

Minutes of the Calaveras Resource Conservation District (RCD)

Regular Board Meeting

December 9, 2021

423 Saint Charles St, San Andreas, CA

Call to Order: The meeting was called to order by S. Beckman-President @ 6:30 pm

Board Members & Staff Present: S. Beckman-President; B. Dubois; K. Hafley; K. Lambert; M. Robie; G. Long-Executive Director; Mary Cole-Admin

Board Members & Staff Absent: Dana Simpson-Staff Accountant

Others Present: Laurie Plautz, John Northwood; Pat McGreevy

Public Comment: None.

Partners: Bobette Parson's NRCS report was made available for review. It also was noted that Ms. Parsons will be relocating to Washington State. Pat McGreevy from CalAm reported that new grant opportunities were coming up. He is requesting that we be fiscal agent for one of the grants being applied for in the Bummerville area. This will be placed on next months agenda for a resolution.

Consent Agenda Items:

1. Approval of 11/11/21 Minutes. Board Action – **K. Hafley made motion to approve, K. Lambert second. On a 5-0-0 vote, minutes were approved with amendment** of Item NB 4 – area covers 2,000 acres (not sq. ft.)
2. Approval of Sept and Oct 2021 Finance Reports – **K. Hafley made motion to approve, K. Lambert second. On a 5-0-0 vote, financials were approved.**

Old Business:

1. Progress on sale of building and Surplus Land Resolution – Mr. Beckman reported that he and Mr. Robie visited Public Works and Records Office to research the lot split. They were instructed to review the Map Act. Attorney has sent out letter of availability to special districts and low income housing developers who may be interested in purchasing the building. Interested parties have 60 days to respond.
2. Update on Murphys to Forest Meadows and Wylderidge projects – G. Long reported that three contractors have been selected and all contracts have been signed. They are waiting for drier conditions to start field work.

The Wylderidge contract has been executed with a minor revision to the budget. Of the 51 parcels, only one won't participate. A Town Hall meeting (virtual & in-person) is scheduled for Wednesday, January 6. CalAm and CCRCD will be speakers.

New Business:

1. Request for additional rental space from Common Ground – It was determined that the tenant had been informed of possible building sale so the extra space may be temporary. The space being offered would be on the top floor. G. Long will discuss their needs with tenant.
2. Use of Indirect Cost Funds – Mr. Beckman noted that the indirect cost funds account is starting to build and suggests we use that money to start paying our Executive Director and other staff for project work not covered by a grant. We will need a job description. Beckman will consult with G. Long to develop a proposal to be brought for a vote at the next regular meeting.

3. Computer and Office Equipment – It was noted that our computer and office equipment is donated used equipment and needs to be upgraded. G. Long and D. Simpson will come to next meeting with a proposal to upgrade this equipment.
4. New Grant Ideas –
 - Do clearing work on other highways besides Hwy4
 - Weed abatement in District 2
 - McKays fuels reduction. Partners are Stanislaus NF and CalAm.
 - Moke Hill fuels reduction. Partner is Mokelumne Hill Fire District.
 - Fricot City fuels reduction. Partner is CalFire
 - Ross Drive fuels reduction in Valley Springs . Partner is Calaveras Consolidated Fire District.

Reports:

1. Committee Reports – None.
2. Other Items for Consideration – K. Lambert would like to discuss our standards of work for long-term management of new projects.
3. Board Member announcements – S. Beckman contacted County Council to inquire about the possibility of reducing our board permanently from 7 members to 5. We just need to publish a public notice.
4. Staff announcements – G. Long agreed to store a 30-gal drum of diesel for the Prescribed Burn Assn.
 D. Simpson noted that she also is now working as bookkeeper for the Amador RCD.

Adjournment of meeting. Meeting adjourned @ 8:10 pm.

Next meeting will be newly scheduled for **Thursday, January 13, 2022 at 6:30 pm.**

Attest:
 President, Sid Beckman _____

Date _____

Secretary, Brady Dubois _____

Date _____

Calaveras County Resource Conservation District

01/06/22

Profit & Loss

Accrual Basis

July through December 2021

| | <u>Jul - Dec 21</u> |
|---------------------------------|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| Direct Public Grants | |
| Nonprofit Organization Grants | 67.50 |
| Total Direct Public Grants | 67.50 |
| Investments | |
| Interest-Savings, Short-term CD | 7.23 |
| Total Investments | 7.23 |
| Program Income | |
| Program Revenue | 83,830.18 |
| Total Program Income | 83,830.18 |
| Rental Income | 5,100.38 |
| Total Income | 89,005.29 |
| Gross Profit | 89,005.29 |
| Expense | |
| Insurance Expense | |
| Insurance - Liability, D and O | 2,523.60 |
| Worker's Compensation Insurance | 1,075.35 |
| Total Insurance Expense | 3,598.95 |
| Professional Fees | |
| Legal Fees | 3,265.02 |
| Auditor | 2,978.00 |
| Total Professional Fees | 6,243.02 |
| Contract Services | |
| Outside Contract Services | 64,565.00 |
| Total Contract Services | 64,565.00 |
| Facilities and Equipment | |
| Property Taxes | 150.00 |
| Facility Maintenance | 177.87 |
| Property Insurance | 684.26 |
| Utilities | 2,451.91 |
| Total Facilities and Equipment | 3,464.04 |
| Operations | |
| Payroll Processing | 532.00 |
| Website | 233.40 |
| Computer Software | 149.87 |
| Postage, Mailing Service | 63.70 |
| Printing and Copying | 57.84 |
| Supplies | 155.28 |
| Total Operations | 1,192.09 |
| Other Types of Expenses | |
| Memberships and Dues | 766.00 |
| Total Other Types of Expenses | 766.00 |
| Payroll Expenses | 18,169.80 |
| Total Expense | 97,998.90 |
| Net Ordinary Income | -8,993.61 |
| Net Income | <u><u>-8,993.61</u></u> |

