

REGULAR MEETING OF JUNE 25, 2019
I(b) NEW BUSINESS: REVISIONS TO EMPLOYEE HANDBOOK

The law firm we use for our Employee Manual has updated ours to include changes in California employment law that have occurred in the past two years. A markup of the handbook with the proposed changes is attached.

There are two other areas staff are looking at as changes but those are not ready to submit to the Human Resources Committee yet. In the meantime, we should update the handbook to comply with statutory changes.

RECOMMENDATION: Staff recommends the Board adopt the proposed revisions to the Employee Handbook.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Coughlin						
Hicks						
Nasalroad						
Phillips						
Sandoval						

I. EMPLOYMENT POLICIES

1.1 EQUAL EMPLOYMENT OPPORTUNITY

We make employment decisions on the basis of merit. We provide equal employment opportunities to all qualified applicants and employees without regard to race, religious creed (including religious dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age (40 years or over), sexual orientation, gender, gender identification and expression, transgender status, transitioning employees, physical or mental disability, medical condition (including cancer), genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, ancestry, citizenship, national origin, protected medical leaves (including a request for or approval of leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other classification protected by law ("Protected Characteristics"). We also prohibit discrimination based on the perception that anyone has any of those Protected Characteristics, or is associated with a person who has or is perceived as having any of those Protected Characteristics.

For purposes of national origin discrimination, improper and unlawful conduct includes, but is not limited to, an employee's or applicant's (or that individual's ancestors') actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin group, possessing a driver's license issued under Vehicle Code § 12801.9, or any other characteristic protected by law.

We are committed to maintaining a work environment which is free from discrimination. It is offensive to abuse another person's dignity through ethnic, racist or sexist slurs, or other derogatory or objectionable conduct. You may not discriminate against another applicant or employee because of that person's actual or perceived Protected Characteristics. We will not tolerate discrimination by any employee (including supervisors, managers or co-workers), volunteer, intern, or independent contractor of the District, or by any outside persons in contact with our employees, volunteers, interns, and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

This policy extends to conduct with a connection to your work, even when the conduct takes place away from our premises, such as a business trip or business-related social function.

We will reasonably accommodate the known physical or mental disabilities or religious beliefs or practices of an otherwise qualified applicant or employee, unless undue hardship would result. If you require accommodation to perform the essential

functions of your job, please contact Human Resources or the District Director to notify us of your disability [or religious beliefs or practices](#) and to describe the accommodations you believe are necessary to enable you to perform your job duties. We will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to the District.

If you have questions or concerns about discrimination in the workplace you should bring these issues to the attention of your supervisor, Human Resources or the District Director. You can raise concerns, report problems, or make complaints without fear of reprisal. [Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.](#) Anyone engaging in any type of unlawful discrimination will be subject to corrective action, up to and including termination.

1.2 POLICY AGAINST HARASSMENT

We are committed to maintaining a harassment-free work environment. We prohibit sexual harassment and harassment based race, religious [creed](#) (including [religious](#) dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age [\(40 years or over\)](#), sexual orientation, [gender](#), gender identification and expression, transgender status, transitioning [employees](#), physical or mental disability, medical condition [\(including cancer\)](#), genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, ancestry, [citizenship](#), national origin, [protected medical leaves \(including a request for or approval of leave under the Family and Medical Leave Act or the California Family Rights Act\)](#), [domestic violence victim status](#), [political affiliation](#), or any other basis protected by federal, state, or local law or ordinance or regulation. We also prohibit harassment based on the perception that anyone [has any of those Protected Characteristics, or](#) is associated with a person who has or is perceived as having any of those [Protected Characteristics](#).

[For purposes of national origin harassment, improper and unlawful conduct includes, but is not limited to, harassment based upon an employee's or applicant's \(or that individual's ancestors'\) actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin group, possessing a driver's license issued under Vehicle Code § 12801.9, or any other characteristic protected by law.](#)

Our anti-harassment policy applies to everyone involved in the operation of the District and sets a standard of expected behavior for all persons working in or with our District. We will not tolerate harassment by any employee, [volunteer](#), [intern](#), or independent contractor of the District, or by any outside persons in contact with our

employees, [volunteers](#), [interns](#), and independent contractors (including our patrons, potential patrons, vendors, delivery persons, etc.).

Prohibited harassment is defined as verbal, physical and visual behavior where:

- (1) The victim must accept the harassing behavior as an explicit or implicit condition of employment or other relationship with the District.
- (2) The victim's acceptance or rejection of the harassing behavior is used as a basis for an employment decision or a decision affecting any other relationship with the District.
- (3) The harassing behavior interferes with a person's work performance or creates an intimidating, hostile or offensive work environment. This behavior may include slurs, jokes, statements, email, texts, instant messages or other electronic messages, gestures, assault, interfering with another's movement or normal work activities, or pictures, drawings or cartoons based upon [Protected Characteristics](#).

Sexual harassment, in particular, refers to all of the prohibited conduct described above, as well as unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and other unwelcome sexual behavior or advances. Sexually harassing conduct may occur between members of the same gender as well as those of the opposite gender. Sexually harassing conduct need not be motivated by sexual desire. [Sexual harassment may include situations that began as reciprocal relationships, but that later cease to be reciprocal.](#)

[This policy extends to conduct with a connection to your work, even when the conduct takes place away from our premises, such as a business trip or business-related social function.](#)

[As part of our commitment to providing a harassment-free workplace, we provide and require training for all of our employees. This training is provided within six months of hire \(or promotion to a management position\), and once every two years thereafter. The training covers not only sexual harassment prevention, but also prevention of all other forms of prohibited harassment, discrimination, retaliation and abusive conduct. While it is nearly impossible to prevent all forms of employee conflict in any business, we believe that training our employees how to recognize and prevent harassment, discrimination, retaliation and abusive conduct goes a long way toward eliminating prohibited conduct in our workplace.](#)

Retaliation against any person for reporting or threatening to report harassment, or for participating in an investigation of harassment, is also prohibited. [Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.](#)

1.3 GOSSIP, BULLYING, ABUSIVE CONDUCT OR COMMUNICATIONS

Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our District culture, create false rumors, disrupt workplace operations, interfere with others' privacy and hurt other people. You may not bully, gossip, engage in abusive conduct or make unnecessary, profane or disrespectful comments about other employees of our District.

Bullying is defined as repeated intentional and malicious behaviors by an employer or employee at the workplace, directed at an employee, that is intended to degrade, humiliate, embarrass, or otherwise undermine the employee's performance in a manner unrelated to legitimate business interests. It may include verbal abuse (such as repeated derogatory remarks, insults or epithets), offensive conduct or behaviors which a reasonable person would find to be threatening, humiliating or intimidating. It may also include work interference, gratuitous sabotage or undermining of a person's work performance without legitimate business purpose. A single act does not constitute abusive conduct unless it is especially severe or egregious.

