9800) of Division 3 of the Business and Professions Code, for the purpose of establishing the service contractor's net worth, or financial data regarding the funded accounts held in escrow for service contracts held in force in this state by a service contractor.

(y) (1) Records of the Managed Risk Medical Insurance Board related to activities governed by Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the board, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) (A) Except for the portion of a contract that contains the rates of payment, contracts entered into pursuant to Part 6.2

(commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code, on or after January 1, 1998, shall be open to inspection one year after their effective dates.

(B) If a contract entered into pursuant to Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code is amended, the amendment shall be open to inspection one year after the amendment has been fully executed.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto until the contract or amendments to a contract are open to inspection pursuant to paragraph (2) or (3).

(5) The exemption from disclosure provided pursuant to this subdivision for the contracts, deliberative processes, discussions, communications, negotiations, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff shall also apply to the contracts, deliberative processes, discussions, communications, negotiations, impressions, opinions, recommendations,

meeting minutes, research, work product, theories, or strategy of applicants pursuant to Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code.

(z) Records obtained pursuant to paragraph (2) of subdivision (c) of Section 2891.1 of the Public Utilities Code.

(aa) A document prepared by or for a state or local agency that assesses its vulnerability to terrorist attack or other criminal acts intended to disrupt the public agency's operations and that is for distribution or consideration in a closed session.

(ab) Critical infrastructure information, as defined in Section 131(3) of Title 6 of the United States Code, that is voluntarily submitted to the California Emergency Management Agency for use by that office, including the identity of the person who or entity that voluntarily submitted the information. As used in this subdivision, "voluntarily submitted" means submitted in the absence of the office exercising any legal authority to compel access to or submission of critical infrastructure information. This subdivision shall not affect the status of information in the possession of any other state or local governmental agency.

(ac) All information provided to the Secretary of State by a person for the purpose of registration in the Advance Health Care Directive Registry, except that those records shall be released at the request of a health care provider, a public guardian, or the registrant's legal representative.

(ad) The following records of the State Compensation Insurance Fund:

(1) Records related to claims pursuant to Chapter 1 (commencing with Section 3200) of Division 4 of the Labor Code, to the extent that confidential medical information or other individually identifiable information would be disclosed.

(2) Records related to the discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the fund, and any related deliberations.

(3) Records related to the impressions, opinions, recommendations, meeting minutes of meetings or sessions that are lawfully closed to the public, research, work product, theories, or strategy of the fund or its staff, on the development of rates, contracting strategy, underwriting, or competitive strategy pursuant to the powers granted to the fund in Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code.

(4) Records obtained to provide workers' compensation insurance under Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the

Insurance Code, including, but not limited to, any medical claims information, policyholder information provided that nothing in this paragraph shall be interpreted to prevent an insurance agent or broker from obtaining proprietary information or other information authorized by law to be obtained by the agent or broker, and information on rates, pricing, and claims handling received from brokers.

(5) (A) Records that are trade secrets pursuant to Section 6276.44, or Article 11 (commencing with Section 1060) of Chapter 4 of Division 8 of the Evidence Code, including without limitation, instructions, advice, or training provided by the State Compensation Insurance Fund to its board members, officers, and employees regarding the fund's special investigation unit, internal audit unit, and informational security, marketing, rating, pricing, underwriting, claims handling, audits, and collections.

(B) Notwithstanding subparagraph (A), the portions of records containing trade secrets shall be available for review by the Joint Legislative Audit Committee, the Bureau of State Audits, Division of Workers' Compensation, and the Department of Insurance to ensure compliance with applicable law.

(6) (A) Internal audits containing proprietary information and the following records that are related to an internal audit:

(i) Personal papers and correspondence of any person providing assistance to the fund when that person has requested in writing that his or her papers and correspondence be kept private and confidential. Those papers and correspondence shall become public records if the written request is withdrawn, or upon order of the fund.

(ii) Papers, correspondence, memoranda, or any substantive information pertaining to any audit not completed or an internal audit that contains proprietary information.

(B) Notwithstanding subparagraph (A), the portions of records containing proprietary information, or any information specified in subparagraph (A) shall be available for review by the Joint Legislative Audit Committee, the Bureau of State Audits, Division of Workers' Compensation, and the Department of Insurance to ensure compliance with applicable law.

(7) (A) Except as provided in subparagraph (C), contracts entered into pursuant to Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code shall be open to inspection one year after the contract has been fully executed.

(B) If a contract entered into pursuant to Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code is amended, the amendment shall

be open to inspection one year after the amendment has been fully executed.

(C) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(D) Notwithstanding any other provision of law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto until the contract or amendments to a contract are open to inspection pursuant to this paragraph.

(E) Nothing in this paragraph is intended to apply to documents related to contracts with public entities that

are not otherwise expressly confidential as to that public entity.

(F) For purposes of this paragraph, "fully executed" means the point in time when all of the necessary parties to the contract have signed the contract.

Nothing in this section prevents any agency from opening its records concerning the administration of the agency to public inspection, unless disclosure is otherwise prohibited by law. Nothing in this section prevents any health facility from disclosing to a certified bargaining agent relevant financing information pursuant to Section 8 of the National Labor Relations Act (29 U.S.C. Sec. 158).

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Public Contributions

POLICY NUMBER: 1070

1070.1 Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The District Manager or Office Manager will provide a receipt for said donation and include the District's tax identification number thereon.

1070.1.1 Donations valued up to \$500.00 may be accepted by the District Manager.

1070.1.2 Donations valued over \$500.00 must be approved by the Board of Trustees.

1070.2 Donations must be clearly marked as such.

1070.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Executive Officer

POLICY NUMBER: 2000

2000.1 The District Manager/ Research Director shall be the Executive Officer of the Lake County Vector Control District and for the Board of Trustees.

2000.2 The terms and conditions of the District Manager/ Research Director's employment shall be specified in the agreement of employment established between the District Manager/ Research Director and the Board of Trustees. The agreement of employment shall be for the period of time as specified therein.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Immigration Law Compliance

POLICY NUMBER: 2005

2005.1 The District is committed to employing only United States citizens and non-citizens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

2005.2 In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees found to have falsified these documents may be terminated.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA) Compliance

POLICY NUMBER: 2007

2007.1 The District is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) as well as the California Fair Employment and Housing Act (“FEHA”). It is the District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the District will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA and/or FEHA who has made the District aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the District. An employee with a disability who believes he/she needs a reasonable accommodation to perform the essential functions of his/her job should contact the District Manager to discuss reasonable accommodations that may enable the employee to perform the essential functions of his/her job.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy shall apply to all non-exempt employees.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods or as approved by the District Manager in writing.

2010.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday.

2010.3.1 The regular work hours shall be 7:30 a.m. to 4:00 p.m., but work hours may be adjusted to meet the needs of the District.

2010.3.2 An unpaid meal period of thirty (30) minutes shall be taken on any day an employee works five hours or more. Two (2) unpaid meal periods of thirty (30) minutes shall be taken on any day an employee works more than ten hours. The unpaid meal period(s) must be recorded on the employee's time sheet.

2010.3.3 Two paid fifteen (15) minute rest breaks shall be taken in each 8-hour workday. If an employee works for 10-14 hours, three 15-minute paid rest breaks shall be taken. If an employee works for 14-18 hours, four 15-minute rest breaks shall be taken. Paid rest breaks are not recorded on the employee's time sheet. It is the responsibility of the employee to take his/her rest breaks.

2010.3.4 An employee may request a change of regular work hours ("Flex time") with the consent of the District Manager, so that the regular work hours may be revised to accommodate needs of the District (for example, vector control technicians making early-morning adulticide applications may request to work from 3:00 a.m. to 12:00 p.m. with one unpaid hour off for breakfast).

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 40 hours in a workweek;

2010.4.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour

per day workweek is in effect; or,

2010.4.3 Time worked in excess of scheduled hours on a scheduled workday if an alternative workday is in effect such as a four-day, ten-hour per day workweek; or,

2010.4.4 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.5. Overtime will be accrued as Compensatory Time Off (CTO).

2010.6 Pay in lieu of CTO shall not be permitted except in situations of hardship. Said pay off shall be submitted for written approval by the District Manager.

2010.7 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated CTO at his/her straight time rate of pay at the time of termination.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and probationary employees in all classifications.

2020.2 Paid vacation time shall be accrued with each bi-weekly pay period at the following schedule based upon full-time, continuous employment:

- a) Beginning of the 1st year through the end of the 5th year, 3.07 hrs (10 days per year);
- b) Beginning of the 6th year through the end of the 15th year, 4.61 hrs (15 days per year);
- c) Beginning of the 16th year through the end of the 16th year, 4.92 hrs (16 days per year);
- d) Beginning of the 17th year through the end of the 17th year, 5.23 hrs (17 days per year);
- e) Beginning of the 18th year through the end of the 18th year, 5.54 hrs (18 days per year);
- f) Beginning of the 19th year through the end of the 19th year, 5.85 hrs (19 days per year);
- g) Beginning of the 20th year and thereafter, 6.15 hrs (20 days per year).

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the prior written approval of their supervisor. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by the District Manager in writing.

2020.4 Vacation time may be accumulated or postponed. Only one week of accumulated vacation may be used in addition to regular vacation time during any given year, unless approved by the District Manager in writing.

2020.4.1 Employees hired before July 1, 1990 will continue to have unlimited vacation accrual.

2020.4.2 Employees hired on or after July 1, 1990 may accrue vacation to a maximum of total accumulated vacation time of forty (40) 8-hour working days (320 hours).

2020.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Vacations may be scheduled at any time during the year upon written approval of the District Manager. Scheduling of vacations by employees is to be done in a manner consistent with the Mission of the District. The District Manager may deny a request for vacation or vacation leave if the request or leave would adversely impact District work operations.

2020.9 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted except in situations of hardship. Said pay off shall be submitted for written approval by the District Manager.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Holidays

POLICY NUMBER: 2030

2030.1 This policy shall apply to regular, probationary, and temporary employees.

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

- a) New Year's Day (January 1);
- b) Martin Luther King, Jr. Day (3rd Monday in January);
- c) Presidents' Day (2nd Monday in February);
- d) Memorial Day (Last Monday in May);
- e) Independence Day (July 4);
- f) Labor Day (1st Monday in September);
- g) Columbus Day (2nd Monday in October)
- h) Veteran's Day (November 11);
- i) Thanksgiving Day (4th Thursday in November);
- j) Day after Thanksgiving;
- k) Christmas Eve (December 24)
- l) Christmas Day (December 25).

2030.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the District Manager and received permission to be absent from work on that specific day or days.

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

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

2030.6 If any non-exempt employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

2040.1 This policy shall apply to all District employees.

2040.2 Sick leave is defined as absence from work for the following purposes:

2040.2.1 Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.

2040.2.2 For an employee who is a victim of domestic violence, sexual assault, or stalking, as described in the California Labor Code Section 230(c) and Section 230.1 (a).

2040.3 Employees shall earn paid sick leave at the rate of one working day (8 hours) per month. The determination of total accumulated sick leave shall be calculated biweekly and distributed with each biweekly paycheck.

2040.3.1 An employee may use accrued paid sick leave beginning on the 90th day of employment.

2040.3.2 Accrued paid sick leave shall carry over to the following year of employment.

2040.3.3 If an employee separates from the District and is rehired by the District within one year from the date of separation, previously accrued and unused paid sick leave shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick leave and to accrue additional paid sick leave upon rehiring.

2040.3.4 An employee who works fewer than 120 hours per calendar month will accrue sick leave at the rate of 1 hour per 21.66 hours worked.

2040.4 Each employee may use accrued sick leave for himself/herself or to care for family members. Family members covered are defined as follows:

2040.4.1 A child, which for purposes of this article means a 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.

2040.4.2 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.

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

2040.4.4 A registered domestic partner.

2040.4.5 A grandparent.

2040.4.6 A grandchild.

2040.4.7 A sibling.

2040.5 If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to the District Manager or his/her designee. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

2040.6 Satisfactory evidence of illness or injury may be required by the District Manager.

2040.7 Upon voluntary separation of service or retirement, sick leave compensation will be paid out at the employee's straight time rate of pay at the time of voluntary separation of service or retirement as follows:

<u>Employee Years of Service</u>	<u>Sick Leave Payout</u>
1 Year but less than 2 years	20.0%
2 Years but less than 3 years	22.5%
3 Years but less than 4 years	25.0%
4 Years but less than 5 years	27.5%
5 Years but less than 6 years	30.0%
6 Years but less than 7 years	32.5%
7 Years but less than 8 years	35.0%
8 Years but less than 9 years	40.0%
9 Years but less than 10 years	45.0%
10 Years or more	50.0%

The maximum payment possible upon voluntary separation of service is two thousand dollars (\$2,000).
The maximum payment possible upon retirement is two thousand five hundred dollars (\$2,500).

2040.8 No payout of sick leave will be made for employees who are terminated ("fired") or laid off.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: State Disability Insurance

POLICY NUMBER: 2044

2044.1 The Lake County Vector Control District participates in California's State Disability Insurance (SDI) program. SDI is a partial wage-replacement insurance plan, not a leave of absence.

2044.2 Eligibility. SDI provides short-term benefits to eligible workers who suffer a loss of wages when unable to work due to a non-work related illness or injury or when medically disabled due to pregnancy or childbirth.

2044.3 Employer obligations. The District will inform employees of their right to benefits, to make proper payroll deductions, to send the money deducted to the state, and to file required reports to the state.

2044.3.1 The Office Manager will provide the EDD pamphlet DE 2515, "State Disability Insurance Provisions," which summarizes the state disability program, to

- 1) Each new employee within five working days of hire; and
- 2) Each employee who becomes disabled due to pregnancy or who becomes ill, injured, or hospitalized due to causes unrelated to work within 10 days of the notification that the employee's absence is the result of these occurrences.

2044.3.2 The Office Manager will make the proper payroll deductions, send the money to the state, and complete all required reports.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Family and Medical Leave

POLICY NUMBER: 2045

2045.1 The purpose of this policy is to clarify how the Lake County Vector Control District will implement the Family and Medical Leave Act of 1993 (FMLA).

2045.2 Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by the Lake County Vector Control District for at least 12 months, which need not be consecutive; (2) worked for the Lake County Vector Control District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

2045.3 Leave Benefit.

2045.3.1 Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails

- (1) inpatient care in a hospital, hospice, or residential medical care facility; or,
- (2) continuing treatment by a health care provider.

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

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

2045.3.4 At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. The Lake County Vector Control District may also require the employee to obtain medical certification that he/she is able to resume work.

2045.4 Employee Obligations

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

2045.4.2 An employee seeking leave on account of a serious health condition must provide the District Manager with medical certification regarding his/her condition. The District Manager may require an employee to obtain, at the Lake County Vector Control District's expense, a second opinion. If the second opinion differs from the first, the District Manager may require a third opinion from a mutually agreed on health care provider.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Pregnancy Disability Leave

POLICY NUMBER: 2046

2046.1 Eligibility. All regular and temporary employees are eligible to receive a pregnancy disability leave due to their pregnancy, childbirth, or related medical conditions.

2046.2 An employee disabled due to pregnancy, childbirth, or related medical condition may take up to a maximum of four months leave. As an alternative, the District may transfer the employee to a less strenuous or hazardous position if the employee so requests with the advice of her physician, if a workplace needs assessment allows such a transfer. Fixed-term and temporary employees' leaves will not extend beyond the end of their assignments. Leaves taken under the pregnancy disability policy is in addition to the 12 weeks allowed under the Family and Medical Leave Act (FMLA). Temporary employees are not eligible for an FMLA leave.

2046.3 Compensation During Leave. Upon the start of an approved pregnancy disability leave, any accrued sick leave will be coordinated with any short-term disability payments. At no time shall an employee receive a greater total payment than the employee's regular net pay. The use of accrued vacation, once the sick leave is exhausted, is at the discretion of the employee and will not be integrated with any other type of payment being received. Once authorized accruals have been exhausted, the paid leave will end.

2046.4 Notification and Certification Requirements. Employees requesting to take a pregnancy disability leave must submit a written Request for Leave of Absence to the District Manager at least 30 days prior to the start of the disability or at the earliest reasonable time. In addition, employees must provide an initial physician's certification of disability indicating the expected duration of the disability. The certification must be updated to reflect changes in the employee's condition. It is the employee's responsibility to coordinate all leave time with the District Manager. It is the responsibility of the District Manager to administer the leave provisions detailed in this policy.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Lactation Policy

POLICY NUMBER: 2047

2047.1 The District recognizes that breast milk promotes optimum growth and development of infants, and thus accommodates mothers who choose to continue breastfeeding after returning to work. The District recognizes that breastfeeding is a normal part of daily life for mothers and infants, and that California law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, and protects a mother's right to breastfeed in public.

2047.2 The District allows sufficient break time for breastfeeding employees to breastfeed their infants or express milk at work.

2047.2.1 Time exceeding the regular paid 15-minute rest breaks and/or 30-minute unpaid meal periods shall be unpaid.

2047.2.2 An employee may request a change of regular work hours ("Flex time") to accommodate her lactation schedule with the consent of the District Manager.

2047.3 The District provides a private room or space, other than a toilet stall, close to an employee's work area to express milk. If possible, the private space will include an electrical outlet for the use of an electric breast pump. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave

POLICY NUMBER: 2050

2050.1 This policy shall apply to temporary, probationary and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five (5) days. This is in addition to regular sick leave and vacation time. Verification may be required by the District Manager.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Jury Duty

POLICY NUMBER: 2060

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

2060.2 An employee summoned for jury duty will immediately notify the District Manager.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Other Legally Required Leaves of Absence

POLICY NUMBER: 2065

2065.1 This policy shall apply to temporary, probationary, and regular employees in all classifications.

2065.2 An employee shall provide reasonable notice to the District Manager when leave is required for one of the following purposes:

2065.2.1 Military Service

An employee will be granted unpaid leave to fulfill any required legal or military obligation such as military reserve duty. Employees are required to provide reasonable advance notice of any need for such leave. For non-exempt employees, this leave will be unpaid. For exempt employees, salary will continue provided the employee has performed District work during the workweek; however any salary paid during the leave will be offset by amounts received by the employee in fulfilling that legal or military obligation, such as military pay.

2065.2.2 Volunteer Fire Fighter

An employee will be granted unpaid leave to fulfill the performance of emergency duty by a volunteer fire fighter. Employees are required to provide reasonable advance notice of any need for such leave. For non-exempt employees, this leave will be unpaid. For exempt employees, salary will continue provided the employee has performed District work during the workweek; however any salary paid during the leave will be offset by amounts received by the employee in fulfilling that obligation, such as firefighter pay.

2065.2.3 Crime Victim Witness.

An employee will be granted unpaid leave to appear as a crime victim witness, to obtain relief from domestic violence, and, if the employee is a parent or guardian of a pupil, leave to attend a school discipline conference at the request of school. An employee may use his/her available accruals for such leave. An employee is required to provide advance notice of the request for leave whenever possible and may be required to provide substantiation of the reason the leave is requested. The District shall keep such information confidential.

2065.2.4 Voting and Election Service

Employees who do not have sufficient time outside their regular business hours to vote in a statewide election may request time off to vote. Employees must make their request at least two (2) days in advance of the election. No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise

mutually agreed. Additionally, an employee will be allowed unpaid leave to serve as an election officer on Election Day. Such leave is limited to the day an election is held.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Continuity of Service

POLICY NUMBER: 2070

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

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

2070.2.1 An employee is discharged for cause;

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

2070.2.3 An employee is laid off.

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

2070.3.1 Absence by reason of industrial disability;

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

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

2070.4 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Employee Status

POLICY NUMBER: 2080

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

2080.2 A “Probationary” employee is one who has been hired to fill a regular position in any job classification and has less than 12 continuous months of service with the District. Upon completion of 12 months of continuous service with the District in said classification, and upon the District Manager’s decision to retain said employee, said employee shall be granted regular employee status.

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

2080.3 A “Temporary” employee is one who is hired to work within any job classification, but whose position is not regular in nature; temporary employees may work up to 40 hours per week. The temporary employee works whenever the District’s workload increases to a level that regular employees cannot accommodate it.

2080.3.1 Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees.

2080.3.2 A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, vacation pay, insurance coverage or items of a similar nature, nor will he/she accrue seniority or leave of absence rights.

2080.3.3 If a temporary employee is reclassified to probationary or regular status, he/she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him/her in his/her new status.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Uniforms and Protective Clothing

POLICY NUMBER: 2090

2090.1 The cost of uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District.

2090.2 The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or, of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Personal Vehicle Usage

POLICY NUMBER: 2100

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

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

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits

POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. Accident, health, hospital, vision, and dental insurance to cover non-occupational injuries and sickness for probationary and regular full-time employees shall be provided by the District. Accident, health, hospital, vision, and dental insurance to cover non-occupational injuries and sickness for the spouse and dependents of each probationary or regular full-time employee will be made available, with the cost borne by the employee through payroll deductions. The scope of coverage and the portion of premiums to be paid by the District is subject to periodic review and revision by the Board of Trustees.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Retirement Plan. Probationary and regular full-time employees shall be enrolled in the District's employee retirement plan.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance

POLICY NUMBER: 2115

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Educational Assistance

POLICY NUMBER: 2120

2120.1 Employees of the District are encouraged to pursue educational opportunities which are related to their present work or will prepare them for foreseeable future opportunities within the District or for future career advancement.