Calaveras County Resource Conservation District

Balance Sheet

01/06/22

As of December 31, 2021

Accrual Basis

| | <u>Dec 31, 21</u> |
|--|---------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking | 20,266.87 |
| Total Checking/Savings | <u>20,266.87</u> |
| Accounts Receivable | |
| Accounts Receivable | 542,264.38 |
| Total Accounts Receivable | <u>542,264.38</u> |
| Total Current Assets | 562,531.25 |
| Fixed Assets | |
| Building Improvements | 7,675.00 |
| Land - Operating | 93,947.35 |
| Buildings - Operating | 219,210.49 |
| Total Fixed Assets | <u>320,832.84</u> |
| Other Assets | |
| Accumulated Depr - Bldg Improve | -799.48 |
| Accum Depreciation | -20,703.21 |
| Total Other Assets | <u>-21,502.69</u> |
| TOTAL ASSETS | <u><u>861,861.40</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Unearned or Deferred Revenue | 540,444.00 |
| Payroll Liabilities | 3,234.20 |
| Total Other Current Liabilities | <u>543,678.20</u> |
| Total Current Liabilities | <u>543,678.20</u> |
| Total Liabilities | 543,678.20 |
| Equity | |
| Net Investment in Capital Asset | 307,020.92 |
| Retained Earnings | 20,155.89 |
| Net Income | -8,993.61 |
| Total Equity | <u>318,183.20</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>861,861.40</u></u> |

| | 2017 | 2018 | 2019 | 2020 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | YTD 2021 | Total All Dates |
|------------------------|-------------------|--------------------|-------------------|-------------------|-----------------|-------------------|-----------------|-----------------|-------------------|-----------------|-------------------|-----------------|-----------------|-------------------|-----------------|-----------------|--------------------|--------------------|
| Income: | | | | | | | | | | | | | | | | | | |
| CPUD | \$1,420.50 | \$348.60 | | | | | | | | | | | | | | | | \$1,769.10 |
| Common Ground | \$0.00 | \$3,600.00 | \$4,737.50 | \$5,100.00 | \$425.00 | \$675.00 | \$550.00 | \$550.00 | \$525.00 | \$600.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$550.00 | \$6,625.00 | \$20,062.50 |
| UCCE | \$0.00 | \$1,261.34 | \$3,724.18 | \$3,540.50 | \$305.24 | \$364.92 | \$363.85 | \$337.46 | \$328.84 | \$231.25 | \$217.35 | \$250.50 | \$291.91 | \$300.20 | \$276.79 | \$313.63 | \$3,581.92 | \$12,107.94 |
| Motherlode Bonsai Club | \$0.00 | \$0.00 | \$0.00 | \$240.00 | \$75.00 | | | | \$150.00 | | | | | \$150.00 | | | \$375.00 | \$615.00 |
| Total Income | \$1,420.50 | \$5,209.94 | \$8,461.68 | \$8,880.50 | \$805.24 | \$1,039.92 | \$913.85 | \$887.46 | \$1,003.84 | \$831.25 | \$767.35 | \$800.50 | \$841.91 | \$1,000.20 | \$826.79 | \$863.63 | \$10,581.92 | \$34,554.54 |
| Expenses: | | | | | | | | | | | | | | | | | | |
| CPUD | \$177.38 | \$672.06 | \$709.63 | \$988.51 | \$69.94 | \$69.94 | \$69.94 | \$69.94 | \$69.94 | \$69.94 | \$69.94 | \$73.54 | \$73.54 | \$73.54 | \$143.67 | \$73.54 | \$927.41 | \$3,474.99 |
| San Andreas Sanitary | \$282.59 | \$1,009.61 | \$1,280.41 | \$1,391.33 | \$101.11 | \$101.11 | \$101.11 | \$101.11 | \$101.11 | \$101.11 | \$101.11 | \$97.04 | \$97.04 | \$97.04 | \$97.04 | \$97.04 | \$1,192.97 | \$5,156.91 |
| CPPA | \$44.80 | \$1,353.60 | \$2,009.80 | \$1,618.80 | \$89.00 | \$119.60 | \$109.40 | \$119.60 | \$106.00 | \$109.40 | \$170.60 | \$230.80 | \$241.60 | \$209.20 | \$155.20 | \$83.20 | \$1,743.60 | \$6,770.60 |
| PGE | \$44.87 | \$422.44 | \$1,400.71 | \$1,057.48 | \$261.27 | \$229.13 | \$201.64 | \$179.12 | \$53.30 | \$30.05 | \$16.20 | \$15.63 | \$16.67 | \$15.63 | \$52.13 | \$150.97 | \$1,221.74 | \$4,147.24 |
| Insurance | | | | | | | | | | | \$684.26 | | | | | | \$684.26 | \$684.26 |
| Sewer Repairs | \$0.00 | \$8,500.00 | \$0.00 | \$0.00 | | | | | | | | | | | | | \$0.00 | \$8,500.00 |
| A/C Repairs | \$0.00 | \$142.16 | \$0.00 | \$2,039.02 | | | | | | | | \$145.19 | | | | | \$145.19 | \$2,326.37 |
| General Maintenance | \$0.00 | \$27.57 | \$406.89 | \$295.47 | | | | | | \$240.00 | \$32.68 | | | | | | \$272.68 | \$1,002.61 |
| Total Expenses | \$549.64 | \$12,127.44 | \$5,807.44 | \$7,390.61 | \$521.32 | \$519.78 | \$482.09 | \$469.77 | \$330.35 | \$550.50 | \$1,074.79 | \$562.20 | \$428.85 | \$395.41 | \$448.04 | \$404.75 | \$6,187.85 | \$32,062.98 |
| Profit/Loss | \$870.86 | (\$6,917.50) | \$2,654.24 | \$1,489.89 | \$283.92 | \$520.14 | \$431.76 | \$417.69 | \$673.49 | \$280.75 | (\$307.44) | \$238.30 | \$413.06 | \$604.79 | \$378.75 | \$458.88 | \$4,394.07 | \$2,491.56 |

Calaveras County Resource Conservation District
Deposit Detail
December 2021

| <u>Type</u> | <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Amount</u> |
|----------------|------------|-------------------|---------------|-------------------|---------------|
| Deposit | | 12/08/2021 | | Checking | 826.79 |
| Payment | 17173 | 12/08/2021 | Common Ground | Undeposited Funds | -550.00 |
| Payment | 11407... | 12/08/2021 | UCCE | Undeposited Funds | -276.79 |
| TOTAL | | | | | -826.79 |

Calaveras County Resource Conservation District
Check Detail
December 2021

| Type | Num | Date | Name | Item | Account | Paid Amount |
|-----------------|-----|------------|------------------------|------|---------------------------|-------------|
| Liability Check | | 12/09/2021 | QuickBooks Payrol... | | Checking | |
| | | | QuickBooks Payroll ... | | Direct Deposit Liabili... | -92.35 |
| TOTAL | | | | | | -92.35 |
| Liability Check | | 12/09/2021 | QuickBooks Payrol... | | Checking | |
| | | | QuickBooks Payroll ... | | Direct Deposit Liabili... | -1,366.41 |
| TOTAL | | | | | | -1,366.41 |
| Liability Check | | 12/09/2021 | QuickBooks Payrol... | | Checking | |
| | | | QuickBooks Payroll ... | | Direct Deposit Liabili... | -227.46 |
| TOTAL | | | | | | -227.46 |
| Liability Check | | 12/23/2021 | QuickBooks Payrol... | | Checking | |
| | | | QuickBooks Payroll ... | | Direct Deposit Liabili... | -1,053.50 |
| TOTAL | | | | | | -1,053.50 |
| Bill Pmt -Check | 447 | 12/01/2021 | Calaveras Public U... | | Checking | |
| Bill | | 12/01/2021 | | | Utilities | -73.54 |
| TOTAL | | | | | | -73.54 |
| Bill Pmt -Check | 448 | 12/01/2021 | Dana Simpson | | Checking | |
| Bill | | 12/01/2021 | | | Supplies | -35.97 |
| | | | | | Supplies | -23.01 |
| TOTAL | | | | | | -58.98 |
| Bill Pmt -Check | 449 | 12/01/2021 | Herum Crabtree Su... | | Checking | |
| Bill | | 12/01/2021 | | | Legal Fees | -1,268.37 |
| TOTAL | | | | | | -1,268.37 |
| Bill Pmt -Check | 450 | 12/01/2021 | Jill M. Micheau | | Checking | |
| Bill | | 12/01/2021 | Cal Fire:Murphys Fo... | | Computer Software | -29.99 |
| TOTAL | | | | | | -29.99 |
| Bill Pmt -Check | 451 | 12/01/2021 | San Andreas Sanit... | | Checking | |
| Bill | | 12/01/2021 | | | Utilities | -97.04 |
| TOTAL | | | | | | -97.04 |
| Bill Pmt -Check | 452 | 12/08/2021 | Calaveras Public P... | | Checking | |
| Bill | | 12/08/2021 | | | Utilities | -83.20 |
| TOTAL | | | | | | -83.20 |