This policy extends to conduct with a connection to your work, even when the conduct takes place away from our premises, such as a business trip or business-related social function.

1.4 REPORTING HARASSMENT, DISCRIMINATION, RETALIATION OR BULLYING

If you believe you have been harassed, discriminated or retaliated against, or bullied, or have witnessed an incident of harassment, discrimination, retaliation or bullying, please submit an oral or written complaint to your supervisor, Human Resources or the District Director as soon as possible after the incident. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Human Resources or the District Director.

You are encouraged to report conduct that you believe may be prohibited discrimination, harassment, bullying or retaliation (or that, if left unchecked, may rise to the level of prohibited discrimination, harassment, bullying or retaliation), even if you are not sure that the conduct violates the policy.

Your complaint should include details of the incident(s) and the names of the individuals and witnesses involved. Anonymous complaints will also be investigated. We will fairly, promptly and thoroughly investigate your complaint. The investigation will be conducted internally or externally by an impartial and qualified investigator. The investigation process will be documented and tracked for reasonable progress to ensure a timely resolution. Although we cannot promise complete confidentiality, we will maintain confidentiality to the extent permitted by law and will be as discreet as possible throughout the investigation process.

All personnel must fully cooperate in the investigation process. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation

[and disclosing any and all information that may be pertinent to the investigation.](#) You may not discourage or prevent any harassment, [bullying](#), discrimination or retaliation victim from using our complaint procedure to report harassing, [bullying](#), discriminatory or retaliatory conduct, or discourage or prevent any witness from participating in the investigation.

If we determine that harassment, [bullying](#), discrimination or retaliation has occurred, we will take appropriate remedial action [to prevent future instances of wrongful conduct and to resolve the complaint](#) in light of the circumstances involved.

We will inform the complainant, the accused and any other involved persons about the general results of our investigation. We will not retaliate against you for filing a complaint or participating in an investigation, and we will not tolerate or permit retaliation against you by management, [supervisors](#), employees, independent contractors or other persons.

We urge you to immediately report any incidents of harassment, [bullying](#), discrimination or retaliation so that we can quickly and fairly resolve any complaints. The federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing also investigate and prosecute complaints of unlawful harassment, [discrimination](#), and retaliation. If you think you are the victim of harassment, [discrimination](#), or retaliation, you may file a complaint with the appropriate agency. Both agencies may be found on the internet or through Directory Assistance. [The District has also provided you with a copy of the Brochure on Sexual Harassment \(DFEH 185\).](#)

Supervisory Employees:

District supervisors have a special responsibility as possible agents of the District to act promptly to eliminate any prohibited harassment, [bullying, discrimination or retaliation](#) that exists in the supervisor's area of oversight or any other area within the District. If a supervisor knows that discrimination, harassment, [bullying](#), or retaliation is occurring or receives information that discrimination, harassment, [bullying](#), or retaliation might be occurring, the supervisor must take immediate action to address the problem. Actions should include, but are not limited to, speaking directly with the injured person and encouraging the forwarding of a complaint to the District Director, or another supervisor should they feel more comfortable. In all cases, the supervisor must follow-up with the Director. Supervisors must never disregard a complaint whether or not the supervisor believes it to be valid or significant.

In summary, supervisors are the first line of defense to stop prohibited harassment, [bullying, discrimination or retaliation](#) from happening. Supervisors who engage in prohibited harassment (including sexual harassment), [bullying, discrimination or retaliation](#) or who fail to take steps to stop prohibited harassment may be personally liable for successful claims. Consequently, all supervisors should:

- Be able to recognize harassment, [bullying, discrimination or retaliation](#) 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, [bullying, discrimination or retaliation](#) seriously. The goal is to prevent harassment, [bullying, discrimination or retaliation](#) at the District; and
- Take appropriate action by notifying the District Director.

1.5 FRATERNIZATION

We strongly discourage personal and social relationships between supervisory and non-supervisory employees because they may lead to misunderstandings, complaints of favoritism, lack of objectivity, sexual harassment, or severe employee morale problems.

If you date or ask to date, make sexual overtures toward or accept sexual overtures from, or attempt to establish a romantic or sexual relationship with any employee working under your direct or indirect supervision or management, you must immediately disclose the circumstances to the District Director.

Your relationship with another employee (including sexual or romantic relationships, family relationships, close friendships, roommates or similar relationships, whether or not one of you is a supervisor or manager of the other) must not disrupt District operations or violate our policy against harassment contained in this handbook.

1.6 WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate supervisory employee, 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 a 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]. Family members of the whistleblower are also protected,

What is a whistleblower?

A "whistleblower" is an employee (or family member) who discloses information to a supervisory employee, a government or law enforcement agency where the employee (or family member) has reasonable cause to believe that the information discloses:

employment to maintain your continued employment status. You must also notify of the District of any change in your immigration status.

If your right to work documentation expires, you will be put on inactive status, and you will have five business days to submit renewed documentation of your right to work. If you do not do so, we are required to terminate your employment.

1.8 EMPLOYMENT CATEGORIES AND STATUS

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

1.8.1 Regular Employee

A regular employee is one who has completed the six-month probationary period referenced below in paragraph 1.8.12.

1.8.2 Regular Full-Time Employee

Regular full-time employees are regularly scheduled to work a minimum of 40 hours in a work week. Regular full-time employees are entitled to all District-sponsored benefits described in this handbook, as specified by our current carriers or as required by law.

1.8.3 Regular Part-Time Employee

Regular part-time employees are regularly scheduled to work less than 40 hours in a work week. Regular part-time employees will be eligible for some of the District-sponsored benefits described in this handbook on a prorated basis, [as specified by our current carriers](#) or and as required by law.

1.8.4 Provisional Employee

Where the District Director determines that it is in the best interest of the 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.

1.8.5 Temporary Employee

Temporary employees are scheduled to work a limited period of time for special projects, excessive workload periods and/or emergencies. A temporary employee may be either full-time or part-time. Temporary employees work less than 1,000 hours per year, are compensated on an hourly basis. A temporary employee will receive no

District-sponsored benefits except as required by law. Temporary employees 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 except as required by applicable law.

1.8.6 Exempt Employee

An exempt employee is one whose wages and duties are not covered by certain wage and time requirements of [applicable local, state or federal](#) regulations. An exempt employee does not receive overtime and does not follow the same time card procedures as a non-exempt employee. Exempt employees will be notified of their exempt status by management.

1.8.7 Non-Exempt Employee

A non-exempt employee is paid on the basis of hours worked per pay period and receives compensation for overtime. Non-exempt employees must follow the timekeeping procedures set forth in this handbook. All employees are non-exempt unless notified otherwise by management.

