MEETING NOTICE: There will be a Regular Meeting of the Blanchard/Santa Paula Public Library District Board of Trustees
Tuesday, October 27, 2015, at 5:30 p.m.
Blanchard Community Library, Hardison Room
119 N. 8th St., Santa Paula, CA 93060.

AGENDA

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

D. CONSENT CALENDAR
   a. Approval of Minutes: Regular Meeting of September 22, 2015

E. REPORTS
   a. Financial Reports
   b. Friends of the Library
   c. Literacy Services
   d. Public Services
   e. Interim Director’s Report
   f. Board Committees
      i. Finance
      ii. Human Resources
      iii. Strategic Plan Teams
      iv. Visioning/Strategic Plan Management
      v. Fundraising/Grants
      vi. Volunteerism
      vii. Community Connections
viii. Publicity/Public Relations
ix. Adult Programs
x. Facilities
xi. Technology

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS

G. UNFINISHED BUSINESS
   a. Chamber of Commerce Mixer November 18, 2015 (information, discussion, possible action)
   b. Close Savings Account at Ventura County Credit Union

H. NEW BUSINESS
   a. New Job Descriptions
      i. Library Assistant I (information, discussion, possible action)
      ii. Library Assistant II (information, discussion, possible action)
      iii. Accounting Clerk (information, discussion, possible action)
      iv. District Director (information, discussion, possible action)
   b. New Employee Handbook (information, discussion, possible action)

I. FUTURE AGENDA ITEMS

J. UPCOMING MEETING DATES

K. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, Interim Director of the Blanchard/Santa Paula Community Library, at 805-523-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.
MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 22, 2015.

CALL TO ORDER—The Meeting was called to order at 5:31 p.m. by Board President Linda Spink. Board members Maureen Coughlin, Tim Hicks, and Linda Spink were in attendance. Interim Director Ned Branch and Legal Counsel Nancy Schreiner and Kevin McVerry were present. Laura Phillips was absent. Bev Mueller arrived at 5:50, during Closed Session.

APPROVAL OF THE ORDER OF AGENDA—The Order of the Agenda was approved 3 - 0 (Hicks/Coughlin).

PUBLIC COMMENT ON NON-AGENDA ITEMS— None.

ADJOURN REGULAR SESSION—The Regular Session was adjourned to go into Closed Session at 5:34 p.m. for conference with legal counsel - - Anticipated litigation pursuant to Government Code 54956.9. (One case)

Bev Mueller arrived and participated in the Closed Session.

The Regular Session resumed at 6:00 p.m. There was no report out of Closed Session.

CONSENT CALENDAR—The Minutes of the Regular Meeting of August 25, 2015 were approved as written, 4 - 0. (Hicks/Mueller)

PRESENTATION BY OPTIMIST CLUB OF SANTA PAULA— Cathy Hicks, of the Optimist Club, presented the Library a check for $300 for the Teen Reading Program. She also presented a gift of $130 from the Loyal Friends of Santa Paula to purchase books for Fourth Grade Children in memory of Letha Weaverling.

REPORTS—Ned Branch presented the Financial Statements and Budget. The Contrafund Advance arrived the first week of September. Mr. Branch questioned the billing for two unknown phone lines, and reduced the Library's $410 monthly to about $275. The Literacy Program reported approximately 25 tutor-ready students. This number will be charted on a monthly graph beginning next month. Public Services reported low turn out for their Adult Programs, and methods of publicizing them were discussed. The Interim Director reported that
MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 22, 2015.

circulation, as in all libraries, continues to slip. Colburn & Assoc. is still trying to reduce the cost of the Restroom Renovation. The United Way “Day of Caring” for repainting the Hardison Room will be on October 3. All requested materials have been submitted for the 2014-15 Audit. Under technology, there is a new router in the back, a more direct cable has been laid to the juvenile computers, and Mr. Branch is researching ways to connect the Library to SCENIC. Also, he is encouraging the school district to participate in AB-86 funding for Adult Education to provide more ESL for the community. **Board Committees:** Linda Spink reviewed the petty cash totals for the last six months for the Finance Committee. The Human Resources Committee continues to work on the handbook and job descriptions. ILL will be handled by a clerk and Buddy Flick will take over cataloging. **Strategic Plan Committee:** For Community Connections, it was noted that many Library representatives attended the Latino Town Hall dinner at which Tim and Cathy Hicks and Marla Bombara were honored. Mr. Branch reported on a Girls and Boys Club Event under Fundraising, the Publicity Committee would like to see nice displays in the Library for Black Gold’s December visit. **Adult Programs** need promoting.

**BOARD ROUNDTABLE:**— Tim Hicks thanked everyone who attended the Latino Town Hall meeting. Linda Spink and Ned Branch reported that the Endowment earnings this year are not as substantial as in the past. Sympathy cards will be sent to Sue Leonard and Lynn Dowling whose husbands passed away recently.

**UNFINISHED BUSINESS**— Catering companies were discussed for the November 18 Chamber Mixer.

**NEW BUSINESS**—The Board approved the use of the Library for the **Society of the Arts 2016 Art Show**, 4 - 0 (Mueller/Hicks). The Board directed Mr. Branch to move ahead with purchasing **Name Tags** for staff and Board, not to exceed $250, 4 - 0 (Hicks/Mueller).

**FUTURE AGENDA ITEMS**—The Board agreed to include the following in future Agendas: Chamber Mixer, Credit Union Account,

**UPCOMING MEETING DATE**—The next Meeting will be on Tuesday, October 27, at 5:30 p.m.

**ADJOURNMENT**—There being no further business, the Regular meeting was adjourned 4 - 0, at 7:37 p.m. (Hicks/Mueller).
MINUTES of the Regular Meeting of the Blanchard/Santa Paula Library District Board of Trustees, Tuesday, September 22, 2015.

Library Board Clerk

ATTEST:

Interim District Librarian
REGULAR MEETING OF OCTOBER 28, 2015
E(a).REPORTS: FINANCIAL REPORTS
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<th>PAGE NUMBER</th>
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<td>2</td>
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<tr>
<td>Comparative Statement of Revenue and Expense</td>
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<td>Statement of Changes in Fund Balance</td>
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<td>Schedule of Cash Balances</td>
<td>5</td>
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<tr>
<td>Comparative Expanded</td>
<td>6</td>
</tr>
<tr>
<td>Schedule of Accounts Payable</td>
<td>7</td>
</tr>
</tbody>
</table>
Board of Directors
Blanchard Community Library
Santa Paul CA

I have compiled the accompanying statement of assets, liabilities and fund balance, statement of revenue and expense as of September 30, 2015 and for the period then ended. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with modified accrual basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements. My responsibility is to conduct the compilation in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit all of the disclosures ordinarily included in financial statements prepared in accordance with the modified basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user’s conclusions about the library’s revenues, expenses and fund balances. Accordingly the financial statements are not designed for those who are not informed about such matters.

The supplementary schedules are not required as part of the financial statements. The supplementary schedules are included for additional analysis and clarity. I have compiled the supplementary schedules.

Stephen F. McFadden CPA
October 20, 2015
BLANCHARD COMMUNITY LIBRARY
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE
September 30, 2015

ASSETS

CASH

CURRENT ASSETS $ 1,265,260

PREPAID EXPENSES

TOTAL CURRENT ASSETS 7,267

1,272,527

FIXED ASSETS NET OF ACCUMULATED DEPRECIATION 464,825

TOTAL ASSETS $ 1,737,352

LIABILITIES AND FUND BALANCES

LIABILITIES

ACCOUNTS PAYABLE $ 61,912

ACCruED PAYROLL EXPENSE 32,204

TOTAL LIABILITIES $ 94,116

FUND BALANCES

GENERAL FUND 887,195

FIXED ASSET FUND 464,825

RESTRICTED FUNDS 301,216

TOTAL FUND BALANCE 1,653,236

TOTAL LIABILITIES AND FUND BALANCE $ 1,737,352

See accountant's compilation report.
## BLANCHARD COMMUNITY LIBRARY

### COMPARATIVE STATEMENT OF REVENUE AND EXPENSES

**For the Month and Period Ended September 30, 2015**

<table>
<thead>
<tr>
<th></th>
<th>September</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MONTH</td>
<td>YEAR TO DATE</td>
</tr>
<tr>
<td></td>
<td>ACTUAL</td>
<td>BUDGET</td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td>$ 239,703</td>
<td>$ 359</td>
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<tr>
<td>Library Operations</td>
<td>1,203</td>
<td>1,000</td>
</tr>
<tr>
<td>Donations</td>
<td>2,011</td>
<td>1,467</td>
</tr>
<tr>
<td>CLS Literacy</td>
<td>$ 243,160</td>
<td>$ 5,006</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$ 36,658</td>
<td>$ 39,956</td>
</tr>
<tr>
<td>Administrative</td>
<td>4,130</td>
<td>4,821</td>
</tr>
<tr>
<td>Facilities</td>
<td>5,491</td>
<td>4,704</td>
</tr>
<tr>
<td>Operations</td>
<td>1,573</td>
<td>4,894</td>
</tr>
<tr>
<td><strong>NET INCOME (LOSS)</strong></td>
<td>$ 47,853</td>
<td>$ 54,175</td>
</tr>
<tr>
<td>Extraordinary Income (Expenses)</td>
<td>$ 159,254</td>
<td>$ (51,149)</td>
</tr>
<tr>
<td>Reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Fees</td>
<td>(2,430)</td>
<td>(8,333)</td>
</tr>
<tr>
<td>Investigation</td>
<td>152,824</td>
<td>68,004</td>
</tr>
<tr>
<td><strong>NET AFTER EXTRAORDINARY ITEMS</strong></td>
<td>$ 388,078</td>
<td>$ (101,173)</td>
</tr>
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</table>

See accountant's compilation report.
<table>
<thead>
<tr>
<th></th>
<th>GENERAL FUND</th>
<th>BLAKE FUND</th>
<th>LITERACY FUND</th>
<th>CITY IMPACT FUND</th>
<th>FIXED ASSET</th>
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<tbody>
<tr>
<td>BEGIN BALANCE</td>
<td>807,911</td>
<td>23,882</td>
<td>27,702</td>
<td>231,820</td>
<td>815,203</td>
</tr>
<tr>
<td>INCOME (LOSS)</td>
<td>78,312</td>
<td>1</td>
<td>18,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>INTER FUND TRANSFERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIOR PERIOD ADJ.</td>
<td>972</td>
<td></td>
<td>(247)</td>
<td>58</td>
<td>(150,378)</td>
</tr>
<tr>
<td>ENDING BALANCE</td>
<td>887,195</td>
<td>23,883</td>
<td>46,455</td>
<td>231,878</td>
<td>454,825</td>
</tr>
</tbody>
</table>

See accountant's compilation report
BLANCHARD COMMUNITY LIBRARY
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED
September 30, 2015

PROFIT (LOSS) $ 78,312

OPERATING
INCREASE IN PREPAID EXPENSE (7,287)
DECREASE IN ACCOUNTS PAYABLE (21,019)

CASH FLOW FROM OPERATIONS $ 49,126

FINANCING

INVESTING

BEGINNING CASH $ 1,216,134

ENDING CASH 1,265,260

CHANGE IN CASH $ 49,126

See accountant's compilation report
SUPPLEMENTARY SCHEDULES
BLANCHARD COMMUNITY LIBRARY
SCHEDULE OF CASH BALANCES
SEPTEMBER 30, 2015

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY</td>
<td>$ 911,401</td>
</tr>
<tr>
<td>SANTA PAULA CITY</td>
<td>231,878</td>
</tr>
<tr>
<td>BLAKE</td>
<td>23,884</td>
</tr>
<tr>
<td>LITERACY</td>
<td>45,396</td>
</tr>
<tr>
<td>BOOK TRUST</td>
<td>30,235</td>
</tr>
<tr>
<td>OTHERS</td>
<td>22,466</td>
</tr>
<tr>
<td><strong>TOTAL CASH</strong></td>
<td><strong>$ 1,265,260</strong></td>
</tr>
</tbody>
</table>
## BLANCHARD COMMUNITY LIBRARY
### COMPARATIVE
### STATEMENT OF REVENUE AND EXPENSE
### FOR THE PERIOD ENDED

<table>
<thead>
<tr>
<th></th>
<th>9/30/14</th>
<th>9/30/15</th>
<th>YTD</th>
<th>ANNUAL</th>
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</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAX</td>
<td>$ 239,483</td>
<td>$ 248,555</td>
<td>$ 228,782</td>
<td>$ 750,132</td>
</tr>
<tr>
<td>LIBRARY OPERATIONS</td>
<td>4,874</td>
<td>3,755</td>
<td>3,000</td>
<td>12,000</td>
</tr>
<tr>
<td>DONATIONS</td>
<td>7,392</td>
<td>5,692</td>
<td>5,069</td>
<td>41,000</td>
</tr>
<tr>
<td>CLS FLAIR</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$ 266,738</td>
<td>$ 277,772</td>
<td>$ 254,852</td>
<td>$ 873,110</td>
</tr>
</tbody>
</table>

<p>| <strong>EXPENSES</strong>           |         |         |      |        |
| PERSONNEL              |         |         |      |        |
| WAGES                  | 80,170 | 80,952 | 90,432 | 371,115 |
| RETIREMENT             | 6,048 | 15,187 | 7,914 | 26,462 |
| HEALTH INSURANCE       | 10,840 | 15,761 | 14,328 | 57,296 |
| PAYROLL TAX            | 6,620 | 6,565 | 7,968 | 31,890 |
| EMPLOYEE BENEFIT       | 537 | 257 | 717 | 2,868 |
| <strong>TOTAL PERSONNEL</strong>    | 103,328 | 118,652 | 121,059 | 491,148 |
| ADMINISTRATIVE         |         |         |      |        |
| BANK CHARGES           | 137 | 263 | 169 | 600 |
| INSURANCE              | 118 | 5,665 | 2,103 | 8,550 |
| OFFICE EXPENSE         | 1,580 | 1,543 | 1,812 | 7,250 |
| TELEPHONE              | 1,375 | 844 | 1,375 | 5,500 |
| POSTAGE/PRINTING       | 511 | 320 | 203 | 1,050 |
| PROFESSIONAL FEES      | 16,170 | 10,528 | 8,750 | 50,000 |
| <strong>TOTAL ADMINISTRATIVE</strong> | 16,885 | 15,957 | 14,463 | 72,950 |
| FACILITIES             |         |         |      |        |
| BUILDING MAINTENANCE   | 1,401 | 2,403 | 5,125 | 14,000 |
| JANITORIAL             | 2,010 | 2,010 | 2,025 | 8,100 |
| UTILITIES              | 13,935 | 11,299 | 6,963 | 54,360 |
| <strong>TOTAL FACILITIES</strong>   | 16,896 | 15,802 | 14,113 | 55,560 |
| OPERATIONS             |         |         |      |        |
| LIBRARY NETWORK        | 17,832 | 14,018 | 15,625 | 60,000 |
| MEMBERSHIPS            | 572 | - | 750 | 3,000 |
| ACQUISITIONS           | 4,697 | 3,554 | 4,375 | 22,500 |
| PROGRAMS               | 4,094 | 4,055 | 5,533 | 22,030 |
| MATERIALS              | 98 | 34 | 63 | 3,120 |
| COMPUTER SERVICE       | 244 | 74 | 1,000 | 4,800 |
| BOOK BINDING           | 880 | 381 | 500 | 2,000 |
| ADVERTISING            | 1,650 | 416 | 1,000 | 4,000 |
| TRAVEL                 | (415) | 279 | 525 | 2,000 |
| <strong>TOTAL OPERATIONS</strong>   | $20,480 | $23,041 | $29,790 | $121,320 |
| <strong>TOTAL EXPENSES</strong>     | $169,034 | $173,521 | $179,543 | $741,778 |
| <strong>NET INCOME/(LOSS)</strong>  | $37,705 | $54,231 | $75,430 | $210,354 |
| <strong>EXTRAORDINARY INCOME/(EXPENSES)</strong> |         |         |      |        |
| REIMBURSEMENT          | 4,375 | 4,375 | 17,500 |
| CITY IMPACT            | (13,447) | (23,940) | (20,000) | (50,000) |
| LEGAL                  | (7,415) | (7,415) | (7,415) | (7,415) |
| INVESTIGATION          |         |         |      |        |
| <strong>NET AFTER EXTRAORDINARY</strong> | $18,962 | $6,876 | $54,814 | $48,354 |</p>
<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson Kill</td>
<td>$47,676</td>
</tr>
<tr>
<td>Nancy Schreiner</td>
<td>2,440</td>
</tr>
<tr>
<td>Others</td>
<td>1,506</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$51,622</strong></td>
</tr>
</tbody>
</table>
BLANCHARD LIBRARY COUNTY FUND

CHANGES IN FUND BALANCE

FOR THE PERIOD ENDED

September 30, 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING BALANCE AT JULY 1, 2015</td>
<td>$ 838,034</td>
</tr>
<tr>
<td>DEPOSITS</td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>$ 248,365</td>
</tr>
<tr>
<td>DISBURSEMENTS</td>
<td>$(175,000)</td>
</tr>
<tr>
<td>ENDING BALANCE AT SEPTEMBER 30, 2015</td>
<td>$ 911,399</td>
</tr>
</tbody>
</table>

rounding  

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 911,401</td>
</tr>
</tbody>
</table>
REGULAR MEETING OF OCTOBER 28, 2015
E(c): REPORTS: LITERACY PROGRAMS REPORT
LIBRARY LITERACY PROGRAM
Library Board Report for September/October, 2015

Since last report, we’ve had a Literacy Student meeting, 2 New Tutor meetings, and a Full Training for 4 new tutors (nowhere near enough! Sigh). But the 4 burgeoned to 9 as 4 “old” tutors, and 1 new, but very experienced tutor surfaced and we are in the process of getting these tutors paired with new students. YAY!! We now have 12 TUTOR-READY students in the pipeline.