Calaveras County Resource Conservation District
Check Detail
 December 2021

| <u>Type</u> | <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Item</u> | <u>Account</u> | <u>Paid Amount</u> |
|------------------------|------------|-------------------|-----------------------------|-------------|-----------------|--------------------|
| Bill Pmt -Check | 453 | 12/08/2021 | PG&E- V | | Checking | |
| Bill | | 12/08/2021 | | | Utilities | -150.97 |
| TOTAL | | | | | | -150.97 |
| Bill Pmt -Check | 454 | 12/17/2021 | Mary Cole | | Checking | |
| Bill | | 12/17/2021 | | | Website | -233.40 |
| TOTAL | | | | | | -233.40 |
| Bill Pmt -Check | 455 | 12/22/2021 | Herum Crabtree Su... | | Checking | |
| Bill | | 12/17/2021 | | | Legal Fees | -596.70 |
| TOTAL | | | | | | -596.70 |

| CCRCO 2021 - 2022 Amended Budget DRAFT | | | | | | |
|--|-----------------------------------|----------------------|------------------------|----------------------|---------------------|----------------------|
| | 2021-2022 Budgeted Annual Revenue | Operating Budget | Cal Fire (M/FM) | CalFire (Wylderidge) | SNC (Pine Ridge) | Admin |
| Rental Income | \$ 10,450.00 | | | | | \$ 10,450.00 |
| CalFire (Murphy's Forest Meadows) | \$ 1,342,314.60 | | \$ 1,220,286.00 | | | \$ 122,028.60 |
| CalFire (Wylderidge) | \$ 111,017.50 | | | \$ 100,925.00 | | \$ 10,092.50 |
| SNC (Pine Ridge) | \$ 101,832.50 | | | | \$ 88,550.00 | \$ 13,282.50 |
| Total Revenue | \$ 1,565,614.60 | \$ - | \$ 1,220,286.00 | \$ 100,925.00 | \$ 88,550.00 | \$ 155,853.60 |
| Direct Costs: | | | | | | |
| Project Administrator | \$ 27,375.00 | | \$ 22,000.00 | \$ 875.00 | \$ 4,500.00 | |
| Project Manager | \$ 63,375.00 | | \$ 60,000.00 | \$ 3,375.00 | | |
| Mastication | \$ 1,310,186.00 | | \$ 1,138,286.00 | \$ 91,350.00 | \$ 80,550.00 | |
| CEQA | \$ - | | | | | |
| RFP | \$ 6,750.00 | | | \$ 3,750.00 | \$ 3,000.00 | |
| Supplies | \$ 2,050.00 | | | \$ 1,550.00 | \$ 500.00 | |
| Other | \$ 25.00 | | | \$ 25.00 | | |
| Travel | \$ 132.00 | | \$ 132.00 | | | |
| Indirect Costs: | | | | | | |
| Accountant | \$ 17,435.00 | \$ 17,435.00 | | | | |
| Executive Director | \$ 20,000.00 | \$ 20,000.00 | | | | |
| Admin | \$ 3,000.00 | \$ 3,000.00 | | | | |
| Benefits | \$ 8,600.00 | \$ 8,600.00 | | | | |
| Liability Insurance | \$ 3,200.00 | \$ 3,200.00 | | | | |
| Worker's Comp Insurance | \$ 3,000.00 | \$ 3,000.00 | | | | |
| Professional Fees (Audit/Legal) | \$ 20,000.00 | \$ 20,000.00 | | | | |
| Property Taxes | | | | | | |
| (Solid Waste Fee) | \$ 150.00 | \$ 150.00 | | | | |
| Building Maint and Repairs | \$ 18,000.00 | \$ 18,000.00 | | | | |
| Utilities | \$ 5,500.00 | \$ 5,500.00 | | | | |
| Payroll Processing Fees | \$ 1,000.00 | \$ 1,000.00 | | | | |
| Website | \$ 500.00 | \$ 500.00 | | | | |
| Software | \$ 2,500.00 | \$ 2,500.00 | | | | |
| Office Equipment | \$ 10,000.00 | \$ 10,000.00 | | | | |
| Postage | \$ 500.00 | \$ 500.00 | | | | |
| Office Supplies | \$ 2,000.00 | \$ 2,000.00 | | | | |
| Dues, Fees, and Memberships | \$ 3,000.00 | \$ 3,000.00 | | | | |
| Misc Expenses | \$ 5,000.00 | \$ 5,000.00 | | | | |
| Reserves | \$ 30,000.00 | \$ 30,000.00 | | | | |
| Total Expenses | \$ 1,563,278.00 | \$ 153,385.00 | | | | \$ - |
| Projected Gain/Loss | \$ 2,336.60 | | | | | \$ 155,853.60 |

Indirect Cost Rate:

| | | |
|-----------------------------|----|--------------|
| Total Direct Costs | \$ | 1,409,893.00 |
| Total Indirect Direct Costs | \$ | 153,385.00 |
| Rate | | 10.88% |



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 • San Andreas, CA 95249

info@CalaverasRCD.org

Calaveras County Resource Conservation District

Personnel Policies

Proposed CCRCDD Board of Directors
January 2022

INTRODUCTION

This document is based on the CCCRCD Personnel Policies. It is our policy to adopt the Personnel Policy standards of the California Association of Resource Conservation Districts. It was edited to apply to the CCRCD staff.

1. GENERAL PROVISIONS

A. Policy Statement

It is the policy of CCRCD to provide equal employment opportunities to all people without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.

B. Purpose of Personnel Policies

The effective provision of quality services requires positive relationships and goodwill between the Board of Directors, and the staff. The Personnel Policies are developed to define elements of these relationships in the belief that clear exposition of rights and responsibilities will facilitate positive relationships and goodwill.