2120.2 The District will reimburse regular employees for approved courses of study on the following criteria:

2120.2.1 A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of “B” or better for the class.

2120.2.2 A refund of one-half ($\frac{1}{2}$) of the cost of tuition and required class materials will be made if the employee received a grade of “C” for the class.

2120.2.3 No refund will be made to employees who receive a grade below “C” for the class.

2120.2.4 For courses or workshops which are offered only as pass/fail, a refund of the entire cost of tuition and required class materials will be made if the employee received “pass” grade for the class. No refund will be made to employees who receive a “fail” grade.

2120.2.5 The total amount of reimbursement which will be paid to an employee is limited to \$500 in any calendar year.

2120.3 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the District Manager. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half ($\frac{1}{2}$) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the District Manager.

2120.5 Only residence and online courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees shall be paid bi-weekly on the first Friday after the pay period ends.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Advancement of Wages

POLICY NUMBER: 2140

2140.1 This policy shall apply to all District employees.

2140.2 Advancement of wages prior to a regular payday is not permitted.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Compensation

POLICY NUMBER: 2150

2150.1 This policy shall apply to all District employees.

2150.2 Compensation at Hiring.

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

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

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement Within Range.

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

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

Upon completion of probationary period (twelve months);

After 2 (two) years of employment;

After 3 (three) years of employment;

After 4 (four) years of employment;

After 5 (five) years of employment;

After 10 (ten) years of employment;

After 15 (fifteen) years of employment; and

At 5- (five-) year intervals, thereafter.

2150.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is six (6) months following the appointment date.

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

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

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

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

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

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Gift Acceptance Guidelines

POLICY NUMBER: 2155

2155.1 District employees and trustees must be particularly aware of situations where a conflict may exist between their private interests and official responsibilities.

2155.2 The District, its employees, and trustees may not give, offer, or promise anything of value to any vendor, contractor, or other individual for the purpose of receiving favorable treatment.

2155.3 No employee or trustee of the district or members of an employee's or trustee's immediate family may accept gifts from any person, group, or entity doing or desiring to do business with the district. All business related gratuities are prohibited except nominal value advertising and items widely distributed such as marketing tokens (pen, keychain, coffee mug, etc.) given by a vendor in the normal course of business.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave

POLICY NUMBER: 2160

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

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

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for five (5) consecutive working days shall be considered an automatic resignation.

2165.1.1 After three consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the District Manager.

2165.1.1.1 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2165.1.1.2 The fact-finding hearing shall be held within ten (10) days after the end of the five (5) consecutive days of unauthorized voluntary absence.

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Employee Performance Evaluation

POLICY NUMBER: 2170

2170.1 This policy shall apply to all employees.

2170.2 The District Manager or his/her designated representative shall conduct a scheduled performance review of each employee during the month of his/her hiring anniversary.

2170.3 Performance evaluations shall be in writing on forms prescribed by the District Manager. The evaluations shall provide recognition for effective performance, identify areas that need improvement, and establish performance goals for the upcoming year.

2170.4 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.5 Unscheduled performance evaluations may be made at the discretion of the District Manager or his/her designated representative.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation – District Manager/ Research Director
POLICY NUMBER: 2175

2175.1 The District Manager/ Research Director is the Executive Officer of the District and serves at the will of the Board of Trustees. The Board of Trustees shall review the performance of the District Manager/ Research Director after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.2 The performance evaluations should occur in closed session annually during the first Board of Trustees meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Trustees and the District Manager/ Research Director. The Office Manager shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the District Manager.

2175.3 The Board of Trustees will agree upon an evaluation format. If an evaluation form is used, it is to be provided to the Board and completed prior to the formal performance review session. The trustees shall be encouraged to prepare input on the form prior to the Board of Trustees meeting.

2175.4 During the scheduled closed session(s), the Board should meet as a group with the District Manager/ Research Director to verbally discuss the components of the performance evaluation and receive feedback from the District Manager/ Research Director relative to his/her assessment. If requested by the Board and/or the District Manager/ Research Director, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the District Manager/ Research Director, the Board shall meet and determine an overall evaluation of his/her performance for the past review period and provide written notification to the District Manager/ Research Director of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the District Manager/ Research Director and a copy kept in the District Manager/ Research Director's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.5 The Board of Trustees and District Manager/ Research Director should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Grievance Procedure

POLICY NUMBER: 2180

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

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

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

2180.4 Grievance Procedure Steps.

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

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

2180.4.2.1 The statement shall include the following:

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

(d) The specific remedy sought.

2180.4.2.2 The District Manager shall communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the District Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the District Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

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

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

2180.5 Basic Rules.

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

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

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

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

Appendix "A"

**EMPLOYEE GRIEVANCE FORM
LAKE COUNTY VECTOR CONTROL DISTRICT**

Employee's Name: _____ Date: _____

Employee's Signature: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted (if more space is required, additional paper may be used):

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Grievance received by: _____ on _____ date.
District Manager signature

Upon receipt of this form, the Manager shall sign it, and give a copy of the signed form to the employee.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Drug and Alcohol Abuse

POLICY NUMBER: 2190

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

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

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

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

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

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

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

2190.3.1.1 Successfully complete an approved rehabilitation program;

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

2190.3.1.3 Be subject to periodic testing without further reasonable cause.

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

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

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

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

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

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

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

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

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

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

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

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

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

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

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

SUPERVISOR REQUESTING TEST: _____
(Signature) (Date)

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Use of Tobacco Products Within District

POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be prohibited within the buildings, facilities, and vehicles of the Lake County Vector Control District.

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

2195.2 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

2195.2.1 Members of the public who refuse to comply with this policy may be directed by the District Manager or his/her designees to leave District property.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Smoke-free Workplace

POLICY NUMBER: 2197

2197.1 Smoking is prohibited within the buildings, facilities, and vehicles of the Lake County Vector Control District.

2197.2 Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc. Extra care should be taken when working around combustible materials, or out in the field near equipment or supplies.

2197.3 Smoking is permitted in non-district vehicles on district properties as long as it is not a safety hazard. If an employee observes unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment Background Check

POLICY NUMBER: 2199

2199.1 All individuals who are offered full-time, temporary or part-time employment shall be required to submit to a background check through Live Scan at their own expense. .

2199.1.1 Employment will not occur until the background check results have been received and reviewed by the District Manager or his/her confidential designee, and found to . The District Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District's opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled-substance test result and/or the physician's fitness-for-work certification, and that employment will be terminated if controlled-substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.

2199.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2199.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

2199.3 .

2199.4 .

2199.5 All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the District Manager and his/her confidential designee shall have access to the actual test results.

2199.6 District employment application forms shall contain a notice to applicants as follows:

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Health Insurance Portability and Accountability Act (HIPAA) Compliance
POLICY NUMBER: 2205

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment

POLICY NUMBER: 2210

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

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

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

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

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

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

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

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

2210.3.3 Other forms of communication including, but not limited to telephone calls, voice messages, text messages, video messages, and emails that contain unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the District Manager or his/her designee.

2210.4.2 Employees will be informed of the District's sexual harassment policy annually, through a review of this policy at a staff meeting, a written bulletin, or another method that effectively communicates this policy.

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

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

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

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

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

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

2210.7.2 A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the District Manager. The District Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board if one exists or the entire Board of Trustees.

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

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

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

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

2210.8.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Harassment
POLICY NUMBER: 2215

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

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

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

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

2215.2.3 Electronic transmission of epithets, derogatory and/or sexually oriented jokes or comments, slurs or unwanted sexual advances, invitations, comments, photography, cartoons, drawings, or gestures by email, text messaging, telephones, and other forms of communication.

2215.2.4 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and,

2215.2.5 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that he/she has been harassed, the employee should provide a written complaint to the District Manager as soon as possible after the incident. The complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Staff receiving harassment complaints will refer them immediately to the District Manager or the President of the Board of Trustees (in the event the complaint involves the District Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to

appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Equal Opportunity
POLICY NUMBER: 2225

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

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Nepotism

POLICY NUMBER: 2230

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

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

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

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

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

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Outside Employment

POLICY NUMBER: 2240

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

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

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

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

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

2240.3 An employee who fails to comply with this policy may be disciplined in accordance with Policy 2260 Disciplinary Action, up to and including termination.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

2250.1 Resignation. To leave District service in good standing, an employee must file a written notice of resignation with the District Manager at least two weeks before the effective date. The District Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the District Manager's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or offered the option of moving to another position within the District, if a position is available and if the employee is qualified.

2250.2.1 Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.3 In order to retreat to a former or lower position, an employee must request displacement action in writing to the District Manager within five working days of receipt of the layoff notice.

2250.2.3.1 Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

2250.2.4 If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, probationary, and regular. Temporary and probationary employees shall be laid off according to the needs of the service as determined by the District Manager. In cases where there are two or more regular positions with the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff.

2250.2.5 The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. The re-employment list shall be used by the District Manager when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.6 Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to regular positions of the same level as that from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the District Manager, the list may be extended for an additional year.

2250.3 Dismissal of Regular Employees. A regular employee may be dismissed at any time by the District Manager for cause, and after consulting with District Legal Counsel.

2250.3.1 The following shall constitute sufficient cause for dismissal:

2250.3.1.1 Conviction of a felony;

2250.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2250.3.1.4 Intentional or gross misconduct;

2250.3.1.5 Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance;

2250.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties;

2250.3.1.7 Severe physical or mental disability.

2250.3.2 A probationary, part-time, or temporary employee may be terminated at any time without right of appeal or hearing. In case of such termination, the District Manager shall notify the employee in writing that he/she is being separated from District service.

2250.3.3 Dismissal of the District Manager shall be as outlined in the employment agreement between the District Manager and the District.

2250.4 Notice of Dismissal. Any regular employee who is dismissed shall be provided with a notice of dismissal. This notice shall be prepared by the District Manager after consultation with District Counsel and shall contain the following:

2250.4.1 A description of the proposed action and its effective date or dates, and in the case of a regular employee, the ordinance, regulation or rule violated;

2250.4.2 A statement of the acts or omissions upon which the action is based;

2250.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.4.4 In the case of a regular employee, a statement advising the employee of the right to file an appeal as provided in 2250.5 of this policy.

2250.5 Procedures for Disciplinary Action and Dismissal of Regular Employees.

2250.5.1 A regular employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the District Manager within five working days of the date of the notification. The District Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The District Manager shall issue his/her opinion and decision within ten working days of the hearing and may, if the District Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2251

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

2251.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation¹

POLICY NUMBER: 2255

2255.1 The Board of Trustees recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the District Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the District Manager or his/her designee before dissemination.

2255.1.1 The District Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the District Manager or his/her designee.

2255.1.2 At his/her discretion, the District Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

¹ Source: Lozano Smith Smith Woliver & Behrens

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2260

2260.1 Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct do not meet District standards, the District Manager (at his/her sole discretion and depending upon the circumstances) may provide the employee with an opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, including termination.

The rules set forth below are intended to provide employees with a general idea of the type of conduct that is not permitted at the District. Necessarily, however, such rules cannot identify every type of unacceptable conduct or performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the District may also result in disciplinary action.

2260.2 Grounds for Disciplinary Action.

The following list of causes for disciplinary action is included for illustrative purposes. The District may discipline an employee for any reason it deems appropriate. Employees engaging in conduct including but not limited to the causes below, may be subjected to discipline, up to and including termination.

- a) Discourteous treatment of the public or fellow employees.
- b) Unsatisfactory attendance, including but not limited to unapproved absence or tardiness.
- c) Abuse of sick leave.
- d) Unsatisfactory performance.
- e) Requiring excessive supervision.
- f) Being wasteful of material, property, or working time.
- g) Misuse of District property.
- h) Damage to, waste of, or unauthorized use of the District's supplies, equipment, or premises.
- i) Insubordination, including violation of District policy, or lawful or reasonable regulation or order made and given by an employee's supervisor.
- j) Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.
- k) Willful disobedience.
- l) Disorderly conduct.
- m) Dishonesty.
- n) Giving false or misleading information, or withholding pertinent information, on a District employment application form or other District document.

- o) Conviction of a felony or conviction of a misdemeanor which is of such a nature to adversely affect the employee's fitness to perform the duties and responsibilities of his/her position. A plea of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
- p) Outside employment incompatible with District service.
- q) Loss of license, certification, or other qualification which is necessary for an employee to perform the duties of his/her position.
- r) Actual or threatened violence or harm toward another or another's property.
- s) Possession or bringing on to District property any firearm or other weapon.
- t) Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property; and conduct unbecoming an employee in public service, tending to bring discredit to the District.

2260.3 Nature of Disciplinary Action

Disciplinary action may include but is not limited to dismissal, suspension without pay, demotion, reduction in pay, written reprimand, or oral reprimand.

2260.4 Notice to Employee of Disciplinary Action

2260.4.1 In those situations involving "lesser" discipline, such as an oral or written reprimand, the employee shall not receive prior notice of the District's intent to discipline.

2260.4.2 Any disciplinary action which may result in suspension without pay, demotion, reduction in pay, or dismissal of a regular employee who has completed his/her probationary period, shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates.

This notice shall be prepared by the District Manager after consultation with the District Legal Counsel and shall contain the following:

- a) A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;
- b) A statement of the acts or omissions upon which the action is based;
- c) A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;
- d) A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";
- e) A statement advising the employee that he/she may respond orally or in writing to the notice prior to the imposition of the intended disciplinary action. Any written notice should be directed to the District Manager and must be received by the District Manager within five (5) working days of the date of the notice of intended disciplinary action. If the employee elects to respond orally, the employee should make arrangements for an oral response to be heard by the District Manager within five (5) working days of the date of the notice.

2260.4.3 All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

2260.4.4 The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4.5 In the event that an employee elects to respond (orally or in writing) to the intended disciplinary action, the District Manager shall answer the employee's response as soon thereafter as is reasonably possible. The District Manager's decision shall be provided in writing to the affected employee. In any event, the District Manager's answer shall be made prior to the imposition of the intended discipline.

2260.5 Appeals to Disciplinary Action

2260.5.1 Procedure. If an employee feels that he/she has been unjustly disciplined, he/she may appeal through the following process:

2260.5.1.1 Upon receipt of the order of disciplinary action, he/she may, with ten (10) calendar days, file an appeal with the Board. Such an appeal shall be filed with the Office Manager requesting a hearing within the next two (2) regular Board meeting dates for which the agenda has not been set.

2260.5.1.2 At the appointed hearing time, such employees shall be prepared to present facts and evidence to support his/her case.

2260.5.2 Board Response. Within two (2) regular meetings of the Board after the hearing is closed, the Board shall announce its decision on the appeal.

2260.5.3 General provisions.

2260.5.3.1 Time limits may be waived by mutual written consent of the principal parties involved.

2260.5.3.2 An employee who is the subject of disciplinary action or has reasonable cause to believe that he/she is likely to be subject to disciplinary action may be represented by the person of his/her choice at any stage of the proceedings.

2260.5.3.3 All Board hearings regarding disciplinary matters are to be held confidential and in closed session unless the employee requests a public hearing.

2260.6 All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the District Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

Lake County Vector Control District

POLICY HANDBOOK

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

2270.1 The Lake County Vector Control District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more efficient and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

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

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (e.g., i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

2270.3.2 Employees do not have any right to privacy in any District computer resources, including internet sites visited, downloads and e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is

controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees' access to and use of the Internet, e-mail, and other electronic communications may be monitored. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its residents, colleagues, regulatory agencies, and other members of the public. Messages sent through the District's e-mail system may be considered part of the District's public business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Employees may not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

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

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

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

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.15 Use of another user's name/account, without express permission of the District Manager, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

2270.3.19 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.20 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.21 Employees will only download information and/or publications for official business purposes.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage
POLICY NUMBER: 2275

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

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

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

2275.2 Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member of a crew engaged in a pesticide application.

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

2275.4 Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, employees shall not use cellular telephones or other electronic devices to talk, write, send, or read a text-based communication, even if it is equipped with a hands-free device, while driving a District vehicle or operating potentially hazardous equipment.

2275.5 Communication (voice calls, voice messages, texts, emails, or other communications) via District-owned cellular telephones will be treated as any other business communication, which the District is entitled to intercept, review, monitor and disclose, and the use of District-owned cellular telephones to transmit communications that are in violation of District policy, including even incidental use, is strictly prohibited.

2275.6 Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms, and training rooms.

2275.7 An employee who fails to comply with this policy may be disciplined in accordance with Policy 2260 Disciplinary Action, up to and including termination.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: District Vehicle Usage
POLICY NUMBER: 2290

2290.1 This policy applies to employees who drive District vehicles.

2290.1.1 Trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of the work location) for lunch is permitted, provided such events occur during the employee's regular break or meal periods.

2290.1.2 District vehicles will not be used for any other personal purposes without prior written approval by the District Manager.

2290.2 An employee who fails to comply with this policy may be disciplined in accordance with Policy 2260 Disciplinary Action, up to and including termination.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Driver Training and Record Review

POLICY NUMBER: 2295

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

2295.2 Scope. This policy applies to all District employees and volunteers who drive on behalf of the District.

2295.3 Implementation. The Lake County Vector Control District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program ("Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) annually; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

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

2295.5 Employees of the District must maintain a valid California driver's license and be insurable with the District's insurer. If a review of an employee's driving record shows that the employee does not meet the requirements for coverage by the District's insurer, then that employee will be immediately prohibited from operating District vehicles.

2295.5.1 An employee who has been prohibited from driving District vehicles may choose to attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) on his/her own time and at his/her own cost. If upon successful completion of the course, the employee meets the District's insurer's coverage requirements, that employee may be reinstated.

2295.5.2 If an employee's job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, the employee will be terminated from employment.

2295.5.3 A driver will be permanently suspended of District driving privileges if he/she receives a citation for DUI, reckless driving, or other citation that renders him/her uninsurable by the District's insurance provider.

2295.5.5 Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

2295.6 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course or driver review course when offered by the District.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – District Manager and Research Director

POLICY NUMBER: 2300

2300.1 Description. The District Manager and Research Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility, and control over all property of the District. As Research Director, he/she directs the research and surveillance activities of the District.

2300.1.1 He/she attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with District Policy. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short-, medium- and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

2300.1.5 He/she prepares and manages the District budget, conducts studies, and makes oral and written presentations.

2300.2 Required Qualifications. He/she shall have five years of experience in an increasingly responsible public agency management position. He/she shall possess a Ph.D. or equivalent degree in entomology or a field of biology that is relevant to the District's mission. He/she shall possess and maintain a valid California driver's license, be insurable with the District's insurance provider, and maintain valid California Vector Control Technician certification in all categories. He/she must pass a pre-employment physical examination. Other relevant knowledge and abilities may be considered in-lieu of, or in addition to, the above requirements.

2300.3 Desirable Qualifications: Experience in public administration or possession of a degree in public administration or a related field; the ability to prepare annual budgets and long-term revenue/ outlay plans; the ability to communicate effectively, both in written and verbal formats, with the board, constituents, and other agency personnel; and the ability to meet and serve the public courteously and efficiently. Experience in mosquito and vector control.

2300.4 Duties and Responsibilities

The District Manager and Research Director is expected to fulfill the following duties:

- Performs as the administrative officer of the District.
- Informs the Board of Trustees concerning matters of importance to the District and translates Board policy into administrative action.
- Prepares and administers the annual budget.
- Develops job descriptions and hires District employees.
- Supervises district employees in the performance of vector control operations, disease surveillance, and district research.
- Participates in public relations and community education programs: attends community meetings and approves educational materials for distribution.
- Oversees all purchases for the District and maintains budgeting controls.
- Supervises the maintenance of District physical assets.
- Ensures that all safety training and practices are utilized by the District.
- Stays current on all local, state, or federal legislation that might have an impact on District functions.
- Evaluates the effectiveness of operations and control methods, designs studies, and develops modifications of operational techniques.
- Serves as interagency spokesperson and representative for the district in meetings with various associated agencies and political entities.
- Reviews professional literature and keeps informed of the latest scientific and technical advances in vector surveillance and control and related fields.
- Participates in programs of associations or professional societies affiliated with vector control or special district matters.
- Ensures that financial records are properly maintained and that internal controls are implemented.
- Possesses and maintains knowledge of the biology and ecology of vectors.
- Possesses and maintains knowledge of pesticides, their applications, efficacy, and effects on the environment.
- Possesses and maintains knowledge of the principles of Integrated Pest Management.
- Possesses and maintains knowledge of scientific methods and research techniques.
- Works cooperatively with other agencies and the general public.
- Supervises and instructs all levels of District personnel.
- Exercises independent judgment and demonstrates initiative.
- Speaks and writes effectively.
- Reads, analyzes, and interprets scientific and technical journals, financial reports and legal documents.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – Office Manager
POLICY NUMBER: 2305

2305.1 General Job Description

This is an administrative position. The Office Manager is responsible for bookkeeping, payroll, administering benefits, preparing quarterly and annual tax reports, preparing for the annual independent audit, answering the telephone, taking service requests, responding to inquiries from the public or directing inquiries to the appropriate staff member. This position is the main point of contact with the public.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts the District Manager's right to assign or reassign duties and responsibilities at any time.