We placed an ad in the Hillview Estates Newsletter this month, and will have one in the Rancho Santa Paula Newsletter in November. A good ad with pics is on the Community Board at Ventura College, Santa Paula. If you have other places we can advertise for tutors, please let me know!!

WE NEED EVENING TUTORS!! Retirees are wonderful, but they often don’t want to tutor after dark and so many of our most needful and deserving students work all day.

On Sunday, October 18th, I was honored to share information on our program with Iglesia Puente De Vida / Bridge of Life Church on the corner of 8th and Ventura. They are excited about supporting the Literacy program, possibly, with space for additional classes.

Wendy (and sometimes Ned) continue to attend Latino Town Hall meetings every 3rd Saturday of the month at Rodney Fernandez Gardens. A wonderful bunch of our town’s educators, and we are wanting to collaborate with them to bring library and educational services to our community.

Howard Bolton has offered FREE installation of a much better banner support, so our banner and other banners can be displayed clearly and safely. After person-to-person, our banner has been most useful in bringing in new tutors and students.

The saddest event of the month, of course, was the unexpected passing of our long-time Math tutor, Dave Leonard. We really miss him; and his longest-standing student, Leticia Valdovinos, was devastated. Altrusa International of Ventura was already in the process of donating money for toys and books for the children of our adult students, for which we are very grateful, and will receive them and other contributions in Dave’s honor.

Ned and Wendy will be going to the “Get Involved Volunteer Engagement Institute” at the Santa Maria Public Library on Wednesday, October 28th. All about recruiting, involving, and sustaining a volunteer program.

Wendy will be attending the Adult Literacy Pre-Conference Workshops at the California Library Association’s Annual Conference in Pasadena, early November. Great ideas from throughout the state!
REGULAR MEETING OF OCTOBER 28, 2015
E(d) REPORTS: PUBLIC SERVICES REPORT
1. **Family Programs** - On Tues. Sept. 29\textsuperscript{th} we had "The Imp at Gigi's Hotel", an original puppet show presented by La Lune Enchantee Puppet Theater. We had about 75 people in attendance. On October 20\textsuperscript{th}, Franklin Haynes Marionettes performed a hilarious Halloween Haunt. Many children attended in costume and bookmarks, stickers, coloring sheets, McDonald's coupons and pretzels were handed out. We had just over 200 people in attendance. The Optimist Club is co-sponsoring a Dia de los Muertos/Day of the Dead celebration at the library on Monday, November 2\textsuperscript{nd} from 3:30-4:30. Angelina Borrego Chavez and Teresa Trujillo will be sharing stories and leading a craft. Also in November we are having world famous storyteller Jim Cogan. He will be here on Tuesday November 10\textsuperscript{th} at 6:30.

2. **Teen Scene** - On Thurs. Oct. 1\textsuperscript{st}, Teen Scene celebrated Banned Book Week. There were 22 teens in attendance. There was also a display in the library featuring titles that had been challenged or banned, reminding patrons to celebrate their freedom to choose. On Thurs. Oct. 15\textsuperscript{th}, 20 teens kicked off Teen Read Week by sharing favorite books, playing book character trivia, participating in a teen survey, and listening to special guest speaker Ned Branch. Our next meeting will be Thurs. Oct. 29\textsuperscript{th} featuring Halloween games, books, and fun.

3. **Adult Programs** - Libby Atwater shared her memoir "What Lies Within" on Tues. Oct. 6\textsuperscript{th}. Five people were in attendance to hear her fabulous presentation. On Tues. Oct. 13\textsuperscript{th} Suzie Andres presented "How to Write a Novel by Someone Who Did" and shared writing tips with 45 adults and children 10 and up. In honor of "NaNoWriMo" (National Novel Writing Month), Suzie will be leading a series of writing workshops on Monday evenings at 6:30 throughout the month of November. Look! A Book! has had an average of 12 participants this session. The first series of workshops ran for 5 weeks, concluding Thurs. Oct. 22\textsuperscript{nd}. The second featured artist workshops will begin in January. The CSUCI Fall Lecture Series continued with history Professor Frank Barajas on Thurs., Oct. 12\textsuperscript{th}. There were 20 in attendance learning about Chicana and Chicano student activism in Ventura County from 1965-1975. The next program will be Thurs. Nov. 19\textsuperscript{th} as Psychology Professor Harley Baker presents "Some Psychological Benefits of a Secure Relationship with God" at 6pm.

4. **Class Visits** - We have had several class visits this month. Twelve special needs students from Isbell, fifty six 5\textsuperscript{th} graders from Barbara Webster, and sixty nine kindergartners from McKevett have all visited the library with their teachers and shared stories in the story room. I also visited three 4\textsuperscript{th} grade classes at Bedell and talked about how to get a library card, etc. and shared stories.

5. **Miscellaneous** - Three student banners are on display in the lobby. These were created by teens from Interface under the guidance of Santa Paula Art Museum Outreach Coordinator Michelle Glass and local artist Sylvia Huerta. They will be on display until February.
Community Library
Publicly Presents
A Famous Storyteller

Jim Cogan

A Storytellers World: Folklore, Fiction and Fun!

Tuesday, November 10th
6:30 p.m.

Jim immerses his audiences by combining fantasy, fable, folklore, tall tales and favorite bits of history!
Don’t miss this hilarious and energetic storyteller!

Fun for all ages!

Blanchard Community Library
119 N 8th Street, S.P
805-525-3615
Suzie Andres presents
"How to Write a Novel (By Someone Who Did!)"

Blanchard Community Library
119 N 8th Street, S.P
805-525-3615

In honor of "NaNoWriMo" (National Novel Writing Month)
Suzie will facilitate writing workshops/writing sessions
on the following dates:

All Mondays in November 6:30 - 8:00 p.m.
November 2, November 9, November 16
November 23, November 30
To learn more about the author, visit suzieandres.com
Please join us for a very special program to celebrate
Dia de los Muertos/Day of the Dead
and honor loved ones

Monday, November 2\textsuperscript{nd}, 2015
3:30 - 4:30 p.m.

Featuring Angela Borrego Chavez
and Teresa Trujillo

Co-sponsored by the Optimist Club of Santa Paula

Crafts! Stories! Fun!

Blanchard Community Library
119 N 8\textsuperscript{th} Street, S.P. (805) 525-3615
Teen Scene
Halloween Fun!

Thursday,
October 29th, 2015
3:30 - 4:30 p.m.

Books, Snacks, Prizes, Friends,
Games, Fun!

6th grade & up
(or ages 12-17) welcome!

HAPPY HALLOWEEN

Blanchard Community Library
119 N. 8th Street, S.P. (805) 525-3615
BLANCHARD COMMUNITY LIBRARY
CELEBRATES TEEN READ WEEK 2015

Blanchard Community Library will join the Young Adult Library Services Association and the American Library Association in celebrating Teen Read Week 2015 to encourage teens to "Get Away@ Your Library" and "Read for the Fun of It!"

All students grade 6 through 12 are invited to "Get Away" at the library from October 18th-24th, 2015. Check out a book to read for the fun of it and enter a raffle to win 4 tickets to the Santa Barbara Museum of Natural History or a $25 gift card to Barnes and Noble. One entry per teen per day.

Join us for Teen Scene on Thursday, October 15th at 3:30 to share favorite books, play book character trivia, participate in a teen survey and meet our special guest speaker. Scrumptious snacks will be served!

Please join us and "Get Away at Your Library" and remember to "Read for the Fun of It" all year long!

Blanchard Community Library  119 N 8th Street, S.P.  (805) 525-3615
REGULAR MEETING OF AUGUST 25, 2015
F(e) REPORTS: INTERIM DIRECTOR'S REPORT

1. Statistics
2. Restroom renovation
3. American Library Association “Cooler Than Cool” promotion
4. United Way “Day of Caring”
5. 2015-15 Audit
6. Meeting with SPUSD
7. Annual Financial Transactions Report
8. Staff Changes
REGULAR MEETING OF OCTOBER 28, 2015
G(a) UNFINISHED BUSINESS: Chamber of Commerce Mixer November 18, 2015

The library will host the Chamber of Commerce monthly mixer Wednesday, November 18, 2015. The Board should discuss ideas for that evening.
REGULAR MEETING OF OCTOBER 28, 2015

G(b) UNFINISHED BUSINESS: CLOSE SAVINGS ACCOUNT AT VENTURA COUNTY CREDIT UNION

There is one account left at Ventura County Credit Union. The account has a balance of less than $6.00 and is not being used.

RECOMMENDATION:
Staff recommends that the Board approve closing the account and transferring the balance to the Book Trust Account.
i. Staff has revised and consolidated the job descriptions for Library Assistant I to replace the numerous and inaccurate job descriptions currently in place. The new job descriptions have been reviewed by the Adult/Reference Librarian, the Children’s Librarian, and the senior Library Assistant. They have also been reviewed and approved by the Human Resources Committee of the Board at its meeting on October 6.

RECOMMENDATION:
Adopt the new job descriptions for Library Assistant I and rescind the Board’s approval of the existing job descriptions.

ii. Staff has revised and consolidated the job descriptions for Library Assistant II to replace the numerous and inaccurate job descriptions currently in place. The new job descriptions have been reviewed by the Adult/Reference Librarian, the Children’s Librarian, and the senior Library Assistant. They have also been reviewed and approved by the Human Resources Committee of the Board at its meeting on October 6.

RECOMMENDATION:
Adopt the new job descriptions for Library Assistant II and rescind the Board’s approval of the existing job descriptions.

iii. The budget approved by the Board for 2015-16 included an Accounting Clerk position. The Interim Director has hired an Accounting Clerk, but there is no job description for the position. Staff drafted a job description that aligns with the clerical accounting duties currently being done by the Interim Director. The HR Committee has approved the job description.

RECOMMENDATION:
Adopt the job description for the Accounting Clerk position.

iv. Board President Spink and Trustee Mueller revised the job description for the District Director to reflect the current job duties of the position.

RECOMMENDATION:
Adopt the job description for the District Director and change the title of the current Interim Director to District Director.

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TITLE: Library Assistant I

FLSA Category: non-exempt
Reports to: Library Services Supervisor
Rev Date:
Approved by:

Job Summary:
Under direct supervision, performs basic library support work assisting patrons and keeping the library orderly, neat and clean.

Essential Duties and Responsibilities:

- Checks library materials out and in; issues library cards and updates library patron records; enters and verifies data in a computerized system and prepares periodic standard reports from provided data; collects fines and fees at the counter.
- Prepares books and library materials for shelving; shelves books, A/V items, and serials.
- Removes outdated books and materials from the shelves and removes from the computer.
- Answers telephone calls, routes calls and takes messages; renew books by phone; prepares new patron packets.
- Assist patrons with computers and in finding library materials.
- Assists patrons with Interlibrary Loan (ILL) requests.
- Performs a variety of clerical duties including photo copying, filing, and maintains records.
- Mends minor damage to items.
- Assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- Prepares meeting rooms for programs by setting up tables, chairs, and furniture or equipment.
- Update Accelerated Reader (AR) lists.
- Other duties as requested, directed or assigned.

Education and Experience:

Any combination of schooling, training, and experience that would provide the ability to learn and use according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.

Experience working in a library and knowledge of the Dewey Decimal Classification System is desirable.

Job Knowledge, Skills and Abilities:

- General knowledge of basic library operations.
- Ability to alphabetize and numerically sort materials.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
Blanchard / Santa Paula Community Library

- Able to follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

**Supervisory Responsibilities:**

None

**Physical Demands:**

Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 15 pounds up to 3 hours per day.

Walk or stand up to 4 hours per day.

Stoop, bend or kneel up to 1 hour per day.

**Work Environment:**

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
TITLE: Library Assistant II

FLSA Category: non-exempt
Reports to: Library Services Supervisor

Rev Date: Approved by:

Job Summary:

Performs all duties in circulation, cataloging, reference, and inter-library loan, may have full responsibility of one or more areas at a time.

Essential Duties and Responsibilities:

- **Cataloging:** Create and maintain accurate and up to item records; weed and mend materials; process new materials into the library system; implement changes per Black Gold requirements.
- **Circulation:** Check library materials out and in; issue library cards and update library patron records; enter and verify data in a computerized system and prepare periodic standard reports from provided data; collect fines and fees at the counter.
- **Inter-Library Loans:** Update, maintain, and retrieve data from the Black Gold computer system; pull library materials from shelves for other libraries; check-in and flag library materials to/from other libraries; set-up and prepare delivery bags for pick up; receive and check-in returning library materials; receive and hold library materials from other libraries for patrons.
- **Reference:** Coordinates and assists in children's programs, teen scene, adult programs, literacy programs, or other community service events.
- **Prepares themed displays in the library.**
- **Prepares books and library materials for shelving; shelves books, A/V items, and serials.**
- **Removes outdated books and materials from the shelves and removing from the computer.**
- **Averages telephone calls, routes calls and takes messages; renews books by phone; prepares new patron packets.**
- **Assist patrons with computers and in finding library materials.**
- **Assists patrons with interlibrary Loan (ILL) requests.**
- **Reconcile cash and checks with receipts; turn into finance office.**
- **Open and/or close the library.**
- **Performs a variety of clerical duties including photo copying, filing, and maintains records.**
- **Mends minor damage to items.**
- **Coordinates set up of meeting rooms for programs, may set up tables, chairs, and furniture or equipment.**
- **Other duties as requested, directed or assigned.**

Education and Experience:

- 4 year college degree in library science or information technology or the equivalent combination of education and experience.
Blanchard / Santa Paula Community Library

- Any combination of schooling, training, and experience that would provide the ability to learn and file according to the Dewey Decimal Classification System and to read, write and communicate at a level to fulfill the duties of the position.
- 3+ years experience working in a library

Job Knowledge, Skills and Abilities:

- Proven knowledge and competency in circulation, cataloging, reference, and inter-library loans.
- Proficient knowledge of library operations.
- Ability to effectively resolve conflict.
- Ability to assist patrons in a cheerful efficient manner.
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
- Able to provide and follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

Supervisory Responsibilities:

- Provides guidance, assistance, and training for employees and interns.
- Assists other employees with difficult or unusual patron requests.
- Maintains a pleasant and respectful atmosphere for patrons and employees.
- May prepare work schedules for employees and interns.

Physical Demands:

- Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 15 pounds up to 3 hours per day.
- Walk or stand up to 4 hours per day.
- Stoop, bend or kneel up to 1 hour per day.

Work Environment:

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

Computer stations are set up on tables and standard height counters. The designated area for children has low cushioned seating and a puppet theater; the book shelves are anchored and secured to the floor per code.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
TITLE: Accounting Clerk

FLSA Category: non-exempt
Reports to: District Director
Rev Date: Approved by:

Job Summary:
Performs a range of general clerical, accounting and bookkeeping support functions.