C. General Responsibilities

The Board of Directors functions as the final administrative authority which represents the CCRCD's interests, conviction, leadership, and functions as the policy making body for the CCRCD. The Board of Directors has the sole authority and responsibility to amend the Personnel Policies. Incumbent in that responsibility is the requirement that the staff be notified of proposed changes and given the opportunity for input prior to the adoption of any amendments. No amendments will be effective prior to the date of enactment by the Board of Directors. The Board of Directors hires staff who are responsible to carry out tasks assigned by the Board.

D. Personnel Committee

The President may appoint an Ad Hoc Personnel Committee.

The duties of the Ad Hoc Personnel Committee shall be:

- Review the statement of Personnel Policies as change of conditions affecting programs and new questions of policy may require.
- Recommend to the Board of Directors such changes in the Personnel Policies considered necessary to the development of a program in keeping with CCRCD purposes and objectives.
- Act as a grievance review committee.
- Review qualifications of applicants for positions.

E. Revisions to Personnel Policies

The President or Board of Directors may request revisions to the Personnel Policies.

If the proposed revisions are endorsed by the Personnel Committee, the following procedures shall apply:

The CCRCDD Board Members shall receive a copy of the proposed revisions 10 days prior to formal presentation to the full Board of Directors.

The President or staff representative shall review and discuss proposed changes with staff at their request.

F. Work Environment

The CCRCDD is committed to providing a safe, positive work environment for that is free of discrimination and harassment in any form. Discrimination or harassment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age in any form will not be tolerated by the CCRCDD.

Any employee subjected to intimidation, ridicule, insult or an otherwise hostile or offensive working environment based on the aforementioned conditions should make a complaint, either in accordance with the established grievance procedures as written in this policy, or directly to his/her supervisor or the President. All such complaints shall be confidentially investigated or resolved as expeditiously as possible.

Any employee who perpetrates harassment based on the conditions described above shall be subject to disciplinary action, including dismissal, as outlined in the section entitled Disciplinary Action and Dismissal.

G. At-Will Employer

The CCRCDD is an at-will employer. This means that regardless of any provision in in these policies CCRCDD or the employee may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in the policy's or in any document or statement, written or oral, shall limit the right to terminate employment at-will.

2. GENERAL AND/OR SEXUAL HARASSMENT

The CCRCDD is committed to providing a safe, positive working environment for everyone. Therefore, discrimination in any form is an unacceptable behavior and will not be tolerated by the CCRCDD. In general, harassment is any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Harassment is defined to include: participating in coercive or repeated, unsolicited and unwelcome verbal comments or gestures; or using implicit or explicit coercive behavior in the process of conducting business, or to control, influence, or affect the career, salary or job of an employee.

Harassment includes such unwelcome behavior as: verbal abuse; insults; suggestive, demeaning or degrading comments; jokes; notes or picture displays alluding to race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, veteran status, or disability. Harassment may also take the form of physical aggressiveness, threats or other intimidating behaviors. Any employee who perpetrates harassment based on the conditions

described above shall be subject to disciplinary action, including dismissal, as outlined in the section entitled Disciplinary Action and Dismissal.

A. SEXUAL HARASSMENT DEFINED

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly made a term or a condition of employment or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual’s work or performance, or of creating an intimidating, hostile, or offensive work environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the CCRCD.

Unwelcome sexual demands, requests for sexual favors, unwelcome or unnecessary touching, vulgar or degrading sexual comments, distribution of written or graphic material having such effects, or other verbal or physical conduct of a sexual nature may be considered to constitute sexual harassment. Threats, demands or suggestions that an employee’s employment status or advancement requires agreement to sexual activity is another form of sexual harassment.

B. SEXUAL HARASSMENT PROHIBITED

Sexual harassment of co-workers, co-employees, Board of Directors, members of the public, or any other person, is absolutely forbidden. Sexual harassment can take many forms and, therefore, you are notified that verbal, physical, visual and other forms of sexual harassment are absolutely forbidden.

C. DISCIPLINARY ACTION

The CCRCD will enforce disciplinary action against any person that engages in sexual harassment or who threatens or insinuates, either explicitly or implicitly, that a person’s refusal to submit to sexual advances will adversely affect the person’s employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This disciplinary action may include suspension, or, demotion and can include termination.

Given the nature of the type of discrimination, the CCRCD also recognizes that false accusations of harassment can have serious effects on innocent men and women. Therefore, false accusation will result in the same disciplinary action applicable to one found guilty of harassment.

D. REPORTING OF HARASSMENT

Any person who believes he or she has been treated in a manner inconsistent with this policy, whether such treatment is by a co-worker, co-employee, Board of Directors, member of the public, or any other person, should report such violations to a supervisor, President, Vice-president or Ad Hoc Personnel Committee without fear of reprisal. The CCRCDC will act positively to investigate claims of alleged sexual harassment and to effectively remedy them when an allegation is determined to be valid.

1. The report should be made to the claimant's immediate supervisor, President, Vice-president, or Personnel Committee. The report shall be in writing.
2. The person receiving the report shall prepare a written report within three (3) working days and include:
 - what happened
 - when it happened
 - where did it happen
 - who is the alleged harasser
 - who is the alleged victim
 - who were the witnesses
 - comments of the victim
 - other comments
3. The report shall be given to the President which shall cause Ad Hoc Personnel Committee or an independent third party as determined by CCRCDC. Within ten (10) days the investigator(s) shall provide a written report of the investigation to the Board of Directors.
4. No retaliation shall be taken against any person who reports sexual harassment or assists in the investigation thereof.
5. The supervisor or designee shall notify the person making the complaint of the results of the investigation subject to the provisions of California law. The person making the complaint also has the right, at any time, to pursue any other courses of action allowed by state and federal laws or these policies.

In order to achieve effective enforcement of this policy, and in order to avoid repeat violations of this policy, reports of violations of this policy must be made immediately by any person who feels he/she has been treated in a manner inconsistent with this policy, or is aware of any violation of this policy.

3. CLASSIFICATIONS OF EMPLOYEES

All CCRCDC employees are classified as Non-Exempt employees. However, any employee

may be reclassified as an Exempt employee at any time should the Board determine that he or she meets the criteria for Exempt status as defined by government codes.

4. BASIS OF EMPLOYMENT

At-Will: The CCRCDD is an at-will employer. This means that regardless of any provision in these policies CCRCDD or the employee may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in the policy's or in any document or statement, written or oral, shall limit the right to terminate employment at-will.

Regular: Employees hired for an indefinite period of time after completion of the probationary period. The CCRCDD does not guarantee employment for any specific time period (employment at will). Termination of regular employees shall be in accordance with applicable personnel policies.

Full-Time: All temporary, probationary or Regular employees regularly scheduled for forty (40) hours of work within the work week. CCRCDD does not guarantee a 40-hour work week.

Part-Time: All temporary, probationary or regular employees regularly scheduled for less than forty hours of work within the work week.