Under the direction of the District Manager and with a minimum of supervision, the Office Manager:

- a) Processes payroll, including auditing payroll reports and reconciling construction-in-progress labor records to payroll;
- b) Processes accounts payable and receivable,
- c) Processes timesheets and maintains accruals;
- d) Receives and processes mail;
- e) Audits inventory records;
- f) Performs receptionist duties, including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers;
- g) Prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage;
- h) Composes correspondence as directed;
- i) Routine clerical work , including filing, classifying and indexing records, copying, etc.;
- j) Prepares reports as requested by the District Manager;
- k) Prepares fund transfers and general ledger maintenance;
- l) Attends meetings of the District's board of trustees and prepares and maintains minutes;
- m) Assists District Manager with the formulation of the budget;
- n) Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administration tasks in support of the District Manager;
- o) Operates financial software;
- p) Provides customer service; and
- q) Performs other duties as assigned.

2305.2 Prerequisite Qualifications

2305.2.1 Associate degree in accounting or business, or a minimum of three years' experience in bookkeeping/government accounting.

2305.2.2 Knowledge of accounting principles.

2305.2.3 Ability to accurately type at a minimum speed of 40 words per minute.

2305.2.4 Ability to proficiently operate 10-key adding machine.

2305.2.5 Basic knowledge of a Microsoft Windows®-based PC system, including ability to use proficiently, or to learn quickly the latest edition of Microsoft Word, Microsoft Excel, and Microsoft Access, internet browser (Mozilla Firefox), email (Mediacom), and other software used by the District for recording mosquito sources, service requests, applications, and other job-related data.

2305.2.6 Valid California driver license and be insurable with the District's coverage provider. Must maintain California driver valid license and remain insurable with the District's coverage provider throughout employment with District.

2305.3 Generally Applicable Physical Requirements

Must be sighted and have a minimum of single-ear aided hearing; be without physical limitations that would prevent performing customary and usual activities associated with office work activities. A physical examination by a medical doctor, including drug testing, at District expense, may be required at any time to determine the ability of the person to perform safely and successfully the tasks of the Office Manager. The judgment of the physician that the person could not perform the normal tasks associated with this job classification shall be sufficient grounds for a change in classification, if a less demanding position is available, or termination of employment.

2305.4 Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday. Overtime may be required occasionally. Overnight travel for training may be required occasionally.

2305.5 Hourly Compensation Range: Range 20.0 to 22.0, depending on experience and education.

2305.6 Essential Job Duties:

2305.6.1 Task: Operates computer, adding machine, FAX machine, postage machine, stapler, copy machine, hole punch; typing correspondence, checks, forms, etc.;

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.2 Task: Audits and corrects time sheets and prepares payroll.

Physical Demand: Sitting; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.3 Task: Processes invoices for payment and produces warrant register and related accounts payable reports.

Physical Demand: sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.4 Task: Writes checks and warrants.

Physical Demand: Sitting; close vision; use of hands to write and to finger, handle, or feel objects, tools or controls.

2305.6.5 Task: Prepares and audits quarterly IRS payroll reports and W-2 statements.

Physical Demand: sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.6 Task: Processes purchase requests and orders.

Physical Demand: sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.7 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to balance general ledgers and do other accounting calculations.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.8 Task: Performs District banking.

Physical Demand: Sitting; standing; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.9 Task: Prepares handwritten, typewritten, and electronic reports, forms, questionnaires, etc., for the District's annual independent audit and in response to inquiries or requirements of financial institutions and other county, state or federal agencies.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle or feel objects, tools or controls.

2305.6.10 Task: Interacts with other special districts, city, county, state and federal agencies to obtain information, and to respond to inquiries for information from same.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; driving vehicle.

2305.6.11 Task: Assists District Manager in determining appropriate classifications within the accounting system for expense designations.

Physical Demand: Sitting; standing; walking; close vision; speaking; hearing; use of hands to finger, handle or feel objects, tools or controls.

2305.6.12 Task: Communicates with District customers and members of the public having an interest in District affairs, to provide requested information, and resolve complaints and/or problems or refer to appropriate staff member or District Manager.

Physical Demand: Sitting; standing; walking; close vision; speaking; hearing.

2305.6.13 Task: Assistance of, and face-to-face interaction with customers, vendors, contractors, consultants, etc., in office, by email, and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

2305.6.14 Task: Processes payables and receivables.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.15 Task: Manages US Bank Purchasing Card (CalCard) Account.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to write, type and use telephone, email, and access on-line training and reporting.

2305.6.16 Task: Processes billing statements.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.17 Task: Filing.

Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.6.18 Task: Produces and reconciles monthly financial reports for Board.

Physical Demand: Sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.19 Task: Produces and reconciles accounts receivable reports monthly.

Physical Demand: Sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.20 Task: Set up new account billing and maintain vendor accounts within computer system.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.21 Task: Close out billing accounts in computer.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.22 Task: Balances petty cash and travel fund.

Physical Demand: Sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.23 Task: Reconciles monthly bank statements.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2305.6.24 Task: Mail pickup and delivery, and general courier services;

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2305.7 Marginal Job Duties:

2305.7.1 Task: Routine and minor maintenance of office machines.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.7.2 Task: Feeding, using a handheld net to catch mosquitofish in an aquarium, and transferring the fish to a small container for homeowners.

Physical Demand: Standing; walking; lifting, and carrying (up to 5 lbs.); stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2305.8 Environmental Demands:

2305.8.1 Outside: On a daily basis, travels locally to post office, bank, and county offices in a variety of weather conditions including rain, and temperatures ranging from freezing to +100° F.

2305.8.2 Inside: Usually works indoors in temperature-controlled environment.

2305.8.3 Fumes/Gases: Exposure to various colognes/perfumes, fumes/dust from printing cartridges and dust from stored supplies.

2305.8.4 Noise/Vibration: Business/office machines.

2305.9 Mental Requirements:

2305.9.1 Reading: Reads letters, reports, memos, messages, invoices, complex financial documents, and operating manuals for office equipment.

2305.9.2 Writing: Writes reports, letters, memos, messages, emails, and supply orders; fills out forms and documents. Needs ability to use or quickly learn the latest version of Microsoft Word and email.

2305.9.3 Math: Ability to perform complex math and accounting calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and statistics to practical situations. Ability to use or quickly learn the latest version of Microsoft Excel and Microsoft Access.

2305.9.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce spreadsheets, reports, correspondence, and documents.

2305.9.5 Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc. Repetitive data entry to journals and computer system for accounting purposes.

- 2305.9.6** Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals. Ability to maintain confidential information relating to personnel, legal proceedings, closed sessions, and other items as required by law. Ability to maintain security of petty cash and travel funds.
- 2305.9.7** Social Skills: Ability to relate cooperatively with members of the public, trustees, District personnel, and colleagues at other public agencies on a constant basis by telephone, face-to-face, and by email.
- 2305.9.8** Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others. Ability to concisely describe a problem, and discuss potential solutions. Ability to communicate with the public in a tactful, courteous, and professional manner. Ability to deal with difficult people in a professional manner. Ability to communicate effectively with the public, members of other public agencies, and coworkers.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – Entomologist
POLICY NUMBER: 2310

2310.1 General Job Description

Under the direction and supervision of the District Manager/Research Director and in cooperation with the Vector Biologist, the Entomologist plans and conducts the District's research and surveillance program for mosquitoes, ticks, biting flies, and other vectors, and vector-borne diseases, and participates in other laboratory or scientific activities that support the District's Integrated Vector Management (IVM) program.

The position of Entomologist requires work that is varied in nature. The Entomologist position requires a thorough knowledge of entomology including taxonomy, the natural history and ecology of vectors, biological and physical sciences, investigative methods, research techniques, and statistical analysis. He/she should be familiar with good laboratory practices, laboratory safety, and chemical and biological safety practices. The Entomologist must accurately interpret and apply applicable rules and regulations. He/she works closely with the Vector Biologist and Vector Control Technicians to investigate and apply scientific principles to practical situations.

The Entomologist, in collaboration with the Vector Biologist, is responsible for developing a training curriculum in vector identification, surveillance, and related activities for VCTs, seasonal employees, and interns, and for providing VCTs with assistance with unusual or difficult vector problems. He/she may supervise seasonal laboratory assistants and interns. The Entomologist works closely with the District Manager and Research Director to evaluate the District's surveillance program; implement long-term surveillance strategies; identify laboratory expenditures that affect the District's budget; plan, implement, and report on studies that support the District's IVM program; and plan for other large projects that are likely to affect the District.

The Entomologist performs work that involves frequent lifting, pushing and/or pulling of objects up to 40 pounds. Heavier lifting may be required infrequently. This position requires working outside in a variety of weather conditions ranging from below freezing to above 100°F with exposure to sun, heat, wind, and rain. The Entomologist regularly works in and around water. The Entomologist must be physically capable of working long hours in a variety of environmental conditions while wearing required equipment. The Entomologist must be able to communicate effectively with members of the public to gain access to known or suspected sources of mosquitoes and other vectors, present himself/herself professionally, and work cooperatively with coworkers, members of the public, and employees of other agencies. The VCT may encounter unfriendly, uncooperative, or hostile people and animals. This position may require occasional overnight travel.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts the District Manager's right to assign or reassign duties and responsibilities at any time.

Under the direction of the District Manager/ Research Director, and with a minimum of supervision, the Entomologist:

- a) Applies entomological knowledge and skills to support the District's Integrated Vector Management (IVM) program for mosquitoes and other vectors;
 - b) Designs and conducts studies related to the control of mosquitoes and other vectors;
 - c) Collaborates with District Manager/Research Director, Vector Biologist, and other staff in analyzing data, preparing manuscripts, and preparing presentations;
 - d) Cooperates with research scientists from other agencies (e.g., University of California, California Dept. of Public Health) on projects involved with vectors of public health importance in Lake County;
 - e) Participates in the technical phases of program development and planning;
 - f) Conducts insecticide resistance tests of mosquitoes and other vectors;
 - g) Conducts laboratory bioassays and field tests of chemical and biological control agents (e.g., fish, invertebrate predators, pathogens) for the possible control of mosquitoes and other vectors;
 - h) Uses a variety of traps and methods to collect mosquitoes, ticks, biting flies, and other vectors;
 - i) Identifies all life stages of mosquitoes, ticks, and other insects and arthropods;
 - j) Prepares mosquitoes, ticks, and other arthropods for disease and other testing;
 - k) Maintains accurate records of surveillance and other data;
 - l) Monitors and evaluates efficacy of field applications of pesticides;
 - m) Prepares and delivers presentations for professional conferences;
 - n) Assists with District projects (maintenance of facilities, fabrication, equipment maintenance, source reduction work, and other projects as assigned);
 - o) Collects, evaluates, and packages dead birds for arbovirus testing;
 - p) Maintains sentinel chicken flocks;
 - q) Collects blood samples from sentinel chickens and other vertebrates;
 - r) Conducts limnological surveys of invertebrate populations in lakes, marshes, and ponds using boats, Ekman dredges, sieves, corer samples, plankton nets, Schindler plankton traps, and other equipment;
 - s) Quantitatively samples fish populations in lakes and ponds using boats, beach seines, trawls, nets, traps and other equipment;
 - t) Conducts ecological population studies and surveys of vector sources and species distribution in the District;
 - u) Calibrates instruments and conducts water quality analyses in the laboratory and the field;
 - v) Performs biological and chemical laboratory work and makes evaluations;
 - w) Prepares reports (including maps, graphs, analysis, and recommendations) for use in program evaluation and development, technical and operational projects, identifying problems and sources;
 - x) Maintains and contributes to current knowledge of vector surveillance and control through reading journals, contributing manuscripts, attending and participating in professional conferences, training sessions, and continuing education programs;
 - y) Trains seasonal employees, interns, and other employees in the use of surveillance equipment, identification of vectors, and other related knowledge;
 - z) Communicates effectively to educate members of the public about mosquitoes and other vectors, vector-borne disease, and vector control products and strategies;
 - aa) Safely operates assigned vehicle(s) and equipment to perform work-related activities;
 - bb) Maintains assigned vehicle(s) and equipment in good working order;
 - cc) Performs general maintenance activity (repairing and maintaining traps and collecting equipment, lab equipment, District vehicles, etc.);
 - dd) Uses required personal protective equipment;
 - ee) Accurately interprets maps and uses handheld computer devices (GPS) to collect field information;
- and

ff) Performs other duties as assigned.

2310.2 Prerequisite Qualifications

2310.2.1 B.S. or M.S. in Entomology or in a closely related field with specific coursework in entomology.

2310.2.2 Valid California driver license and be insurable with the District's coverage provider. Must maintain valid California driver license and remain insurable with the District's coverage provider throughout employment with District.

2310.2.3 Must be able to swim.

2310.2.4 Basic knowledge of a Microsoft Windows®-based PC system, including ability to operate internet browser (Mozilla Firefox), email (Mediacom), Google Earth, Microsoft Office, statistical analysis programs, and other software used by the District for recording mosquito sources, service requests, applications, and other job-related data.

2310.2.5 Certification as a Public Health Vector Control Certified Technician in Categories A (Pesticide Use and Safety), B (Mosquito Biology and Control), C (Terrestrial Invertebrate Vector Control), and D (Vertebrate Vector Control) or earn certification within 12 months of beginning employment. Certifications in Categories A, B, C, and D must be maintained throughout employment.

2310.3 Generally Applicable Physical Requirements

Must be sighted in both eyes with the ability to demonstrate depth perception; have a minimum of single-ear aided hearing; be without physical limitations that would prevent performing customary and usual activities associated with vector surveillance activities.

A physical examination by a medical doctor, including drug testing, at District expense, may be required at any time to determine the ability of the person to perform safely and successfully the tasks of the Entomologist. The judgment of the physician that the person could not perform the normal tasks associated with this job classification shall be sufficient grounds for a change in classification, if a less demanding position is available, or termination of employment.

Employees may be required to submit to a physical examination or laboratory procedures required under the medical supervision program of the District (examples include a medical evaluation before using a respirator, and certain pesticides may require periodic blood tests).

2310.4 Basic Work Hours: 7:30 AM to 4:00 PM. Hours are adjusted to meet the needs of the District. Employee may be required to work early mornings or late nights to set traps, collect samples, make observations, or travel to training, and may be required to work during weekends, in excess of 8 hours/day or 40 hrs/week. Occasional overnight travel is required.

2310.5 Compensation Range: Range 21.0 to 25.0, depending on experience and education.

2310.6 Essential Job Duties:

- 2310.6.1** Task: Evaluates mosquito and vector populations. Accessing sources includes talking with property owners/managers to gain access; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces, sometimes wearing hip or chest waders while carrying traps or other sampling equipment; climbing over fences, ladders, or obstacles; operating small watercraft or a truck.
Physical Demand: These activities may occur on a daily basis, and during the mosquito season several times daily. Walking long distances over steep, uneven, muddy, and/or flooded ground; sitting; standing; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; swimming; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.
- 2310.6.2** Task: Uses and maintains laboratory and surveillance equipment. This includes calibrating equipment, troubleshooting errors and malfunctions, performing routine cleaning, making minor repairs; preventing and cleaning up spills; and other related work. Note that this work may require use of personal protective equipment (PPE).
Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., infrequently up to 50 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; smelling; near vision; depth perception; visual accommodation.
- 2310.6.3** Task: Collects adult mosquitoes and other vectors using a variety of traps, aspirators, nets, and other methods.
Physical Demand: Standing; walking; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; far vision; depth perception.
- 2310.6.4** Task: Manipulates, sorts, and identifies small organisms using a magnifier, dissecting scope, and stereo microscope, and provides information about their biology, life cycle, and methods for control.
Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; visual accommodation; repeated actions.
- 2310.6.5** Task: Uses necessary personal protective equipment (PPE), including respirators, gloves, eye protection, hearing protection, required clothing and footwear, and other PPE as required.
Physical demand: Use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; tasting/smelling (to test respirator); near vision. Note that use of PPE is required while performing many essential job duties.
- 2310.6.6** Task: Designs studies, analyzes data, and reports results.
Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; repeated actions.
- 2310.6.7** Task: Completes work records (trap collection records, trap location data, time sheets, and other records as required) on paper forms or other designated record system.

Physical Demand: Sitting; lifting up to 5 lbs.; use of hands and fingers to write, type, or enter data; near vision.

2310.6.8 Task: Conducts aquatic sampling. Examples include using a mosquito dipper, aquatic insect net, various aquatic traps, setting an Eckman dredge (grasping strength of approx. 15 lbs.), deploying and retrieving Eckman dredges, vertical tow nets, Secchi disk and related sampling devices weighing up to 35 lbs. with a pull weight that may reach 50 lbs.; lifting and rinsing substrate samples in sieves (up to 25 lbs.) while leaning over the side of the boat and condensing into sample jars; transporting equipment and samples between boat and laboratory; wading in chest-deep water while using a seine to sample fish population; using trailer to transport boat; operating motorized and non-motorized watercraft; and other related duties.

Physical Demand: Operating watercraft; sitting; standing; walking; lifting up to 50 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; swimming; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2310.6.9 Task: Use of computer. Examples include entering and analyzing data, mapping trap locations, writing reports and manuscripts, emailing correspondence, and reading journal articles.

Physical Demand: Sitting; standing; lifting up to 5 lbs.; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; repeated actions.

2310.6.10 Task: Collaborates in planning investigative field studies and technical aspects of the District's IVM Program.

Physical Demand: Sitting; standing; lifting up to 5 lbs; carrying; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2310.6.11 Task: Communicates effectively with public, coworkers, and others as required. Examples include answering questions about basic mosquito and vector biology, vector-borne diseases, and pesticides; scheduling service requests; working with property owners/managers to reduce or eliminate mosquito and other vector sources; explaining the District's services; and discussing sources and treatment options.

Physical Demand: Use of hands and fingers to write, type, and operate phone or computer; talking; hearing; near vision; far vision.

2310.6.12 Task: Participates in training sessions. Examples include attending and giving presentations at continuing education programs, pesticide safety training, regulations, respirator training, and other work-related topics.

Physical Demand: Sitting for extended periods of time in vehicles or chairs; use of hands and fingers to write or type; talking; hearing; near vision; far vision, visual accommodation.

2310.6.13 Task: Maintains clean and orderly vehicle, laboratory and workspace, sampling equipment storage area, garage, and yard. Examples include cleaning microscopes, washing vehicles and spray equipment, cleaning up spills, organizing work and storage spaces, sweeping, cleaning bathrooms, vacuuming, and other duties.

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle,

manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; peripheral vision.

2310.6.14 Task: Drives highway vehicles on- and off-road, occasionally with a trailer.
Physical Demand: Sitting; use of hands and fingers to handle, manipulate, or feel instruments and controls; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that most essential job functions require driving to reach the work site.

2310.6.15 Task: Operates motorized and non-motorized watercraft safely, including loading, unloading, and portaging small watercraft.
Physical Demand: Sitting; standing; walking; lifting up to 50 lbs. and assisting in lifting objects over 50 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; far vision; depth perception; peripheral vision.

2310.7 Marginal Job Duties:

2310.7.1 Task: Use of copier, scanner, printers, FAX, postage meter, and other related office machines and equipment.
Physical Demand: Sitting; standing; walking; lifting up to 25 lbs. (infrequently up to 50 lbs.); carrying; stooping; kneeling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision.

2310.7.2 Task: Answers telephone, takes service requests over the phone and in-person, catches mosquito fish and transfers to carrying containers for residents, answers inquiries from the public.
Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2310.7.3 Task: Transports, sets up, and works in District Booth at fairs and other outreach events.
Physical Demand: Sitting; standing; walking; lifting up to 40 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2310.7.4 Task: Assists with moving, lifting, loading and unloading, passing, receiving, and stacking 40-lb containers to and from pallets, pickup trucks, trailers, and aircraft.
Physical Demand: Sitting; standing; walking; lifting up to 40 lbs. above the head; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; depth perception; driving. The above labors are performed from ground level to above shoulder height, and may include actions at arm's length and above the head.

2310.7.5 Task: Assists with mosquito fish program. Examples include seining and trapping fish, cleaning tanks, testing water, feeding fish, recognizing sick fish, stocking fish in appropriate habitats, identifying appropriate habitats for mosquito fish, and distributing mosquito fish to residents.
Physical Demand: Standing; walking; swimming; lifting up to 40 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking;

hearing; near vision; far vision. Note that the above work may require wearing hip or chest waders.