Essential Duties and Responsibilities:

CASH RECEIPTS FUNCTIONS:
✓ Reconcile cash receipts to cash receipts reports
✓ Prepare weekly cash receipts reports and post to accounting system
✓ Prepare bank deposits

ACCOUNTS PAYABLE FUNCTIONS:
✓ Check, verify, code, and post invoices to accounting system
✓ Analyze discrepancies and unpaid invoices
✓ Prepare payments for signature
✓ Maintain vendor files

PAYROLL:
✓ Collect, confirm and enter timesheets into payroll spreadsheet
✓ Verify taxes and other deductions
✓ Verify accuracy of payroll checks
✓ Track employee sick and vacation time
✓ Ensure timely filing and payment of quarterly and annual payroll reports
✓ Post payroll data to accounting system

GENERAL:
✓ Assist in month-end reporting
✓ Perform filing and general administrative tasks
✓ Other duties as requested, directed or assigned.

Education and Experience:
- High school graduate or equivalent, associate's degree in accounting preferred
- Knowledge of and experience with QuickBooks and Microsoft Excel & Word
- Proficiency with ten-key adding machine
- One year bookkeeping experience

Job Knowledge, Skills and Abilities:
- General knowledge accounting concepts
- Ability to add, subtract, multiply, and divide accurately
- Ability to compose and prepare correspondence
- Knowledge of and skill in operating office equipment, including personal computer and computer programs including word processing applications.
Blanchard / Santa Paula Community Library

- Able to follow oral and written instructions and procedures.
- Ability to establish and maintain positive, effective working relationships with other employees and the public.

**Supervisory Responsibilities:**

None

**Physical Demands:**

Lift, move, and carry library books, materials, tables, chairs, equipment, and other items up to 15 pounds up to 3 hours per day.

Walk or stand up to 4 hours per day.

Stoop, bend or kneel up to 1 hour per day.

**Work Environment:**

The work environment is indoors with high ceilings, air conditioned and heated with fluorescent lighting.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
Blanchard/Santa Paula Community Library District

Position Description: District Director

FLSA: Executive Exempt

Summary

The Library Director is responsible for the operation and continuous improvement of the Blanchard Community Library (BCL). Reporting to the District's elected Board of Trustees, the Library Director's responsibilities include the operation of the District library(s) and all management and administrative functions associated with BCL operations (including planning and budgeting, financial, facilities, and human resources management; community and public relations; and administrative support).

Core Responsibilities

- **Board of Trustees**
  - Develop and maintain effective working relationships with the Board of Trustees.
  - Participate in Board of Trustees meetings.
  - Oversee administration of Board of Trustees business including preparation and distribution of agendas, board packets, minutes, monthly financial statements and budget reports, and other official documents in compliance with the Brown Act and other relevant legislation and regulations.
  - Provide the Board with monthly reports summarizing District operations and activities.
  - Monitor legislative, legal, and other developments of significance to District operations and advise the Board with regard to the implications for BCL.
  - Establish, revise, and provide policies and procedures for Board review and approval.
  - Advise the Board regarding opportunities to enhance library services, programs, and operations.

- **Management and Leadership**
  - Provide management and leadership to District staff and volunteers, including ensuring the District has effective systems and processes for:
    - Recruiting, selecting, and training employees and volunteers
    - Recommending promotion/demotion or other change in status of staff members
    - Planning and directing the workload of staff members and volunteers
    - Engaging all employees and volunteers in continuously improving the operation of the Library District
    - Ensuring employees and volunteers are well informed about District services, operations, policies, programs, events, etc.
    - Ensuring employees have appropriate training and professional development opportunities
    - Maintaining volunteer service records

- **Planning and Development**
  - Participate with the Board in the development and implementation of the District's Mission Statement and Strategic Plan.
  - Work with the Board to develop and execute financial fundraising strategies to support BCL's strategic plan and operational requirements.
- Work with the Board to develop multi-year financial and operational plans and forecasts, including long-range library building programs, additions to Library services, asset replacement, facilities management, technology, etc.

• Library Operations
  - Develop and implement library service plans based on BCL's mission and strategic goals.
  - Develop and implement policies, procedures, and standards to support the effectiveness and continuous improvement of all aspects of library services, operations and programs including collection development, technical services, reference services, circulation, and programs for all groups.
  - Provide oversight to ensure that BCL's library collections are responsive to community needs, current, and of high quality.
  - Ensure that BCL computer and telecommunications systems support the District's strategic goals and library service objectives. Develop and enhance BCL's website and web-based services.
  - Ensure that all BCL facilities are safe, clean, and maintained in good working order.
  - Advise the Board regarding the need for expansion, remodeling, space reallocation, significant updating or repair of District facilities.

• Financial and Risk Management
  - Oversee BCL's fiscal management program, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds in accordance with policies established by the Board of Trustees.
  - Establish internal controls, policies, and procedures to ensure the fiscal well being of the District and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.
  - Ensure that BCL maintains adequate and appropriate insurance coverage.
  - Serve as BCL's primary contact with legal counsel. Review contracts and service agreements between BCL and legal service providers. Recommend changes to legal service providers or contractual arrangements to the Board of Trustees.
  - Ensure BCL's procedures for the procurement of goods and services comply with all relevant legal requirements and Board policies.

• Human Resources
  - Develop and maintain a performance management system for all employees encompassing current and accurate position descriptions including formats and forms, establishment of objectives, and performance evaluations.
  - Monitor to ensure that every employee receives timely and complete probationary reviews and evaluations, and that documentation is maintained in personnel files.
  - Ensure that BCL has effective and legally compliant policies, procedures, and systems for personnel administration including recruitment and selection, assignment, orientation and training, reclassification and promotion, supervision, payroll, and employee discipline.
  - Monitor trends in compensation and employee benefits. Recommend changes to compensation design or benefit plan design to the Board of Trustees.
  - Ensure that changes to policies and procedures are communicated to employees, and that all employees have access to current policies and procedures.
- Administer policies and procedures and ensure employees comply with all applicable policies and procedures.
- Develop policies and procedures for volunteers including recruitment, placement, training, management, and recognition of volunteers.

- **Public and Community Relations**
  - Maintain a positive public image for the District with local government agencies, community organizations, the public, and represent BCL in library organizations such as the Black Gold Cooperative.
  - Conduct media relations for the District and serve as BCL's media liaison.

**Qualifications**

Knowledge of the principles and practices of management. Knowledge of strategic planning, policy development, financial management and budgeting, information technology management, and personnel administration.

Ability to: plan and direct Library District activities; supervise, train, and monitor employees; develop and implement strategic and operational plans; maintain financial record-keeping systems; analyze complex problems and develop solutions; communicate effectively both orally and in writing; establish and maintain effective working relations with the Board of Trustees, other employees, volunteers, vendors, and the general public.

Broad experience in financial management, public or business administration, and extensive supervisory management is required.

Must be able to attend off-hours meetings and occasionally travel as required.
REGULAR MEETING OF OCTOBER 28, 2015
H(b) NEW BUSINESS: NEW EMPLOYEE HANDBOOK

The existing employment policies are out of date and incomplete, have never been distributed to staff, and have never been reviewed by legal counsel. Staff has developed a comprehensive Employee Handbook, based on the handbook recently adopted by Black Gold, which was finalized only after review by legal counsel.

RECOMMENDATION:
Approve the new Employee Handbook subject to review and approval by competent legal counsel.
BLANCHARD/SANTA PAULA
LIBRARY DISTRICT

Employee Handbook

Revised August 2015
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DISCLAIMER NOTICE

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. MANAGEMENT RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AS IT DEEMS NECESSARY, WITH OR WITHOUT NOTICE.
Introductory Statement

Welcome!

The Dean Hobbs Blanchard Memorial Library was established in 1910. In 1967 the Ventura County Board of Supervisors passed a resolution creating the Santa Paula Union High School Public Library District. In 1997 the California Legislature authorized the creation of the Blanchard/Santa Paula Library District, which is the current entity.

Our Mission statement says:

_The Library addresses the needs of its patrons by providing informational, cultural and recreational opportunities._

To further explain the Mission, there are four Touchstones to the Mission:

- *Foster a love of reading and lifelong learning*
- *Provide a safe and welcoming environment*
- *Facilitate the sharing of knowledge and experiences*
- *Enrich our diverse community*

As an employee of Blanchard/Santa Paula Library District, you are an important member of a team effort. We hope that you will find your position with the Library rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Library.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors.

This Employee Handbook contains a presentation of the District personnel policies, rules and benefits. This Handbook is designed for use as a management tool to assist District supervisors, managers and executives to ensure consistent, fair and uniform treatment of all employees. This Handbook is comprehensive but is not designed to anticipate every situation. Therefore, the District relies upon the exercise of sound judgment of its supervisors, managers and executives in administering these policies and making employment-related decisions.

This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or the District Director will be happy to answer any questions you may have.

Authority

The provisions of this Employee Handbook have been authorized by the Board of Trustees of the Blanchard/Santa Paula Library District.
Administration of Handbook

The District Director is responsible for implementing and administering the provisions of the Handbook. In the event any provision of the Handbook needs clarification, the Director may, with the advice of the Board of Trustees, issue administrative instructions clarifying the intent of said provision as adopted.

Nondiscrimination

It is District’s policy to administer the provisions of the Employee Handbook without favor or discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state of local laws. All such discrimination is unlawful.

Delegation of Responsibility

The District Director may delegate the responsibility assigned in this Handbook as deemed appropriate and necessary.
Required Policies

Anti-Harassment

Blanchard/Santa Paula Library District is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. The District’s policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such conduct violates District policy. The District’s anti-harassment policy applies to all persons involved in the operation of the District and prohibits harassment, disrespectful or unprofessional conduct by any employee of the District, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by District policy.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to your supervisor, the personnel administrator or the District Director as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment or other prohibited conduct to the personnel administrator, investigative officer or the District Director. Blanchard/Santa Paula Library District will immediately undertake an effective, thorough and objective investigation of the allegations.

If the District determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. A District representative will advise all parties concerned of the results of the investigation. The District will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.
Blanchard/Santa Paula Library District encourages all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

District managers/supervisors have a special responsibility as possible agents of the District to act promptly to eliminate any unlawful harassment that exists in his/her area of oversight or any other area within the District. If a manager/supervisor knows that discrimination, harassment, or retaliation is occurring or receive information that discrimination, harassment, or retaliation might be occurring, he or she must take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the injured person and encouraging the forwarding of a complaint to the District Director, or another supervisor/manager should they feel more comfortable. In all cases, the supervisor/manager must follow-up with the Director.

Because Blanchard/Santa Paula Library District wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information and advice about discrimination, sexual harassment, and retaliation, all managers/supervisors must be familiar with the District’s Unlawful Harassment policy. Managers/supervisors must never disregard a complaint whether or not he or she believes it to be valid or significant.

The District also recognizes that individuals may be concerned about the confidentiality of information they share in such situations; therefore, managers/supervisors must strive to preserve confidentiality to the fullest extent feasible.

In summary, managers/supervisors are the first line of defense to stop unlawful harassment from happening. Managers/supervisors who engage in sexual harassment or who fail to take steps to stop sexual harassment may be personally liable for successful claims. Consequently, all managers/supervisors should:

- Be able to recognize harassment in the workplace, whether it is subtle or overt;
- Be aware of own actions/conduct (What example are you setting?);
- Be sensitive to conduct in his/her own areas of responsibility and those around him/her;
- Take any complaints of harassment seriously. The goal is to prevent harassment at the District; and
- Take appropriate action by notifying the District Director.

**Equal Employment Opportunity**

Blanchard/Santa Paula Library District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Black Gold policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.
All such discrimination is unlawful.

Black Gold is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Black Gold operations and prohibits unlawful discrimination by any employee of Black Gold, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor, Human Resources or the Executive Director. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Human Resources or the Executive Director. Black Gold will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If Black Gold determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. Black Gold will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

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

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Black Gold representative with day-to-day personnel responsibilities and discuss the need for an accommodation. Black Gold will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee, perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Black Gold representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, Black Gold will make the accommodation.

Right to Revise

This employee handbook contains the employment policies and practices of Blanchard/Santa Paula Library District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Blanchard/Santa Paula Library District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. However, any such changes must be in writing and must be signed by the Executive Director of Black Gold Cooperative Library System.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Blanchard/Santa Paula Library District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other
personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

**Whistleblowers Are Protected**

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation.

**Who is protected?**

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. “Employee” means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

**What is a whistleblower?**

A “whistleblower” is an employee who discloses information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee’s employment or place of employment.

**What protections are afforded to whistleblowers?**

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 98.6, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee’s employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

**How to report improper acts**

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney
General’s Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.
Hiring

Employment Categories

For the purpose of such administrative matter as salary payment, benefit eligibility and leave accrual, employees are categorized as follows:

- **Regular Full Time Employees**

  This includes employees who have successfully completed their probationary period. These employees work a minimum 40 hours in each designated workweek. All regular full-time employees are eligible for the suite of employee benefits offered by the District.

- **Regular Part-Time Employees**

  This includes employees who have successfully completed their probationary period. These employees work less than 40 hours in designated workweek. All regular part-time employees are eligible for pro-rated employee benefits offered by the District as outlined in the Benefit section of this Handbook.

- **Probationary Employees**

  The probationary period is an extension of the testing procedure in the hiring process. Employees are hired on a trial basis for 26 consecutive bi-weekly pay periods for the purpose of assessing their ability to perform assigned tasks. Employment may be terminated at any time during this probationary period, with or without cause, if such action is judged appropriate by the District Director. The probationary period may be extended by the Director, in his/her sole discretion; if it is determined, that such an extension is desirable or appropriate for any reason. The District will notify the probationary employee in writing of the extension and the length of time of the extension.

- **Provisional Employees**

  Where the District Director determines that it is in the best interest of the Blanchard/Santa Paula Library District to immediately appoint a District employee to cover a vacancy of a regular position and it is not possible or logical to conduct a recruitment and selection process within time constraints, a provisional appointment, not to exceed six months may be made by the Director of a person who at least meets the minimum employment standards for the class as contained in the job description. A provisional employee may not be permanently appointed to the position without successfully participating in a formal recruitment process for the position.

- **Inactive Status Employees**
Employees who are on any time of leave of absence, work-related or non-work related, that exceeds four months will be placed on inactive status. During the time the employee is on inactive status no benefits will be earned and seniority will not continue to accrue.

Temporary Employees

This includes employees holding jobs of limited duration such as for special projects, excessive workload periods and/or emergencies. Temporary employees work less than 1,000 hours per year, are compensated on an hourly basis and are ineligible for employee-sponsored benefits. The status or rate of pay of a Temporary Employee cannot be changed to another status or rate without proper written authorization from the District Director. Temporary employees who transition to regular employees do not receive credit for their temporary service. The employment relationship is at-will by either the employee or the Blanchard/Santa Paula Library District.

Contractors or Leased Staff

Individuals who are assigned by an outside firm or employment agency to work at or for the Blanchard/Santa Paula Library District based on a contractual arrangement are considered contractors or leased staff. They are not considered employees of the District and provide services on a temporary or project basis. Contract or leased staff is ineligible to receive any District benefits regardless of their work or length of time that they provide services. The termination of services, by either party, is governed by terms negotiated within the contract.

Non-Exempt Employees

Employees who are covered by the provisions of the Federal Fair Labor Standards Act (FLSA). These employees are entitled to overtime pay whenever they perform overtime work at a rate of time and over half of the regular rate of pay as defined by the Act for work in excess of 40 hours in a workweek or 8 hours in a workday. All overtime must be authorized by the District Director. All non-exempt employees are required to obtain proper authorization in advance of the overtime worked, from either the Director or their supervisor and to maintain accurate time cards.

Exempt Employees

Employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because they are classified as an executive, professional or administrative employee and meet the specific criteria for exemption. Exempt employees are paid on a salary basis.

Rehired Employees

Employees classified as “eligible for rehire,” when they are separated from Black Gold, will be considered for rehire, along with other applicants, and their prior record will be considered. Employees, who are rehired after a voluntary break in service of more than one month, must serve a new probationary period regardless that such a period was previously completed for
any position previously served. Rehired employees are considered new employees from the date of their re-employment including for purposes of measuring benefits.