Probationary: Each new employee, other than temporary employees, will be hired on a probationary basis lasting not more than 1040 hours from the first day of the pay period closest to the date of hire. Upon successful completion of the probationary period, an employee shall receive Regular status. Should either the President or the employee conclude that employment be terminated during this time without prejudice or cause, either may do so without notice and without recourse. Employees terminated during the probationary period do not have the right to appeal.

Temporary: Employees hired for a definite (limited) period of time as specified at time of employment. For persons classified as temporary employees, compensation will consist of a salary or hourly rate of pay. Other benefits required by law including Worker's Compensation, State Unemployment Insurance (SUI), and etc. are also provided according to the applicable law.

Actions by the Board of Directors to lay off employees or eliminate positions may have the effect of interrupting or termination an individual's employment. These actions take precedence over any prior plan to provide an employee with the same or comparable position on a specific date after any sort of leave. Employees rehired at any time after a voluntary termination shall be treated as a new employee. Seniority will be calculated from the latest date of hire.

5. TYPE AND FREQUENCY OF PAY

Hourly: Paid a regular hourly rate of hours actually worked as scheduled every two weeks.

Overtime: See Section 8

6. COMPENSATION SCHEDULE

Employees shall receive compensation according to the Job Description of the position in which they are employed.

Compensation changes will be made only upon approval of the Board of Directors.

The Board of Directors has the authority to hire employees into established positions within the approved compensation range established by the Board of Directors based on appropriate experience and qualifications.

7. COMPENSATION ADJUSTMENTS

Compensation adjustments are based on the budget and approval of the Board of Directors.

An annual review of the compensation schedule and benefits package shall be part of the Annual Budget Review.

8. HOURS OF WORK AND OVERTIME

Unless otherwise arranged with the President or supervisor, each work day shall include a non-paid lunch hour, and two separate paid fifteen minute breaks.

Non-exempt employees shall receive compensatory time off in lieu of compensation for hours worked in excess of 40 hours in a work week.

In accordance with the federal Fair Labor Standards Act ("FLSA"), CCRCDC will grant employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours in a workweek.

- (1) The compensatory time off received may be limited, preserved, used or cashed out consistent with the provisions of the RCD Personnel Manual, all applicable laws, and the regulations of the U.S. Department of Labor.
- (2) Compensatory time off will be accrued at the rate of one and one-half (1½) hours for all hours worked in excess of 40 hours per work week.
- (3) An employee may not accrue more than 24 hours of compensatory time off at any one time. Once 24 hours of compensatory time off is accrued, the employee will be compensated with overtime pay until accruals fall below 24 hours.
- (4) Requests to use compensatory time off must be made in advance and are subject to the approval of the CCRCDC Executive Director. **If an employee is scheduled to attend an evening meeting or weekend event, the employee should adjust the normal work schedule to avoid accruing overtime.**

9. PERFORMANCE EVALUATIONS

Written employee performance evaluations will be done by the Board of Directors within one year and annually thereafter on the review anniversary for all CCRCDC employees.

If the evaluation is satisfactory, appropriate action may be taken to effect a compensation adjustment.

If the evaluation is not satisfactory, appropriate action may be taken in accordance with steps outlined under Section 15.

10. BENEFITS

An employee's accrual of vacation and sick leave benefits during any given pay period shall be pro-rated based upon his or her actual work rate (which includes utilization of previously accrued leave) for that period for employees working more than 20 hours per week. Work rate is a percentage of the equivalent to full-time employment and may not exceed 100%.

Holidays

The Board of Directors shall publish a holiday schedule, noting the calendar date for each holiday, at the beginning of the calendar year.

The following paid holidays are observed as days off by the full-time staff:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day & following Friday
- Christmas Eve Day
- Christmas Day
- Floating Holiday

Each employee not classified as a temporary employee may utilize a floating holiday during the calendar year. Use of the floating holiday must be approved in advance by the President, or the supervisor. As with other benefits, part-time employees receive this benefit pro-rated on their actual work rate. Should the employee terminate employment before the floating holiday is used in a calendar year, the holiday is forfeited.

Vacation

All regular employees are eligible for vacation.

- Immediately upon hire the employee will earn 3.08 hours of paid vacation for every 80 hours worked.
- On the employee's fifth (5th) anniversary of employment, the accrual rate will increase to 4.62 hours of paid vacation for every 80 hours worked.
- On the employee's tenth (10th) anniversary of employment, the accrual rate will increase to 6.16 hours of paid vacation for every 80 hours worked.

To be eligible for paid vacation, you must work your last scheduled day before the vacation and the first scheduled day after the vacation, unless you receive prior approval from

CCRCD Executive Director. Vacation time is given to employees so that they are better able to perform their jobs when they return. For this reason, CCRCD require employees to take their vacation and we do not permit employees to take pay in lieu of time off, except at employment anniversary date if 80- hour cap is exceeded. Employees are allowed to carryover only 80 hours of vacation time upon reaching their employment anniversary date. Any accrued hours over the 80-hour cap will be paid out. Unpaid leave when vacation accrual is available is not permitted. Submit vacation requests in writing at least two weeks in advance to your supervisor. When possible, vacation requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduled vacation times.

Employees who are out on a leave of absence do not accrue vacation time while they are on their leave. At the end of employment, eligible employees will be paid for accrued but unused vacation.

Sick Leave

Sick leave is intended to be taken only when an employee is ill.

All employees are eligible for paid sick days each year, up to a maximum of thirty days (30). Immediately upon hire the employee will earn 1 hour of paid sick time for every 30 hours worked.

The employee must notify the Executive Director if they intend to take a sick day.

Whenever an employee believes it necessary to be absent from duty because of the serious illness or health care needs of a member of the immediate family (spouse, father, mother, brother, sister, child, mother-in-law, father-in-law, grandparent, grandchild, sisters and brothers-in-law, daughters-in-law and sons-in-law, or step-relatives in these categories) permission may be requested from the Executive Director to be absent for not more than three working days. An additional two (2) days off may be granted by the President in severe situations. Time off for family sick leave beyond five (5) days requires Board of Directors' approval.

A doctor's statement may be required to substantiate use of sick leave when the absence is due to illness of the employee or family member. Such documentation may be required at the President's discretion. The President may require substantiation of illness by a physician or other health professional designated by the CCRCD at its expense.

An employee who cannot report to work on any given day because of illness is to call the Executive Director as soon as possible.

Accrued paid sick leave may be carried over to the next year. Sick Leave cannot be cashed out at any time.

Bereavement Leave

Bereavement leave may be granted with pay for up to three (3) days for an employee who requests such leave due to the death of a member of his/her family (spouse, father, mother, sister, child, mother-in-law, father-in-law, grandparent, sisters and brothers-in-law, daughters-in-law, sons-in-law, and grandchildren, or step-relatives in these categories).

Request for bereavement leave should be directed to the President. Such time shall not be charged to vacation leave but shall be documented and recorded as bereavement leave.