2310.7.6 Task: Mixes, loads, and applies pesticides by truck- or other vehicle mounted sprayer, hand-held sprayer, hand can, backpack, and by hand.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving. Note that the above work is performed while wearing personal protective equipment (PPE) and often requires wearing hip or chest waders.

2310.8 Environmental Demands:

2310.8.1 Outside: Regularly works outdoors in a variety of weather conditions ranging from below freezing to above 100°F. Exposure to weather conditions including sun, heat, wind, rain. Exposure to allergens, including poison oak and pollen. Exposure to domestic and wild animals. Exposure to insect and arthropod bites and stings. Exposure to vector-borne diseases.

2310.8.2 Inside: Regularly works indoors in temperature-controlled environment.

2310.8.3 Fumes/Gases: Exposure to pesticides, solvents, fuel, and lab chemicals. Exposure to dust. Exposure to fumes from internal combustion motors.

2310.8.4 Noise/Vibration: Exposure to noise and vibrations from tools, equipment, and vehicles.

2310.9 Mental Requirements:

2310.9.1 Reading: Read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession, including but not limited to road maps, instructions, service requests, technical reports, presentations, magazine and journal articles, safety manuals, letters, reports, memos and messages, technical manuals, written memos and directives, plans, specifications and details, work orders, pesticide labels, material safety data sheets (MSDS), safety manuals, and other documents related to the operation, repair, and maintenance of District equipment.

2310.9.2 Writing: Completes service requests and other informational forms; writes messages to coworkers and short communications to property owners/residents; records materials used, equipment used, hours worked and descriptions of work done; writes procedures, manuscripts, reports, presentations, and other technical works. May be handwritten or entered into a computer or other data entry device.

2310.9.3 Math: Ability to perform basic math, algebra calculations, and statistical analysis. Ability to calculate dilutions, application rate, area, convert measurements of area, volume, mass. Ability to compile and calculate numerical information. Ability to design statistically significant studies, select and perform appropriate statistical analyses of data, and provide the rationale.

- 2310.9.4** Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient, and productive operations that comply with local, state, and federal requirements; analyze data; prepare written reports, manuscripts, and presentations.
- 2310.9.5** Repetition: Routine daily work practices, including driving, collecting and identifying mosquitoes and other vectors, entering data, computer use.
- 2310.9.6** Judgment: Ability to work with a high degree of independence, frequently unsupervised; good judgment required; ability to schedule daily activities to complete work in an efficient manner; prioritize work; ability to define problems, collect and analyze data, establish facts, and draw valid conclusions; ability to work with others to achieve desired goals; ability to work with others and formulate appropriate instructions to achieve desired goals.
- 2310.9.7** Social Skills: Ability to relate cooperatively with members of the public, District personnel, staff of local, state and federal agencies, on a regular basis in person and by telephone. Ability to work congenially and cooperatively with others. Ability to deal with difficult people in a professional manner.
- 2310.9.8** Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others. Ability to concisely describe a problem, and discuss potential solutions. Ability to communicate with the public in a tactful, courteous, and professional manner.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – Vector Biologist
POLICY NUMBER: 2315

2315.1 General Job Description

Under the direction and supervision of the District Manager/Research Director and in cooperation with the Entomologist, the Vector Biologist plans and conducts the District's research and surveillance program for mosquitoes, ticks, biting flies, and other vectors, and vector-borne diseases, and participates in other laboratory or scientific activities that support the District's Integrated Vector Management (IVM) program.

The position of Vector Biologist requires work that is varied in nature. The Vector Biologist position requires a strong knowledge of biological and physical sciences, investigative methods, research techniques, and statistical analysis. He/she should be familiar with good laboratory practices, laboratory safety, and chemical and biological safety practices. The Vector Biologist must accurately interpret and apply applicable rules and regulations. He/she works closely with the Entomologist and Vector Control Technicians to investigate and apply scientific principles to practical situations. Coursework or other experience in entomology, mosquito or vector control, limnology, and closely related subjects is desirable.

The Vector Biologist, in collaboration with the Entomologist, is responsible for developing a training curriculum in vector identification, surveillance, and related activities for VCTs, seasonal employees, and interns, and for providing VCTs with assistance with unusual or difficult vector problems. He/she may supervise seasonal laboratory assistants and interns. The Vector Biologist works closely with the District Manager and Research Director to evaluate the District's surveillance program; implement long-term surveillance strategies; identify laboratory expenditures that affect the District's budget; plan, implement, and report on studies that support the District's IVM program; and plan for other large projects that are likely to affect the District.

The Vector Biologist performs work that involves frequent lifting, pushing and/or pulling of objects up to 40 pounds. Heavier lifting may be required infrequently. This position requires working outside in a variety of weather conditions ranging from below freezing to above 100° F with exposure to sun, heat, wind, and rain. The Vector Biologist regularly works in and around water. The Vector Biologist must be physically capable of working long hours in a variety of environmental conditions while wearing required equipment. The Vector Biologist must be able to communicate effectively with members of the public to gain access to known or suspected sources of mosquitoes and other vectors, present himself/herself professionally, and work cooperatively with coworkers, members of the public, and employees of other agencies. The VCT may encounter unfriendly, uncooperative, or hostile people and animals. This position may require occasional overnight travel.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts the District Manager's right to assign or reassign duties and responsibilities at any time.

Under the direction of the District Manager/ Research Director, and with a minimum of supervision, the Vector Biologist:

- a) Applies biological knowledge and skills to support the District's Integrated Vector Management (IVM) program for mosquitoes and other vectors;
 - b) Designs and conducts studies related to the control of mosquitoes and other vectors;
 - c) Collaborates with District Manager/Research Director, Entomologist, and other staff in analyzing data, preparing manuscripts, and preparing presentations;
 - d) Cooperates with research scientists from other agencies (e.g., University of California, California Dept. of Public Health) on projects involved with vectors of public health importance in Lake County;
 - e) Participates in the technical phases of program development and planning;
 - f) Conducts insecticide resistance tests of mosquitoes and other vectors;
 - g) Conducts laboratory bioassays and field tests of chemical and biological control agents (e.g., fish, invertebrate predators, pathogens) for the possible control of mosquitoes and other vectors;
 - h) Uses a variety of traps and methods to collect mosquitoes, ticks, biting flies, and other vectors;
 - i) Identifies all life stages of mosquitoes, ticks, and other insects and arthropods;
 - j) Prepares mosquitoes, ticks, and other arthropods for disease and other testing;
 - k) Maintains accurate records of surveillance and other data;
 - l) Monitors and evaluates efficacy of field applications of pesticides;
 - m) Prepares and delivers presentations for professional conferences;
 - n) Assists with District projects (maintenance of facilities, fabrication, equipment maintenance, source reduction work, and other projects as assigned);
 - o) Collects, evaluates, and packages dead birds for arbovirus testing;
 - p) Maintains sentinel chicken flocks;
 - q) Collects blood samples from sentinel chickens and other vertebrates;
 - r) Conducts limnological surveys of invertebrate populations in lakes, marshes, and ponds using boats, Ekman dredges, sieves, corer samples, plankton nets, Schindler plankton traps, and other equipment;
 - s) Quantitatively samples fish populations in lakes and ponds using boats, beach seines, trawls, nets, traps and other equipment;
 - t) Conducts ecological population studies and surveys of vector sources and species distribution in the District;
 - u) Calibrates instruments and conducts water quality analyses in the laboratory and the field;
 - v) Performs biological and chemical laboratory work and makes evaluations;
 - w) Prepares reports (including maps, graphs, analysis, and recommendations) for use in program evaluation and development, technical and operational projects, identifying problems and sources;
 - x) Maintains and contributes to current knowledge of vector surveillance and control through reading journals, contributing manuscripts, attending and participating in professional conferences, training sessions, and continuing education programs;
 - y) Trains seasonal employees, interns, and other employees in the use of surveillance equipment, identification of vectors, and other related knowledge;
 - z) Communicates effectively to educate members of the public about mosquitoes and other vectors, vector-borne disease, and vector control products and strategies;
 - aa) Safely operates assigned vehicle(s) and equipment to perform work-related activities;
 - bb) Maintains assigned vehicle(s) and equipment in good working order;
 - cc) Performs general maintenance activity (repairing and maintaining traps and collecting equipment, lab equipment, District vehicles, etc.);
 - dd) Uses required personal protective equipment;
 - ee) Accurately interprets maps and uses handheld computer devices (GPS) to collect field information;
- and

ff) Performs other duties as assigned.

2315.2 Prerequisite Qualifications

2315.2.1 B.S. or M.S. in Biology or in a closely related field.

2315.2.2 Valid California driver license and be insurable with the District's coverage provider. Must maintain valid California driver license and remain insurable with the District's coverage provider throughout employment with District.

2315.2.3 Must be able to swim.

2315.2.4 Basic knowledge of a Microsoft Windows®-based PC system, including ability to operate internet browser (Mozilla Firefox), email (Mediacom), Google Earth, Microsoft Office, statistical analysis programs, and other software used by the District for recording mosquito sources, service requests, applications, and other job-related data.

2315.2.5 Certification as a Public Health Vector Control Certified Technician in Categories A (Pesticide Use and Safety), B (Mosquito Biology and Control), C (Terrestrial Invertebrate Vector Control), and D (Vertebrate Vector Control) or earn certification within 12 months of beginning employment. Certifications in Categories A, B, C, and D must be maintained throughout employment.

2315.3 Generally Applicable Physical Requirements

Must be sighted in both eyes with the ability to demonstrate depth perception; have a minimum of single-ear aided hearing; be without physical limitations that would prevent performing customary and usual activities associated with vector surveillance activities.

A physical examination by a medical doctor, including drug testing, at District expense, may be required at any time to determine the ability of the person to perform safely and successfully the tasks of the Vector Biologist. The judgment of the physician that the person could not perform the normal tasks associated with this job classification shall be sufficient grounds for a change in classification, if a less demanding position is available, or termination of employment.

Employees may be required to submit to a physical examination or laboratory procedures required under the medical supervision program of the District (examples include a medical evaluation before using a respirator, and certain pesticides may require periodic blood tests).

2315.4 Basic Work Hours: 7:30 AM to 4:00 PM. Hours are adjusted to meet the needs of the District. Employee may be required to work early mornings or late nights to set traps, collect samples, make observations, or travel to training, and may be required to work during weekends, in excess of 8 hours/day or 40 hrs/week. Occasional overnight travel is required.

2315.5 Compensation Range: Range 21.0 to 25.0, depending on experience and education.

2315.6 Essential Job Duties:

- 2315.6.1** Task: Evaluates mosquito and vector populations. Accessing sources includes talking with property owners/managers to gain access; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces, sometimes wearing hip or chest waders while carrying traps or other sampling equipment; climbing over fences, ladders, or obstacles; operating small watercraft or a truck.
Physical Demand: These activities may occur on a daily basis, and during the mosquito season several times daily. Walking long distances over steep, uneven, muddy, and/or flooded ground; sitting; standing; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; swimming; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.
- 2315.6.2** Task: Uses and maintains laboratory and surveillance equipment. This includes calibrating equipment, troubleshooting errors and malfunctions, performing routine cleaning, making minor repairs; preventing and cleaning up spills; and other related work. Note that this work may require use of personal protective equipment (PPE).
Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., infrequently up to 50 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; smelling; near vision; depth perception; visual accommodation.
- 2315.6.3** Task: Collects adult mosquitoes and other vectors using a variety of traps, aspirators, nets, and other methods.
Physical Demand: Standing; walking; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; far vision; depth perception.
- 2315.6.4** Task: Manipulates, sorts, and identifies small organisms using a magnifier, dissecting scope, and stereo microscope, and provides information about their biology, life cycle, and methods for control.
Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; visual accommodation; repeated actions.
- 2315.6.5** Task: Uses necessary personal protective equipment (PPE), including respirators, gloves, eye protection, hearing protection, required clothing and footwear, and other PPE as required.
Physical demand: Use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; tasting/smelling (to test respirator); near vision. Note that use of PPE is required while performing many essential job duties.
- 2315.6.6** Task: Designs studies, analyzes data, and reports results.
Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; repeated actions.
- 2315.6.7** Task: Completes work records (trap collection records, trap location data, time sheets, and other records as required) on paper forms or other designated record system.

Physical Demand: Sitting; lifting up to 5 lbs.; use of hands and fingers to write, type, or enter data; near vision.

2315.6.8 Task: Conducts aquatic sampling. Examples include using a mosquito dipper, aquatic insect net, various aquatic traps, setting an Eckman dredge (grasping strength of approx. 15 lbs.), deploying and retrieving Eckman dredges, vertical tow nets, Secchi disk and related sampling devices weighing up to 35 lbs. with a pull weight that may reach 50 lbs.; lifting and rinsing substrate samples in sieves (up to 25 lbs.) while leaning over the side of the boat and condensing into sample jars; transporting equipment and samples between boat and laboratory; wading in chest-deep water while using a seine to sample fish population; using trailer to transport boat; operating motorized and non-motorized watercraft; and other related duties.

Physical Demand: Operating watercraft; sitting; standing; walking; lifting up to 50 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; swimming; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2315.6.9 Task: Use of computer. Examples include entering and analyzing data, mapping trap locations, writing reports and manuscripts, emailing correspondence, and reading journal articles.

Physical Demand: Sitting; standing; lifting up to 5 lbs.; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; repeated actions.

2315.6.10 Task: Collaborates in planning investigative field studies and technical aspects of the District's IVM Program.

Physical Demand: Sitting; standing; lifting up to 5 lbs; carrying; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2315.6.11 Task: Communicates effectively with public, coworkers, and others as required. Examples include answering questions about basic mosquito and vector biology, vector-borne diseases, and pesticides; scheduling service requests; working with property owners/managers to reduce or eliminate mosquito and other vector sources; explaining the District's services; and discussing sources and treatment options.

Physical Demand: Use of hands and fingers to write, type, and operate phone or computer; talking; hearing; near vision; far vision.

2315.6.12 Task: Participates in training sessions. Examples include attending and giving presentations at continuing education programs, pesticide safety training, regulations, respirator training, and other work-related topics.

Physical Demand: Sitting for extended periods of time in vehicles or chairs; use of hands and fingers to write or type; talking; hearing; near vision; far vision, visual accommodation.

2315.6.13 Task: Maintains clean and orderly vehicle, laboratory and workspace, sampling equipment storage area, garage, and yard. Examples include cleaning microscopes, washing vehicles and spray equipment, cleaning up spills, organizing work and storage spaces, sweeping, cleaning bathrooms, vacuuming, and other duties.

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle,

manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; peripheral vision.

2315.6.14 Task: Drives highway vehicles on- and off-road, occasionally with a trailer.
Physical Demand: Sitting; use of hands and fingers to handle, manipulate, or feel instruments and controls; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that most essential job functions require driving to reach the work site.

2315.6.15 Task: Operates motorized and non-motorized watercraft safely, including loading, unloading, and portaging small watercraft.
Physical Demand: Sitting; standing; walking; lifting up to 50 lbs. and assisting in lifting objects over 50 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; far vision; depth perception; peripheral vision.

2315.7 Marginal Job Duties:

2315.7.1 Task: Use of copier, scanner, printers, FAX, postage meter, and other related office machines and equipment.
Physical Demand: Sitting; standing; walking; lifting up to 25 lbs. (infrequently up to 50 lbs.); carrying; stooping; kneeling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision.

2315.7.2 Task: Answers telephone, takes service requests over the phone and in-person, catches mosquito fish and transfers to carrying containers for residents, answers inquiries from the public.
Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2315.7.3 Task: Transports, sets up, and works in District Booth at fairs and other outreach events.
Physical Demand: Sitting; standing; walking; lifting up to 40 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2315.7.4 Task: Assists with moving, lifting, loading and unloading, passing, receiving, and stacking 40-lb containers to and from pallets, pickup trucks, trailers, and aircraft.
Physical Demand: Sitting; standing; walking; lifting up to 40 lbs. above the head; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; depth perception; driving. The above labors are performed from ground level to above shoulder height, and may include actions at arm's length and above the head.

2315.7.5 Task: Assists with mosquito fish program. Examples include seining and trapping fish, cleaning tanks, testing water, feeding fish, recognizing sick fish, stocking fish in appropriate habitats, identifying appropriate habitats for mosquito fish, and distributing mosquito fish to residents.
Physical Demand: Standing; walking; swimming; lifting up to 40 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking;

hearing; near vision; far vision. Note that the above work may require wearing hip or chest waders.

2315.7.6 Task: Mixes, loads, and applies pesticides by truck- or other vehicle mounted sprayer, hand-held sprayer, hand can, backpack, and by hand.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving. Note that the above work is performed while wearing personal protective equipment (PPE) and often requires wearing hip or chest waders.

2315.8 Environmental Demands:

2315.8.1 Outside: Regularly works outdoors in a variety of weather conditions ranging from below freezing to above 100°F. Exposure to weather conditions including sun, heat, wind, rain. Exposure to allergens, including poison oak and pollen. Exposure to domestic and wild animals. Exposure to insect and arthropod bites and stings. Exposure to vector-borne diseases.

2315.8.2 Inside: Regularly works indoors in temperature-controlled environment.

2315.8.3 Fumes/Gases: Exposure to pesticides, solvents, fuel, and lab chemicals. Exposure to dust. Exposure to fumes from internal combustion motors.

2315.8.4 Noise/Vibration: Exposure to noise and vibrations from tools, equipment, and vehicles.

2315.9 Mental Requirements:

2315.9.1 Reading: Read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession, including but not limited to road maps, instructions, service requests, technical reports, presentations, magazine and journal articles, safety manuals, letters, reports, memos and messages, technical manuals, written memos and directives, plans, specifications and details, work orders, pesticide labels, material safety data sheets (MSDS), safety manuals, and other documents related to the operation, repair, and maintenance of District equipment.

2315.9.2 Writing: Completes service requests and other informational forms; writes messages to coworkers and short communications to property owners/residents; records materials used, equipment used, hours worked and descriptions of work done; writes procedures, manuscripts, reports, presentations, and other technical works. May be handwritten or entered into a computer or other data entry device.

2315.9.3 Math: Ability to perform basic math, algebra calculations, and statistical analysis. Ability to calculate dilutions, application rate, area, convert measurements of area, volume, mass. Ability to compile and calculate numerical information. Ability to design statistically significant studies, select and perform appropriate statistical analyses of data, and provide the rationale.

- 2315.9.4** Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient, and productive operations that comply with local, state, and federal requirements; analyze data; prepare written reports, manuscripts, and presentations.
- 2315.9.5** Repetition: Routine daily work practices, including driving, collecting and identifying mosquitoes and other vectors, entering data, computer use.
- 2315.9.6** Judgment: Ability to work with a high degree of independence, frequently unsupervised; good judgment required; ability to schedule daily activities to complete work in an efficient manner; prioritize work; ability to define problems, collect and analyze data, establish facts, and draw valid conclusions; ability to work with others to achieve desired goals; ability to work with others and formulate appropriate instructions to achieve desired goals.
- 2315.9.7** Social Skills: Ability to relate cooperatively with members of the public, District personnel, staff of local, state and federal agencies, on a regular basis in person and by telephone. Ability to work congenially and cooperatively with others. Ability to deal with difficult people in a professional manner.
- 2315.9.8** Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others. Ability to concisely describe a problem, and discuss potential solutions. Ability to communicate with the public in a tactful, courteous, and professional manner.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – Vector Control Technician I
POLICY NUMBER: 2320

2320.1 General Job Description

The Vector Control Technician I is responsible for controlling mosquitoes and other vectors within his/her assigned work area. This is a heavy work position that requires exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The VCT must be physically capable of working long hours in a variety of environmental conditions while wearing required equipment. The VCT must be able to communicate effectively with members of the public to gain access to known or suspected sources of mosquitoes and other vectors, present himself/herself professionally, and work cooperatively with coworkers, members of the public, and employees of other agencies.

This position requires working outside in a variety of weather conditions ranging from below freezing to above 100°F with exposure to sun, heat, wind, and rain. The VCT I regularly works in and around water. The VCT may encounter unfriendly, uncooperative, or hostile people and animals.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts the District Manager's right to assign or reassign duties and responsibilities at any time.

Under the direction of the Vector Control Technician III and the District Manager, and with a minimum of supervision, the Vector Control Technician I:

- a) Applies principles of integrated vector management (IVM) to reduce mosquito and other vector populations in assigned zone;
- b) Inspects known, suspected, and potential sources for all life stages of mosquitoes and other vectors;
- c) Mixes, loads, and applies public health pesticides in accordance with label directions;
- d) Responds to service requests promptly and professionally;
- e) Maintains records of sources, inspections, pesticide use, service requests, and other actions as required;
- f) Safely operates assigned vehicle(s) and equipment;
- g) Maintains assigned vehicle(s) and equipment in good working order;
- h) Recognizes mosquitoes and other vectors;
- i) Works with residents, property owners, and others to identify long-term solutions for mosquito and vector control;
- j) Communicates effectively to educate members of the public about mosquitoes and other vectors, control products, and other strategies for controlling mosquitoes and other vectors;
- k) Collects adult mosquitoes for disease testing;
- l) Assists with District projects (maintenance of facilities, fabrication, equipment repair and maintenance, source reduction work, and other projects as assigned);

- m) Works in public outreach booths;
- n) Performs other duties as assigned.