1.8.8 Reference Checks/Clearances/Licenses

We confirm the educational background, employment and personal references of all applicants prior to hire. If we discover after your hire that you submitted incomplete or false information in your application process, you will be disciplined or terminated.

If you are required to drive District or personal vehicles on District business, you must have and maintain a valid California driver's license and remain eligible for coverage under our insurance policy. You must also provide a valid insurance declaration establishing your own insurance coverage for your personal vehicle, if applicable.

If a license or certification is required to perform your job duties, you are responsible for obtaining and maintaining that license or certification. If a license (other than a driver's license) or certification is required for your job position, we may reimburse you for the costs of obtaining that license or certification in certain circumstances.

1.8.9 Employment of Relatives/Personal Relationships

Because of the potential for conflicts of interest and employee morale problems, we will not employ relatives, spouses, registered domestic partners or employees who share a significant relationship if:

- one of the employees will be supervised by the other, or
- a conflict of interest arises or could arise between the employees, or with any other employee.

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.

If it becomes necessary to reduce staff, we will select employees for layoff based on job performance levels and qualifications, the requirements of available positions, our need for particular skills and experience, and any other business needs of the District.

1.8.15 Leaving the 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 the office statement" within 30 days of the last day of work.

1.8.16 Rehired Employees

Employees classified as "eligible for rehire," when they are separated from the District, 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 of whether an probationary 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, except as otherwise required by law.

1.9 RECRUITMENT FOR REGULAR POSITIONS

1.9.1 Policy

It is our intent to seek the most qualified person 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 actual or perceived [Protected Characteristics](#). We also prohibit discrimination based on the perception that anyone [has any of those Protected Characteristics, or](#) is associated with a person who has or is perceived as having any of those [Protected Characteristics](#).

Whether a vacant position will be filled by direct hire, internal or open recruitment is in the sole discretion of the District Director and/or the Board of Trustees. While the District will provide opportunities for internal recruitment wherever possible, business circumstances may dictate a direct hire or open recruitment in management's sole discretion.

1.9.2 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-

1.11.9 Exclusion of Trustees from District Employment

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

1.11.10 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, unless the employee resigns within twelve months following initial appointment or within 30 days of a notice from the Director of the obligation to file.

1.12 CONDITIONS OF EMPLOYMENT

1.12.1 Work Schedules

The 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. Each regular employee will be scheduled to work a shift with regular starting and quitting times. Your work schedule is subject to change as necessary to meet the District's needs. Except in emergencies, you will be given five (5) days' notice of any changes in the work schedule.

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

1.12.2 Duty-Free and Uninterrupted Meal Periods

Non-exempt employees are entitled to take an unpaid duty-free and uninterrupted meal period of 30 minutes whenever you work more than five hours. This meal period should commence before you have completed five hours of work. You are entitled to take a second unpaid duty-free and uninterrupted meal period of 30 minutes whenever you work more than ten hours. This meal period should commence before you have completed ten hours of work. You are entitled to take a third unpaid duty-free and uninterrupted meal period of 30 minutes whenever you work more than 15 hours. This meal period should commence before you have completed fifteen hours of work.

You must record the beginning and the end of each duty-free and uninterrupted meal period on your time sheet. If you perform any work for any reason during your meal period(s), you must record it on your time sheet so that you can be paid for your time. Working off-the-clock during any meal period is strictly prohibited.

If your work shift will be six hours or less, or you work more than ten but less than 12 hours in one shift and you have already taken your duty-free and

[uninterrupted](#) first meal period of the day, the law permits you to waive your meal period at your option. If this circumstance occurs, or if you choose not to take the [duty-free and uninterrupted](#) meal period(s) we have provided to you, you must note that you voluntarily waived your meal period on the time sheet. You must discuss any such waiver in advance with your supervisor.

You are entitled to leave the premises for your [duty-free and uninterrupted](#) meal period(s). You may not skip your meal period in order to work unauthorized overtime, to come in late or to leave early without the prior approval of your supervisor. You may not extend the time you have available to you for a meal period by combining meal periods or by adding rest periods to a meal period.

If you are unable to take a desired [duty-free and uninterrupted](#) meal period in a timely manner for any reason, let your supervisor or the District Director know immediately so that we can work with you to ensure that your meal periods are always available to you. You may raise any concerns about your ability to take your meal periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated meal periods, [duty-free and uninterrupted](#), each day of work.

Exempt employees are entitled to take meal periods at reasonable intervals as needed. If your workload prevents you from taking meal periods, let your supervisor know immediately so that we can address the situation.

1.12.3 [Duty-Free and Uninterrupted](#) Rest Periods

Non-exempt employees are entitled to take a paid [duty-free and uninterrupted](#) ten-minute rest period for each four-hour work shift or major portion of four hours (i.e., more than two hours), except that employees whose work shift will end in 3.5 hours or less are not entitled to a rest period. [Duty-free and uninterrupted](#) rest periods are provided as follows: (1) employees working between 3.5 hours to six hours are entitled to take one rest period of ten minutes; (2) employees working shifts [of more than](#) six hours to ten hours are entitled to take two rest periods of ten minutes each; (3) employees working shifts of more than ten hours to fourteen hours are entitled to take three rest periods of ten minutes each, and so on.

Your [duty-free and uninterrupted](#) rest period(s) should be taken in the middle of [each](#) four-hour work period whenever possible. You may not extend the time you have available to you for a rest period by combining rest periods or by adding rest periods to a meal period.

If you are unable to take a [duty-free and uninterrupted](#) rest period in a timely manner for any reason, please discuss it immediately with your supervisor or the District Director so that we can work with you to ensure that your rest periods are always available to you. You may raise any concerns about your ability to take your rest periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated rest periods, [duty-free and uninterrupted](#), each day of work.

Exempt employees are entitled to take rest periods at reasonable intervals as needed. If your workload prevents you from taking rest periods, let your supervisor know immediately so that we can address the situation.

1.12.4 Lactation Accommodation

If you are a nursing mother, you are entitled to a reasonable amount of break time to express milk in private in an area ([other than a restroom](#)) designated by the District. You should use your regular paid rest periods for this purpose. Additional break periods necessary to express milk will be unpaid. We will not discriminate or retaliate against you based upon your lactation needs or activity. If you desire lactation accommodations you should contact your supervisor or Human Resources department to request accommodations.

1.12.5 Attendance

1.12.5.1 Absences

We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury. Your absence will be considered "excused" only if you have received prior approval from your supervisor to use your available leave time to cover your absence.

You are expected to report to work as scheduled, on time, and prepared to start work. You also are expected to remain at work for your 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 the need for an absence is foreseeable, you must provide reasonable advance notification. If you will be unexpectedly absent for any portion or all of a work day for any reason, you must notify your supervisor at least 60 minutes prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must speak to the District Director.