Temporary employees are not eligible for bereavement leave benefits.

Leave of Absence Without Pay

Any time off the payroll shall be considered a Leave of Absence Without Pay when probation period is completed.

Leave of absence without pay may be available upon written approval by the Board of Directors, when probation period is completed.

Should the end of the fiscal year occur during an approved leave of absence without pay the entire leave shall be considered as part of the fiscal year in which the employee last worked. No portion of the leave shall be counted as part of the total approved leave without pay the employee may accumulate during the fiscal year in which he or she returns to work.

All reasonable efforts will be taken to reassign the returning employee to previous job duties. Compensation will be at the salary range of the position assigned on return.

Maternity Leave & Pregnancy Disability Leave

An employee may be granted a maternity leave of absence to a maximum of four (4) months with the approval of the President. An employee may use accrued vacation and/or sick leave during a Pregnancy Disability Leave, otherwise the leave shall be unpaid. An employee eligible for Family Care Leave may request that the first four (4) months of maternity leave be considered as Family Care Leave.

The Executive Director may request written concurrence of the attending physician regarding the commencement of maternity leave.

All reasonable efforts will be taken to reassign the returning employee to previous job duties. Compensation will be at the salary range of the position assigned upon return.

In accordance with California law, any employee disabled by pregnancy, childbirth or related medical conditions is entitled to up to four (4) months of paid or unpaid Pregnancy Disability Leave. Pregnancy Disability Leave may be used in conjunction with Family Care Leave as prescribed by regulation.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Accrued vacation (if any) may be used for this leave if the employee chooses, but the District will not require the employee to use vacation. Military orders should be presented to CCRCD and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the District unless military necessity makes this impossible. The employee must notify CCRCD of their intent to return to employment based on requirements of the law.

Family Care Leave

Both the State of California and Federal governments have enacted laws that mandate specified employers to provide Family Care Leave to qualified employees under certain circumstances. The criteria for eligibility and benefits under the two laws vary. In conformance with requirements posed by the Federal law, when an employee qualifies for both a Federal and State family leave, will consider the most liberal application of either law when determining eligibility for Family Care Leave, length of leave, benefits provided during leave, and other factors associated with the leave.

In general, a person employed for at least twelve (12) months and who has worked, under Federal law, at least 1,250 hours during the twelve-month period preceding the commencement of leave, is eligible for Family Care Leave.

Family Care Leave will be granted for any of the following reasons: the birth or adoption of a child, or the placement for foster care of a child; the serious health condition of a spouse, child or parent; or the employee's own serious health condition where that condition renders the employee unable to perform the duties of his or her position. (Note: this situation covered under Federal law only).

The duration of the leave may be either twelve (12) weeks or four (4) months depending on the reason for the leave and which law is applicable.

When Family Care Leave occurs under Federal law, an employee may choose to utilize accrued vacation leave in lieu of leave without pay.

An employee is required to provide at least 30 days notice before the date a foreseeable leave is to begin, or as soon as practicable if the leave is not foreseeable.

CCRCD may require an employee to provide certification of a serious health condition by a health care provider.

An employee will be placed in the same or comparable position in which he or she was working at the time a Family Care Leave began upon return from the leave and compensation will be at the range of the last position assigned.

This policy highlights some key elements of legislation pertinent to Family Care Leaves. It is not feasible to provide an in-depth analysis of Family Care Leave laws here. Each request for Family Care Leave will be considered on an individual basis and handled in strict conformance with all applicable laws related to the specific circumstances at hand. It is highly recommended that an employee consult with the CCRCD's Board of Directors when considering a request for Family Care Leave so as to gain specific information about conditions relevant to the leave.

Jury Duty

Leave with pay shall be granted for up to 3 days to employees selected to serve jury duty. The employee may retain money received from the court for mileage reimbursement. Other funds received for jury duty shall be given to CCRCD. The employee shall receive his/her regular rate of pay and continue to accrue vacation.

Employees subpoenaed for court appearances other than work related, must use vacation or leave without pay approved in advance by the President. Time off will be allowed for Grand Jury duty at the discretion of the President.

Social Security

All employees are covered for Social Security benefits. The CCRCD and employee each contribute at the rate specified by law.

Worker's Compensation

An employee who has been injured on the job and is receiving Worker's Compensation shall retain his/her usual employee benefits as long as employment continues. He or she will continue to accrue vacation leave and holiday pay.

Health Insurance

At this time, the CCRCD does not provide health insurance for Employee's.

11. PERSONNEL RECORDS

An individual's personnel record will be maintained by the President for each staff member.

The personnel records shall include employment history of each employee including:

- Resume and employment application
- Other pertinent information

All information contained in the personnel records shall be confidential. Release of any information contained in the personnel record shall be provided only with consent of the staff member involved.

During regular working hours, staff members will be allowed to review their complete personnel record at a time mutually agreeable to the employee and the President.

In the event that the employee believes material in his or her file is erroneous in nature, he or she shall provide documentation of the facts to the Board of Directors who may direct that any such material be corrected or removed from the personnel record.

If such material is not removed from the personnel record, the employee may attach to the material in question a written explanation describing why said material is alleged to be erroneous.

12. EMPLOYMENT AND RESIGNATIONS OF STAFF

The Board of Directors shall be responsible for hiring, promotion, transfer, discharge or layoff of employees and all such other matters of personnel administration. The Board of Directors may be guided by the recommendations of the employee's supervisor, or the advice of the Personnel Committee.

Each new employee with the exception of temporary employees, shall serve a 1040 hours probationary period. The purpose of such probationary period is to enable the Board of Directors and employee to mutually assess the employment situation. Should either the Board of Directors or the employee conclude that employment be terminated during this time without prejudice or cause, either may do so without notice and without recourse.

Employees terminated during the probationary period do not have the right of appeal.

Employment may be terminated by the Board of Directors or employee at any time with or without cause and without notice.

13. OUTSIDE EMPLOYMENT

Outside employment is acceptable when there is no conflict of interest and it does not interfere with work efficiency of the particular employee. The Board of Directors must approve in advance and in writing all outside employment.

14. CONFLICT OF INTEREST

Employees may not serve as a member of the Board of Directors of the CCRCD.

Employees and members of the CCRCD Board are responsible for adhering to the CCRCD Conflict of Interest Policy.

The intent of this policy is to identify arrangements which are conflictual or which give the appearance of conflict of interest. Moreover, the intent is to further discourage the occurrence of conflict by a combination of disclosures and sanctions. Conflict of interest occurs when an individual enhances his or her financial position at the expense of, or by, the

influence of the CCRCD. No staff or CCRCD Board member shall solicit or receive beneficial financial treatment from vendors or financial institutions.

Whenever an CCRCD Board or staff member believes he or she may be in a conflictual position, or whenever there is an appearance of conflict of interest, the minimum responsibility is to fully disclose the situation to the Board of Directors.