2320.2 Prerequisite Qualifications

2320.2.1 Must possess a high school diploma or GED.

2320.2.2 Valid California driver license and be insurable with the District's coverage provider. Must maintain valid California driver license and remain insurable with the District's coverage provider throughout employment with District.

2320.2.3 Must be able to swim.

2320.2.4 Basic knowledge of a Microsoft Windows®-based PC system, including ability to operate, or within a reasonable time learn to operate, internet browser (Mozilla Firefox), email (Mediacom), Google Earth, word processing (Microsoft Word) and spreadsheet (Microsoft Excel) programs, and other software used by the District for recording mosquito sources, service requests, applications, and other job-related data.

2320.2.5 Must possess certification as a Public Health Vector Control Certified Technician in Categories A (Pesticide Use and Safety) and B (Mosquito Biology and Control) or earn certification within 12 months of beginning employment; must earn certification in Categories C (Terrestrial Invertebrate Vector Control) and D (Vertebrate Vector Control) within 24 months of beginning employment. Certifications in Categories A, B, C, and D must be maintained throughout employment.

2320.3 Generally Applicable Physical Requirements

Must be sighted in both eyes with the ability to demonstrate depth perception; have a minimum of single-ear aided hearing; be without physical limitations that would prevent performing customary and usual activities associated with field operational vector surveillance and control work activities.

A physical examination by a medical doctor, including drug testing, at District expense, may be required at any time to determine the ability of the person to perform safely and successfully the tasks of a Vector Control Technician I. The judgment of the physician that the person could not perform the normal tasks associated with this job classification shall be sufficient grounds for a change in classification, if a less demanding position is available, or termination of employment.

Employees may be required to submit to a physical examination or laboratory procedures required under the medical supervision program of the District (examples include a medical evaluation before using a respirator, and certain pesticides may require periodic blood tests).

2320.4 Basic Work Hours: 7:30 AM to 4:00 PM. Hours are adjusted to meet the needs of the District. Employee is required to work early mornings or late nights to apply pesticides or travel to training and may be required to work in excess of 8 hours/day or 40 hrs/week.

2320.5 Compensation Range: Range 16.5

2320.6 Essential Job Duties:

2320.6.1 Task: Inspects known and suspected sources for mosquito and other vector populations. Accessing sources includes talking with property owners/managers to gain access; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces, sometimes wearing hip or chest waders; climbing over fences, ladders, or obstacles; operating an ATV, amphibious tracked vehicle, small watercraft, or truck.

Physical Demand: Standing; walking; swimming; lifting up to 25 lbs; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2320.6.2 Task: Mixes, loads, and applies pesticides by truck- or other vehicle mounted sprayer, hand-held sprayer, hand can, backpack, and by hand. Accessing sources includes talking with property owners/managers to gain access; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces, sometimes wearing hip or chest waders; climbing over fences, ladders, or obstacles; operating an ATV, amphibious tracked vehicle, small watercraft, or truck. Examples of typical work include using a backpack sprayer (up to 75 lbs.) continuously for an hour or more while wearing hip or chest waders and traversing uneven, muddy, and/or flooded terrain; using a hand can or handheld sprayer (up to 30 lbs.) that is carried long distances over uneven, muddy, and flooded terrain while wearing hip or chest waders; carrying the associated fuel and chemical refilling containers such as 5-gallon jerry cans (up to 45 lbs.) or bags of pesticides (up to 40 lbs.) over long distances over uneven, muddy, and flooded terrain while wearing hip or chest waders; and driving a truck equipped with a ULV spray rig for several hours over paved and unpaved roads.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving. Note that the above work is performed while wearing personal protective equipment (PPE) and often requires wearing hip or chest waders. .

2320.6.3 Task: Uses and maintains pesticide application equipment. This includes calibrating equipment to ensure appropriate application rates; identifying and repairing leaks; replacing hoses, clamps, filters, spray heads, and other parts; making minor repairs in the field; preventing and cleaning up spills; and other related work. Note that this work typically requires use of personal protective equipment (PPE).

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; smelling; near vision; depth perception; visual accommodation.

2320.6.4 Task: Assists with moving, lifting, loading and unloading, passing, receiving, and stacking 40-lb containers to and from pallets, pickup trucks, trailers, and aircraft.

Physical Demand: Sitting; standing; walking; lifting up to 40 lbs. above the head; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; depth perception; driving. The above labors are performed from ground level to above shoulder height, and may include actions at arm's length and above the head.

- 2320.6.5** Task: Uses necessary personal protective equipment (PPE), including respirators, gloves, eye protection, hearing protection, required clothing and footwear, and other PPE as required.
Physical demand: Use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; tasting/smelling (to test respirator); near vision. Note that use of PPE is required while performing many essential job duties.
- 2320.6.6** Task: Collects adult mosquitoes and other vectors using a variety of traps, aspirators, nets, and other methods.
Physical Demand: Standing; walking; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; far vision; depth perception.
- 2320.6.7** Task: Completes work records (pesticide applications, service requests, source inspections, time sheets, and other records as required) on paper forms or other designated record system.
Physical Demand: Sitting; lifting up to 5 lbs.; use of hands and fingers to write, type, or enter data; near vision.
- 2320.6.8** Task: Drives highway vehicles on- and off-road, occasionally with a trailer.
Physical Demand: Sitting; use of hands and fingers to handle, manipulate, or feel instruments and controls; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that most essential job functions require driving to reach the work site.
- 2320.6.9** Task: Operates ATV, amphibious tracked vehicle, and boats, sometimes over rough, bumpy, and jarring terrain.
Physical Demand: Sitting for extended periods of time; climbing; balancing; kneeling; crawling; reaching; twisting; use of hands and fingers to handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that other essential job functions may require use of ATV, amphibious tracked vehicles, or boats to reach the work site.
- 2320.6.10** Task: Communicates effectively with public, coworkers, and others as required. Examples include answering questions about basic mosquito and vector biology, vector-borne diseases, and pesticides; scheduling service requests; working with property owners/managers to reduce or eliminate mosquito and other vector sources; explaining the District's services; and discussing sources and treatment options.
Physical Demand: Use of hands and fingers to write, type, and operate phone; talking; hearing; near vision; far vision.
- 2320.6.11** Task: Assists in District projects such as maintenance of facilities and grounds, fabrication, equipment maintenance, repairs to facilities, source reduction work, and other projects as assigned. Examples include installation of ULV sprayer onto trucks; repairing or replacing wood decking, steps, and railings; building chicken coops; pouring concrete; using shovels, rakes, saws, loppers, and other hand tools for grounds maintenance; using lawnmowers, string trimmers, chainsaws, and other power tools for grounds maintenance; using hammers, screwdrivers, saws, pliers, wrenches, soldering iron, and other hand tools; using drill press, table saw, circular saw, nail gun, and other power tools; painting; and other projects.
Physical Demand: Sitting; standing; walking; lifting (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); carrying; pushing; pulling; climbing; balancing; stooping;

kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation.

2320.6.12 Task: Participates in training sessions. Examples include pesticide safety training, continuing education programs, regulations, and respirator training.

Physical Demand: Sitting for extended periods of time in vehicles or chairs; use of hands and fingers to write or type; talking; hearing; near vision; far vision, visual accommodation.

2320.6.13 Task: Maintains clean and orderly vehicle, spray equipment, pesticide storage area, garage, workspace, and yard. Examples include washing vehicles and spray equipment, cleaning up spills, organizing work and storage spaces, sweeping, cleaning bathrooms, vacuuming, and other duties.

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; peripheral vision.

2320.6.14 Task: Assists with mosquito fish program. Examples include seining and trapping fish, cleaning tanks, testing water, feeding fish, recognizing sick fish, stocking fish in appropriate habitats, identifying appropriate habitats for mosquito fish, and distributing mosquito fish to residents.

Physical Demand: Standing; walking; swimming; lifting up to 40 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision. Note that the above work may require wearing hip or chest waders.

2320.7 Marginal Job Duties:

2320.7.1 Task: Use of computer, calculator, copier, scanner, printers, FAX, postage meter, and other related office machines and equipment.

Physical Demand: Sitting; standing; walking; lifting up to 25 lbs. (infrequently up to 50 lbs.); carrying; stooping; kneeling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision.

2320.7.2 Task: Answering telephone, taking service requests over the phone and in-person, catching mosquito fish and transferring to carrying containers for residents, answering inquiries from the public.

Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2320.7.3 Task: Manipulates, sorts, and identifies small organisms using a magnifier, dissecting scope, and stereo microscope.

Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; stooping; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; visual accommodation; repeated actions.

2320.7.4 Task: Transports, sets up, and works in District Booth at fairs and other outreach events.
Physical Demand: Sitting; standing; walking; lifting up to 40 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2320.7.5 Task: Assists with aquatic sampling. Examples include setting an Eckman dredge (grasping strength of approx. 15 lbs), deploying and retrieving Eckman dredges, vertical tow nets, Secchi disk and related sampling devices weighing up to 35 lbs with a pull weight that may exceed 50 lbs; lifting and rinsing substrate samples in sieves (up to 25 lbs.) while leaning over the side of the boat and condensing into sample jars; transporting equipment and samples between boat and laboratory; wading in chest-deep water while using a seine to sample fish population; using trailer to transport boat; and other related duties.

Physical Demand: Operating watercraft; sitting; standing; walking; lifting up to 25 lbs; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2320.8 Environmental Demands:

2320.8.1 Outside: Regularly works in a variety of weather conditions ranging from below freezing to above 100° F. Exposure to weather conditions including sun, heat, wind, rain. Exposure to allergens, including poison oak and pollen. Exposure to domestic and wild animals. Exposure to insect and arthropod bites and stings. Exposure to vector-borne diseases.

2320.8.2 Inside: Occasionally required to work indoors in temperature-controlled environment.

2320.8.3 Fumes/Gases: Exposure to pesticides, solvents, fuel, lab chemicals, dust, fumes from internal combustion motors, and fumes from welding.

2320.8.4 Noise/Vibration: Exposure to noise and vibrations from tools, equipment, and vehicles.

2320.9 Mental Requirements:

2320.9.1 Reading: Reads road maps, instructions, service requests, technical reports, magazine and journal articles, letters, reports, memos and messages, technical manuals, written memos and directives, plans, specifications and details, work orders, pesticide labels, material safety data sheets (MSDS), safety manuals, and other documents related to the operation, repair, and maintenance of District equipment.

2320.9.2 Writing: Completes service requests forms; writes messages, short communications to property owners/residents; records materials used, equipment used, hours worked and descriptions of work done. Writing may include handwriting, typing, or using another data entry device.

2320.9.3 Math: Ability to perform basic math and algebra calculations. Ability to calculate dilutions, application rate, area, convert measurements of area, volume, mass.

2320.9.4 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient, and productive operations that comply with local, state, and federal requirements.

2320.9.5 Repetition: Routine daily work practices, including driving, inspecting for mosquitoes and other vectors, applying pesticides, recording pesticide application information and other work records.

2320.9.6 Judgment: Ability to work independently, frequently unsupervised; good judgment required; ability to plan route to accomplish daily tasks efficiently; ability to schedule daily activities to complete work in an efficient manner; prioritize work and make decisions regarding correct applications of pesticides when warranted; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to work with others to achieve desired goals; ability to work with others and formulate appropriate instructions to achieve desired goals.

2320.9.7 Social Skills: Ability to relate cooperatively with members of the public, District personnel, staff of local, state and federal agencies, on a regular basis in person and by telephone. Ability to deal with difficult people in a professional manner.

2320.9.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others. Ability to concisely describe a problem, and discuss potential solutions.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – Vector Control Technician II
POLICY NUMBER: 2325

2325.1 General Job Description

Under direction and supervision of the Vector Control Technician III and/or District Manager and Research Director, the Vector Control Technician II (VCT II) is responsible for controlling mosquitoes and other vectors within his/her assigned work area. This is a heavy work position that requires exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The VCT II must be physically capable of working long hours in a variety of environmental conditions while wearing required equipment. The VCT II must be able to communicate effectively with members of the public to gain access to known or suspected sources of mosquitoes and other vectors, present himself/herself professionally, and work cooperatively with coworkers, members of the public, and employees of other agencies. This position requires working outside in a variety of weather conditions ranging from below freezing to above 100° F with exposure to sun, heat, wind, and rain. The VCT II regularly works in and around water. The VCT may encounter unfriendly, uncooperative, or hostile people and animals.

The VCT II has all of the responsibilities of the VCT I, and may be directed to train and/or provide supervision to seasonal vector control employees, and may be directed to lead specific projects such as large applications of public health pesticides or District maintenance projects.

The VCT II is expected to have a more extensive knowledge of mosquitoes and other vectors, a better understanding of local sources, greater familiarity and aptitude with the equipment and pesticides, operate more effectively, and assume an increased level of responsibility relative to the VCT I. The VCT II helps to train the VCT I and seasonal VCT and assists with unusual or difficult problems.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts the District Manager's right to assign or reassign duties and responsibilities at any time.

Under the direction of the Vector Control Technician III and the District Manager, and with a minimum of supervision, the Vector Control Technician II:

- a) Applies principles of integrated vector management (IVM) to reduce mosquito and other vector populations in assigned zone;
- b) Inspects known, suspected, and potential sources for all life stages of mosquitoes and other vectors;
- c) Mixes, loads, and applies public health pesticides in accordance with label directions;
- d) Is knowledgeable about active ingredients and formulations of the available public health pesticides;
- e) Responds to service requests promptly and professionally;

- f) Maintains records of sources, inspections, pesticide use, service requests, and other actions as required;
- g) Compiles monthly and annual Pesticide Use Reports and submits completed reports to the County Agricultural Commissioner's Office and other agencies as required;
- h) Maintains inventory of pesticides and reconciles inventory with pesticide use;
- i) Safely operates assigned vehicle(s) and equipment;
- j) Maintains assigned vehicle(s) and equipment in good working order;
- k) Recognizes mosquitoes and other vectors;
- l) Works with residents, property owners, and others to identify long-term solutions for mosquito and vector control;
- m) Communicates effectively to educate members of the public about mosquitoes and other vectors, control products, and other strategies for controlling mosquitoes and other vectors;
- n) Collects adult mosquitoes for disease testing;
- o) Assists with District projects (maintenance of facilities, fabrication, equipment repair and maintenance, source reduction work, and other projects as assigned);
- p) Works in public outreach booths;
- q) Performs other duties as assigned.

2325.2 Prerequisite Qualifications

2325.2.1 Must possess a high school diploma or GED.

2325.2.2 Valid California driver license and be insurable with the District's coverage provider. Must maintain valid California driver license and remain insurable with the District's coverage provider throughout employment with District.

2325.2.3 Must be able to swim.

2325.2.4 Basic knowledge of a Microsoft Windows®-based PC system, including ability to operate, or within a reasonable time learn to operate, internet browser (Mozilla Firefox), email (Mediacom), Google Earth, word processing (Microsoft Word) and spreadsheet (Microsoft Excel) programs, and other software used by the District for recording mosquito sources, service requests, applications, and other job-related data.

2325.2.5 Must possess certification as a Public Health Vector Control Certified Technician in Categories A (Pesticide Use and Safety) and B (Mosquito Biology and Control), C (Terrestrial Invertebrate Vector Control), and D (Vertebrate Vector Control). Certifications in Categories A, B, C, and D must be maintained throughout employment.

2325.2.6 Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:
 Experience: Five years of experience as a pesticide applicator in public health mosquito or vector control program, with a knowledge of the general organization and operation of a vector control operation and the use and application of pesticides in a vector control program;
 Education: Two years of college-level education in the biological sciences.

2325.3 Generally Applicable Physical Requirements

Must be sighted in both eyes with the ability to demonstrate depth perception; have a minimum of single-ear aided hearing; be without physical limitations that would prevent performing customary and usual activities associated with field operational vector surveillance and control work activities.

A physical examination by a medical doctor, including drug testing, at District expense, may be required at any time to determine the ability of the person to perform safely and successfully the tasks of a Vector Control Technician I. The judgment of the physician that the person could not perform the normal tasks associated with this job classification shall be sufficient grounds for a change in classification, if a less demanding position is available, or termination of employment.

Employees may be required to submit to a physical examination or laboratory procedures required under the medical supervision program of the District (examples include a medical evaluation before using a respirator, and certain pesticides may require periodic blood tests).

2325.4 Basic Work Hours: 7:30 AM to 4:00 PM. Hours are adjusted to meet the needs of the District. Employee is required to work early mornings or late nights to apply pesticides or travel to training and may be required to work in excess of 8 hours/day or 40 hrs/week.

2325.5 Compensation Range: Range 21.5

2325.6 Essential Job Duties:

2325.6.1 Task: Inspects known and suspected sources for mosquito and other vector populations. Accessing sources includes talking with property owners/managers to gain access; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces, sometimes wearing hip or chest waders; climbing over fences, ladders, or obstacles; operating an ATV, amphibious tracked vehicle, small watercraft, or truck.

Physical Demand: Standing; walking; swimming; lifting up to 25 lbs; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2325.6.2 Task: Mixes, loads, and applies pesticides by truck- or other vehicle mounted sprayer, hand-held sprayer, hand can, backpack, and by hand. Accessing sources includes talking with property owners/managers to gain access; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces, sometimes wearing hip or chest waders; climbing over fences, ladders, or obstacles; operating an ATV, amphibious tracked vehicle, small watercraft, or truck. Examples of typical work include using a backpack sprayer (up to 75 lbs.) continuously for an hour or more while wearing hip or chest waders and traversing uneven, muddy, and/or flooded terrain; using a hand can or handheld sprayer (up to 30 lbs.) that is carried long distances over uneven, muddy, and flooded terrain while wearing hip or chest waders; carrying the associated fuel and chemical refilling containers such as 5-gallon jerry cans (up to 45 lbs.) or bags of pesticides (up to 40 lbs.) over long distances over uneven, muddy, and flooded terrain while wearing hip or chest waders; and driving a truck equipped with a ULV spray rig for several hours over paved and unpaved roads.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving. Note that the above work is performed while wearing personal protective equipment (PPE) and often requires wearing hip or chest waders. .

- 2325.6.3** Task: Uses and maintains pesticide application equipment. This includes calibrating equipment to ensure appropriate application rates; identifying and repairing leaks; replacing hoses, clamps, filters, spray heads, and other parts; making minor repairs in the field; preventing and cleaning up spills; and other related work. Note that this work typically requires use of personal protective equipment (PPE).
Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; smelling; near vision; depth perception; visual accommodation.
- 2325.6.4** Task: Assists with moving, lifting, loading and unloading, passing, receiving, and stacking 40-lb containers to and from pallets, pickup trucks, trailers, and aircraft.
Physical Demand: Sitting; standing; walking; lifting up to 40 lbs. above the head; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; depth perception; driving. The above labors are performed from ground level to above shoulder height, and may include actions at arm's length and above the head.
- 2325.6.5** Task: Uses necessary personal protective equipment (PPE), including respirators, gloves, eye protection, hearing protection, required clothing and footwear, and other PPE as required.
Physical demand: Use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; tasting/smelling (to test respirator); near vision. Note that use of PPE is required while performing many essential job duties.
- 2325.6.6** Task: Collects adult mosquitoes and other vectors using a variety of traps, aspirators, nets, and other methods.
Physical Demand: Standing; walking; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; far vision; depth perception.
- 2325.6.7** Task: Completes work records (pesticide applications, service requests, source inspections, time sheets, and other records as required) on paper forms or other designated record system.
Physical Demand: Sitting; lifting up to 5 lbs.; use of hands and fingers to write, type, or enter data; near vision.
- 2325.6.8** Task: Drives highway vehicles on- and off-road, occasionally with a trailer.
Physical Demand: Sitting; use of hands and fingers to handle, manipulate, or feel instruments and controls; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that most essential job functions require driving to reach the work site.
- 2325.6.9** Task: Operates ATV, amphibious tracked vehicle, and boats, sometimes over rough, bumpy, and jarring terrain.
Physical Demand: Sitting for extended periods of time; climbing; balancing; kneeling; crawling; reaching; twisting; use of hands and fingers to handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that other essential job functions may require use of ATV, amphibious tracked vehicles, or boats to reach the work site.

2325.6.10 Task: Communicates effectively with public, coworkers, and others as required. Examples include answering questions about basic mosquito and vector biology, vector-borne diseases, and pesticides; scheduling service requests; working with property owners/managers to reduce or eliminate mosquito and other vector sources; explaining the District's services; and discussing sources and treatment options.

Physical Demand: Use of hands and fingers to write, type, and operate phone; talking; hearing; near vision; far vision.