### Recruitment for Regular Positions

#### Policy

It is the policy of the Blanchard/Santa Paula Library District to seek the most qualified persons available for each job in the District, and to encourage persons to compete for the best jobs for which they are qualified without regard to race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

#### Vacancies

Prior to the initiation of either an internal or an open recruitment, the District Director will initiate a review of the vacancy to verify its continued need or any modification or relocation in the organization in order to maintain the position's relevancy and cost-effective utilization. If modifications are needed, those changes will be properly established by the Director or presented to the Board of Trustees for action prior to initiating the recruitment.

Vacancies in regular full-time and part-time positions may be filled by an internal recruitment for promotion, transfer or demotion of current employees or by the reinstatement or reemployment of former employees consistent with related policies in this Handbook. Where vacancies are not filled in this manner, an open recruitment shall be initiated.

Vacancies filled by internal recruitment shall be announced as a promotional recruitment open to qualified current regular and probationary employees. Regardless of the number of applicants, interviews will be held and a selection may be made from these candidates. The Director may request other qualified professionals, from either within the District or outside the District to serve as interview panelists. The Director may appoint a candidate or initiate a new open recruitment.

#### Job Announcements

The System shall publish announcements of vacancies of regular full-time or part-time positions which state the class title; salary; nature of work to be performed; minimum standards of education, experience, skills, certification, and other requirements; when, where, and deadline to file applications; and other pertinent information. Employment standards stated in the announcements shall be those established for the class.

Open recruitment announcements will be advertised on local websites and in one or more local newspapers.

#### Qualification of Applicants
No person shall be appointed to any regular full-time, part-time, or temporary position unless candidate possesses the qualifications of education and experience prescribed for that class or equivalencies.

Application Forms

All candidates for a vacancy will complete an official Blanchard/Santa Paula Library District application form in order to be considered for a position under recruitment. Skills certification or proof of educational achievements may be required.

Screening of Application Forms

The District Director or appointed designee will review applications. Falsification of information on the application form is cause for rejection of the applicant, or if determined after hire, is cause for termination.

Only the most qualified applicants shall be invited to compete in the selection process. Applicants must meet minimum qualifications for the classification in which the vacancy exists by the closing date of the recruitment.

Notification to the Most Qualified Applicants

When a reasonable number of qualified applications have been received or the published deadline reached, the selection process shall be initiated. All applicants will be notified in writing regarding either their success to continue in the recruitment process as a candidate or their lack of success in the screening process.

Selection for Regular Positions

Selection of New Regular Employees

Candidates selected to compete for the vacancy as established in the Recruitment for Regular Positions policy will be scheduled to appear for an employment interview. Interviewing of candidates will be conducted by the District Director and/or appointed designees. Results of the interview will be scored on a pass-or-fail basis. A selection will be made from the successful candidates.

Medical Examination

Successful completion of a medical examination may be required before a final appointment is made. Such examination shall be performed by a licensed physician, approved by the Blanchard/Santa Paula Library District, without cost to the applicant. Documents indicating that the applicant has received a medical clearance shall be made part of his or her personnel file.
Failure of candidates to achieve the minimum physical standard so established for the impending opening will result in disqualification for appointment.

Only tentative appointments will be offered to applicants who have not submitted to an authorized examination. Final appointment will be contingent on satisfactory results of the examination.

**Background Investigation**

Successfully passing a background check may be required before a final appointment is made.

Only tentative appointments will be offered to applicants who have not passed a background check. Final appointment will be contingent on satisfactory results to the check.

**Notification of Results**

All candidates shall be notified, in writing, of the of the interview results.

**Appointments to Regular Positions**

**Appointing Authority**

The District Director is the Appointing Authority for all personnel of the Blanchard/Santa Paula Library District except as noted below.

- The Appointing Authority for the Director is the Blanchard/Santa Paula Library District Board of Trustees.

**Regular Full-time and Part-time Positions**

New employees will be hired at the first step of the appropriate pay range. In the event a prospective new employee is found to possess qualifications extraordinary for the position the candidate is being hired for, the Director may authorize the employment of such candidate at not higher than the third step of the appropriate pay range. If a starting salary higher than the third step is proposed, the Director may recommend such higher step to the Board of Trustees for its approval or disapproval. For purposes of this Section, "extraordinary" means that the candidate has education, experience and/or skills superior to those required and expected for the class.

**Transfers**

No employee shall be transferred to a position for which he or she does not possess the minimum employment requirements. When an employee is transferred, he or she shall receive the same step rate of salary, except that continuation of a "Y" Rate must be approved by the Board of Trustees.
Demotion

Any regular employee may request a voluntary demotion to a vacant position. Such demotion may be approved by the District Director after investigation. If the class to which the demotion is proposed requires employment standards including knowledge and abilities not measured by the examination for the class from which demotion is proposed, the Director may examine the employee for possession of these employment standards. Any employee who demotes, or is demoted (for other than reasons related to the results of formal discipline within the District’s process) shall be placed on the highest step of the new range that does not exceed the salary formerly received. For purposes of further annual increases within the salary range, the anniversary date shall remain the same as before demotion.

Reinstatement

If the District Director determines that it is in the District’s interest, a vacant regular position may be filled by reinstatement of a former employee who successfully completed a probationary period in the same or higher class. Such reinstatement must be within one year of the employee’s separation in good standing from the District’s service.

Upon reinstatement, the employee may be placed on any step in the salary range for the class to which he or she is being hired up to and including the step range that he or she was receiving at the time of resignation. The employee shall otherwise be treated as though he or she were entering the District for the first time, and shall have a new anniversary date and serve a 26 consecutive bi-weekly probation period.

Reemployment

A regular employee who is laid off from a position by the District may have his or her name placed on a reemployment list for the position by the District Director. Persons on reemployment lists will be considered first when filling vacancies before other qualified candidates are considered. Persons placed on the reemployment list remain active on the list for a one-year period of time. Upon reemployment, the employee may be placed on any step in the salary range for the class up to and including the step rate he or she was receiving at the time of layoff or loss of status.

When an employee with ten (10) or more years of District service becomes ineligible for reemployment, and he or she has not been reemployed, the employee shall be paid for his or her accumulated sick leave in accordance with the District’s sick leave policy.

Upon reemployment, regular employees who were laid off shall have the vacation accrual rate they were entitled to immediately prior to layoff. If an offer is made for reemployment, and the offer is denied, the name is removed from the reemployment list.

Notification of Employment
A written offer of employment will be made to the successful candidate by the District Director. The appointment notification will indicate the title and step of the position to which the candidate is appointed and the beginning of the position to which the candidate is appointed and the beginning date and time of employment.

**Limitations on Appointments**

No person shall be employed by the Blanchard/Santa Paula Library District who is a relative of the District Director or members of the Board of Trustees. Relatives of other current employees may be hired only if the individual concerned does not work in a direct supervisory relationship or in the same work unit. Employees who become relatives after hire and are working in the same unit or in a supervisory relationship will be subject to reassignment in order to continue employment.

**Exclusion of Administrative Council Members from Black Gold Employment**

Members of the Blanchard/Santa Paula Library District Board of Trustees are excluded from employment with the District.

**Assuming Office Statement**

A person hired by the District to a job that is a "designated position" under Blanchard/Santa Paula Library District’s Conflict of Interest Code must file an "assuming office statement" within 30 days of assuming the designated position except if the employee resigns within twelve months following initial appointment or within 30 days of a notice from the Director of the obligation to file.

**Conflict of Interest Code**

The Political Reform Act (Government Code Section 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. Sec. 18730) which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference into the Blanchard/Santa Paula Library District Conflict of Interest Code. This regulation designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Black Gold Cooperative Library System.

Pursuant to the standard code, designated employees shall file statements of economic interests with the Ventura County Clerk of the Board. Statements for all designated employees will be retained by the Clerk of the Board.
All designated employees shall file annual disclosure statements no later than April 1.
Leaves of Absence

General Provisions

All probationary, regular full-time and regular part-time employees are eligible for a leave of absence in accordance with the provisions of this Section.

A leave of absence from regular duties without pay may be granted when the leave is in the best interests of the District. The District Director may authorize leave of absence without pay for four months. Periods in excess of four months must be authorized by the Board of Trustees.

Authorized leaves of absence do not cause a break in continuous service. However, the employee's anniversary date is adjusted in accordance with the length of leave without pay.

Employees do not accrue vacation, sick leave, or holiday time during an unpaid leave of absence.

Except as provided below, an employee must pay the entire amount of contributions toward retirement and insurance benefits during an unpaid leave of absence in order to receive retirement credits and protection for medical care.

Sick Leave

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. Blanchard/Santa Paula Library District will not tolerate abuse or misuse of your sick leave privilege.

Blanchard/Santa Paula Library District offers paid sick leave to regular full-time and regular part-time employees. Employees accrue paid sick leave at the rate of 0.0461 hours of sick leave with pay for each hour of compensation. Maximum allowable sick leave accrual shall be four hundred eighty (480) hours. Negative accruals of sick leave are prohibited. Any employee who does not have enough sick leave hours (or vacation hours) to cover illness will not be paid for hours not worked because of illness.

If you are absent longer than 5 days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the District will be required before the District honors any sick pay requests. Blanchard/Santa Paula Library District may withhold sick pay if it suspects that sick leave has been misused.

Extended Medical Leave
A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor’s written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the District’s obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, Blanchard/Santa Paula Library District will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation time previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from disability leave will be required to provide a return to work release.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Blanchard/Santa Paula Library District makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers’ compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee that needs reasonable accommodations should contact a Blanchard/Santa Paula Library District representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

### Personal Leave

A personal leave of absence without pay may be granted at the discretion of the Blanchard/Santa Paula Library District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

### Administrative Leave

The purpose of administrative leave is to provide for allowing time off with pay for employees who are not eligible to be compensated for overtime. Potentially eligible employees are any employee whose position is excluded by the Fair Labor Standards Act (FLSA) from accruing and being compensated for overtime. Employees shall be granted paid
administrative leave of 40 hours per year. The time is forfeited if it is not used by the year end.

**Bereavement Leave**

Blanchard/Santa Paula Library District grants leave of absence to regular and probationary employees in the event of the death of the employee’s current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law, stepfather, stepmother, stepchild, foster parent and foster child; any person who actually resided in the household of the employee at the time of death; the parent of child of a domestic partner; and the domestic partner of a parent of child or other person if approved by the District Director. An employee with such a death in the family may take up to 5 consecutive scheduled workdays off with pay with the approval of the District. With the approval of the District Director, the employee may use up to an additional two (2) days of accrued vacation or compensatory time off to extend the time away from work for bereavement purposes. The employee should be prepared and may be required to provide evidence satisfactory to Black Gold that a bereavement situation exists.

A regular or probationary part-time employee is entitled to receive bereavement leave days on a pro-rated basis.

**Family/Medical Leave**

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service. If the leave is for FMLA only, the 12 months of service must have accumulated within the previous seven years. There is no such cap under CFRA;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and

Leave may be taken for one or more of the following reasons:

- The birth of the employee’s child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- To care for the employee’s spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee’s registered domestic partner (CFRA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA).

**Calculating the 12-month Period**

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For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, Blanchard/Santa Paula Library District uses a rolling year as measured forward from the date any employee’s first FMLA leave begins. Successive 12-month periods commence on the date of an employee’s first use of such leave after the preceding 12-month period has ended. There is no carryover of unused leave from one 12-month period to the next 12-month period.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

### Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee’s child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes.

### Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

Please contact the District Director as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the District at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of Blanchard/Santa Paula Library District. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee’s child, parent, or spouse.

If the employee cannot provide 30 days’ notice, the District must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee’s own serious health condition, the District may require, at its expense, a
second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.

If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the District and the employee.

### Required Use of Paid Sick Leave Before Unpaid Leave

You are required to take accrued and unused paid leave before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) are included in this requirement unless you are receiving wage replacement through a disability leave plan.

### Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in a 12-month period. The 12-month period is measured forward from the date any employee’s first Family and Medical Leave Act leave begins. Successive 12-month periods commence on the date of an employee’s first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

### Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. You will be required to substitute paid leave in the following circumstances:

- Accrued sick leave, vacation or other paid time off must be used for absences until all is exhausted.

Paid leave must be substituted for unpaid leave until all paid leave is exhausted:

### Paid Sick Leave and Workers’ Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.
Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work, related to your illness or injury.

### Time Accrual

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue vacation, sick leave or paid time off during unpaid Family and Medical Leave Act/California Family Rights Act leave.

### Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. Blanchard/Santa Paula Library District will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the District may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on family/medical leave who are not eligible for continued paid coverage may continue their group health insurance coverage through the District in conjunction with Cal COBRA guidelines by making monthly payments to the District for the amount of the applicable premium. Employees should contact their supervisors for further information.

When the unpaid medical leave begins, (i.e., all disability benefits, sick leave and vacation leave are exhausted) the District will not make contributions to the retirement program.

When the medical leave has terminated and the employee has returned to work, the District will reinstate making a contribution to the retirement program.

Employees who wish to buy back retirement time may do so by making separate individual arrangements with the retirement program.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such
insurance was provided before the leave was taken) on the same terms as if you had continued to work.

- Payment is due when it would be made by payroll deduction.

**Certification**

Blanchard/Santa Paula Library District requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The District may require recertification from the health care provider if additional leave is required. (For example, if employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by Blanchard/Santa Paula Library District and request simultaneous leave for the birth or placement for adoption or foster care of a child, the District will not grant more than a combined total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

Blanchard/Santa Paula Library District will require certification by the employee’s health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee’s fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.
Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee’s job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee’s use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried “key” employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to Blanchard/Santa Paula Library District’s operations;
- The employee is notified of Blanchard/Santa Paula Library District’s intent to refuse reinstatement at the time the District determines the refusal is necessary; and
- If leave has already begun, the District gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for family/medical leave, contact District Director or Human Resources Department.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:
  - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is
otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
  o A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

### Leave Related to Military Service

A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member’s health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

### Military Leave

Employees who wish to serve in the military and take military leave should contact the District Director for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

### Jury Duty and Witness Leave

Blanchard/Santa Paula Library District encourages employees to serve on jury duty when called. Non-exempt regular and probationary employees shall be allowed the necessary time to be absent from work at his or her base rate of pay, provided he or she deposits any fees, excluding mileage reimbursement, received for such jury service with the Accountant for inclusion in District funds. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

You may retain any mileage allowance paid by the court.

### Domestic Violence and Sexual Assault Leave for Treatment

Employees who are victims of domestic violence are eligible for unpaid leave for any of the following:
• To seek medical attention for injuries caused by domestic violence or sexual assault;
• To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence or sexual assault;
• To obtain psychological counseling related to experiencing domestic violence or sexual assault;
• To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

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

Blanchard/Santa Paula Library District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

### Domestic Violence and Sexual Assault Leave

Employees who are victims of domestic violence are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

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

Blanchard/Santa Paula Library District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

### Pregnancy, Childbirth or Related Conditions

Leave because of the employee’s disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, Blanchard/Santa Paula Library District will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks’ duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

In cases where both parents are employed by Blanchard/Santa Paula Library District and the leave requested is for the birth, adoption or foster care of a child, the District will not grant more than a combined total of 12 workweeks of family/medical leave.

### Pregnancy Disability Leave

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the Human Resources to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee’s physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Blanchard/Santa Paula Library District will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfers you to a
less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.

- Employees who need to take pregnancy disability must inform Blanchard/Santa Paula Library District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the Human Resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee’s health care provider;

- If 30 days’ advance notice is not possible, notice must be given as soon as practical;

- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;

- Pregnancy leave usually begins when ordered by the employee’s physician. The employee must provide Blanchard/Santa Paula Library District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
  - A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.
  - The date on which the employee became disabled due to pregnancy;
  - The probable duration of the period or periods of disability; and
  - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

- Leave returns will be allowed only when the employee’s physician sends a release;

- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be required to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and

- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee’s needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee’s leave requirements than her regular job. Transfer to an alternative position can
include altering an existing job to better accommodate the employee’s need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave.

PDL may impact other benefits or a seniority date. Please contact the Human Resources department for more information.