If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for three consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor's certificate for any absence due to illness or injury. We also may require a doctor's certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all

the facts and circumstances, it is found to be disruptive to the District, your co-workers or our patrons or to cause an undue hardship to the District.

1.12.5.2 Tardiness

We expect you to begin work at your scheduled starting time and promptly after any meal period. You will be considered "tardy" if you clock in after your scheduled starting time or after your scheduled return from any meal period.

1.12.6 Performance Reviews

Performance reviews are intended to provide you with feedback regarding management's assessment of your job performance. They also give you an opportunity to discuss your job requirements and the District's expectations, as well as to raise any concerns you may have.

Your first performance evaluation will take place approximately 13 pay periods after hire. Subsequent performance evaluations will be conducted at regular intervals, typically one year, by your immediate supervisor utilizing our 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. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that it has been discussed it with the supervisor, and that you are aware of its contents.

During your performance review, your compensation may be adjusted upward or downward based upon market conditions, your performance and the District's performance. Compensation increases are not guaranteed. The outcome of your performance review and any compensation adjustment you may receive will not alter your status as an at-will employee.

1.13 COMPENSATION

1.13.1 Policy Against Pay Discrimination

Unlawful pay discrimination is strictly prohibited by law and District policy. We will not pay any of our employees wage rates that are less than what we pay employees of the opposite sex, of another race, national origin or ethnicity, or based on any other Protected Characteristic, for substantially similar work involving the same skill, effort, and responsibility, and performed under similar working conditions. Differences in compensation rates will be based upon legitimate business considerations such as education, experience, skill, productivity, and other performance qualities unrelated to the personal characteristics of any particular employee.

1.13.2 Workweek/Workday

Our work week begins at 12:01 a.m. on each Sunday and ends at midnight on the following Saturday. Our work day begins at 12:01 a.m. on each day and ends at midnight that night.

1.13.3 Overtime; Day of Rest

Business circumstances may require that employees work overtime hours, and we expect you to do so when called upon unless there are exceptional circumstances.

Non-exempt employees will be paid for overtime hours worked as required by applicable law. Only hours actually worked are counted toward overtime.

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. You may not skip your meal period(s) in order to work unauthorized overtime. If you work unauthorized overtime, you will be paid for your time, but you will also be disciplined or terminated for doing so.

Exempt employees do not accrue compensatory time and do not receive overtime pay.

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 1.50 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 Federal Labor Standards Act (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.

We will work with you so that you have at least one full workday completely off duty during each workweek. If the nature of your employment reasonably requires you to work more than six days in the payroll workweek, then we will work with you so that

you receive the equivalent of at least one day completely off duty for every seven days in the calendar month. While employees are normally required to work overtime when requested, this requirement does not apply if working the extra overtime hours would result in you failing to receive one full workday completely off duty during each workweek. Although, you are entirely free to make your own choice to accept those extra overtime hours, you will not be required to do so, nor will you be viewed negatively for choosing not to accept the extra hours.

1.13.4 Pay Period/Pay Day

You will receive your paycheck every two weeks on Thursday. If a District or bank holiday falls on a designated payday, we will issue paychecks on the day before whenever possible.

You must pick up your paycheck in person or provide your signed written authorization for another person to do so. You may choose to have your paycheck deposited automatically into your checking or savings account. Forms for enrolling in the Automatic Deposit program are available from the bookkeeper. If you choose direct deposit, you may choose to receive your wage statements in electronic or paper form.

1.13.5 Payroll Deductions

We will make payroll deductions from your paycheck as required by state and federal law. These currently include: Social Security (FICA), State Disability (SDI), and state and federal income taxes. Other deductions, such as employee health insurance contributions, may also be made if you authorize it in writing. We will not deduct any amounts from your paycheck unless required by law or authorized in writing by you.

1.13.6 Payroll Errors

If you have questions about errors, inclusions or omissions on your paycheck, promptly address them with the District Director. Any necessary corrections will be made immediately. If payroll errors result in an overpayment to you, you must promptly reimburse us for that overpayment.

1.13.7 Pay Advances, Loans or Check Cashing

We do not grant payroll advances, loans or check cashing to employees. If a designated payday will fall during your vacation, we may agree to issue your paycheck and any applicable paid time off accrual immediately prior to your vacation if business needs permit us to do so.

1.13.8 Garnishments

When your wages are garnished by a court order to repay a debt that you have incurred, we are legally bound to withhold the amount required by the garnishment order from your paycheck. If you object to the garnishment, you must take independent action to have it lifted; we cannot intervene on your behalf.

have reached the maximum cap, you will not earn any additional paid sick leave until you have used enough sick leave to fall below the cap.

Provisions Applicable to All Eligible Employees:

Local city ordinances may apply to your accrual or use of sick time, depending upon the city(ies) in which you work. Local ordinances which alter your accrual or use of sick time will be applied as necessary depending upon where you work. If there is any conflict between this sick leave policy and the laws of the city in which you work, the law which is more generous to you will apply.

Eligible employees may begin to use paid sick leave beginning on the 90th day of employment. Subject to applicable law, eligible employees may use sick leave in minimum increments of one hour unless taken under the Family and Medical Leave Act or the California Family Rights Act (FMLA/CFRA); in which case sick leave may be used in 15-minute increments. Sick leave may not be used to cover periods of time in which state or other paid benefits are available, but sick leave benefits may be coordinated with such state or other benefits to cover any difference between the benefits provided and the employee's usual wages.

Sick leave is paid at your regular straight-time hourly rate in effect at the time you use it, or as otherwise required by law. You will receive payment for used sick leave no later than the payday for the next regular payroll period after the sick leave was taken.

We will not "advance" sick leave against future benefits. After you have exhausted your sick leave benefits, further absences due to illness or injury will be without pay, unless you request that we apply accrued vacation to your absence. Sick leave may not be used for vacation or personal time off, but may be used for preventive care or the diagnosis, care or treatment of an existing health condition including, things like, medical or dental appointments, as well as a need for time off due to domestic violence, sexual assault or stalking. You may also use your annual earned sick leave to care for your injured or ill family member, including any of the following: spouse, child of any age, sibling, parent, registered domestic partner, grandparent, grandchild or any other family members specified by applicable law.

If the need for paid sick leave time is foreseeable, you must provide reasonable advance notification. In unexpected or emergency situations, you must notify your supervisor at least 60 minutes prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must notify the District Director. If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. You must keep your supervisor informed as to when you expect to return to work.

Although you are allotted sick pay benefits to cover periods of absence due to personal illness or injury, you should not automatically assume that an absence is permissible merely because you have sufficient sick pay benefits available to cover all or a portion of your time off. Subject to applicable law, we reserve the right to require a written statement from your physician or your family member's physician certifying your

Holidays falling on Saturday will be observed on Friday. Holidays falling on Sunday will be observed on Monday.