2325.6.11 Task: Coordinates and assists in District projects such as maintenance of facilities and grounds, fabrication, equipment maintenance, repairs to facilities, source reduction work, and other projects as assigned. Examples include installation of ULV sprayer onto trucks; repairing or replacing wood decking, steps, and railings; building chicken coops; pouring concrete; using shovels, rakes, saws, loppers, and other hand tools for grounds maintenance; using lawnmowers, string trimmers, chainsaws, and other power tools for grounds maintenance; using hammers, screwdrivers, saws, pliers, wrenches, soldering iron, and other hand tools; using drill press, table saw, circular saw, nail gun, and other power tools; painting; and other projects.

Physical Demand: Sitting; standing; walking; lifting (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation.

2325.6.12 Task: Participates in training sessions. Examples include pesticide safety training, continuing education programs, regulations, and respirator training.

Physical Demand: Sitting for extended periods of time in vehicles or chairs; use of hands and fingers to write or type; talking; hearing; near vision; far vision, visual accommodation.

2325.6.13 Task: Maintains clean and orderly vehicle, spray equipment, pesticide storage area, garage, workspace, and yard. Examples include washing vehicles and spray equipment, cleaning up spills, organizing work and storage spaces, sweeping, cleaning bathrooms, vacuuming, and other duties.

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; peripheral vision.

2325.6.14 Task: Assists with mosquito fish program. Examples include seining and trapping fish, cleaning tanks, testing water, feeding fish, recognizing sick fish, stocking fish in appropriate habitats, identifying appropriate habitats for mosquito fish, and distributing mosquito fish to residents.

Physical Demand: Standing; walking; swimming; lifting up to 40 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision. Note that the above work may require wearing hip or chest waders.

2325.7 Marginal Job Duties:

2325.7.1 Task: Use of computer, calculator, copier, scanner, printers, FAX, postage meter, and other related office machines and equipment.

Physical Demand: Sitting; standing; walking; lifting up to 25 lbs. (infrequently up to 50 lbs.); carrying; stooping; kneeling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision.

2325.7.2 Task: Answering telephone, taking service requests over the phone and in-person, catching mosquito fish and transferring to carrying containers for residents, answering inquiries from the public.

Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2325.7.3 Task: Manipulates, sorts, and identifies small organisms using a magnifier, dissecting scope, and stereo microscope.

Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; stooping; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; visual accommodation; repeated actions.

2325.7.4 Task: Transports, sets up, and works in District Booth at fairs and other outreach events.

Physical Demand: Sitting; standing; walking; lifting up to 40 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2325.7.5 Task: Assists with aquatic sampling. Examples include setting an Eckman dredge (grasping strength of approx. 15 lbs), deploying and retrieving Eckman dredges, vertical tow nets, Secchi disk and related sampling devices weighing up to 35 lbs with a pull weight that may exceed 50 lbs; lifting and rinsing substrate samples in sieves (up to 25 lbs.) while leaning over the side of the boat and condensing into sample jars; transporting equipment and samples between boat and laboratory; wading in chest-deep water while using a seine to sample fish population; using trailer to transport boat; and other related duties.

Physical Demand: Operating watercraft; sitting; standing; walking; lifting up to 25 lbs; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2325.8 Environmental Demands:

2325.8.1 Outside: Regularly works in a variety of weather conditions ranging from below freezing to above 100°F. Exposure to weather conditions including sun, heat, wind, rain. Exposure to allergens, including poison oak and pollen. Exposure to domestic and wild animals. Exposure to insect and arthropod bites and stings. Exposure to vector-borne diseases.

2325.8.2 Inside: Occasionally required to work indoors in temperature-controlled environment.

2325.8.3 Fumes/Gases: Exposure to pesticides, solvents, fuel, lab chemicals, dust, fumes from internal combustion motors, and fumes from welding.

2325.8.4 Noise/Vibration: Exposure to noise and vibrations from tools, equipment, and vehicles.

2325.9 Mental Requirements:

2325.9.1 Reading: Reads road maps, instructions, service requests, technical reports, magazine and journal articles, letters, reports, memos and messages, technical manuals, written memos and directives, plans, specifications and details, work orders, pesticide labels, material safety data sheets (MSDS), safety manuals, and other documents related to the operation, repair, and maintenance of District equipment.

2325.9.2 Writing: Completes service requests forms; writes messages, short communications to property owners/residents; records materials used, equipment used, hours worked and descriptions of work done. Completes monthly and annual pesticide use reports, and other reports as directed. Writing may include handwriting, typing, or using another data entry device.

2325.9.3 Math: Ability to perform basic math and algebra calculations. Ability to calculate dilutions, application rate, area, convert measurements of area, volume, mass, and compile monthly and annual pesticide use reports.

2325.9.4 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient, and productive operations that comply with local, state, and federal requirements.

2325.9.5 Repetition: Routine daily work practices, including driving, inspecting for mosquitoes and other vectors, applying pesticides, recording pesticide application information and other work records.

2325.9.6 Judgment: Ability to work independently, frequently unsupervised; good judgment required; ability to plan route to accomplish daily tasks efficiently; ability to schedule daily activities to complete work in an efficient manner; prioritize work and make decisions regarding correct applications of pesticides when warranted; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to work with others to achieve desired goals; ability to work with others and formulate appropriate instructions to achieve desired goals.

2325.9.7 Social Skills: Ability to relate cooperatively with members of the public, District personnel, staff of local, state and federal agencies, on a regular basis in person and by telephone. Ability to deal with difficult people in a professional manner.

2325.9.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others. Ability to concisely describe a problem, and discuss potential solutions.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Job Description – Vector Control Technician III
POLICY NUMBER: 2330

2330.1 General Job Description

Under direction and supervision of the District Manager and Research Director, the Vector Control Technician III (VCT III) supervises, directs, and assists the Vector Control Technicians in their daily operational work activities, as well as performing the full scope of VCT duties.

This class works relatively independently and is accountable for the level and quality of work performance and production of the operational vector control staff and surveillance employees and to what degree they achieve effectiveness. In addition, the VCT III collaborates to assist the District Manager in planning, organizing, directing, and evaluating the District's intra-agency programs (i.e., administration, operations, scientific-technical, community outreach, and maintenance).

The VCT III may direct VCT II to train and/or provide supervision to seasonal vector control employees, and may delegate routine tasks or specific projects such as large applications of public health pesticides or District maintenance projects to VCTs. The VCT III works closely with the District Manager and Research Director to evaluate the District's mosquito control operations; implement long-term control strategies; identify facilities maintenance, vehicles, and other expenditures that affect the District's budget; and plan for other large projects that are likely to affect the District. The VCT III is District's Safety Officer and as such aids in formulating, training, and enforcing employee safety rules and regulations.

The VCT III is expected to have an extensive knowledge of mosquitoes and other vectors, a thorough understanding of local sources, familiarity and aptitude with the equipment and pesticides, operate more effectively, and assume an increased level of responsibility relative to the VCT II. The VCT III is responsible for developing a training curriculum for VCTs and seasonal VCTs, and assists other VCTs with unusual or difficult problems. This position may require occasional overnight travel.

This is a heavy work position that requires exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. This position requires working outside in a variety of weather conditions ranging from below freezing to above 100°F with exposure to sun, heat, wind, and rain. The VCT III regularly works in and around water. The VCT III must be physically capable of working long hours in a variety of environmental conditions while wearing required equipment. The VCT III must be able to communicate effectively with members of the public to gain access to known or suspected sources of mosquitoes and other vectors, present himself/herself professionally, and work cooperatively with coworkers, members of the public, and employees of other agencies. The VCT may encounter unfriendly, uncooperative, or hostile people and animals.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts the District Manager's right to assign or reassign duties and responsibilities at any time.

Under the direction of the District Manager, and with a minimum of supervision, the Vector Control Technician III:

- a) Applies principles of integrated vector management (IVM) to reduce mosquito and other vector populations in assigned zone;
- b) Inspects known, suspected, and potential sources for all life stages of mosquitoes and other vectors;
- c) Mixes, loads, and applies public health pesticides in accordance with label directions;
- d) Is knowledgeable about active ingredients and formulations of the available public health pesticides and is available to advise and train operational staff on the use of each pesticide;
- e) Responds to service requests promptly and professionally;
- f) Maintains records of sources, inspections, pesticide use, service requests, and other actions as required;
- g) Compiles monthly and annual Pesticide Use Reports and submits completed reports to the County Agricultural Commissioner's Office and other agencies as required;
- h) Maintains inventory of pesticides, orders pesticides, and reconciles inventory with pesticide use;
- i) Works with District Manager to evaluate the work performance of vector control technicians.
- j) Safely operates assigned vehicle(s) and equipment;
- k) Arranges for the maintenance of facilities, vehicles, and equipment; may delegate these duties in part or in whole to other VCTs.
- l) Provides, or arranges for, safety training for District staff, including use of personal protective equipment, pesticide use, and other training as necessary;
- m) Works with District Manager to formulate and enforce the District's safety programs, including the hazardous materials business plan (HMBP); employee safety training, injury and illness prevention program (IIPP), and similar programs;
- n) Participates in training related to supervisory duties;
- o) Plans, creates, and directs daily work assignments for subordinate operational field control staff;
- p) Supervises and evaluates directly, the responsibilities and daily activities of subordinate operational field control staff;
- q) Maintains organized files and records on the daily activities and work performance of the operational field control staff;
- r) Compiles the work assignments of operational field control staff into summary reports;
- s) Assists in recommending and recruiting prospective regular, limited-term and extra help operational control employees;
- t) Assists in planning, organizing and implementing elements of the operational control program;
- u) Helps resolve, individually, when necessary, public complaints arising out of District field activities;
- v) Collaborates, occasionally, with outside public and private agencies
- w) Occasionally attends and participates in monthly Board of Trustees meetings;
- x) Recognizes mosquitoes and other vectors;
- y) Works with residents, property owners, and others to identify long-term solutions for mosquito and vector control;
- z) Communicates effectively to educate members of the public about mosquitoes and other vectors, control products, and other strategies for controlling mosquitoes and other vectors;
- aa) Collects adult mosquitoes for disease testing;
- bb) Assists with District projects (maintenance of facilities, fabrication, equipment repair and maintenance, source reduction work, and other projects as assigned);
- cc) Works in public outreach booths;
- dd) Performs other duties as assigned.

2330.2 Prerequisite Qualifications

2330.2.1 High school diploma or GED.

2330.2.2 Valid California driver license and be insurable with the District's coverage provider. Must maintain California driver valid license and remain insurable with the District's coverage provider throughout employment with District.

2330.2.3 Must be able to swim.

2330.2.4 Knowledge of fundamentals and techniques of employee supervision;

2330.2.5 Knowledge of correct English usage, spelling, grammar and punctuation;

2330.2.6 Knowledge of fundamental mathematics and algebra;

2330.2.7 Basic knowledge of a Microsoft Windows®-based PC system, including ability to operate internet browser (Mozilla Firefox), email (Mediacom), Google Earth, word processing (Microsoft Word) and spreadsheet (Microsoft Excel) programs, and other software used by the District for recording mosquito sources, service requests, applications, and other job-related data.

2330.2.8 Certification as a Public Health Vector Control Certified Technician in Categories A (Pesticide Use and Safety), B (Mosquito Biology and Control) C (Terrestrial Invertebrate Vector Control), and D (Vertebrate Vector Control). Certifications in Categories A, B, C, and D must be maintained throughout employment.

2330.2.9 Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum 5 years of experience as a pesticide applicator in public health mosquito or vector control program, with increasing responsibility, and a knowledge of the general organization and operation of a vector control operation and the use and application of pesticides in a vector control program;

Education: Two years of college-level education in the biological sciences.

2330.3 Generally Applicable Physical Requirements

Must be sighted in both eyes with the ability to demonstrate depth perception; have a minimum of single-ear aided hearing; be without physical limitations that would prevent performing customary and usual activities associated with field operational vector surveillance and control work activities.

A physical examination by a medical doctor, including drug testing, at District expense, may be required at any time to determine the ability of the person to perform safely and successfully the tasks of a Vector Control Technician III. The judgment of the physician that the person could not perform the normal tasks associated with this job classification shall be sufficient grounds for a change in classification, if a less demanding position is available, or termination of employment.

Employees may be required to submit to a physical examination or laboratory procedures required under the medical supervision program of the District (examples include a medical evaluation before using a respirator, and certain pesticides may require periodic blood tests).

2330.4 Basic Work Hours: 7:30 AM to 4:00 PM. Hours are adjusted to meet the needs of the District. Employee is required to work early mornings or late nights to apply pesticides or travel to meetings/training, and may be required to work in excess of 8 hours/day or 40 hrs/week. Overnight travel for training may be required occasionally.

2330.5 Compensation Range: Range 26.5

2330.6 Essential Job Duties:

2330.6.1 Task: Instruct and supervise others, both verbally and in writing, in an effective and professional manner, organize and maintain accurate records.

Physical Demand: Sitting; standing; walking; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision.

2330.6.2 Task: Inspects known and suspected sources for mosquito and other vector populations.

Physical Demand: Standing; walking long distances over uneven, muddy, densely vegetated, and/or flooded surfaces; swimming; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving. Note that the above work may require wearing personal protective equipment (PPE) and often requires wearing hip or chest waders.

2330.6.3 Task: Mixes, loads, and applies pesticides by truck- or other vehicle mounted sprayer, hand-held sprayer, hand can, backpack, and by hand. Note that this work is performed while wearing personal protective equipment (PPE) and often requires wearing hip or chest waders. Examples include using a backpack sprayer (up to 75 lbs.) continuously for an hour or more while wearing hip or chest waders and traversing uneven, muddy, and flooded terrain; using a hand can or handheld sprayer (up to 30 lbs.) that is carried long distances over uneven, muddy, and flooded terrain while wearing hip- or chest waders; carrying the associated fuel and chemical refilling containers such as 5-gallon jerry cans (up to 45 lbs.) or bags of pesticides (up to 40 lbs.) over long distances over uneven, muddy, and flooded terrain while wearing hip or chest waders; and driving a truck equipped with a ULV spray rig for several hours over paved and unpaved roads.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2330.6.4 Task: Uses and maintains pesticide application equipment.

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; smelling; near vision; depth perception; visual accommodation. Note that the above work requires wearing personal protective equipment (PPE).

2330.6.5 Task: Collects adult mosquitoes and other vectors using a variety of traps, aspirators, nets, and other methods.

Physical Demand: Standing; walking; lifting up to 25 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision; far vision; depth perception.

2330.6.6 Task: Uses necessary personal protective equipment (PPE), including respirators, gloves, eye protection, hearing protection, required clothing and footwear, and other PPE as required.

Physical demand: Use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; tasting/smelling (to test respirator); near vision. Note that use of PPE is required while performing many essential job duties.

2330.6.7 Task: Assists with moving, lifting, loading and unloading, passing, receiving, and stacking 40-lb containers to and from pallets, pickup trucks, trailers, and aircraft.

Physical Demand: Sitting; standing; walking; lifting up to 40 lbs. above the head; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; depth perception; driving. The above labors are performed from ground level to above shoulder height, and may include actions at arm's length and above the head.

2330.6.8 Task: Completes work records (pesticide applications, service requests, source inspections, time sheets, monthly and annual pesticide use reports (PUR), National Pollutant Discharge Elimination System (NPDES) pesticide reports, and other records as required) on forms or other designated record system.

Physical Demand: Sitting; lifting up to 5 lbs.; use of hands and fingers to write, type, or enter data; near vision.

2330.6.9 Task: Drives highway vehicles on- and off-road, occasionally with a trailer.

Physical Demand: Sitting; use of hands and fingers to handle, manipulate, or feel instruments and controls; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that most essential job functions require driving to reach the work site.

2330.6.10 Task: Operates ATV, amphibious tracked vehicle, and boats, sometimes over rough, bumpy, and jarring terrain.

Physical Demand: Sitting for extended periods of time; climbing; balancing; kneeling; crawling; reaching; twisting; use of hands and fingers to handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; peripheral vision; driving. Note that other essential job functions may require use of ATV, amphibious tracked vehicles, or boats to reach the work site.

2330.6.11 Task: Communicates effectively with public, coworkers, and others as required.

Physical Demand: Use of hands and fingers to write, type, and operate phone; talking; hearing; near vision; far vision.

2330.6.12 Task: Coordinates District projects such as maintenance of facilities and grounds, fabrication, equipment maintenance, repairs to facilities, source reduction work, and other projects as assigned. Examples include installation of ULV sprayer onto trucks; repairing or replacing wood decking, steps, and railings; building chicken coops; pouring concrete; using shovels, rakes, saws, loppers, and other hand

tools for grounds maintenance; using lawnmowers, string trimmers, chainsaws, and other power tools for grounds maintenance; using hammers, screwdrivers, saws, pliers, wrenches, soldering iron, and other hand tools; using drill press, table saw, circular saw, nail gun, and other power tools; painting; and other projects.

Physical Demand: Sitting; standing; walking; lifting (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation.

2330.6.13 Task: Trains VCTs.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2330.6.14 Task: Evaluates VCT I, VCT II, and seasonal VCT employees.

Physical Demand: Sitting; standing; walking long distances over uneven surfaces; swimming; lifting, carrying, pushing and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving.

2330.6.15 Task: Participates in training sessions.

Physical Demand: Sitting for extended periods of time in vehicles or chairs; use of hands and fingers to write or type; talking; hearing; near vision; far vision, visual accommodation.

2330.6.16 Task: Maintains clean and orderly vehicle, spray equipment, pesticide storage area, garage, workspace, and yard.

Physical Demand: Sitting; standing; walking; lifting, carrying, pushing, and pulling (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 75 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; peripheral vision.

2330.6.17 Task: Assists with mosquito fish program, including seining and trapping fish, cleaning tanks, testing water, feeding fish, recognizing sick fish, stocking fish in appropriate habitats, identifying appropriate habitats for mosquito fish, and distributing mosquito fish to residents.

Physical Demand: Standing; walking; swimming; lifting up to 40 lbs.; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision. Note that the above work may require wearing hip or chest waders.

2330.7 Marginal Job Duties:

2330.7.1 Task: Use of computer, calculator, copier, scanner, printers, FAX, postage meter, and other related office machines and equipment.

Physical Demand: Sitting; standing; walking; lifting up to 25 lbs. (infrequently up to 50 lbs.); carrying; stooping; kneeling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; near vision.

2330.7.2 Task: Answering telephone, taking service requests over the phone and in-person, catching mosquito fish and transferring to carrying containers for residents, answering inquiries from the public.

Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision.

2330.7.3 Task: Manipulates, sorts, and identifies small organisms using a magnifier, dissecting scope, and stereo microscope.

Physical Demand: Sitting; standing; walking; lifting up to 5 lbs.; carrying; pushing; pulling; stooping; reaching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; visual accommodation; repeated actions.

2330.7.4 Task: Transports, sets up, and works in District Booth at fairs and other outreach events.

Physical Demand: Sitting; standing; walking; lifting up to 40 lbs.; carrying; pushing; pulling; kneeling; crawling; reaching; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; driving.

2330.7.5 Task: Assists with aquatic sampling.

Physical Demand: Operating watercraft; sitting; standing; walking; lifting up to 25 lbs; carrying; pushing; pulling; climbing; balancing; stooping; kneeling; crouching; twisting; use of hands and fingers to write, handle, manipulate, or feel objects, instruments, tools, and controls; talking; hearing; near vision; far vision; depth perception; visual accommodation; peripheral vision; driving; Illustrative tasks include but are not limited to setting an Eckman dredge (grasping strength of approx. 15 lbs), deploying and retrieving Eckman dredges, vertical tow nets, Secchi disk and related sampling devices weighing up to 35 lbs with a pull weight that may exceed 50 lbs; lifting and rinsing substrate samples in sieves (up to 25 lbs.) while leaning over the side of the boat and condense into sample jars; transporting equipment and samples between boat and laboratory; wading in chest-deep water while using a seine to sample fish population; using trailer to transport boat; and other related duties.

2330.8 Environmental Demands:

2330.8.1 Outside: Regularly works in a variety of weather conditions ranging from below freezing to above 100°F. Exposure to weather conditions including sun, heat, wind, rain. Exposure to allergens, including poison oak and pollen. Exposure to domestic and wild animals. Exposure to insect and arthropod bites and stings. Exposure to vector-borne diseases.

2330.8.2 Inside: Occasionally required to work indoors in temperature-controlled environment.

2330.8.3 Fumes/Gases: Exposure to pesticides, solvents, fuel, lab chemicals, dust, fumes from internal combustion motors, and fumes from welding.

2330.8.4 Noise/Vibration: Exposure to noise and vibrations from tools, equipment, and vehicles.

2330.9 Mental Requirements:

2330.9.1 Reading: Read, understand, interpret, evaluate and apply laws, policies, rules, contracts, guidelines, and literature of the profession, including but not limited to road maps, instructions, service requests, technical reports, magazine and journal articles, safety manuals, letters, reports, memos and messages, technical manuals, written memos and directives, plans, specifications and details, work orders, pesticide labels, material data sheets (MSDS), safety manuals, and other documents related to the operation, repair, and maintenance of District equipment.