### School Activities – Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

### Kin Care

Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse, domestic partner, or domestic partner’s child who is ill. Leave for this purpose may not be taken until it has actually accrued.

For purposes of sick leave use:

- A “child” is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A “child” also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A “parent” is your biological, foster, or adoptive parent; stepparent; or legal guardian.
- A “spouse” is your legal spouse according to the laws of California, which do not recognize “common law” spouses (a union that has not been certified by a civil or religious ceremony). All conditions and restrictions placed on an employee’s use of sick leave apply also to sick leave used for care of a child, parent, or spouse.
• A "domestic partner" is another adult with whom you have chosen to share your life in an intimate and committed relationship of mutual caring, and with whom you have filed a Declaration of Domestic Partnership with the Secretary of State.

• A "domestic partner's child" is the biological, foster or adopted child, stepchild, or legal ward of your domestic partner. A "domestic partner's child" also may be someone for whom your domestic partner has accepted the duties and responsibilities of raising, even if he or she is not your domestic partner's legal child.

**Victims of Crime Leave**

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

• The crime must be a violent or serious felony, as defined by law; and

• You must be the victim of a crime, or you must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as:

• A spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

• A registered domestic partner means a domestic partner who is registered in accordance with California state law.

The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Before you are absent for such a reason, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation, personal leave time or sick leave.

**Volunteer Civil Service Personnel**

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. You are also eligible for unpaid leave for required training. Please alert your supervisor that you may have to take
time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

**Time Off for Voting**

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days’ notice.

**Vacation**

**Vacation Accrual**

Regular and probationary full- and part-time employees shall accrue vacation with pay for each hour of compensation to a maximum of eighty (80) hours per bi-weekly pay period according to the following schedule, commencing with the employee’s appointment date. Absence without pay shall cause said accruals to be suspended during each absence.

Active service commences with an employee’s first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Temporary employees do not accrue paid vacation.

**Vacation credits**

Vacation credits are earned as follows:

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>HOUR OF CREDIT PER HOUR OF SERVICE</th>
<th>APPROXIMATE NUMBER OF DAYS PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 15 without Master’s degree in library science</td>
<td>0.0385</td>
<td>10</td>
</tr>
<tr>
<td>Less than 15 and holds Master’s degree in library science</td>
<td>0.0577</td>
<td>15</td>
</tr>
<tr>
<td>15-24</td>
<td>0.0577</td>
<td>15</td>
</tr>
<tr>
<td>25 or more</td>
<td>0.0769</td>
<td>20</td>
</tr>
</tbody>
</table>
These accruals are pro-rated for regular part-time employees.

Vacation Credit Accumulation

No employee may accrue a vacation balance in excess of 256 hours (12 days) unless approved by the District Director or Board of Trustees for excess accrual based upon District need or personal emergency. After a minimum of fifty-two pay periods of continuous service (2 years), each employee shall take a minimum of eighty hours (2 weeks) of vacation per calendar year. If less than 80 hours are taken during the year the difference between amount taken and 80 hours will be deducted from vacation leave balance annually in January. Vacation hours required to be taken are pro-rated for regular part-time employees.

Vacation Payoff on Retirement or Separation

An employee shall be paid the hourly equivalent of base salary for each hour of earned vacation based on the base salary rate in effect for such person on the last day actually worked, spent on authorized leave, or spent on authorized time off as compensation for overtime.

Vacation payoff shall be a lump sum payment of any balance remaining at retirement or separation.

Vacation Benefits for Regular Part-Time and Probationary Part-Time Employees

Usage and maximum accruals of vacation benefits for regular part-time and probationary part-time employees shall be governed by the same rules and regulations applicable to regular full-time employees.

Rate of Pay While on Vacation

While on vacation, employees shall be compensated at the same salary rate they would have received if they had been on the job.

Vacation Prior to Unpaid Leave

Vacation is paid in accordance with normal schedule. It may not be paid at less than normal schedule to prolong other benefits.

Negative Vacation Leave Accrual

Negative accruals of vacation leave are prohibited unless it is in the best interest of the District to permit them.

Minimum Vacation/Sick Leave

Vacation and sick leave must not be taken for less than one hour.
Benefits

Summary of Benefits

Regular and probationary full-time and part-time employees who work at least 20 hours per week may participate in Blanchard/Santa Paula Library District’s benefit program which features:

- Defined Retirement Plan including Employer Paid Member contribution
- Health Insurance
- Paid Vacation
- Paid Holidays
- Paid Sick Leave
- Workers Compensation Insurance
- Optional Deferred Compensation

The extent of benefits differs among regular full-time and regular part-time employees. Employees are encouraged to discuss the benefits pertaining to their position with their immediate supervisor or the District Director.

To insure continuation of benefits, each regular employee or probationary employee is expected to immediately advise his or her supervisor of any change in his or her name, address, telephone number, or marital status, and changes in number of dependents.

Other Benefits for Management Employees

Administrative leave not to exceed five days is provided. Should the employee not use the benefit allocation of personal leave, the benefit is forfeited by the employee. Administrative leave for managers is granted on a calendar year basis, prorated for new employees to the end of the first calendar year in which they are employed and is forfeited if not used during the calendar year.

Payment of dues for one state and the American Library Association membership annually in accordance with the amount authorized in the final budget. Should the benefit not be used, it is forfeited by the employee.

Holidays

Each calendar year, Blanchard/Santa Paula Library District observes the following paid holidays:

- January 1 (New Year’s Day)
• Martin Luther King Jr.'s Birthday
• Presidents' Day, observed the third Monday in February
• Memorial Day, the last Monday in May
• July 4th (Independence Day)
• Labor Day, the first Monday in September
• Thanksgiving Day, the fourth Thursday in November
• Friday after Thanksgiving
• Christmas Day, December 25

Every day appointed by the President of the United States or Governor of the State for public feast, thanksgiving or holiday, when specifically authorized by the Board of Trustees.

In addition, every full- or part-time employee who works at least 20 hours per week may observe his or her birthday as a paid holiday within ten days, before or after, the actual date. Every full- or part-time employee who works at least 20 hours per week may also take an additional day as a paid floating holiday during the year. If an employee does not use the birthday holiday and/or the floating holiday during the calendar year, the holiday does not carry over to the next calendar year.

If a paid, assigned holiday falls on a Sunday, the following Monday shall be the holiday in lieu of the day observed. If a paid assigned holiday falls during an employee's vacation or during authorized use of accumulated sick leave, the holiday shall continue to be considered as a holiday for pay purposes.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Blanchard/Santa Paula Library District or the individual employees. Attendance at such activities, whether required by the District or requested by individual employees, requires the approval of the District Director. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the District Director in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.
This policy does not apply to an employee’s voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Blanchard/Santa Paula Library District generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

**Insurance Benefits**

**Medical Insurance**

Blanchard/Santa Paula Library District provides an IRS Section 125 Premium Only Plan (POP) to allow for tax savings and flexibility for full-time and part-time employees who work at least 20 hours per week. In a POP, the employees’ portion of group health and other premiums are deducted from your paycheck on a pre-tax basis. The District currently provides various insurance options through CalPERS and other vendors.

**Unemployment Compensation**

Blanchard/Santa Paula Library District contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

**Social Security**

Only temporary employees of the District are covered by Social Security. Blanchard/Santa Paula Library District pays a matching contribution to each temporary employee’s Social Security taxes. Permanent employees are in the PERS program, not in Social Security program.

**Temporary Employees**

Temporary employees are not eligible for District-sponsored benefits except for Workers’ Compensation Insurance.

**Retirement Plan**

Black Gold participates in the California Public Employee Retirement System (CalPERS or PERS). Black Gold’s coverage type is Local Miscellaneous 2% @ 55 without Social Security. It includes 1959 Survivor Coverage and 4th Level 59 Survivor Coverage.

Blanchard/Santa Paula Library District provides a 457 plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits, and tax status, contact the Human Resources Department. All eligible participants will receive a summary plan description.

**Lactation Policy**
Blanchard/Santa Paula Library District accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee’s work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor or Human Resources department to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

### Sick Leave Benefits

### Sick Leave Accrual Rates

Regular and Probationary employees shall accrue 0.0385 hours of sick leave with pay for each hour of compensation to a maximum of 3.08 hours per pay period.

### Sick Leave Accrual

Maximum allowable sick leave accrual shall be eight hundred (800) hours.

Negative accruals of sick leave are prohibited. Any employee who does not have enough sick leave hours (or vacation hours) to cover illness will not be paid for hours not worked because of illness.

### Appropriate Uses of Sick Leave

Subject to the limitations expressed below, sick leave may be applied to:

- Absence caused by non-job related illness or injury of an employee.
- Medical and dental visits during working hours.
- Pregnancy, Family Medical Leave and California Family Rights Act leave as provided in this Section.

Sick leave shall not be used in lieu of vacation, nor shall it be used in addition to vacation without certification of a physician that such usage is medically required. Sick leave accrual may be used to attend to a child, parent, spouse, domestic partner, or domestic partner’s
child who is ill. Leave for this purpose may not be taken until it has actually accrued. For purposes of sick leave use, a “child” is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A “child” also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child. A “parent” is your biological, foster, or adoptive parent; stepparent; or legal guardian. A “spouse” is your legal spouse according to the laws of California, which do not recognize “common law” spouses (a union that has not been certified by a civil or religious ceremony). A “domestic partner” is another adult with whom you have chosen to share your life in an intimate and committed relationship of mutual caring, and with whom you have filed a Declaration of Domestic Partnership with the Secretary of State. A “domestic partner’s child” is the biological, foster or adopted child, stepchild, or legal ward of your domestic partner. A "domestic partner's child" also may be someone for whom your domestic partner has accepted the duties and responsibilities of raising, even if he or she is not your domestic partner's legal child.

Reporting Absence Due to Illness or Injury

Any person absent from work on sick leave shall notify his or her immediate supervisor of such leave within an hour of his or her regular starting time and as often thereafter as directed by his or her supervisor.

Physician's Certification and Examination Following Absence from Duty

Employees utilizing sick leave may be required to furnish a certificate issued by a licensed physician or other satisfactory evidence of illness. An employee absent due to illness or injury for more than five (5) consecutive work days may not be entitled to use sick leave credits for his or her absence on any day after the five days unless he or she presents to his or her immediate supervisor a certificate signed by his or her physician stating that he or she was ill or injured during such absence.

Cancellation of Sick Leave on Separation

Separation of an employee from Black Gold service, except by reason of layoff, shall result in cancellation of all sick leave accrued by him or her at the time of such separation whether or not the employee is subsequently employed by Black Gold unless stated in the following policy.

Compensation for Unused Sick Leave upon Separation or Retirement

Black Gold shall make a cash payment of 25% of all unused sick leave upon occurrence of the following:

All employees with ten (10) years or more of continuous Black Gold service shall, upon retirement or separation, except dismissal for disciplinary reasons, receive a cash payment of 25% of their unused sick leave balance.
The amount of all payment prescribed by this section shall be computed on the basis of the employee’s base hourly rate which is equivalent to his or her base salary on the last day worked.

### Rate of Pay While on Sick Leave

Sick leave is compensable at the employee’s base hourly rate on each working day that he or she is on sick leave.

### Leave for Pregnancy, Disability, FMLA and CFRA

An employee must first use disability insurance benefits where applicable, accumulated sick leave, compensatory time off and vacation until all such time is exhausted, prior to continuing the leave on an unpaid basis.

### Minimum Sick Leave

Sick [and vacation] leave must not be taken for less than one hour unless taken under FMLA/CFRA in which case, sick leave may be taken in increments of 15 minutes.

### Benefits Continuation (CAL-COBRA)

Cal-COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Black Gold’s plans when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee’s hours or a leave of absence, an employee’s divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under Cal-COBRA, the employee or beneficiary pays the full cost of coverage at Black Gold’s group rates plus an administration fee.

### Leaves of Absence

### General Provisions

All probationary, regular full-time and regular part-time employees are eligible for a leave of absence in accordance with the provisions of this Section.

A leave of absence from regular duties without pay may be granted when the leave is in the best interests of the System. The Executive Director may authorize leave of absence without pay for four months. Periods in excess of four months must be authorized by the Administrative Council.

Authorized leaves of absence do not cause a break in continuous service. However, the employee’s anniversary date is adjusted in accordance with the length of leave without pay.

Employees do not accrue vacation, sick leave, or holiday time during an unpaid leave of absence.
Except as provided below, an employee must pay the entire amount of contributions toward retirement and insurance benefits during an unpaid leave of absence in order to receive retirement credits and protection for medical care.

**Workers’ Compensation**

Black Gold Cooperative Library System, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers’ compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers’ compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee’s Claim for Workers Compensation Benefits (DWC Form 1) and return it to Executive Director; and
- Provide Black Gold with a certification from your health care provider regarding the need for workers’ compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers’ compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers’ compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

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

The law requires Blanchard/Santa Paula Library District to notify the workers’ compensation insurance company of any concerns of false or fraudulent claims.

**Workers’ Compensation and FMLA/CFRA**

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs
concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period on a rolling basis.
Management

Names and Addresses

Blanchard/Santa Paula Library District is required by law to keep current all employees' names and addresses. Employees are responsible for notifying Black Gold in the event of a name or address change.

Open-Door Policy

Black Gold supports an open door policy in order to encourage the free flow of communication based upon mutual respect. The Open Door Policy is grounded in the concept of fair and sustaining resolution of questions and problems. Employees are encouraged to contact the Executive Director with questions or problems related to their job or feelings of well-being.

Complaint/Grievance Procedure

Black Gold has established a procedure designed to provide all personnel with a means of recourse when they feel they have not been treated in accordance with the Black Gold's policy.

Any employee complaint should be discussed with the Executive Director within ten calendar days of the occurrence of the problem creating the grievance. The Director will make a concerted effort to resolve the grievance in a timely fashion.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first performance evaluation will take place approximately 26 pay periods after hire. Subsequent performance evaluations will be conducted at regular intervals by their immediate manager/supervisor utilizing the Black Gold Systems adopted employee performance evaluation form and system. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Blanchard/Santa Paula Library District and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been
presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that Blanchard/Santa Paula Library District maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the Executive Director or Human Resources Department. You can obtain a form for making such a written request from the Human Resources Department.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Blanchard/Santa Paula Library District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date Blanchard/Santa Paula Library District receives your written request to inspect or copy your personnel records (unless you/your representative and Blanchard/Santa Paula Library District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of $0.10 cents per page plus postage.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Blanchard/Santa Paula Library District will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employment of Relatives

Blanchard/Santa Paula Library District may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. Black Gold defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.
If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with Black Gold, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with Black Gold. If this decision is not made within the time allowed, the Executive Director of Blanchard/Santa Paula Library District will make the decision, taking the employment history and job performance of both employees into account.
Guests and Visitors

Visits from friends and family are to be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with Blanchard/Santa Paula Library District visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended length of time are to be kept to an absolute minimum – Black Gold may not be used as a substitute for regular child care of employees’ children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

Black Gold reserves its right in its sole discretion to deny such a request for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Electronic and Social Media

This policy is intended to protect Black Gold’s computer systems and electronic information.

For purposes of these policies, the following definitions apply: “Computers” are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Blackberries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and routers, printers and copiers.

Blanchard/Santa Paula Library District also uses various forms of “electronic communication.” “Electronic communications” includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

“Electronic information” is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through Blanchard/Santa Paula Library District servers are Black Gold property owned by Black Gold for the purpose of conducting Black Gold business. These items must be maintained according to Blanchard/Santa Paula Library District rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Black Gold property may be removed from the premises.
• All electronic communications also remain the sole property of Blanchard/Santa Paula Library District and are to be used for Black Gold business. For example, email messages are considered Black Gold records.

• Electronic information created by an employee using any computer or any means of electronic communication is also the property of Blanchard/Santa Paula Library District and remains the property of Black Gold Cooperative Library System.

• Information stored in Blanchard/Santa Paula Library District computers and file servers, including without limitation any data on the automated library system, databases, vendor lists, is the property of Black Gold and may not be distributed outside Black Gold in any form whatsoever without the written permission of the Executive Director or the Administrative Council.

• Violation of any of the provisions of this policy, whether intentional or not, will subject Blanchard/Santa Paula Library District employees to disciplinary action, up to and including termination.