If a paid observed holiday falls during your vacation or during authorized use of accumulated sick leave, the holiday shall continue to be considered as a holiday for pay purposes.

To be eligible for holiday pay, you must work [your](#) last scheduled work day immediately prior to and [your](#) first scheduled work day immediately after the designated holiday, unless your absence is excused. [Employees on unpaid leaves of absence are not eligible for holiday pay while on a leave of absence.](#)

We will pay holiday pay to [non-exempt employees](#) at [their](#) regular straight-time hourly rate in effect at the time the holiday is observed. Part-time employees will be paid for the number of hours they customarily work that day of the week. You will not receive holiday pay if you are scheduled to work but do not report to work on a designated holiday.

[Exempt employees will not receive additional holiday pay, but they will not incur any reduction in pay for a partial week absence due to a District-observed holiday.](#)

If you recognize alternative holidays for religious purposes, contact the District Director to discuss your right to take additional religious holidays without pay.

3.6 FLOATING HOLIDAY/PERSONAL DAY

The District provides regular full-time and regular part-time employees with a one-day floating holiday. The District will compensate employees for the number of hours he or she would customarily work that day. This floating holiday accrues and carries over up to 2.0 times the annual accrual, at which point further floating holidays will not be accrued until the employee has taken the floating holidays and brought the accrual below this cap. Eligible employees must schedule their floating holiday at least two weeks in advance with their supervisor. If there is a conflict in scheduling floating holidays, we will first consider our business needs. If all other factors are equal, we will then give preference to seniority in approving conflicting floating holiday requests. All accrued but unused floating holiday time will be paid to you at your final rate of pay when you leave the District.

The District also provides regular full-time and regular part-time employees with a one-day floating holiday for their birthday. The employee will be compensated for the number of hours customarily worked that day of the week. This floating holiday must be used within seven days before or after the employee's birthday. Eligible employees must schedule their personal floating holiday within no more than one (1) week before or after their actual birthday. Unused birthday floating holidays are not accrued or carried over and are not paid out at termination.

3.7 ADMINISTRATIVE TIME OFF ("ATO")

Administrative time off ("ATO") of up to five work days (40 hours) per year is provided for regular full-time, exempt management employees. If the employee does not

For pregnancy disability leave ("PDL"), the District will continue to pay its share of group insurance coverage for a period of up to [17.3 workweeks](#). Such benefits may overlap with the District's obligations to continue premium payments under the Family and Medical Leave Act ("FMLA").

You do not accrue paid time off benefits during your leave of absence. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable. Any paid time off applied to your leave will count towards your allotted leave time and will not increase the total leave time allowed.

3.9.2 Disability Leave

In addition to any legally-mandated leave to which you may be entitled, we will make every effort to reasonably accommodate your need for an unpaid leave of absence in the event of a disability, as long as it will not pose an undue hardship for the District. If you require a disability leave, make a written request to the District Director.

You must notify the District Director of your intent to resume work at least one week prior to your expected return date. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, stating your ability to return to your regular duties and any restrictions you may have.

Although we cannot guarantee that your job will be held open for you until you return from a disability leave, we will make every effort to return you to the same or a similar job position. If no job opening exists for which you are qualified, you will be separated from employment.

While you are on a disability leave, you may not accept other employment involving the same duties or activities as your position with us. If you do so, or if you fail to return to work at the end of your disability leave, we will assume you have voluntarily resigned your position at our District.

3.9.3 Family and Medical Care Leave/California Family Rights Act Leave ("FMLA/CFRA")

3.9.3.1 Entitlement to Leave. The federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA") guarantee eligible employees a medical or family care leave of absence without pay for a maximum of twelve weeks within a rolling twelve-month period measured backward from the date you use any FMLA/CFRA leave.

To be eligible for this leave, you must (1) have been employed with us for at least 12 months within the past seven years; and (2) have worked at least 1,250 hours in the year preceding your request for leave.

FMLA/CFRA leave will be granted for (1) your own serious health condition that makes you unable to perform the functions of your position; (2) the birth, adoption,

the District, except that if you have accrued sick leave or vacation days available, you must apply five days of your accrued sick leave or vacation days to your leave for bone marrow donation and two weeks of your accrued sick leave or vacation days to your leave for organ donation. Using your available paid leave does not extend the total amount of leave available to you by law.

To be eligible for this leave, you must provide medical certification of your need for leave and a written release to return to work at the conclusion of the leave. Benefits will continue to accrue and your absence will not be considered a break in service. We will pay our usual share of insurance premiums during the leave. Depending upon the circumstances of the leave, FMLA/CFRA may apply to your request for donor leave.

3.9.8 Workers' Compensation Leave

If you suffer a work-related injury or illness, you are entitled to an unpaid leave of absence. Your leave will continue until one of the following situations occurs:

1. You are released for full or modified duty and can return to work, with or without reasonable accommodation;
2. We receive medical evidence that you will be unable to return to work at any time in the future; or
3. You resign your position or do not return to work after your approved leave has expired.

We may require an examination by a medical professional of our choice at no cost to you to verify your ability to begin or remain on a medical leave.

If you return to work at the end of your leave of absence, you will be reinstated to your former position, unless business conditions have caused us to eliminate your job position. If your position is not available, you will be offered any available opening in a comparable position for which you are qualified. If there is no such position, you will be terminated. FMLA and CFRA may run concurrently with your workers' compensation leave.

3.9.9 Personal Leave

Employees may be granted a personal leave for absences of longer than two (2) weeks. Reasons for a leave may involve family emergencies or extenuating circumstances not covered by other leaves, educational and travel opportunities or other personal endeavors. Each request for a leave of absence will be considered individually.

You must apply all accrued paid time off benefits to your personal leave of absence. You must pay 100% of your health and dental premiums during your leave. If you do not pay your insurance premiums, your coverage will be cancelled and you will receive information regarding your right to continue your coverage under COBRA at your own cost.

You must submit your written request for unpaid personal leave to the District Director for approval. You must provide the starting and ending dates of your requested leave. At least one week prior to your return to work, you must confirm your intent to return to work with the District Director.

We cannot guarantee that your job will be held open for you until you return from a leave. We will make every effort to return you to the same or a similar job; however, if no job opening exists for which you are qualified, you will be separated from employment for lack of work. You may not accept other employment while on personal leave without the prior approval of the District Director. If you do so, or if you do not return to work as scheduled at the end of your personal leave, we will assume you have voluntarily resigned your employment.

3.9.10 Jury Duty/Appearance as a Witness

Non-exempt employees will be given time off with pay to serve on jury duty. Exempt employees will not incur any reduction in pay for a partial week absence due to jury or witness duty.

If you are summoned for jury duty, give your summons to your supervisor to arrange for time off. While on jury duty, you must give us a jury attendance report, signed by a court official, at the end of each week of jury duty. You may retain any mileage allowance paid by the court.