2330.9.2 Writing: Completes service requests forms; writes messages, short communications to property owners/residents; records materials used, equipment used, hours worked and descriptions of work done. Prepares manuscripts for publications. Prepares presentations for professional meetings, continuing education, and local community groups. Writing may include handwriting, typing, or using another data entry device.

2330.9.3 Math: Ability to perform basic math and algebra calculations. Ability to calculate dilutions, application rate, area, convert measurements of area, volume, mass. Ability to compile and calculate numerical information;

2330.9.4 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient, and productive operations that comply with local, state, and federal requirements.

2330.9.5 Repetition: Routine daily work practices, including driving, inspecting for mosquitoes and other vectors, applying pesticides, recording pesticide application information and other work records.

2330.9.6 Judgment: Ability to work with a high degree of independence, frequently unsupervised; good judgment required; ability to plan route to accomplish daily tasks efficiently; ability to schedule daily activities to complete work in an efficient manner; prioritize work and make decisions regarding correct applications of pesticides when warranted; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to work with others to achieve desired goals; ability to work with others and formulate appropriate instructions to achieve desired goals.

2330.9.7 Social Skills: Ability to relate cooperatively with members of the public, District personnel, staff of local, state and federal agencies, on a regular basis in person, by email, and by telephone. Ability to work congenially and cooperatively with others. Ability to deal with difficult people in a professional manner.

2330.9.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications from others. Ability to concisely describe a problem, and discuss potential solutions. Ability to communicate with the public in a tactful, courteous, and professional manner. Ability to deal with difficult people in a professional manner. Ability to speak in public. Ability to communicate effectively with the public, members of other public agencies, and coworkers.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Emergency Preparedness
POLICY NUMBER: 3005

3005.1 It is the policy of the Lake County Vector Control District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

3005.2 Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

3005.3 Emergency Preparedness: The Board of Trustees authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

3005.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

3005.5 District Emergency Declaration: When an emergency condition arises, the District Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

3005.6 Authorization During District Emergencies: The District Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Trustees, in consultation with

the District Manager, may delegate to the District Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

3005.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The District Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The District Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

3005.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the District Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

3005.9 Status Reports: The District Manager will provide annual reports to the Board of Trustees on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents
POLICY NUMBER: 3006

3006.1 Purpose of the Policy: To provide direction for the District Board of Trustees and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

3006.2 Background: The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent years, incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District employees or members of the public.

Threats of these types and risks are to be considered extreme emergencies and the safety and well being of employees and/or customers is the highest priority.

3006.3 Response to an Incident: Any evidence of exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes. Any trustee or employee observing or sensing that a violent or hostile situation is occurring should consider taking precautionary and safety actions.

Any event resulting in awareness of a possible violent act including possible gunfire, explosion, fighting, scuffling could indicate an incident of violent potential. Any employees observing such potential activities should take steps to protect themselves and others on the District premises including but not limited to:

1. Attempt to communicate the situation to everyone in the facility by means of telephone, email, or cell phone including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
2. Since different types and levels of workplace violence may require various responses, establishing basic information on the type of event is essential. Examples are:
 - A. Gunfire: Awareness of gunfire in the facility should result in evacuation to the extent that is possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Call 911 immediately. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - B. Explosion: An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established procedures

for fire. Response to a planned location is important to make known who is out of the facility. Call 911 immediately.

- C. Physical or bomb threat: Awareness of a threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Call 911 immediately.
- D. Situations involving hostages: If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Call 911 immediately.
- E. Irate customer/threat at counter or meeting: In cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to challenge or subdue such a person except in defense of life for self or immediate others at the facility.
- F. In the event that a volatile situation occurs at a Board of Trustees or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

3006.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- A. Preparation of a facility evacuation plan from each room. Post the plan at each doorway and hallway exit. Have a safe area zone for staging established.
- B. Lock down procedures to secure the facility in a hostile or violent incident for both exterior and interior doors.
- C. Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a Code ____ is recommended.
- D. Develop a radio communication alert code _____ to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- E. Training of all personnel in dealing with customers, employees and other persons in aggravated situations and how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

In the event of a potential incident, notify the District Manager as soon as possible or call 911 when an active incident is occurring. If assessment of a possible threat is needed, the District Manager or ranking staff person shall be notified for considering validity of the threat or safety risk. Call 911 whenever a perceived threat is considered valid.

3006.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include up to and all of:

- A. Notify your supervisor or District Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- B. The District Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuating and/or locking down the facility until public safety response abates the threat.
- C. Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility wherever possible. Secure money or computer equipment if time allows.
- D. Upon sighting an armed intruder, an alert to all employees should be made by phone, cell phone, email or radio.

- E. Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- F. Once outdoors after an evacuation, proceed to planned staging area to report in for identification. Inform public safety personnel of any information on the incident.
- G. Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- H. Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call 911 immediately.

3006.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any knowledge or first hand observations of the incident. Contact family and immediate friends so they will not take any actions to respond unnecessarily. Await direction to return to work or other steps dependent on level of the incident. If not able to do so, consult with the District Manager or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input is important via your supervisor. There may be the potential to lock-down or close the facility from operating for some time or corrective steps. If deemed needed, seek direction on what actions you should take to assist in procedure.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Environmental, Health & Safety Compliance Program
POLICY NUMBER: 3012

3012.1 The Board of Trustees of the Lake County Vector Control District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Trustees that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

3012.2 Within the District, therefore, the District Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The District Manager and the risk management team (composed of two District employees) shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the District Manager and implementation within the District.

3012.2.1 Employees shall make environmental, health, and safety compliance an integral part of their regular duties, including the participating in proper training, and requesting materials and equipment that allow work to be performed safely and in compliance with regulations and other applicable standards.

3012.2.2 It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is the employee's duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported to the District Manager.

3012.3 By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Illness and Injury Prevention Program (IIPP)
POLICY NUMBER: 3015

3015.1 Program Goal and Outline.

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

- 3015.1.1** Providing mechanical and physical safeguards to the maximum extent possible.
- 3015.1.2** Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.
- 3015.1.3** Training all employees in good safety and health practices.
- 3015.1.4** Providing necessary personal protective equipment, and instructions for use and care.
- 3015.1.5** Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- 3015.1.6** Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.
- 3015.1.7** Developing a system of recognition and awards for outstanding safety service and/or performance.

3015.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the District Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

- 3015.2.1** The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

3015.2.2 Supervisory personnel are responsible for developing proper attitudes toward safety and health for themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

3015.2.3 No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program—including compliance with all rules and regulations—and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

3015.3 Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

3015.3.1 A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3015.8.)

3015.3.2 Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

3015.3.3 A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3015.32, above.

3015.3.4 Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

3015.3.5 All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

3015.4 Documentation of Activities.

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

3015.4.1 Records of scheduled and periodic inspections as required by Cal/OSHA [California Code of Regulations, Title 8, Chapter 4] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

3015.4.2 Documentation of safety and health training required by Cal/OSHA [California Code of Regulations, Title 8, Chapter 4] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.

3015.5 Program Communication System.

Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

3015.5.1 Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

3015.5.2 The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each employee who shall keep it readily available.

3015.5.3 General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three years. Discussions at these meetings should concentrate on:

3015.5.3.1 Safety problems and accidents that have occurred within the District, with possible comparisons to other similar agencies.

3015.5.3.2 Feedback from employees.

3015.5.3.3 Guest speakers from the Vector Control Joint Powers Agency or other agencies concerned with safety.

3015.5.3.4 Brief audio-visual materials that relate to the District's operations.

3015.5.4 Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

3015.5.4.1 New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.

3015.5.5 Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

3015.5.6 News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

3015.5.7 A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District Manager.

3015.6 Hazard Assessment and Control.

Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

3015.6.1 Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

3015.6.2 Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

3015.6.3 A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

3015.6.4 The District Manager will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

3015.7 Accident Investigation.

All accidents shall be thoroughly and properly investigated by the District Manager or his/her designee (who is trained in accident investigation), with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

3015.7.1 The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3015.7.2 The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

3015.7.3 Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

3015.7.4 Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

3015.7.5 Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

3015.8 Code of Safe Practices.

GENERAL

- 3015.8.1** All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the District Manager or his/her designee.
- 3015.8.2** Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.
- 3015.8.3** Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.
- 3015.8.4** Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- 3015.8.5** Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- 3015.8.6** No employee shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- 3015.8.7** Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- 3015.8.8** Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the District Manager or his/her designee.
- 3015.8.9** Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
- 3015.8.10** Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the District Manager or his/her designee.
- 3015.8.11** All injuries shall be reported promptly to the District Manager or his/her designee so that arrangements can be made for medical or first aid treatment.
- 3015.8.12** When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- 3015.8.13** Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.
- 3015.8.14** Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

3015.8.15 Gasoline shall not be used for cleaning purposes.

USE OF TOOLS AND EQUIPMENT

3015.8.16 All tools and equipment shall be maintained in good condition.

3015.8.17 Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE" until repaired, or if not repairable, they shall be disposed of appropriately.

3015.8.18 Only appropriate tools shall be used for the job.

MACHINERY AND VEHICLES

3015.8.19 Only authorized persons shall operate machinery or equipment.

3015.8.20 Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

3015.8.21 Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

3015.8.22 Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

3015.8.23 Tractors, backhoes, ATVs, and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the District Manager/Research Director.

3020.2 A preliminary budget shall be presented to the Board of Trustees no later than April 15, or as required by the Lake County Auditor's Office.

3020.3 The final budget shall be adopted by the Board at its regular meeting in August.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Fixed Asset Accounting Control
POLICY NUMBER: 3030

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.2 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the Office Manager shall certify its completeness and report the results thereof to the Board of Trustees at its next regular monthly meeting.

3030.3 Applicable purchases for inclusion in said accounting shall be the following:

3030.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$5000;

3030.3.2 All land and building acquisitions regardless of price; and

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in Section 3030.3.1 above is received, the serial number or Vehicle Identification Number (VIN) shall be recorded in the permanent inventory records.

3030.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer database) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Information to be maintained in said inventory records shall include at least the following:

3030.6.1 Asset number;

3030.6.2 Description;

3030.6.3 Manufacturer's serial number or Vehicle Identification Number (VIN);

3030.6.4 Storage location;

3030.6.5 Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, vehicle, etc.).

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Capitalization

POLICY NUMBER: 3032

3032.1 The purpose of this policy is to provide criteria for determining when assets and associated costs are to be capitalized and depreciated.

3032.2 Single-item purchases with at least an anticipated useful life of five years and exceeding \$5,000 each shall be capitalized as a fixed asset. The purchase of these fixed assets shall be included on the District's statement of net assets and depreciated over the asset's estimated useful life. The purchase of fixed assets for less than \$5,000 shall be expensed.

3032.3 Other expenditures of \$5,000 or more that provide a significant increase in future service potential of a fixed asset shall also be capitalized as part of the existing asset.

3032.3.1 To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.

3032.3.2 Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

3032.4 Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

3032.5 Depreciation will be computed over the estimated useful lives of the assets as follows:

ASSET DEPRECIATION LIFE	
Fixed Asset	Useful Life (years)
General Structures	50
Vehicles	5
Pesticide Application Equipment	10 – 15
Laboratory and Other Light Equipment (normal use)	5 – 10
Microscopes and Dissecting Scopes	15 – 20

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Expense Authorization
POLICY NUMBER: 3040

3040.1 All purchases made for the District by staff shall be authorized by the District Manager or his/her designee, and shall be in conformance with the approved District budget.

3040.2 Any commitment of District funds for an unbudgeted purchase or expense greater than \$10,000.00 shall first be submitted to the Board of Trustees for approval, or shall be in conformance with prior Board action and/or authorizations.

3040.3 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$250.00.

3040.3.1 Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Office Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

3040.3.2 No personal checks shall be cashed in the petty cash fund.

3040.3.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3040.3.4 The petty cash fund shall be balanced monthly by the Office Manager.

3040.3.5 The petty cash fund is subject to audit by the District Manager or Board President at least twice a year.

3040.4 A travel fund shall be maintained in the District office having a balance-on-hand maximum of \$350.00.

3040.4.1 Travel funds may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of travel appropriately relating to District business as defined under Policy 3050 - Travel Policy. After said item(s) or service(s) have been obtained, a District Business Expense Breakdown Claim Form accompanied by receipt(s) shall be submitted to the Office Manager, and any remaining advanced funds shall be returned. The maximum travel fund advance shall be \$100.00.

3040.4.2 No personal checks shall be cashed in the travel fund.

3040.4.3 The travel fund shall be included in the District's annual independent accounting audit.

3040.4.4 The travel fund shall be balanced monthly by the Office Manager.

3040.3.5 The travel fund is subject to audit by the District Manager or Board President at least twice a year.

3040.5 Whenever employees or Trustees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund (if less than \$50.00) or by warrant request if needed.

3040.5.1 In those instances when a receipt is not obtainable, the employee/Trustee shall submit a written request for reimbursement that includes the date of purchase, the item/service purchased, its purpose, the amount, the reason that the receipt is not obtainable, and the requestor's name and signature to the District Manager for approval prior to remuneration.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Employment of Outside Contractors and Consultants
POLICY NUMBER: 3042

3042.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, or for auditing purposes. The District's procedure is as follows:

3042.1.1 Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.

3042.2 Consultants will be selected by the District Manager and are subject to approval by the Board of Trustees. The District Manager and/or Board of Trustees will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering and architectural services shall be evaluated based upon qualification and not on cost of services per state law.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Travel Policy

POLICY NUMBER: 3050

3050.2 Travel Reimbursement. This policy applies uniformly to employees and trustees. Travel includes attendance at workshops, seminars, conventions, conferences, quarterly meetings, or other meetings of interest to and required by the District. This policy supersedes any previous travel policies or practices of the Lake County Vector Control District.

3050.3 Transportation

3050.3.1 Primary consideration should be given to public transportation when more economical.

3050.3.2 Only standard or coach rates will be reimbursed.

3050.3.3 Transportation to and from air terminals will be at the least expensive mode available.

3050.3.4 The use of a rental car must be authorized in advance by the District Manager.

3050.3.5 In the event an employee uses his personal vehicle in the course and scope of employment, the District shall reimburse the employee at the current IRS rate, as of January 1, of each new year, provided the use of the personal vehicle was approved in advance by the District Manager or his/her designee.

3050.4 Travel Claims

3050.4.1 Whenever travel is properly authorized and costs are incurred, the employee shall be required to prepare a District Business Expense Breakdown Claim Form, which shows in detail all expenditures incurred. Invoices, receipts, or proof of payment shall also be provided and attached to the claim form for the following:

- Air Fare/Train Fare
- Lodging
- Registration
- Conference Fees
- Conference Meals
- Car Rental, Parking, or other transportation

3050.4.2 The claimant shall certify by signature that all amounts claimed were actual and necessary. Documentation must show the inclusive dates of each trip for which allowances are

claimed and the times of departure and return. The Manager or designee will approve expenses incurred for reasonable travel time.

3050.4.3 The Manager or designee shall be required to review and approve each travel claim by signature. In the event any travel cost item is not covered by or exceeds this policy, the claim and item in question shall be referred to the governing body for specific approval with a statement of justification.

3050.4.4 Claims shall be filed within fifteen (15) days after a return from travel.

3050.5 Meals

3050.5.1 Reimbursement shall be based on actual and necessary meal costs. If a meal is not taken, no amount may be claimed.

3050.5.2 If the actual cost is less than the limitation prescribed herein, only the actual cost may be claimed. Gratuities may be paid if the total cost of the meal and gratuity do not exceed the limit for meal reimbursement.

3050.5.3 The following are approved meal limitations:

Breakfast	\$10.00 (ten dollars)
Lunch	\$15.00 (fifteen dollars)
Dinner	\$25.00 (twenty-five dollars)

Note that these are the maximum reimbursement amounts for meals, and that a receipt must accompany claims for reimbursement.

3050.5.4 An exception to the maximum reimbursement rate for meals is permitted when attending an official luncheon or banquet at a specified facility and the luncheon or banquet offers a menu selection that exceeds the maximum reimbursement. Exceptions may be permitted for other special circumstances when approved in advance.

3050.5.5 Pro-rata reimbursement of meals when the employee is on travel status for less than a full 24-hour period, will be based on location and other costs factors. Meal claims which exceed the previous limitations but do not exceed the maximum per day limit of \$50.00, may be authorized. Approval by the Manager or designee is specifically required. Meals included in the conference or meeting fee will be deducted from the \$50.00 per day maximum limit based on the above rates.

3050.6 Lodging

Lodging will generally be arranged in advance by District staff. Individual arranged lodging shall be reimbursed for authorized stay-over only if approved in advance by the Manager or the Board. If a spouse is in attendance, reimbursement shall not exceed the rate for the single occupancy lodging. Lodging will generally be considered for the actual place of the conference or meeting. In the event this is not possible, consideration shall be given to the most economical.

3050.7 Registration

Registration for specific events, such as conferences, continuing education sessions, and other training or activities related to District business shall be reimbursed, excepting that costs of conference-sponsored or unsponsored activities that are essentially entertainment or non-business shall not be reimbursed.

3050.8 Other Costs

Other incidental minor costs, as claimed, may be approved by the Manager, or his or her designee, provided such other costs are explained in detail and do not include personal expenses.

3050.9 Communications

Telephone, internet access, computer, or facsimile expenses are permitted for District business purposes only.

3050.10 Advances

Advances may be issued for travel at the discretion of the Manager or his/her designee.

3050.11 Spouses

The District shall not pay or reimburse the transportation, travel, lodging, meal, or other expenses of the spouses of District trustees and employees.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Credit Card Usage

POLICY NUMBER: 3075

3075.1 Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

3075.2 Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

3075.3 Implementation. A credit card shall be issued to the District Manager and the Office Manager. Credit cards shall not be issued or used by members of the Board of Trustees.

3075.3.1 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

3075.3.2 All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

3075.3.3 All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

3075.3.3 The Office Manager shall review and approve credit-card transactions by the District Manager cardholder. The District Manager shall review and approve credit-card transactions by the Office Manager.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Purchasing
POLICY NUMBER: 3080

3080.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 - vendors may be asked to submit pricing information by telephone or written quotation or comparative prices may be obtained online. District accounts or purchases are then awarded to those firms that provide the best overall prices, taking in to account discounts, delivery costs, etc.

3080.2 To purchase items costing more than \$500 and up to \$30,000, quotations will be solicited from vendors and received by fax, mail, or email, preferably from two or more sources, prior to selecting a supplier and processing a purchase. The District Manager must approve purchases.

3080.3 For items over \$30,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration by the District Manager. The District Manager shall determine the lowest responsible bidder, and will approve the purchase.

3080.3.1 "Lowest responsible bidder" as used in this section, shall mean that bidder which submits a timely, complete, and fully responsive bid and which best responds in price, quality, service, fitness and capacity to meet the particular requirements of the District. Price alone shall not be the determinative factor, but shall be considered along with the other factors including, but not limited to, the ability of the bidder to deliver, availability of parts or service, prior experience with the bidder, and any other factors relating to the particular needs of the District for the supplies and/or equipment to be purchased.

3080.4 Vehicles will be purchased by competitive quotation bids in accordance with section 3080.2.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3085

3085.1 Sale of Surplus Vehicles or Equipment.

3085.1.1 Board of Trustees takes action to declare equipment surplus.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.1.5 Nonrepairable, Salvage, or Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3085.2 Sale of Real Estate:

3085.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3085.2.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3085.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3085.2.5 Bidders are notified of the Board's action.

3085.3 Disposal of Equipment that is Unusable or Unsafe to Use

3085.3.1 Board of Trustees takes action to declare equipment surplus.

3085.3.2 Item is disposed of in a legal, safe, and economic manner.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

I. Introduction

- A. Purpose. The purpose of this policy is to establish and implement the Records Management Policy (“Policy”) of the Lake County Vector Control District (“District”). The Policy establishes a standard protocol and procedures for the retention, destruction and disposition of the Records (as defined below) of the District. This Policy will be implemented and managed under the direction of the District Manager or his or her designee.
- B. Authority.
1. Government Code section 60201(b) authorizes the District to destroy and dispose of Records through the adoption (by resolution) and implementation of a records management policy and records retention schedule that complies with guidelines provided by the Secretary of State pursuant to Government Code section 12236, which classifies all of the District's Records by category and establishes a standard protocol for destruction or disposition of Records. The Secretary of State has promulgated its *Local Government Records Management Guidelines* (Feb. 2006), which are available at <http://www.sos.ca.gov/archives/archives.html>. The Secretary of State guidelines include the *Local Government Records Retention Guidelines* prepared by the City Clerks' Association of California and approved by the League of California Cities as an acceptable standard records retention schedule. By this Policy, the District adopts the League- and Secretary of State-approved *Local Government Records Retention Guidelines*.
 2. The California Public Records Act (Government Code section 6250 et seq.) aids in determining what constitutes a Record that is subject to retention and disclosure and what constitutes a document or other writing that does not need to be retained. It also authorizes the District to adopt local regulations to implement the Act. (Government Code section 6253.4(a).)
- C. Review and Amendment. This Policy shall be reviewed periodically by the District Manager and District General Counsel to ensure compliance with applicable statutes. This Policy will be updated as appropriate in order to keep current with applicable legal requirements and District policies and procedures.
- D. For purposes of this Policy, “Record” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, and any record thereby created, regardless of the manner in which the

record has been stored and regardless of physical form or characteristics. (Reference: Government Code sections 6252(g) & 60201.)