• Employees shall not install personal software on Black Gold computer systems or disable Black Gold systems and software unless specifically authorized by the Director.

• No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the Executive Director.

• The use of voicemail and email should be professional with a content and tone that is business-based and reflects favorably upon Black Gold.

• Questions about access to electronic communications or issues relating to security should be addressed to the Director.

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### Monitoring of District Property

Blanchard/Santa Paula Library District reserves the right to inspect all Black Gold property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee’s presence. Blanchard/Santa Paula Library District computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. Black Gold reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Black Gold policy or any law occurs. E-mail may be monitored by Black Gold and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as “private.”

Employee passwords may be used for purposes of security but the use of a password does not affect Black Gold’s ownership of the electronic information or ability to monitor the information. Black Gold may override an employee’s password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Blanchard/Santa Paula Library District management.
Prohibited Use

All existing Black Gold policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Black Gold assets or resources. It is a violation of Blanchard/Santa Paula Library District policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscure; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Blanchard/Santa Paula Library District policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Black Gold computer is a violation of Black Gold’s policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of Blanchard/Santa Paula Library District to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Blanchard/Santa Paula Library District provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these Black Gold resources and property should be used only for business related purposes; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications;
- To use the telephone system, cell phones or smart phones for brief and necessary personal calls or messages; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, provided that employees adhere to all other usage policies.

Any personal usage of Black Gold property must not interfere with the employee’s work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or other shared resources, or violate any Black Gold policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of Black Gold property apply.

Social Media

Blanchard/Santa Paula Library District uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of
interaction between people online. If you have specific questions about which programs Black Gold deems to be social media, consult with the Executive Director. Use of Internet based programs such as Facebook, LinkedIn, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Black Gold goals. However, only authorized individuals are allowed to speak/write in the name of Blanchard/Santa Paula Library District using the social media tools of Black Gold. Your supervisor will authorize you in writing if you can use these Black Gold social media tools to perform your job duties. Authorized individuals using Black Gold social media tools shall identify themselves honestly, accurately and completely and comply with all Black Gold policies in using this media.

Your authorization is limited to business purposes and personal use of these Black Gold social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Black Gold property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Black Gold policies against inappropriate usage, including Black Gold’s no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

Nothing in the Blanchard/Santa Paula Library District social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

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### Employee-owned Devices

Blanchard/Santa Paula Library District recognizes that occasional use of the employee’s own computers (including hand held devices) and electronic communications may occur during working. Black Gold allows such occasional personal use as long as the usage does not interfere with the employee’s work performance, take away from work time or violate any Black Gold policy. All other Black Gold policies, including Black Gold’s no tolerance for discrimination, harassment or retaliation in the workplace apply. Blanchard/Santa Paula Library District reserves the right to adjust this policy on a case by case basis as it deems appropriate.

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### Personal Cell Phones

Personal wireless phones should be turned off entirely or placed on the “no-ring” setting during work hours in order to avoid disturbing the general work environment.

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### Prohibited Use of Cell Phones While Driving

In the interest of the safety of Black Gold employees and other drivers, Black Gold employees are prohibited from using cell phones while driving on Black Gold business and/or Black Gold time.
Calls shall only be initiated by the driver while the vehicle is stopped and is safely away from travel lanes or conducted by another employee as a passenger. In the event that a call is received, the driver is to allow the call to go to voice mail and retrieve the message when the vehicle is not in operation and safely away from lanes of traffic.

### Health and Safety

Black Gold employees are responsible for their own safety as well as that of others in the workplace. To achieve Black Gold’s goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, Black Gold maintains an Injury and Illness Prevention Program. The injury and illness prevention program is available for review by employees and/or employee representatives in the Director’s office.

Black Gold will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

### Operation of Motor Vehicles

The conduct of Blanchard/Santa Paula Library District activities from time to time requires the use of personal vehicles in addition to required attendance at meetings and workshops. Employees are required to operate any vehicle utilized in the conduct of District business in a safe, prudent and courteous manner consistent with state and local laws. In all cases, a valid California drivers’ license must be in the possession of the employee while operating the vehicle. If a personal vehicle is used, proof of current insurance must be located in the vehicle and available for review by Human Resources. Passengers must be conducting official District business and have the approval of the Executive Director.

An employee whose driver’s license is suspended or revoked or restricted for any reason must notify their supervisor no later than the first workday following suspension or revocation or restriction of their driver’s license. Such employees shall not be allowed to operate any vehicles on District business.

### Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as kitchen, conference room, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

### Smoking

Smoking is not allowed in any enclosed area of the facility. Smoking is permitted outside and external to System buildings and vehicles.
During recruitment and when a job offer is made, candidates will be informed that smoking is prohibited in System facilities and vehicles.

Failure to comply with the smoking policy constitutes insubordination and as such is subject to disciplinary action.

**Employer Property**

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, and equipment are Blanchard/Santa Paula Library District property and must be maintained according to Black Gold rules and regulations. They must be kept clean and are to be used only for work-related purposes. Blanchard/Santa Paula Library District reserves the right to inspect all Black Gold property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee’s presence. Prior authorization must be obtained before any Black Gold property may be removed from the premises.

Black Gold voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. Blanchard/Santa Paula Library District reserves the right to monitor voice mail messages, e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee’s presence.

Blanchard/Santa Paula Library District may periodically need to assign and/or change passwords and personal codes for voice mail, e-mail and system access. These communication technologies and related storage media and databases are to be used only for Black Gold business and they remain the property of Black Gold Cooperative Library System. Blanchard/Santa Paula Library District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on Black Gold voice-mail and email systems are subject to the same Black Gold policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Black Gold Cooperative Library System. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee’s termination.

**Bulletin Boards**

Blanchard/Santa Paula Library District maintains a bulletin board located in the kitchen area.

Bulletin boards are used to provide information to employees concerning Labor Law required posters, health benefits news, Employee Rights, Workers Compensation, Retirement news and safety news.
Employees may not post items on Black Gold bulletin boards.
Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Blanchard/Santa Paula Library District because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the District Director in advance.

Media Relations

The Blanchard/Santa Paula Library District is a public agency serving residents of the district as its customers. The Blanchard/Santa Paula Library District desires to be accessible to the media with timely, accurate, informative and well-stated information regarding District services and operations. All media contacts are to be directed to the District Director, or his or her designee, as soon as possible after the contact is made unless otherwise directed. The information provided to the District Director should include the name of the media contact, the station or newspaper affiliation, the phone number or e-mail address and, if possible but not required, the topic or question posed.

Conducting Personal Business

Employees are to conduct only Blanchard/Santa Paula Library District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Other Employment

While employed by Blanchard/Santa Paula Library District, employees are expected to devote their energies to their jobs with the District.

Employment that directly conflicts with the District’s essential business interests and disrupts business operations is strictly prohibited

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to Blanchard/Santa Paula Library District explaining the details of the additional employment. If the additional employment is authorized, Blanchard/Santa Paula Library District assumes no responsibility for it. Blanchard/Santa Paula Library District shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Outside Employment
The Blanchard/Santa Paula Library District desires to have all employees perform their duties at the highest possible level in order to maximize the quality of services to its patrons. Employees may hold other employment as long as it does not constitute a conflict of interest, interfere with or impair an employee’s effectiveness, availability or ability to perform his or her duties fully, safely or efficiently. An employee must meet the performance standards and the staffing and scheduling requirements of his or her position even when those requirements and scheduling are changed. Special consideration or exceptions will not be made.

Conflicts of interest exist where the employment is prohibited by law or is detrimental to the Blanchard/Santa Paula Library District such as in the use for private gain or using the advantage of District time, facilities, equipment, supplies, name, letterhead, prestige or influence. Receipt of money or other consideration from others for the performance of an act that the employee would otherwise perform in the regular course of their employment is also prohibited.

Written notification must be provided to the District Director, through the immediate supervisor, prior to the commencement of the other employment. The notice must include the name of the employer (or statement if self-employed), the hours and days being worked, a description of the work and the duration of the employment. A written response from the District Director will be provided to the employee affirming or objecting to the employment. Failure to obtain the appropriate prior written approval from the District Director may result in immediate disapproval of the outside employment or disciplinary action, up to and including the possibility of termination.

If outside employment is initially allowed but is later determined by the District Director to interfere in any way with the ability of the employee to perform all of his or her duties or to do so in a safe, efficient or productive manner, or is considered to not be in District’s best interest, the employee may be required to discontinue the outside employment as a condition of continued employment.

### Travel Policy for District Employees

Blanchard/Santa Paula Library District will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the District Director.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Blanchard/Santa Paula Library District. Employees will be reimbursed up to $50.00 per day to cover the cost of meals for each full day of travel. Alcoholic beverages are not to be included in the per diem.
Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Blanchard/Santa Paula Library District may not be used for personal use without prior approval. When a personal vehicle is used mileage, will be reimbursed at the prevailing IRS reimbursement rate.

When travel is completed, employees should submit a completed Reimbursement Claim for Travel/Business Related Expenses within 10 days. Claims should be accompanied by original receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, or costs not related to System business, can be grounds for disciplinary action, up to and including termination of employment.

### Counseling for Improved Performance

### Discipline Procedure

The District maintains a discipline procedure that is intended to give employees advance notice, whenever possible, of problems with their conduct or performance to provide them with an opportunity to correct such problems. Normally, discipline includes verbal counseling and one or more written warnings before an employee’s pay is reduced or the employee is suspended without pay or demoted or dismissed. However, exceptions or deviations from the normal procedure may occur whenever the District Director deems that the circumstances are serious enough to warrant immediate suspension or dismissal.

An employee’s immediate supervisor or the District Director may verbally counsel or issue a written warning. The District Director may reduce an employee’s pay, suspend without pay, demote or dismiss an employee.

### Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the District’s objectives.

The following conduct is prohibited and will not be tolerated by Blanchard/Santa Paula Library District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and will result in disciplinary action up to and including termination.
• Falsifying employment records, employment information, or other District records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
• Deliberate discourtesy to the public and/or to other employees.
• Possession or use of alcoholic beverages or illegal drugs, or appearing for duty under the influence of alcohol or illegal drugs.
• Unauthorized release of confidential information.
• Failure to notify District of a life change effecting job performance.
• Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
• Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee’s;
• Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer;
• Removing or borrowing District property without prior authorization;
• Unauthorized use or misuse of District equipment, time, materials, or facilities;
• Provoking a fight or fighting during working hours or on District property;
• Participating in horseplay or practical jokes on District time or on District premises;
• Carrying firearms or any other dangerous weapons on District premises at any time;
• Engaging in criminal conduct whether or not related to job performance;
• Causing, creating, or participating in a disruption of any kind during working hours on District property;
• Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
• Using abusive, threatening or intimidating language at any time on District premises;
• Failing to notify a supervisor when unable to report to work;
• Unreported absence of three consecutive working days. Such an unexplained absence is construed as a voluntary resignation.
• Failing to obtain permission to leave work for any reason during normal working hours;
• Failing to observe working schedules, including rest and lunch periods;
• Failing to provide a physician’s certificate when requested or required to do so;
• Sleeping or malingering on the job;
• Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
• Working overtime without authorization or refusing to work assigned overtime;
• Violation of dress standards;
• Violating any safety, health, security or District policy, rule, procedure or violation of District’s drug and alcohol policy;
• Committing a fraudulent act or a breach of trust under any circumstances;
• Committing or involvement in any act of unlawful harassment of another individual; and
• Violation of District’s Health and Safety Policy or its Injury and Illness Prevention
Due Process Requirements

Disciplinary actions involving reduction in pay, suspension without pay, demotion, or dismissal of regular employees will not be imposed unless due process requirements have been met. Before a decision is made to take disciplinary action, the following procedure will be observed.

The District will complete a Notice of Proposed Disciplinary Action. This notice will include the proposed action, the reasons behind the action, a date for employee response based on the complexity of the charge. Supporting documents will be attached. The Notice will be given to the employee at the worksite whenever possible, and the employee's signature obtained to indicate receipt. If the employee is absent from work, the Notice will be sent by registered mail. If dismissal of the employee is proposed, a copy of the Notice shall be forwarded to the Personnel Committee.

The employee and/or his or her representative may respond in person and/or in writing within scheduled time limits. An extension of the deadline may be requested and will be granted by the District Director if the request appears reasonable and justified.

The District Director will reconsider the proposed disciplinary action taking into account the employee's response, if any. The District Director will make a decision to proceed with, modify, or reverse the proposed disciplinary action within five (5) working days of the employee's response. Written notice of the decision shall be given to the employee at the worksite obtaining his or her signature; or, if the employee is absent, sent by registered mail within two (2) working days from the date of the decision. This written notice will be sent in the form of a Notice of Disciplinary Action, which will specify the reasons for the decision; cite appropriate documentation and inform the employee of the appeal procedure and its time limits. A copy of the Notice of Disciplinary Action shall be forwarded to the Personnel Committee.

On the rare occasion when an employee must be immediately removed from the workforce, the employee will be suspended without pay and directed off the premises pending investigation. Written confirmation of the suspension, including the reasons and proposed duration, shall be sent by registered mail to the employee within two (2) working days.

During the period of suspension, the District Director will investigate the matter and document the circumstances requiring the employee's immediate removal from the worksite. Within five (5) working days, the District Director will send the employee a Notice of Disciplinary Action, as described above, or will conclude the investigation without imposing disciplinary action. If no disciplinary action is proposed, the employee will be paid for the period of suspension. If disciplinary action is proposed and later taken, such action will usually include the term of the suspension, or a portion thereof.

Retention of Warnings
Written warnings may be removed from an employee's personnel file and destroyed, upon the employee's request, after two (2) years during which time there have been no similar incidents or warnings.

### Appeals Procedure

#### Right to Appeal

Any employee in the District service shall have the right to an appeal concerning interpretation or application of provisions in this Employee Handbook or other policies, rules and regulations of the District. Only regular non-probationary employees in the District’s service may appeal disciplinary actions, including reduction in pay, suspension without pay, demotion and dismissal.

An employee must comply with all the provisions of the appeal procedure set forth below. An employee shall forfeit his or her appeal rights if he or she does not file an appeal within the time limits specified in this Section.

The employee may request the assistance of a representative of his or her own choosing and at the employee's expense in preparing and presenting his or her appeal. Either party may invite persons with relevant first-hand information to be present.

For purposes of this procedure, "working days" refers to calendar days exclusive of Saturdays, Sundays and legal holidays.

Appeals concerning the application or interpretation of this Handbook or other District policies or rules, which are not part of disciplinary actions, shall first be submitted through the immediate supervisor and District Director. Only those matters which are not satisfactorily resolved at the immediate supervisor and District Director levels may be referred to the Personnel Committee.

#### Appeal Step One - Immediate Supervisor

If the employee is not satisfied with the immediate supervisor's response, he or she may submit a written statement to the District Director, fully stating the facts surrounding the occurrence and the requested remedy within ten (10) working days of the immediate supervisor's response.

Within ten (10) working days of receipt of the written statement, the District Director shall make a thorough review of the matter with the parties involved and will respond in writing to the employee's complaint giving the reasons for his or her decision.

#### Appeal Step Two - Human Resources Committee

| Submission of Appeal |

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Within ten (10) working days of receipt of the Notice of Disciplinary Action, or within ten (10) working days of receipt of the District Director's response regarding non-disciplinary matters, the employee may exercise his or her right of appeal before the Human Resources Committee by submitting a written request for a hearing to the Chairperson of the Personnel Committee.

The employee and the District Director may mutually agree to waive the above time limits.

### Hearings

The Human Resources Committee will schedule a hearing within twenty (20) working days of receipt of the appeal. The Human Resources Committee shall notify the appellant and the District Director of the date, time and place of the hearing.

The Human Resources Committee as a whole shall hear appeals or, in its discretion, may appoint one of its members to hear an appeal and report his or her findings and recommendations to the full committee. In all non-disciplinary appeals, the Human Resources Committee as a whole shall render a decision and recommend final disposition of the matter to the Board of Trustees.

The decision of the Human Resources Committee will be reported to the appellant in writing with a copy to the District Director.

Prior to rendering its decision, the Human Resources Committee, or its designated hearing officer, may request whatever evidence and testimony it considers appropriate to render a fair decision. The appellant will attend the hearing unless unable to do so, and may be represented at the hearing as well as present evidence and testimony. The appellant should notify the Human Resources Committee, in advance, if he or she intends to be represented.