If you are subpoenaed as a witness, give a copy of the subpoena to your supervisor and we will give you time off without pay as needed. If you are subpoenaed to be a witness for us in a legal proceeding, we will pay you for your time.

During jury service or witness duty, you must return to work on any day when you are not required to report to the court or when you are excused early, as long as there are at least two hours remaining on your usual shift.

3.9.11 Civil Air Patrol Leave

If you are a member of the California Civil Air Patrol, you are entitled to time off to serve when called, and you will be reinstated to your position when your service is complete. To request a leave of absence, submit documentation of your service to the District Director.

3.9.12 Military Leave

If you are on full-time duty in the armed services, we will give you all leave of absence, benefits and reinstatement rights guaranteed to you by current laws. If you are a member of a National Guard or Military Reserve ([including Federal and State Military Reserve](#)) unit, we will give you an unpaid leave of absence for your annual military training (typically two weeks per year). You must give your official duty orders to the District Director and submit a written request for a military leave of absence. You may apply your accrued paid time off benefits to receive pay for any leave period not covered

by your military base pay, or you can choose to take the time off without pay. [We will not discriminate or retaliate against you based upon your membership or service in any state or federal military force, as it pertains to any term, condition or privilege of employment with our District.](#)

3.9.13 Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes

If you are the victim of domestic violence, sexual assault, stalking or other violent crimes, you are entitled to reasonable time off without pay to obtain legal relief, such as a temporary restraining order or other injunctive relief for your protection or for your child's protection. You are also entitled to reasonable unpaid time off if the victim is your spouse, child, stepchild, sibling, step-sibling, parent, step-parent or registered domestic partner. If these situations arise, we will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to the District. This time off will run concurrently with leave time provided under the FMLA/CFRA.

3.9.14 Bereavement Leave

The District grants a paid bereavement leave to regular full-time and probationary employees in the event of the death of the employee's current spouse or 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 or foster child; or the parent of a child of a domestic partner. An employee with such a death in the family may take up to three (3) consecutive scheduled workdays or five (5) consecutive workdays off with pay if travel of 250 miles or more is required with the approval of the District. With the approval of the District Director, you 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. You should be prepared and may be required to provide evidence satisfactory to the District that a bereavement situation exists.

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

3.9.15 Time Off to Vote

If your normally-scheduled work hours prevent you from voting in any statewide election, you may take up to two hours of paid time off to vote at the beginning or end of your work day. You must request voting time off at least two days in advance, and you must provide your voting receipt to your supervisor.

3.9.16 Visiting Child's School

We will give you unpaid time off if you are a parent or guardian of a student and you have been summoned to appear at the student's school under the Education Code. You must provide reasonable notice and documentation of the appearance to your supervisor.

IV. GENERAL POLICIES

4.1 CONFIDENTIAL INFORMATION

We use our resources to develop confidential information and trade secrets that are essential to our District, guests and employees. Our confidential information and trade secrets are developed by our employees as part of their job duties and responsibilities. Because protecting our confidential information and trade secrets is important to us, you are required to sign a Confidential Information Agreement as a condition of your employment.

Our confidential or trade secret information includes financial data, product information, the names and contact information for patrons, vendors and other potential patrons, technological data, marketing information, and other details of our business. This information may be contained in our written materials or in our electronic databases.

You must take great care to protect our trade secrets and other confidential information. You may not disclose any trade secrets or confidential information to third parties, either during or after your employment. You must store all confidential and trade secret information in a manner that protects and maintains the confidentiality of that information.

Nothing in this policy is intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal, state or local law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

Notwithstanding anything else in this Handbook to the contrary, you will not be liable for: disclosing trade secrets in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

4.2 TECHNOLOGY AND COMMUNICATIONS SYSTEMS

Our technology and communication services, equipment and content ("Communications System") include mail, electronic mail ("e-mail"), facsimiles, telephones, voicemail, personal computers, computer networks, on-line services, Internet connections, computer files, video equipment, recorders and recordings, cellular phones, smart phones and watches, text messages, Internet posts, bulletin boards and any similar communications or equipment. As technology progresses, there will no doubt be additions.

Our Communications System is our District property. You have no personal rights and no right of privacy in any use of our Communications System. We will access and monitor every employee's use of the Communications System, including all content created or stored on it.

When using our Communications System, you must comply with the following guidelines:

- You are to use the Communications System only for business purposes. Personal use of the Communications System is not permitted, and you should not expect privacy with regard to any unauthorized personal use.
- You may not send or receive personal mail or e-mail with our Communications System.
- You may not use our Communications System to harass, [discriminate or retaliate against](#) others, to gossip or bully others, or to send anonymous communications.
- We may access any employee's use of our Communications System at any time; however, you may not access another employee's use of our Communications System without that person's advance permission to do so.
- We have access to your use of the Communications System at all times, and your use of personal passwords does not prevent us from doing so. If you implement personal passwords, you must disclose them to Senior Management, but you may not disclose your personal passwords to any other employee without the prior approval of Senior Management.
- You may not tell outside parties that your voicemail or email is private or confidential, since it may be accessed by us or by other employees as necessary.
- You may not install or download any software, Internet add-in, toolbar, software update or other addition to our Communications System without the advance approval of Senior Management.
- You may not send our District information or property to your personal e-mail or other outside location except as required in your job duties, and you may not download District information or property to any external drive or storage device.

In addition to any disciplinary action that may be imposed, we also may advise legal authorities of any illegal use of our Communications System.

4.3 SOCIAL MEDIA POLICY

Social media refers to blogs, chat rooms, forums and social networking sites such as Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube, among others. If you have specific questions about which programs the District deems to be social media, consult with the Director.

The 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. Use of Internet based programs such as Facebook, Linked In,

and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of District goals. However, only authorized individuals are allowed to speak/write in the name of the District using the social media tools of the District. Your supervisor will authorize you in writing if you can use these District social media tools to perform your job duties. Authorized individuals using District social media tools shall identify themselves honestly, accurately and completely and comply with all District policies in using this media.

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

You have the right to engage in personal social media activities to express your thoughts or promote your ideas, as long as your activities are not performed on working time or by using our Communications System, and do not cause harm to others or conflict with our policies, business, goodwill or reputation.

If you engage in social media activities on your own time, you must comply with the following guidelines as a condition of employment with us:

- Do not disclose our confidential and proprietary information or trade secrets.
- Do not write or post harassing, [discriminatory](#), [retaliatory](#), [bullying](#) or offensive material in violation of law or our District policies.
- Do not unlawfully defame the District or our personnel, activities or competitors.
- Do not use or reproduce our logo, website link or other proprietary District information without advance permission of the District Director.
- When expressing your opinion or position, you must use your own name and Internet account, not the District name or Internet account. Your comments or posts must be yours alone, and must not appear to be representative of or approved by our District.