The CCRCD Board of Directors shall determine, through a majority vote of its members, if a potential conflict of interest exists. Any CCRCD Board member is disqualified from voting on matters pertaining to any conflict of interest in which they are in question. Should it be determined that an actual or potential conflict of interest exists, the Board of Directors shall require the individual to eliminate the conflict or obtain a waiver pursuant to Section 54523 of Title 17, California Code of Regulations. California Code of Regulations, Title 17, Section 54505, et. seq., shall be the basis upon which conflicts of interest are defined and procedurally handled.

All CCRCD Board and/or staff members are prohibited from using their position in such a way as to receive discounts or financial favors from the CCRCD suppliers. Any violation of the conflict of interest policy subjects the staff person to sanctions which may include dismissal.

In addition to the foregoing disclosure provision, legal exceptions notwithstanding, a staff person or an CCRCD Board member cannot sponsor or influence a decision upon any program vendor or any individual wherein it would logically result in a financial gain for that staff person or CCRCD Board member.

15. DISCIPLINARY ACTION AND DISMISSAL

A. Corrective discipline is a sequential process directed to improving an employee's performance. An objective and impersonal approach of gathering facts about the employee's problems shall be utilized. The following approaches to problems resolution shall be adhered to:

- Counseling/reeducation is the mutual exploration of the problems by the supervisor and employee and the restatement of the CCRCD's standards, goals, and activities by the supervisor.
- Constructive criticism includes clear statements by the supervisor about what an employee is doing wrong, how the employee is expected to change, what might happen if the employee continues doing wrong, the supervisor's plans for follow-up and time frame for improvement.
- Formal reprimand is a procedure where the immediate supervisor or Board of Directors notifies the employee in a written format of the specific infractions, and may include date(s) of occurrence, remedy proposed, including any deadlines, possible sanctions for noncompliance and a review of past disciplinary steps taken.
- Penalties include the removal or alteration of various benefits of employment to an employee who continues to demonstrate problems or exhibits severe problems.

Penalties which may be used, based on severity of the problems and needs of the CCRCDC, include a forced leave of absence without pay for up to 30 working days and/or dismissal.

B. An employee may be placed on administrative leave status, with or without pay, if the employee is accused of actions which could pose a danger or threat to CCRCDC's clients, staff or operations. The CCRCDC shall use the administrative leave period for the purpose of investigating the alleged actions. The President shall inform the Board of Directors in writing of employees placed on administrative leave status including the rationale for the President's decision.

C. Immediate dismissal of an employee or disciplinary action at any step in the sequential process in this policy's Conflict of Interest section may be made for any of the following:

- Absence without approved leave for a period of two (2) days or longer.
- Conviction of a felony while working or an act that demonstrates jeopardy to the CCRCDC or the public.
- Permanent mental or physical disability, as determined by a medical evaluation conducted by a CCRCDC designated physician, which prevents a person from fulfilling essential job requirements with reasonable accommodation. The evaluation shall be at no cost to the employee.
- Substance abuse during work.
- Violation of the CCRCDC Drug-Free Policy (See Attachment A)
- Providing false information to attain employment.
- Refusal to comply with supervisor's reasonable instructions.
- Willful infractions of state policies and procedures.
- Unsatisfactory work performance.
- Other circumstances and/or actions which are of sufficient severity to warrant immediate dismissal or disciplinary action as determined by the Board of Directors.

D. Appeal of penalties and/or immediate dismissal in this section may be made pursuant to the Grievances section in this policy manual.

Dismissal or penalty that includes reduction or loss in pay or combination, shall be in effect during the grievance process.

E. Dismissal is accomplished by a written notice being served to the employee signed by the President stating when the dismissal is to be effective and the cause or causes of the dismissal clearly stated. A copy will be sent to the Personnel Committee, including any supporting documentation.

F. Any non-probationary employee, within five (5) working days of receipt of the notice of penalty or immediate dismissal, may submit a grievance in accordance with the procedure in these Personnel Policies.

16. GRIEVANCES

A grievance is defined as an expressed dissatisfaction by an employee pertaining to any condition of his/her employment.

A. Procedure

In the event an employee feels he/she has a grievance, the employee should begin the procedure with his/her immediate supervisor within ten (10) working days of recognizing the problem on which the grievance is based.

The grievance, in written form, shall be presented by the employee to the immediate supervisor. The immediate supervisor shall meet with the employee to discuss the issues within five (5) working days. The supervisor shall give the employee a written response within ten (10) working days from the date of the meeting. If the employee is not satisfied with the supervisor's response, the employee may appeal to the next level.

The grievance and dissatisfaction with the supervisor's response or any proposed resolution in the previous paragraph shall be presented in writing to the Board of Directors within ten (10) working days of the supervisor's written response. The Board of Directors may take whatever steps considered necessary to resolve the dissatisfaction. The Board of Directors shall submit a written response to the employee within ten (10) working days of receiving the employee's grievance.

The grievance and reasons for dissatisfaction with prior resolutions shall be submitted in written form to the Personnel Committee of the Board of Directors.

The Personnel Committee shall hear the grievance no later than 30 working days after the receipt of notification. At the hearing the employee shall present the grievance and requested resolution. Within ten (10) working days of the hearing, the Personnel Committee shall issue a written report detailing their decision and findings of fact in support of that decision and make a recommendation to the Board of Directors.

The Board of Directors, within ten (10) working days of the hearing, shall issue to the employee a written decision with findings of fact supporting that decision. There is no further administrative remedy available to the employee. Per mutual agreement between the employee and the individual or body hearing the grievance, the time allotted for rendering a decision as stated in this section may be extended to allow for additional fact finding, evaluation and analysis.

B. Representation

The employee and the Board of Directors or his/her designee may be represented by parties of their choice. Any costs of representation to the employee shall be borne by the employee, and any costs of representation for the Board of Directors shall be borne by the CCRC.

C. Access to Information

The employee and any designated representatives of either party may have access to all relevant information maintained by the CCRCDC with the exception that confidential information regarding other employees may not be utilized during the procedure without the specific written consent of the affected parties.

D. Impartial Observers

During all phases of the grievance procedure the employee may request the presence of another employee during all proceedings to act as an impartial observer. The choice of an observer shall be mutually agreeable to both parties of the grievance.

The role of the impartial observer is not to support, counsel, or encourage either side involved in the grievance, but rather to objectively observe the proceeding and, if requested by either party, to report observations in a written summary for record in the grievance file.

E. Witnesses

During the grievance procedure either or both parties shall be allowed to call upon no more than two witnesses during any particular phase unless mutually agreed otherwise.

Employees called as witnesses by either side shall do so on CCRCDC time with any travel expenses from their normal job site paid by the CCRCDC.

It is expected that an employee fulfills all requirements associated with his or her job throughout all phases of the grievance proceedings.

A grievance signed by two or more employees concerning the same issue should be directed to the Personnel Committee.