The Committee or its designated hearing officer may adjourn a hearing from time to time on its own initiative or at the request of either party to the appeal.

### Appeal Step Four – Board of Trustees

After receipt of the Human Resources Committee's decision and recommendations regarding an appeal from disciplinary action, the Board of Trustees will act, by formal motion, on the recommendations at its next business meeting. The Board will inform the employee of its decision within ten (10) working days of its formal action with a copy to the District Director.

The decision of the Board of Trustees shall be final and binding upon the parties.

### Political Activity

Many employees participate in political activities on their own time. District time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee’s outside political activities. Blanchard/Santa Paula Library
District will not reimburse any employee for political contributions and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by the Blanchard/Santa Paula Library District announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that the Blanchard/Santa Paula Library District officially endorses or opposes any candidates for political office that the Blanchard/Santa Paula Library District itself has not publicly announced. District employees are entitled to their own personal position.

The District will not discriminate against employees based on their lawful political activity engaged in outside of work.

Punctuality and Attendance

As an employee of the Blanchard/Santa Paula Library District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor within one hour of your regular starting time. You must call in at the start of your shift to be considered absent. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, the Blanchard/Santa Paula Library District will consider that you have voluntarily abandoned or quit your employment.

Absences protected by state and federal law do not count as a violation of this policy.

Drug and Alcohol Abuse

Blanchard/Santa Paula Library District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee’s work performance, efficiency, safety, and health, and therefore seriously impair the employee’s value to District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of
other employees and exposes District to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee’s job performance and may seriously impair the employee’s value to District.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a District vehicle while under the influence of alcohol or a controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Blanchard/Santa Paula Library District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Blanchard/Santa Paula Library District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee’s conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on Blanchard/Santa Paula Library District. In addition, District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee’s ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

Blanchard/Santa Paula Library District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person’s job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect District’s treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who
acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

District job applicants may be required to undergo drug and alcohol testing as a condition of employment.
Wages

Wage Plan

A Wage Plan has been authorized by the Board of Trustees. This plan establishes the wage range and wage steps for each the District position. Employees shall receive the compensation provided in the Wage Plan, except that the Board may, at any regular meeting, or special meeting duly called for that purpose, adjust the Wage Plan, wages or wage ranges by resolution except that changes to the compensation paid to a District executive as defined in Government Code Section 3511.1 (d) may not be considered in a special meeting. New wage plans take effect at the beginning of the first pay period that falls wholly within a calendar year or a fiscal year unless the Board authorizes a different effective date.

Rules for Applicability of Salary Steps

a) Except as otherwise provided for in this Handbook, employees and candidates shall be employed at the first step of the wage range for the particular class of position to which the appointment is made.

b) Advancement within the wage range shall not be automatic, but shall be given only upon affirmative recommendation of the immediate Supervisor and approval of the District Director. As a general rule, upon progress and productivity, employees may be considered for increase in wage according to the following schedule:

Step "A" shall be paid upon initial employment in Black Gold Service for a period of twenty-six (26) consecutive bi-weekly pay periods for service in a particular class of position, except when another step is indicated as the beginning salary step.

After satisfactory completion of twenty-six (26) consecutive bi-weekly pay periods of service in a step, employees may be considered for increase to the next step.

Increases in salary take effect as follows: If the employee's anniversary date falls on or before the 7th day of the pay period, the increase takes effect on the first day of the pay period in which the anniversary occurs. If the anniversary date falls on or after the 8th day of the pay period, the increase takes effect on the first day of the pay period following the anniversary date.

c) The period of service required to qualify for salary step increases by regular and probationary part-time employees shall be lengthened by pro-rating the hours worked excluding overtime as compared to a regular full-time work schedule.

d) If, in the Appointing Authority's judgment, the employee's performance does not warrant a salary step increase on the employee's anniversary date, the Appointing Authority may deny the increase and must complete the District's performance evaluation form. Within twenty-six (26) consecutive pay periods of the employee's anniversary date the employee may request a review of his or her salary by the Appointing Authority; or the Appointing Authority, on his or her own initiative, may review the salary. If the Appointing Authority
concurring with the requested review or independently initiates his or her own review, then the Appointing Authority shall reopen the matter by submitting another performance evaluation and recommendation. If an employee’s salary increase is deferred and granted within the year, the employee’s next merit increase shall not be due until twenty-six (26) pay periods have elapsed from the first day of the pay period in which the salary step increase was actually approved. If the salary increase was approved on or before the fifth working day of the period, the employee’s anniversary date shall be deemed to be the first day of the pay period during which the salary increase was approved. If the salary increase was approved on or after the sixth working day of the pay period, the employee’s anniversary date shall be deemed to be the first day of the pay period following approval of the salary increase.

e) Special "Y" Rate. A "Y" Rate is a special salary rate, which entitles an employee to receive compensation at a rate higher than the fifth step base hourly rate for the position that he or she holds. If an employee, because of a change in status, would receive a reduction in salary, which is not warranted under the circumstances, the employee may receive a "Y" Rate to provide the proper salary, if approved by the Board of Trustees. If the Board finds at any time that the circumstances, which supported the original approval of the "Y" Rate no longer, exist, the Board may discontinue the "Y" Rate.

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**Fair Labor Standards Act**

The Fair Labor Standards Act (FLSA), initially enacted in 1938, sets the minimum wage for the United States, and regulates overtime and child labor. The Blanchard/Santa Paula Library District is subject to the FLSA, but is exempt from the California wage and hours provisions. Under the FLSA, employees are classified as either exempt or non-exempt. Exempt employees are those who hold positions classified as executive, administrative, professional or outside sales, to which employers are not required to pay overtime. Non-exempt employees are those who must be paid overtime under the FLSA. The FLSA outlines the determining factor in classifying employees as exempt, and they are basically the following:

- Discretionary authority for independent action
- Percentage of time spent performing routine, Handbook, or clerical work
- Earning levels

The following list identifies the District’s exempt positions:

- District Director

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**Overtime**

**Non-Exempt Employees**

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Blanchard/Santa Paula Library District will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Blanchard/Santa Paula Library
District provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m. and end on Saturday at 12:00 midnight;
- Compensation for hours in excess of 40 for the workweek and/or 8 hours in one workday shall be paid at a rate one and one-half times the employee’s regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.
- Non-exempt employees may opt to accrue compensatory time-off (“CTO”) in lieu of cash payment for overtime worked if his or her supervisor agrees prior to overtime work being performed. CTO accrues at the rate of 1.5 hours for each hour worked over 40 hours of actual work in the employee’s workweek. CTO cannot be accumulated in excess of 20 hours at any given time.

- The District will grant an employee’s request to use accumulated CTO provided that: (1) the District can accommodate the use of CTO on the day requested without undue disruption; and (2) the employee makes the request in writing to the supervisor no later than five days prior to the date requested. If the employee does not provide five days’ notice, or if the District cannot accommodate the time off, the District will provide the employee the opportunity to cash out the CTO requested at the end of the current pay period.
- The District reserves the right to cash out accumulated CTO at any time.
- During employment, CTO is cashed out at the employee’s current FLSA regular rate of pay (including all FLSA-applicable salary differentials). Employees separating from the District’s service shall be compensated for all accrued, unused compensatory hours at the current FLSA regular rate of pay, or the average regular rate for the prior three years, whichever is higher.

**Exempt Employees**

An employee who is exempt from the provisions of the Fair Labor Standards Act (FLSA) is not allowed to accrue compensatory time off for hours worked in excess of 40 per week. Absences of less than a day for any reason, including but not limited to personal reasons, sickness, or disability shall be considered as time worked and reported as such for exempt employees. For exempt employees, personal leave, annual leave, vacation, or sick leave cannot be used to cover absences of less than a day. Portions of day that begin or end a vacation or sick leave period greater than a day are considered continuous and shall be deducted from leave accruals. A management employee shall request vacation or personal leave for days when the manager will not appear at the worksite at all. The District Director may authorize administrative leave when it is in the best interests of the District to do so. In general, management employees who are exempt under FLSA observe a 40-hour workweek.
although it is understood that they are responsible for meeting stated goals and objectives rather than strictly observing a 40-hour workweek. This responsibility entails setting priorities and organizing work that will at times be in excess of 40 hours per week. Conversely, it is occasionally possible for such employees to accomplish their job priorities for any given week in less than 40 hours. It is Blanchard/Santa Paula Library District policy to give management employees, salaried as defined by FLSA, the scheduling flexibility needed to accomplish their work.

### Pay for Mandatory Meetings/Training

Blanchard/Santa Paula Library District will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee’s job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- Employees will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

### Timekeeping Requirements

All nonexempt employees are required to use a timesheet provided by the Bookkeeper to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees will be required to certify that their time record is accurate.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to Blanchard/Santa Paula Library District’s Meal and Rest Break Policy.

### The Workday and Workweek

The workday, (a consecutive 24-hour period) begins at 12:01 a.m. and ends at midnight. The workweek begins on Sunday at 12:01 am and ends on Saturday at midnight.

### Work Schedules

Blanchard/Santa Paula Library District is normally open for business between the hours of 12:00 p.m. and 8:00 p.m. on Monday, Tuesday, and Thursday; 10:00 a.m. and 6:00 p.m. on Wednesday; and 10:00 a.m. and 2:00 p.m. on Saturday. Your supervisor will assign your individual work schedule.
### Working Hours

Schedules may be implemented subject to the approval of the District Director.

Each regular employee shall be scheduled to work a shift with regular starting and quitting times. Except in emergencies, employees will be given five (5) days’ notice of any changes in the work schedule.

Employees are expected to be at their workstation, ready to begin work, at the beginning of their assigned shift, and out of consideration for others, to notify their supervisor as early as possible if they expect to be absent or late to work.

### Rest and Meal Periods

All employees who work a more than 3.5-hour shift are provided a paid ten (10) minute rest period for every four hours or major fraction thereof worked at times convenient to the employee’s workload. Rest periods may not be combined or added to an employee’s lunch period. Rest periods not taken may not be accumulated to extend other time off with pay.

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

### Biweekly Payments

All employees of Blanchard/Santa Paula Library District are paid every other Thursday for work performed during the previous two-week pay period ending the previous Saturday. If a regular payday falls on a holiday, employees will be paid on the last day worked before the holiday. If you observe an error on your check please report it to the System accountant as soon as you can.

### Automatic Deposit

Blanchard/Santa Paula Library District offers automatic payroll deposit for all employees. To begin automatic payroll deposit, you must complete a form (available from the payroll department)
and return it with you employees from when you start your employment with Black Gold. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.
Safety and Health

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Blanchard/Santa Paula Library District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the District Director’s office.

In compliance with Proposition 65, Blanchard/Santa Paula Library District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Ergonomics

Blanchard/Santa Paula Library District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. Black Gold will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Blanchard/Santa Paula Library District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact the District Director.

Natural Disasters

In the event of a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Natural disasters: In the event of a natural disaster such as earthquake, fire or explosion the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the District Director via cell phone, if possible.
Security

Blanchard/Santa Paula Library District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence

Blanchard/Santa Paula Library District has adopted the following workplace violence policy to ensure a safe working environment for all employees.

Blanchard/Santa Paula Library District is committed to providing a working environment that is free from violence, threat of violence, or abusive conduct. Accordingly, there is “zero tolerance” for any acts of intimidation, threats, actual or perceived, harassment, or any form of violence against an employee, a member of the public, or the property of either, even if it was intended to be harmless, humorous, a prank, or venting. All such acts and threats, even those made in apparent jest, will be investigated with the understanding that any such conduct may result in criminal prosecution and or discipline up to and including termination.

Possession of non-work related weapons on District premises and at District-sponsored events shall constitute a threat of violence.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage District property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

<table>
<thead>
<tr>
<th>Example</th>
<th>Type of Threat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saying, “Do you want to see your next birthday?”</td>
<td>Indirect</td>
</tr>
<tr>
<td>Action</td>
<td>Level</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Writing, “Employees who kill their supervisors have the right idea.”</td>
<td>Indirect</td>
</tr>
<tr>
<td>Saying, “I'm going to punch your lights out.”</td>
<td>Direct</td>
</tr>
<tr>
<td>Making a hitting motion or obscene gesture</td>
<td>Nonverbal</td>
</tr>
<tr>
<td>Displaying weapons</td>
<td>Extreme</td>
</tr>
<tr>
<td>Stalking or otherwise forcing undue attention on someone, whether</td>
<td>Extreme</td>
</tr>
<tr>
<td>romantic or hostile</td>
<td></td>
</tr>
<tr>
<td>Taking actions likely to cause bodily harm or property damage</td>
<td>Acts of violence</td>
</tr>
</tbody>
</table>
Termination

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at Blanchard/Santa Paula Library District, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All District-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Involuntary Termination and Discipline

Violation of Blanchard/Santa Paula Library District policies and rules may warrant disciplinary action. The District has a system of discipline that may include verbal warnings, written warnings, and suspension.

Separation from Service

Resignation

Any employee wishing to leave District service in good standing shall file with his immediate supervisor at least two (2) weeks before leaving, a written resignation, stating the effective date. The resignation shall be forwarded to the District Director with a performance appraisal and any other pertinent information. Employees who fail to provide advance notice will be considered ineligible for rehire unless emergency conditions exist and the requirement is waived by the Director.

Reductions in Force

Under some circumstances, Blanchard/Santa Paula Library District may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the District will provide advance notice, as required by public employers, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Blanchard/Santa Paula Library District will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee’s length of service.

Return of Blanchard/Santa Paula Library District Property
All keys, cell phones, pagers, identification badges, credit cards or other property of the District assigned to or in the possession of the employee must be returned to their Supervisor on or before the last day of employment. Failure to do so could preclude future consideration for rehire or influence the content of future employer references. A complete failure to return the property may constitute a theft of public property and result in legal proceedings.

### Leaving Office Statement

An employee with "designated employee" status under the Blanchard/Santa Paula Library District Conflict of Interest Code will be provided and must file a "leaving office statement" within 30 days of the last day of work.

### State Unemployment Insurance

If employment is terminated, an employee may be eligible to receive unemployment insurance. In most cases, the employee must file a claim in order to collect this benefit. Should such a situation arise, the District will provide the necessary information upon termination.

### Employees References

All requests for references must be directed to the District Director or Human Resources Department. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Blanchard/Santa Paula Library District discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Blanchard/Santa Paula Library District also will inform prospective employers of the amount of salary or wage you last earned.
EMPLOYEE ACKNOWLEDGEMENT FORM

I have received my copy of Blanchard/Santa Paula Library District’s Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the benefits, policies and procedures contained in this Handbook.

I understand that Blanchard/Santa Paula Library District reserves the right to change hours, wages, benefits and working conditions at any time and that my employment is on an “at-will” basis. I understand and agree that other than the District Director of Black Gold or the Board of Trustees, no representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period, or to make any agreement for employment other than what is outlined in this Handbook. Furthermore, I understand this Handbook supersedes all prior agreements, understandings, and representations concerning my employment with Blanchard/Santa Paula Library District.

Date: ________________________________

Signature: ________________________________

Print Name: ________________________________
Arbitration

Although Blanchard/Santa Paula Library District (the "Library") hopes that employment disputes will not occur, the Library believes that where such disputes do arise, it is in the mutual interest of both sides to handle them through final and binding arbitration.

BY ENTERING INTO THIS AGREEMENT, THE LIBRARY AND THE UNDERSIGNED EMPLOYEE ARE WAIVING THE RIGHT TO A COURT OR JURY TRIAL FOR ALL EMPLOYMENT-RELATED DISPUTES, EXCEPT AS SPECIFICALLY NOTED BELOW. THE EMPLOYEE FURTHER UNDERSTANDS THAT ENTERING INTO THIS ARBITRATION AGREEMENT DOES NOT ALTER THE EMPLOYEE'S AT-WILL EMPLOYMENT WITH THE LIBRARY.

The Library and the undersigned Employee agree that any dispute between the Employee and the Library (including the Library's officers, successors and employees) that may arise from Employee's employment or separation from employment with the Library shall be resolved by mandatory, final, and binding arbitration before a neutral arbitrator.