Remember that you are responsible for your comments or posts on social media sites. You can be sued by the District, its personnel or by any third party if you post defamatory, proprietary, harassing, libelous, or pornographic comments.

If you want to use social media to promote our District's activities, products or initiatives, you must obtain advance approval of the District Director.

You are not required to disclose your personal social media passwords or to grant management access to your private social media postings or the postings of any third parties. Your postings may be subject to disclosure by law or in the context of a workplace investigation. You should be aware that any content posted or published on the Internet is, by its very nature, subject to disclosure in any number of ways (including by third parties who have received or viewed your posts), and you do not have secure privacy rights with regard to your social media activity.

4.5.2 Camera Cell Phones/Audio and Video Recording

Unless specifically required by your job duties, to protect District/patron security and employee/patron privacy, you may never use camera cell phones to take pictures on District property without the prior written approval of the District Director. Additionally, you may never use your cell phone or another device to engage in any form of audio or video recording on District premises without the prior written approval of the District Director and the written consent of the individual to be recorded.

4.5.3 District-Provided Devices

District-provided cell phones must be used only for business purposes and only when a less costly alternative does not exist. If you use a District-provided cell phone for personal use, you must reimburse us for the cost of the call(s).

4.6 DISTRICT INSPECTION

Although we provide certain storage areas in the workplace to you for your convenience and to help you to do your job, these areas remain our sole property at all times. We can and will inspect all District property and its contents at any time we believe it to be necessary or appropriate. Remember that other employees may also enter your desk or other District property as needed to perform their job duties. We also reserve the right to search any bags, purses, briefcases or other personal items that you bring onto District premises.

We are not responsible for loss, damage, theft or destruction of any articles that you place or leave in District storage areas. Do not bring anything into the workplace that you would not want to lose.

4.7 DISTRICT PROPERTY

We expect you to take good care of our District property and to use our District property only for authorized business purposes.

You may not take District supplies or property off District premises without prior approval of the District Director. You must return all District property issued to you when your employment ends or upon our request.

4.8 HOUSEKEEPING

You must keep your immediate work area clean and orderly, and must contribute to maintaining a professional, clean and neat environment in our facility at all times.

The building is climate controlled. Contact your supervisor if adjustments are necessary. If you are the last one out of the building, turn out all lights and check that all equipment has been turned off or unplugged.

discriminate, retaliate or bully any person or our District in your interoffice memoranda, and you may not disclose our District's confidential or trade secret information without the prior approval of the District Director. You may not distribute any memorandum setting forth a District policy or practice to be followed by District employees without the prior review and approval of the District Director.

4.13 EMPLOYMENT REFERENCES

We will respond only to written requests for information. We will provide only your dates of employment and positions held in response to requests for information about your employment with us. If you want any additional information released, you must give us written authorization to do so. We will not provide salary history information to prospective employers. Only the District Director or Human Resources may respond to requests for employment information.

4.14 PERSONNEL INFORMATION AND FILES

We keep your name, home address, telephone number and personal e-mail address so that you can be reached in an emergency. You must keep this information updated with Human Resources. Your contact information will not be released to anyone outside the District without your written permission or unless required by law. Your personnel records also contain information related to your performance and any grievance related to your performance.

Only you, a representative authorized in writing by you, the District Director, Human Resources and authorized members of management have access to your personnel file. You or your representative designated in writing by you may review the contents of your personnel file in the presence of the District Director or that person's designee, but you may not remove, alter or mark any document in your file. You, or a representative authorized in writing by you, are also entitled to receive copies of any document in your personnel file, although you may be required to pay for the cost of such copies at the rate of \$0.10 cents per page plus postage.

Requests to review your personnel file or to receive copies of your file must be made in writing to the District Director or Human Resources. You can obtain a form for making a written request from Human Resources. Within 30 days of receiving the written request, your personnel file will be made available for inspection at a time and place designated by the District. If you have requested copies of your file, those copies will be sent to you at the address you have designated within 30 days of receiving your written request.

4.15 PAYROLL INFORMATION

You may review your payroll records (including time records) in the presence of the District Director or that person's designee within 21 days of making an oral or written request to the District Director or Human Resources. You may also request copies of your payroll records, but you must pay the copying costs.

V. HEALTH AND SAFETY

5.1 WORKERS' COMPENSATION

All employees are covered by our workers' compensation insurance, which covers occupational illnesses and injuries you suffer while performing your job duties on behalf of our District. You are eligible for this coverage at no cost to you upon your first day of employment. Workers' compensation insurance provides weekly disability payments as well as payment for medical and hospital expenses for injuries or illnesses arising out of your job.

Regardless of the nature or severity, you must report all injuries incurred while on the job to your supervisor [as soon as possible under the circumstances](#). In case of serious injury, we may refer you to a physician or a hospital. You may not be eligible for benefits if your illness or injury is caused by your consumption of alcohol, [marijuana](#) or illegal drugs, or arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of your work-related duties.

You may not file a knowingly false or fraudulent claim, and you may incur criminal penalties for doing so. It is a felony to make a knowingly false or fraudulent material statement or representation to obtain Workers' Compensation benefits or payments.

You are entitled to an unpaid leave of absence during your recovery from a workplace illness or injury. For more information regarding this leave, see the Workers' Compensation Leave of Absence policy in this handbook.

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 the Director; and
- Provide the District 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.

5.2 HAZARDS

You must immediately report any hazards you may observe to your supervisor. Hazards may include sharp file cabinet edges, splintered desk edges or corners, broken chair casters, frayed electrical connections, loose flooring or ceiling tiles, or any other conditions likely to do bodily harm, damage clothing or constitute a fire hazard.

You may not wear headsets or earphones while on duty, except headsets designed for use while on a District telephone. You may play radios or other noise-making devices only with the prior approval of the District Director.

5.3 HAZARD COMMUNICATION

Our District uses or stores certain chemicals or cleaning agents in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. You must follow all labeling requirements.

We have designated the District Director as the person with whom you should consult prior to purchasing chemicals for the District or bringing them on to our premises. If you have any questions, ask the District Director.

5.4 INJURY AND ILLNESS PREVENTION

We have an Injury and Illness Prevention Program, which is available for review in the District Director's office. Every employee is responsible for observing safety rules and maintaining safe working conditions. We provide the best facilities and safest conditions possible, but being alert and using good common sense is essential in preventing accidents.

5.5 FIRST AID

Report any injury requiring first aid or medical treatment to your supervisor. First aid supplies and personnel are available in the staff lounge and at the circulation desk for emergency treatment of minor injuries, but employees suffering major physical disorders or illness on District premises will be taken to the nearest available emergency treatment facility. Medical clearance is required from the District Director or Human Resources for any employee who leaves the premises as a result of an occupational illness or injury. In case of emergency, dial 911 immediately.