II. Implementation and Management

A. Records Retention

1. Government Code sections 60200 through 60203 govern the retention and destruction of the Records of special districts. However, specific state and federal statutes may require longer retention periods. The criteria used to determine the length of time to retain Records includes statutory requirements, purpose, function and use of the Record, information content, and uniqueness (whether the information exists elsewhere).
2. The District hereby adopts the *Local Government Records Retention Guidelines* prepared by the City Clerks' Association of California and approved by the League of California Cities (Secretary of State *Local Government Records Management Guidelines* (Feb. 2006), Attachment C) as the District's records retention guidelines (the "Records Retention Guidelines"). Records shall be retained until the expiration of the applicable retention period in the Records Retention Guidelines, unless earlier destruction or disposition is authorized by this Policy. The retention periods in the Records Retention Guidelines are minimum periods. The District may retain a Record for a longer period of time.

B. Authority to Destroy and Dispose of Records. District Records may be destroyed or disposed of in accordance with this Policy and the Records Retention Guidelines, as authorized by the Administrator or his or her designee. Except for the Records listed in section II(E) of this Policy (which must be permanently retained), a Record may be destroyed or disposed of in accordance with the following:

1. The District may destroy or dispose of any Record after the expiration of the applicable retention period in the Records Retention Guidelines.
2. The District may destroy or dispose of the following Records at any time without maintaining the original or a copy:
 - a. Preliminary and rough drafts, notes and working papers prepared or received by an employee or accumulated in the preparation or review of a report, analysis, study or other Record;
 - b. Telephone messages and inter-departmental and intra-district notes and memoranda; and,
 - c. Any Record that does not contain information relating to the conduct of the District's business.
3. The District may destroy or dispose of any duplicate Record at any time if the original or a permanent photographic record is maintained on file.
4. The District at any time may destroy or dispose of any paper Record that is not expressly required by law to be filed and preserved if the following conditions relating to electronic storage of documents and records are complied with:
 - a. The Record is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on

optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;

- b. The device used to reproduce the Record on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images; and,
 - c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
5. E-mail messages (sent and received) and attachments may be destroyed or disposed of pursuant to section II(D) of this Policy.

(Reference: Government Code sections 6252(e), 6254(a), 60200 - 60203.)

C. Process of Destruction and Disposal.

1. Records not containing information of a confidential or proprietary nature may be disposed of or destroyed by means of recycling, other waste removal service, shredding or other reasonable method of disposal or destruction. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records recorded on electronic or magnetic media may be erased and the media re-used or discarded.
2. District Records may be destroyed by District staff or a licensed, bonded and insured document destruction service. If District staff destroys Records, the staff member destroying the Records will prepare and sign a certificate of destruction describing the Records destroyed and date. If the District uses a document destruction service, it shall obtain a certificate of destruction from the document destruction service following destruction of District records. All certificates of destruction shall be filed in an District Records disposal log.

D. Management and Retention of E-mail Data.

1. The District e-mail system is intended as a medium of communication and is not intended or designed for the long-term storage or maintenance of Records. In order for the e-mail system to function as designed, employees must regularly delete electronic data (e-mails and attachments) from the e-mail system. The e-mail system shall not be used as a long-term storage medium.
2. The following types of e-mail messages (sent and received) and attachments generally shall not be retained in the ordinary course of business and shall be regularly deleted from the e-mail system by the employee: routine messages comparable to telephone communications; general information (e.g., announcements, solicitations, professional listserves); informal notes and personal messages; and, messages that are not work-related (i.e., not containing information related to the conduct of the District's business).
3. E-mail messages (sent and received) and attachments that contain information relating to the conduct of the District's business and that are not deleted pursuant to section II(D)(2) shall be printed in hard copy or converted to an appropriate electronic format and retained in accordance with this Policy, and then deleted from the e-mail system.

4. Employees shall regularly monitor and manage their e-mail files and folders in accordance with this Policy. An e-mail shall not be retained in the District e-mail system for more than 90 days from the date the e-mail is sent or received.
- E. Permanent Retention of Certain Records. Except as provided for duplicates under section II(B)(3), the District shall not destroy or dispose of any Record that is any of the following:
1. Record that relates to formation, change of organization, or reorganization of the District;
 2. District Board meeting minutes;
 3. Record that relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years;
 4. Record that is the subject of any pending request made pursuant to the California Public Records Act, whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied;
 5. Record that relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented;
 6. Record that relates to any nondischarged debt of the District;
 7. Record that relates to the title to real property in which the District has an interest;
 8. Record that relates to any nondischarged contract to which the District is a party;
 9. Record that has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received;
 10. Any other Record that is expressly required by law to be preserved.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Board of Trustees Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Trustees of the Lake County Vector Control District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws.

In order to assist in the governance of the behavior between and among members of the Board of Trustees and District staff, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Trustee shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Trustees. When a Trustee believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

4010.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Trustees should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement,

upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, refer to Policy #5020 – Board Meeting Agenda.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the District Manager or legal counsel.

4010.1.9 If approached by District personnel concerning specific District policy, Trustees should direct inquiries to the District Manager. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Trustees should develop a working relationship with the District Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

4010.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Trustees are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Code of Conduct for Trustees
POLICY NUMBER: 4015

4015.1 This Code of Conduct shall govern the conduct of the Board of Trustees of the Lake County Vector Control District.

4015.2 The purpose of this Code of Conduct is to:

4015.2.1 Protect the integrity of the Lake County Vector Control District Board of Trustees and sustain the confidence of the people of the District by articulating specific standards and guidelines to assure that those entrusted with the public authority avoid conduct that undermines respect for the District.

4015.2.2 Provide a comprehensive statement of pertinent laws and regulations, ethical principles, considerations, and obligations governing the conduct of the Board members and provide a comprehensive and unified statement of ethical principles, considerations, and obligations to sustain the public trust in the District.

4015.2.3 Enhance the understanding of laws and ethical principles that create the obligations of Board members.

4015.2.4 Establish positive, effective, and comprehensive guidance for the conduct of the Board members.

4015.3 Pursuant to §2022(d) of the State Health and Safety Code, “It is the intent of the Legislature that persons appointed to boards of trustees have experience, training, and education in fields that will assist in the governance of the districts”; and (e) “...The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.”

4015.3.1 The public served by the District need and deserve an agency whose commitment to pursuing public interest outweighs any competing personal or political considerations.

4015.3.2 No code of conduct can anticipate all situations, nor can it prescribe behaviors that are appropriate to most situations.

4015.3.3 Board members must exercise discretion and judgment to adhere to the spirit of this Code of Conduct. It is essential to recognize that an act is not ethical simply because it is legal and conduct is not proper simply because it is permissible. Board members should be willing to do more than the law

requires and less than it allows. Strict compliance is not necessarily enough and attempts to evade or circumvent ethics, laws, and rules are improper.

4015.3.4 All actions, decisions, and votes should be made on their merits, objectively and without party, regional, or ideological partnership.

4015.4 Confidentiality. Confidential information, particularly investigative reports from the District Manager, District Counsel, and personnel matters, shall not be disseminated beyond the recipient.

4015.5 Roles of the Board and Board Members

4015.5.1 The Board has duties distinct from those of management. The Board oversees and provides counsel and direction to management and should not be involved in the day-to-day affairs, function, or activities of the District.

4015.5.2 Board members do not have individual power or authority, and it is improper for any Board member to exercise such authority. The power and decision-making ability lie with the full Board.

4015.5.3 Board members shall not be involved in employee matters (i.e., hiring, firing, discipline, etc.) or other personnel action unless required by provision within the “Policy Handbook” or advice by District counsel.

4015.5.4 Board members shall not be involved in the employee matters or other personnel action by District contractors or their subcontractors.

4015.5.5 The role of the Board shall principally be to:

4015.5.5.1 Set policy.

4015.5.5.2 Hire the District Manager.

4015.5.5.3 Retain legal counsel.

4015.5.6 The Board particularly:

- Assures financial stability of the District.
- Adopts policies.
- Facilitates constructive employer-employee relationships.
- Recognizes ethical responsibility to maintain confidentiality of private and privileged information.
- Builds communications “bridges” between communities, regions, and districts.
- Understands and serves as an agent of constructive change.
- Maintains, at Board meetings, a respectful recognition of others' opinions within a civil process conducive to parliamentary order.
- Recognizes importance of supporting educational programs which improve District operations and community understanding of the purpose and usefulness of the District's activities.

4015.6 Board Member Rules of Conduct

4015.5.6.1 Board members shall understand the authoritative limits and responsibilities allowed them and the Board under the provisions of the State Health and Safety Code and conduct themselves accordingly.

4015.5.6.2 Rules of Order for Board Meetings. Proper parliamentary conduct is expected. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order).

4015.5.6.2.1 Point of Order. If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4015.5.6.2.2 Obtaining the Floor. Any trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

4015.5.6.2.3 Motions. Any trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows:

4015.5.6.2.3.1 A trustee makes a motion; another trustee seconds the motion; and the President states the motion.

4015.5.6.2.3.2 Once the motion as been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote. The motion must be made, seconded and approved by a majority vote of the Board to pass.

4015.5.6.2.4 Public Comment. Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular board meeting on any subject that lies within the jurisdiction of the Board of Trustees shall be as follows: Five (5) minutes may be allotted to each speaker. Speaking times may be adjusted at the discretion of the Board.

4015.5.6.2.5 Personnel Complaints. No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by any other reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Trustees under provisions contained in Policy #1030 Public Complaints.

4015.5.6.3 Board members shall treat each other and District staff at all times and in all situations professionally, with respect and courtesy.

4015.5.6.4 Board members shall not publicly engage in personal attacks on one another, District staff, or the District.

4015.5.6.5 Board members shall not attempt to discredit, humiliate, embarrass, harass, rebuke, or discipline any employee.

4015.5.6.6 Any concerns regarding an employee's performance shall be communicated in writing to the District Manager. Any concerns regarding the District Manager's performance shall be communicated in writing to the President. Any concerns regarding a Board officer's performance shall be communicated, in writing, to the affected officer. Nothing in this section shall affect the right of the Board to evaluate Board officers.

4015.5.6.7 The President may call for an action of Board censure against any Board member who fails to comply with any provision of this section.

4015.7 Abstaining. Board members shall abstain from participating and voting on any matter on which there is a conflict of interest involving the employment, property, or business of themselves or their immediate family.

4015.8 Attendance at Board Meetings

4015.8.1 Pursuant to California Government Code §1770(g), a public office, such as a seat on the board of trustees for a vector control district, is abandoned if the person holding the office ceases to discharge the duties of his or her office for a period of three consecutive months, except when prevented by sickness or specified excuses. The Board may excuse a Board member's absence for the reasons stated in Section 4015.8.2.

4015.8.2 The Board may excuse a Board member's absence from a general meeting only in the case of sickness, conduct of district business with permission, and permitted absences for military or other government duty.

4015.8.3 The District shall follow the following procedures to address meeting absences:

4015.8.3.1 Within ten days of a Board member's second consecutive unexcused absence from a Board meeting, the District Manager will deliver verbal and written notification to the Board member informing the member that the District Manager will send a letter to the Board member's appointing body if the Board member has a third consecutive unexcused absence.

4015.8.3.2 Within ten days of a Board member's third consecutive unexcused absence from a general Board meeting, the District Manager will send a letter to the Board member's appointing agency, notifying the agency of the Board member's absences in reference to this Article V, Section 9. The letter will notify the appointing authority that the appointee has abandoned the office and will request that the appointing authority appoint a Board member to the Board of Trustees.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Trustee Attendance at Meetings

POLICY NUMBER: 4020

4020.1 Members of the Board of Trustees shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 Except when prevented from doing so by an emergency, Trustees shall attempt to contact the District Manager or Board President if they are unable to attend a Board meeting.

4020.2.1 When a Trustee has advance knowledge of an absence, he/she should notify the District Manager or Board President as soon as practical.

4020.3 If a trustee misses three (3) consecutive meetings without notification and excuse, the office shall be deemed vacated pursuant to Government Code Section 1770 and the District Manager shall inform the appointing body in writing requesting that the Trustee be replaced.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Expenditure Reimbursement

POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and trustees may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Trustees and is intended to result in no personal gain or loss to an employee or trustee.

4025.3 Implementation. Whenever District employees or trustees desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the District Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.3.1 The Office Manager or the District Manager will review and approve reimbursement requests. Reimbursement requests by the Office Manager will be reviewed and approved by the District Manager. Reimbursement requests by the District Manager will be reviewed and approved by the Office Manager.

4025.3.2 All expenses must be reasonable and necessary, and employees and trustees are encouraged to exercise prudence in all expenditures.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Trustee Reimbursement
POLICY NUMBER: 4030

4030.10 In accordance with Health and Safety Code §2030(a), the members of the Board of Trustees shall serve without compensation.

4030.20 In accordance with Health and Safety Code §2030(b), Members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the Board of Trustees may, by resolution, provide for the allowance and payment to each Trustee a sum not to exceed one hundred dollars (\$100.00) per month for expenses incurred while on official business.

4030.2.1 On July 13, 2011 the Board of Trustees approved paying \$100 (one-hundred dollars) in lieu of expenses incurred while attending the monthly meeting of the LCVCD Board of Trustees.

4030.2.2 A trustee may elect not to receive a portion or all of the authorized compensation. A written acknowledgement will be provided to the Board Secretary and the District Manager.

4030.25 In accordance with Internal Revenue Code 3401(c), trustees are considered “employees” of the agency for purposes of federal income tax law, and in lieu of expenses payments are considered income and must be reported.

4030.25.1 Each trustee who receives in lieu of expenses payments must provide the District with a completed a W-4 form before payment for his/her in lieu of expenses can be issued.

4030.25.2 Each trustee who receives in lieu of expenses payments will be issued a W-2 by January 31 of the following year as required by law.

4030.30 The above policies are subject to California Health and Safety Code §2030, California Government Code §53232.2 and §53232.3, and Internal Revenue Code 3401(c).

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Board Officers and Elections

POLICY NUMBER: 4040

4040.1 Pursuant to Health and Safety Code Section 2027(b) the officers of the Board are the President and the Secretary. No trustee shall hold more than one office.

4040.1.1 The president shall be a trustee.

4040.1.2 The secretary may be either a trustee or a district employee.

4040.2 Duties

4040.2.1 President. The President of the Board of Trustees shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions. The President is the designated representative of the Board of Trustees, and shall sign all official documents on behalf of the Board except as required by law.

4040.2.2 Secretary. The Secretary of the Board of Trustees shall record or cause to be recorded all actions of the Board in cooperation with the Office Manager. Records shall be available and kept on file at the District office. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions. The Secretary shall sign the minutes as approved. The Secretary shall serve without compensation.

4040.3 Election of Officers. Per Health and Safety Code Section 2027(a), a board of trustees shall elect its officers at the first meeting in January every year or every other year.

4040.3.1 The Lake County Vector Control District Board of Trustees shall elect its president and secretary every two years in odd-numbered years.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Members of the Board of Trustees
POLICY NUMBER: 4050

4050.1 Composition of the Board. As required by the State Health and Safety Code §2020 and §2021(b), the Lake County Vector Control District Board of Trustees shall consist of five persons: one appointed by the City of Clearlake, one appointed by the City of Lakeport, and three appointed by the County of Lake. Pursuant to §2022(e) of the State Health and Safety Code, “trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.”

4050.2. Term of Appointment. The term of office of each trustee shall be two or four years, at the discretion of the appointing body from and after the expiration of his/her predecessor. The term of office expires at noon on the first Monday in January pursuant to the State Health and Safety Code §2024(a).

4050.1 Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from staff or exchanged between Trustees before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the District Manager, and all Trustees will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

4050.2 Trustees shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Trustees shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Trustees may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Trustees shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Trustees should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the District Manager.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

4070.1 The Board of Trustees is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act, or expenditure.

4070.2 Trustees do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Membership in Associations

POLICY NUMBER: 4080

4080.1 The Lake County Vector Control District shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

4080.1.1 The District shall maintain membership in the Mosquito and Vector Control Association of California (MVCAC) and shall ensure that annual dues are paid when due.

4080.1.2 The District shall maintain membership in the California Special Districts Association (CSDA) and shall ensure that annual dues are paid when due.

4080.1.3 The District shall maintain membership in the American Mosquito Control Association (AMCA) and shall ensure that annual dues are paid when due.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Ethics Training (AB 1234 Compliance)
POLICY NUMBER: 4095

4095 All Trustees and designated executive staff of Lake County Vector Control District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of appointment to the Board of Trustees and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to all staff members that the board of Trustees designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Trustees shall provide proof of participation to the District after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.3.1 District staff shall maintain records indicating both the dates that trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after trustees receive the training, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the Board of Trustees with information on available training that meets the requirements of this policy at least once every year.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment Prevention and Response Training (AB 1825 Compliance)
POLICY NUMBER: 4096

4096 All trustees and supervisory staff of Lake County Vector Control District shall receive two hours of training in sexual harassment prevention and response (AB1825) within six months of appointment to the Board of Trustees and at least once every two years thereafter, pursuant to Government Code Section 12950.1.

4096.1 This policy shall apply to trustees, the District Manager, and any other staff member that meets the definition of a “supervisor” as defined under Government Code section 12926(r) (“Supervisor” means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.).

4096.2 All sexual harassment prevention and response training shall be provided by entities whose curriculum has been approved by the California Attorney General.

4096.3 Trustees and staff shall provide proof of participation to the District after completing the sexual harassment prevention and response training. Applicable costs for attending the training will be reimbursed by the District.

4096.3.1 District staff shall maintain records indicating both the dates that trustees completed the sexual harassment prevention and response training and the name of the entity that provided the training. These records shall be maintained for at least five years after trustees receive the training, and are public records subject to disclosure under the California Public Records Act.

4096.4 District staff shall provide the Board of Trustees with information on available training that meets the requirements of this policy at least once every year.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Trustees shall be held on the second Wednesday of each calendar month at 1:30 PM in the Lake County Vector Control District's Administrative Building, 410 Esplanade, Lakeport, CA 95453.

5010.2 Special meetings of the Board of Trustees may be called by the Board President or by a majority of the Board.

5010.2.1 All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or

television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the District Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.6 The President and the District Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 The District Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. Any Trustee may call the District Manager and request any item to be placed on the agenda no later than 5:00 P.M. on the Wednesday prior to the closing of the agenda for the next meeting date (per Section 5020.4).

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the District Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The District Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the District Manager's decision at the next regular meeting of the Board of Trustees. Any Trustee may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Trustees may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and on the District's website (www.lcvcd.org). All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location and on the District's website (www.lcvcd.org).

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

5030.1 Meetings of the Board of Trustees shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable trustees to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Trustees, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter. These time periods may be extended at the discretion of the President or a majority of the Board.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

5030.5 Willful disruption of any of the meetings of the Board of Trustees shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Trustees include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including establishing and or eliminating positions; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Trustees. Three (3) Trustees represent a quorum for the conduct of business.

5040.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the District Manager.

5040.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two trustees challenge the statement of the President, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the District Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

5050.1 Except as otherwise provided in this section, the provisions of the California Code of Civil Procedure, Section 1094.6 or successor statute, are adopted and any petition for review of an administrative decision of the District shall be filed within the time limits prescribed therein. Notwithstanding such time limits, where a shorter time limitation is provided by any other law, such shorter time limit shall apply.

5050.2 This policy affects those administrative decisions rendered by the Board of Trustees governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Trustees.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The Office Manager shall serve as Clerk of the Board, and shall keep minutes of all regular and special meetings of the Board, which, once approved by a majority of the Board, shall be signed by the Secretary of the Board of Trustees and entered into the Minute Book.

5060.1.1 Copies of a meeting's minutes shall be distributed to trustees as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio recording of regular and special meetings of the Board of Trustees will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet until the minutes of a meeting are approved. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Trustees present and absent by name;
- District staff present by name;
- Call to order;
- Time and name of late-arriving Trustees;
- Time and name of early-departing Trustees;
- Names of Trustees absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record of motions and seconds;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;

- Summary information of each subject of the Board's deliberation;
- Record of the vote of each Trustee on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets;
- Time of meeting's adjournment to and from closed session;
- Record of any reportable actions taken during a closed session; and
- Time of meeting's adjournment.

Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order).

5070.1.1.1 If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order (not requiring a second) to the President. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.

5070.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Close Debate and Vote Immediately. As provided above, any Trustee may move to close debate and immediately vote on a main motion.

5070.4.5 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.