This Arbitration Agreement does not cover the following:

- Administrative claims properly presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Department of Labor (Wage and Hour Division), or any equivalent state administrative agency, except that if any such claim is dismissed from the administrative agency's jurisdiction, the parties must then submit to final and binding arbitration pursuant to this Agreement. Claims for workers' compensation benefits;
- Claims for unemployment compensation benefits;
- Claims based upon any Library employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan; and
- Claims filed with the National Labor Relations Board or Public Employee Relations Board.

All other claims that may arise from Employee's employment or separation from employment with the Library are subject to this Arbitration Agreement. This Arbitration Agreement, for example, does apply to all statutory, contractual and/or common law claims arising from employment with the Library, whether asserted by the Employee or the Library, including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;
- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment
of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability, medical condition or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, or any other federal or state statute covering similar subjects;

- Claims for unpaid wages, overtime wages, minimum wages, prevailing wages, meal, rest and cool down periods, waiting time penalties, and any violations of the California Labor Code;
- Claims for violation of any statutory leave law, including the federal Family And Medical Leave Act (FMLA), the California Family Rights Act (CFRA), California Paid Family Leave (PFL), or related state statute;
- Violations of confidentiality, privacy, or misappropriation of trade secrets;
- Violation of any other federal, state, or other governmental law, statute, regulation or ordinance, whether based on statute or common law;
- Claims made against the Library or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims.

The arbitration proceeding shall be conducted in accordance with California Code of Civil Procedure sections 1280 through 1294.2 or any statutory scheme that replaces such sections. Copies of California Code of Civil Procedure sections 1280 through 1294.2 can currently be obtained via the internet at www.leginfo.ca.gov. Alternatively, if no such statutes exist at the time of the dispute, then the arbitration shall be conducted pursuant to the rules of the American Arbitration Association for employment law disputes. A copy of the employment law dispute rules used by the American Arbitration Association can currently be located via the internet at www.adr.org and are titled “Employment Arbitration Rules and Mediation Procedures.” The Library will also provide you a copy of the rules at your request.

The parties shall meet and confer on the appointment of the arbitrator. The party requesting arbitration shall give notice, in accordance with the Notice Provisions set forth herein, to each of the other parties in the dispute, controversy or claim (Arbitration Notice”). If the parties cannot agree upon an arbitrator within twenty (20) days after delivery of the first Arbitration Notice, then each party shall designate an arbitrator, and the arbitrators so designated shall, within ten (10) days after being designated, select a final arbitrator. If any party fails to appoint an arbitrator, the other parties' arbitrators shall select the final arbitrator, or if only one arbitrator is designated within thirty (30) days after delivery of the first Arbitration Notice, then a final arbitrator shall be designated by petition to the Superior court of Ventura County pursuant to California Code of Civil Procedure section 1281.6.

Hearings on such arbitration and the arbitration itself shall be conducted in Ventura County, California. If such provision does not exist in the California Code of Civil Procedure, at the time of the dispute, the procedures for selecting an arbitrator utilized by the American Arbitration Association for employment disputes. The arbitrator shall have no authority to
create an arbitration proceeding on a class basis or to award relief to a class of employees in one arbitration proceeding.

The Library shall pay the fees and costs of the Arbitrator, including any room fees or other charges. Each party shall pay for its own costs and attorneys’ fees. However, the Arbitrator may award costs and/or attorneys’ fees to the prevailing party, to the extent permitted by applicable law.

Either party may file pre-hearing motions directed at the legal sufficiency of a claim or defense equivalent to a demurrer or summary judgment prior to the arbitration hearing. The parties will be permitted to conduct discovery as provided by California Code of Civil Procedure section 1283.05, except the parties need not obtain leave of the arbitrator to take depositions as set forth in section 1283.05(e). In the absence of arbitration statutes in place in California at the time of the dispute, the parties shall follow the discovery procedures set forth by the American Arbitration Association for employment law disputes.

Within thirty (30) days of the conclusion of the arbitration, the Arbitrator shall issue a written award setting forth the factual and legal bases for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages or any other relief warranted by the facts and the applicable law, including, for example, punitive damages and liquidated damages. The award shall be final and binding upon the parties. Any award may be entered as a judgment or order in any court of competent jurisdiction.

Any and all notices, demands, requests or other communications required or permitted by this Agreement or by law to be served on, given to or delivered to any party hereto by any other party to this Agreement shall be in writing and shall be deemed duly served, given or delivered upon delivery by (1) facsimile transmission or other electronic means (if duplicated by any of the alternative notice methods that follow), (2) a national overnight courier service, fee prepaid (with proof of service), (3) hand delivery or (4) certified or registered mail (return receipt requested and first-class postage prepaid) and addressed as follows (or as later changed in a manner required by this section):

Blanchard/Santa Paula Library District
119 North Eighth Street
Santa Paula, CA 93060
Attn: Interim Library Director
Fax: (805) 933-2324
Email: ned.branch@blanchardlibrary.org

Employee:
Attn: ________________________________

Fax: ________________________________

Email: ______________________________

Any notice that is address and delivered in the manner herein provided shall be conclusively presumed to have been duly given to the party to which it is address at the close of business, local time of the recipient. (i) upon delivery if by hand, (ii) on the third day after the day it is so placed in the mail, (iii) the next business day following delivery national overnight courier service, (iv) the next business day following delivery by facsimile transmission or other electronic means (if confirmed by any of the methods above) or (v) upon the intended recipient’s refusal to accept delivery. Any party may change their address for the purposes of this Agreement by giving notice of the change, in the manner required by this section, to the other party.

This Agreement shall be governed by and shall be interpreted in accordance with the laws of the State of California. The terms of this Agreement shall not be orally modified. This Agreement can be modified only by a written document signed by the Library and the Employee.

This Agreement shall be interpreted in such manner as to render it enforceable. In the event any provision of the Agreement is deemed unenforceable, such provision shall be severed from the Agreement.

Employee understands that s/he would not be hired by the Library if s/he did not sign this Agreement.

Employee has signed it in consideration of employment by the Library. Employee has been advised of his or her right to consult with counsel regarding this Agreement.

I acknowledge that I have carefully read this Arbitration Agreement, and that I understand and agree to its terms. I have entered into this Arbitration Agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my right to a court or jury trial by entering into this Arbitration Agreement. I understand that this Arbitration Agreement does not change my at-will employment status with the Library.

____________________________________
Date Employee Signature

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Print Employee Name

Date on behalf of Blanchard/Santa Paula Library District

RETAINT THIS COPY FOR YOUR RECORDS.
DEFINITIONS

The following words and terms used in this Handbook shall have the meaning indicated in this section unless the content clearly indicates otherwise:

**Administrative Leave** shall mean leave authorized by the District Director or the Board of Trustees to provide time off with pay for employees not eligible for overtime pay.

**Advancement** shall mean a salary increase within the limits of the pay range established for a class.

**Allocation** shall mean the official determination of the class to which a position belongs, and the assignment of a position to an appropriate class.

**Anniversary Date** shall mean the date by which and from which employee benefits are computed including, but not necessarily limited to, salary increases, vacation or sick leave. An employee’s salary anniversary date may change in accordance of this Handbook.

**Applicant** shall mean a person who, by filing a completed employment application, has made application for employment.

**Appointing Authority** shall mean the person or officer having the power, by lawful delegated authority, to make appointment to, or remove an employee from, an established position in the Black Gold Service.

**Appointment** shall mean the offer to a person and his or her acceptance of a position, and his or her starting to perform work in accordance with this Handbook.

**At-Will** shall mean the relationship between employer and employee that exists without a written contract or other agreement guaranteeing job security. An at-will employee may be terminated at the will of the employer without reason or cause.

**Board of Trustees** shall mean the five duly elected officials responsible for the operation and property of the District.

**Compassion Leave** shall mean leave with pay to attend the funeral of a member of the employee’s immediate family. It can also mean leave without pay for additional days authorized by the District Director when leave with pay is exhausted or not applicable, but time away from work because of a death.

**Cal COBRA** shall mean continued health insurance coverage for “qualifying events”.

**Candidate** shall mean a person who has been admitted to the selection process.
Cashback shall mean those benefit monies remaining after the employer’s health insurance premium has been paid and available to each employee in a pay status for a minimum of 50% of their regularly scheduled hours.

Child shall mean a biological, foster, or adopted child.

Class or Class of Positions shall mean a group of positions sufficiently similar as to duties and responsibilities that the same title, the same requirements as to educational experience, knowledge and ability, and the same schedule of compensation may be applied to each position in the group.

Classification Plan shall mean the official Plan that allocates positions to designated classes.

Continuous Service means employment with the System without break or interruption; in computing continuous service for the purposes of this document, neither military leaves nor leaves of absence on account of illness whether with or without pay, shall be construed as a break in employment or service. Other absences aggregating in excess of ninety (90) days in any period of (12) months, including layoffs on account of lack of work, lack of funds, or abolition of positions shall be construed as breaking "continuous service".

Demotion shall mean a reduction from a higher to a lower level position.

Direct Deposit shall mean District employees may be paid by direct deposit of wages into their bank accounts and that they will receive a notification of deposit in lieu of a check.

Director shall mean, when used alone, the District Director of the Blanchard/Santa Paula Library District.

Disability Leave shall mean leave taken when a doctor certifies that employee is unable to work because of illness or injury that is not work related.

Dismissal shall mean an employee’s termination of employment by the System Director subject to the provisions of this Handbook.

Domestic Partner shall mean another adult with whom employee has chosen to share life in an intimate and committed relationship of mutual caring and with whom employee filed a Declaration of Domestic Partnership with the Secretary of State.

Domestic Partner’s Child shall mean a biological, foster or adopted child, stepchild, or legal ward of employee’s domestic partner.

Employee shall mean a person who is legally occupying a position in the Black Gold Service or who is on authorized leave of absence from such position.

Employee Assistance Program shall mean professional counseling services available to employees and their families, for marital and family problems, alcohol and drug dependency,
financial and credit concerns, legal questions, emotional problems, child and elder care, pre-retirement planning, stress, federal taxpayer problems, interpersonal conflicts, and other situational problems.

**Equal Opportunity Employer** shall mean an employer that prohibits unlawful discrimination based on pregnancy, childbirth or related medical conditions, gender, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age and sexual orientation.

**Examination** shall mean any test or group of tests to determine the fitness and relative ability of persons seeking employment or promotion in the Black Gold Service.

**Exempt Employee** employees exempt from the Fair Labor Standards Act (FLSA) and therefore not eligible for overtime pay.

**Extended Medical Leave** means a medical leave of absence granted for a non-work related temporary medical disability, other than pregnancy, childbirth or related medical conditions, for up to four months with a doctor’s certification.

**Final Filing Date** shall mean the last date on which an applicant may apply for a given position.

**Family** shall mean those people, both related and not related to the employee, who have played or do play a meaningful part in the daily life of the employee or for which the employee is responsible. Persons included vary by policy: see Sick Leave; Family Medical Leave; and, Compassion Leave within this Handbook.

**Family/Medical Leave** shall mean leave covered under FMLA or CFRA for the birth of employee’s child or placement of a child with employee for adoption or foster care, to care for employee’s spouse, child or parent who has a serious health condition, or for a serious health condition that makes employee unable to perform his/her job.

**Internal Recruitment** shall mean recruitment for a particular class limited to System employees who meet the qualifications for that class.

**Job Announcement** shall mean published announcements of vacancies of regular full-time or part-time positions.

**Jury Duty** shall mean leave with pay to be taken when an employee has been summoned to serve as a juror or potential juror.

**Leave of Absence** shall mean an authorized absence from duty either paid or unpaid for a specified period and for a specified purpose.
**Medical Leave** shall mean leave without pay authorized by the Executive Director or Administrative Council when all other leaves with pay or partial pay are exhausted but doctor certifies that employee is still not able to return to work.

**Military Leave** shall mean leave of absence from the District while an employee is engaged in active duty ordered for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the armed forces of the United States or of the National Guard or the Naval Militia.

**Minimum Qualifications** shall mean the basic education, experience, training, ability, knowledge, license, and other requirements established for entrance to examinations, for appointment or for promotion.

**Non-Exempt Employee** employees not exempt from the Fair Labor Standards Act (FLSA) and therefore eligible for overtime pay.

**Officer** shall mean a person holding an elective or appointive office.

**Open Recruitment** shall mean a recruitment in which any qualified person may participate.

**Original Appointment** shall mean the first appointment of an employee to a Black Gold position.

**Outside Employment** shall mean employment other than and in addition to the Blanchard/Santa Paula Library District and requiring approval by the Executive Director in conformance with policies within this Handbook.

**Overtime** shall mean time worked, by FLSA-covered employees, other than those hours normally scheduled when necessary and authorized by the Executive Director.

**Parent** shall mean a biological, foster or adoptive parent, stepparent or legal guardian.

**Physician’s Certification** shall mean a certificate issued by a licensed physician.

**Position** shall mean a collection of duties and responsibilities requiring the full-time or part-time employment of one person.

**Pregnancy Disability Leave** shall mean leave for pregnancy, childbirth or related medical conditions.

**Probationary Period** shall mean twenty six (26) consecutive bi-weekly pay periods of employment-at-will status.

**Promotion** shall mean the advancement of an employee from a position in one class to a position in another class within a career series, which is allocated to a higher salary range.
Promotional Recruitment shall mean recruitment for a particular class limited to System employees who meet the qualifications for that class.

Provisional Appointment shall mean the appointment of a person meeting the employment standards for the class as designated in the job description to fill a position pending an examination.

Qualified shall mean an applicant, candidate, or appointee who meets the employment standards for a class.

Qualifying Event shall mean resignation, termination of employment, death of employee, a reduction in hours or a leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements under Cal-COBRA.

Reclassification shall mean reassignment or change in the allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level, based on significant changes in the kind, difficulty, or responsibility of the duties performed in such position.

Recruitment shall mean the active soliciting of qualified applicants to fill a vacant position.

Reduction of Force shall mean a layoff because of a lack of work, funds and/or other reasons to reduce the number of employees.

Reemployment List shall mean a list of persons with regular status in a class who have been laid off or have lost status in a class as the result of reclassification, and who are entitled to preference in appointment to vacancies in that class as provided in this Handbook.

Regular Status shall mean the status of an employee who is lawfully retained in a position after the completion of the probationary period.

Reinstatement shall mean the appointment, as provided in this Handbook, of a former employee who was separated in good standing.

Resignation shall mean an employee generated document or statement requesting termination of employment.

Separation shall mean the termination of employment of an individual.

Series shall mean one or more classes in the same occupational, professional, or functional field.

Sick Leave shall mean leave with pay earned for each hours of paid time by regular employees to be taken when employee is unable to work because of own illness, family illness, doctor’s appointments, or other permitted events.
**Short-Term Disability Leave** shall mean leave for non-worked related conditions such as illness or injury.

**Spouse** shall mean a legal spouse according to the laws of California.

**Status** shall mean the condition of an employee's present employment, such as, temporary, provisional, probationary, regular, etc.

**Straight Time Rate of Pay or Base Hour Rate of Pay** shall mean the employee's hourly rate of compensation without regard to any additional elements of an employee's earning such as overtime pay and bonuses.

**Suspension** shall mean an enforced leave-of-absence of an employee without pay for disciplinary purposes, or pending investigation of charges made against an employee, as provided in this Handbook.

**Temporary Appointment** shall mean an appointment for a temporary period under the conditions specified in this Handbook.

**Title or Class Title** shall mean the official nomenclature given to a class of positions, or to each position allocated to the class, and to the legally appointed incumbent of each position allocated to the class.

**Transfer** shall mean a change from one position to another in the same class.

**Unlawful Harassment** shall mean harassment or sexual harassment based on pregnancy, childbirth or related medical conditions, gender, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age and sexual orientation.

**Vacation Leave** shall mean leave with pay earned for each hour of paid time by regular employees to be taken with supervisor's approval upon employee request made at least two days in advance under ordinary conditions.

**Voting Time Off** shall mean time off to vote for an election.

**Witness Leave** shall mean leave with pay taken when an employee who is required by subpoena to appear in court as a witness, except as a party.

**Wage Plan** shall mean the authorized Plan that establishes the wage range and wage steps for each position.

**Work Week** shall begin at 12:01 a.m. Sunday and end at midnight on Saturday.

"Y" Rate is a policy concerning a salary placement as a result of reclassification to a lower position.