Groups of two or more employees initiating a grievance may designate no more than two employees to represent the group in meetings with the Board of Directors or Personnel Committee.

17. TERMINATION OF EMPLOYEE SERVICES

Resignations: See Section 12: Employment and Resignations of Staff

Discharges for Cause: See Section 15: Disciplinary Action and Dismissal

Discharge Due to Lay-off: In the event it is necessary to terminate employees due to dissolution of the CCRCDC, economic inability to continue employing staff, or any other reason not for "cause", the Board of Directors will furnish as much notice as possible to the employees concerned, but reserves the right to request immediate termination.

The Board of Directors shall determine the number and/or percentage of the work force to be reduced or eliminated by lay-off. The Board of Directors also retains the right and option to re-classify or eliminate specific positions based on budgetary and programmatic considerations.

The Board of Directors shall retain the authority to identify any positions that may remain immune from any lay-off procedure, in order to continue any functions deemed essential to the CCRCD in a particular circumstance. Such immunity can be revoked at any time by the Board of Directors, depending upon economic considerations and programmatic priorities.

18. EMPLOYEE TRAINING

All new employees shall receive job orientation training as determined by the Board of Directors.

Staff attendance at regional and state conferences and professional and educational meetings are of value to the CCRCD and the employee.

The CCRCD may pay travel, registration fees, and other actual costs involved in the training as per agreement of the Board of Directors.

19. AUTOMOBILE INSURANCE

Those employees required to have an automobile to perform their job duties must show evidence of possessing the minimum amounts of insurance as specified by California law.

20. MEDIA CONTACTS

It is the policy of the CCRCD that all media contacts relating to CCRCD business must be reported to the President as soon as possible. No staff shall give interviews to the media unless approved by the President or Board in advance.

Failure to comply with the directive may result in disciplinary action.

ATTACHMENT A
Drug-Free Policy statement
Amador Resource Conservation District

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and any violation of such is cause for termination.

Drug-Free Awareness Program
Calaveras County Resource
Conservation District

Use of drugs in the workplace is dangerous both to the user and to others.

It is the policy of the CCRCDD to maintain a drug-free workplace.

There are numerous outside counseling and rehabilitation programs. The CCRCDD will assist in providing names and telephone numbers of those programs.

An employee caught using any controlled substance in the workplace will be terminated.



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 423 E. St Charles St. San Andreas, CA 95249
info@CalaverasRCD.org

**RESOLUTION OF THE CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT (CCRCD)
BOARD OF DIRECTORS OF CALAVERAS COUNTY, STATE OF CALIFORNIA**

RESOLUTION NUMBER 2022-01

APPROVING APPLICATION FOR GRANT FUNDS FROM THE SIERRA_NEVADA CONSERVANCY'S
2022 WILDFIRE RECOVERY AND FOREST RESILIENCE DIRECTED GRANT PROGRAM AND
AUTHORIZING THE CCRCD TO EXECUTE/ADMINISTER THE GRANT AGREEMENT

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above, and

WHEREAS, CCRCD is a state-approved special district that addresses environmental resource issues in Calaveras County, and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for administration of these funds through a local assistance grants program that establishes necessary procedures, and

WHEREAS, said procedures require a resolution certifying the approval of project applications by the CCRCD's governing board before submission of grant applications to the SNC, and

WHEREAS, the CCRCD has identified the SNC grant programs as valuable toward meeting its mission and goals.

NOW, THEREFORE BE IT RESOLVED that the Calaveras County Resource Conservation District:

Certifies that it will enter into agreements with the SNC to execute the Category 1 'Bummerville/Blizzard Mine Fuels Reduction and Forest Restoration Project'.

1. project, if selected;
2. Certifies that it understands the assurances and certification requirements in the application; and,
3. Appoints the CCRCD Board President, or designee, as the agent to conduct all negotiations and to submit and execute all documents including the application, agreements, payment requests, and so on, as necessary for project completion.

The foregoing resolution was approved and adopted on January _____ 2022 by the following vote:

AYES:

NOES:

ABSENT:

Signature

Title

-----CERTIFICATION OF RESOLUTION-----

CALAVERAS
COUNTY



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 • 423 E. St Charles St. • San Andreas, CA 95249

info@CalaverasRCD.org

I Mary Cole, Administrator of the Calaveras County Resource Conservation District, witness my hand or the seal of the Calaveras County Resource Conservation District on January ____ 2022.

Signature

Title



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 • 423 E. St Charles St. • San Andreas, CA 95249
info@CalaverasRCD.org

**RESOLUTION OF THE CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT (CCRCD)
BOARD OF DIRECTORS OF CALAVERAS COUNTY, STATE OF CALIFORNIA**

RESOLUTION NUMBER 2022-02

APPROVING APPLICATION(S) FOR GRANT FUNDS FROM THE CAL FIRE’S CCI FIRE PREVENTION
GRANT PROGRAM 2021/22 GRANT CYCLE AND
AUTHORIZING THE CCRCD TO EXECUTE/ADMINISTER THE GRANT AGREEMENT(S)

WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above, and

WHEREAS, CCRCD is a state-approved special district that addresses environmental resource issues in Calaveras County, and

WHEREAS, The Fire Prevention Grant Program is funded by the State of California General Fund and with Cap-and-Trade auction proceeds appropriated by the California Legislature to agencies that administer California Climate Investments (CCI) and the General Fund (GF).

WHEREAS, said procedures require a resolution certifying the approval of up to three (3) project applications by the CCRCD’s governing board before submission of grant applications to CALFIRE, with a deadline submission of February 9, 2022 and

WHEREAS, the CCRCD has identified the CALFIRE Fire Prevention grant program as valuable toward meeting its mission and goals.

NOW, THEREFORE BE IT RESOLVED that the Calaveras County Resource Conservation District:

Certifies that it will enter into agreements with the CALFIRE to execute any or all approved applications for this CALFIRE 2021/22 grant cycle.

1. Certifies that it understands the assurances and certification requirements in the application; and,
2. Appoints the CCRCD Board President, or designee, as the agent to conduct all negotiations and to submit and execute all documents including the application, agreements, payment requests, and so on, as necessary for project completion.

The foregoing resolution was approved and adopted on January _____ 2022 by the following vote:

AYES:

NOES:

ABSENT:

Signature

Title

CALAVERAS
COUNTY



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 • 423 E. St Charles St. • San Andreas, CA 95249

info@CalaverasRCD.org

-----**CERTIFICATION OF RESOLUTION**-----

I Mary Cole, Administrator of the Calaveras County Resource Conservation District, witness my hand or the seal of the Calaveras County Resource Conservation District on January ____ 2022.

Signature

Title

NW Calaveras Fuel Reduction Project
Mokelumne Hill Fuel Reduction Project
Fricot City Fuelbreak
Bummerville/Blizzard Mine Fuels Reduction & Forest Restoration Project

Calaveras County RCD 3 CALFIRE & 1 SNC Projects due late January thru early February