5.6 SMOKING/USE OF TOBACCO

We do not permit smoking (including e-cigarettes or vaporizers) or the use of tobacco anywhere inside the facility, in District vehicles or within 25 feet of any entrance to the building. If you are visiting off-site patron locations, you must observe the no smoking/no tobacco rules there. If you are smoking or using tobacco during rest breaks, you must not smell of smoke or tobacco when you return to the workplace. You may not chew or spit tobacco on District premises or in District vehicles. You may not discard cigarettes, tobacco or related materials on District premises, except in designated receptacles.

5.7 SUBSTANCE USE AND ABUSE POLICY

We are committed to maintaining a safe, efficient and productive work environment. We also want all employees to perform their duties safely and efficiently, in a manner that protects their interests and those of their co-workers. We recognize that the use of alcohol, marijuana or unlawful drugs, as well as being under the influence of certain legal or prescription drugs, can be extremely disruptive and harmful to the

workplace. It can adversely affect the quality of work and employee performance, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. For these reasons, we have a strict policy against [the use or possession of drugs, marijuana or alcohol in the workplace](#). Every employee must comply with this policy at all times.

You must report for work fit to perform your job. You may not use or possess alcohol, [marijuana](#) or illegal drugs, or misuse legal or prescription drugs. If you need to take a prescription drug that could [have any affect upon](#) your ability to perform your job duties, you must discuss possible reasonable accommodations with the District Director or Human Resources [during your use of that drug](#) so that you are not working in an impaired state.

[Possession or use of marijuana remains unlawful under federal law](#). Although California has legalized marijuana for medicinal [and recreational](#) purposes, the District is not required to allow the medicinal [or recreational](#) use of marijuana in the workplace. [Using](#) or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including discharge. A California Medical Marijuana Identification Card is not sufficient to overcome these prohibitions. The District, however, will observe any required interactive dialogue and reasonable accommodation requirements. [If you have a medical issue for which your doctor wants to prescribe marijuana, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not cause you to be under the influence of marijuana while working for the District. We will not accommodate an employee who has already violated this policy and is now subject to disciplinary action.](#)

You may not use, possess, transfer, distribute, manufacture or sell alcohol, [marijuana](#) or any illegal drug while on our property, during on-call status, while operating a vehicle or potentially dangerous equipment owned or leased by the District, while on duty or while representing the District in any manner. You also may not report for work, begin work, or remain on duty or on on-call status while under the influence of or impaired by any illegal drug, [marijuana](#) or alcohol, or [be](#) sufficiently impaired by [any](#) legal or prescription drug that [would or could](#) create a danger in the workplace, or inhibit your ability to perform the job [in any way, as a result of your use of that drug](#).

For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law or if you improperly use or [possess](#) the drug, regardless of whether such conduct constitutes an illegal act. [Being "under the influence" of alcohol, marijuana or any other drug means that a drug or alcohol test would detect the presence of the drug or alcohol in your body.](#)

[OPTIONAL]: [In certain instances, the District may permit, provide or serve alcohol at District-related events or on District premises. Employees who use alcohol at District events or on District premises must appropriately limit their intake so as to avoid any unprofessional or prohibited conduct and to ensure the utmost safety and professional behavior. Employees who consume alcohol at a District event or on District premises should not drive a vehicle to any location after the event if their consumption would cause](#)

them to be impaired in any way, and should instead arrange for a designated driver or driver service before leaving the District event or premises. Provision of alcohol or permission to consume alcohol at a District event does not excuse, nor does the District condone, any violation of District policy or applicable law].

We will require you to undergo marijuana, drug and/or alcohol testing at a laboratory designated and paid for by the District, to test for the presence of marijuana, drugs and/or alcohol and to agree in writing to allow the results of those tests to be furnished to and used by the District, in the following circumstances:

1. Whenever we have a reasonable suspicion that you are under the influence of marijuana, drugs or alcohol during work time (for example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance).
2. If you are involved in an accident that causes damage to property or injury to persons and there is a reasonable possibility that your use of marijuana, drugs and/or alcohol was a contributing factor.

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

5.8 VIDEO SURVEILLANCE

Video cameras may be placed in strategic areas so that we can observe work flow and discover any security problems. Storage rooms, outside storage and other District areas may also be monitored. Private offices, bathrooms, locker rooms and changing areas will not be monitored.

5.9 SECURITY

We have 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.

5.10 WORKPLACE VIOLENCE

We have a zero-tolerance policy for workplace violence. Acts or threats of violence, including intimidation, harassment and/or coercion that involve or affect District personnel or that occur on District property will not be tolerated and may result in legal action.

“Acts or threats of violence” include conduct that creates a hostile, abusive or intimidating work environment for District personnel. It also includes acts or threats of violence occurring on District premises between any individuals, involving any person acting on behalf of the District in any location, or which impacts the District's legitimate interests.

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Hitting or shoving another person.
- Threatening to harm another person or that person's family, friends, associates or property.
- Intentional destruction or threat of destruction of District property.
- Harassing or threatening phone calls.
- Unauthorized surveillance or stalking.
- Unauthorized possession or inappropriate use of firearms or weapons.
- The conviction of an employee or any other representative of the District under any criminal code provision relating to violence or threats of violence.

Our prohibition against threats and acts of violence applies to all persons involved in our operations, including employees, independent contractors, contract and temporary workers, patrons and anyone else on our property or interacting with our District.

Report any threats or acts of violence to any member of management immediately. State, federal or other laws may impose additional reporting obligations. [In emergency situations dial 911.](#)

5.11 WEAPONS

You are absolutely prohibited from using, possessing, selling or purchasing weapons or dangerous materials at any time on District premises (including in your vehicle parked on District property or in a bag, briefcase or purse you bring into the District), during work hours, or while representing the District or conducting District business anywhere. In addition to disciplinary action, doing so may subject you to additional legal action.

If you observe that any person is in possession of a weapon or dangerous material on District property or during District activities, report it to any member of management immediately. [In emergency situations dial 911.](#)

5.12 PETS IN THE WORKPLACE

Employees are prohibited from bringing pets onto District premises without prior approval from the District Director. Service [or assistive](#) animals will be accommodated in accordance with applicable laws.

VI. PERFORMANCE AND CONDUCT

6.1 DRESS CODE

We expect you to report to work in clothing that is suitable to your position and your working environment. Clothing should be neat, clean, in good taste and should not constitute a safety hazard. In general, you are expected to use good judgment and to groom yourself in accordance with accepted industry standards.

Clothing that works well for the beach, yard work, exercise sessions, and sports contests may not be appropriate. Clothing that reveals too much cleavage, the back, the chest, the stomach, or underwear is not appropriate for a library environment. Coveralls, sweatshirts, sweat pants, exercise pants, shorts, leggings, spandex, or any other form-fitting pants such as bicycling shorts are not appropriate. Neither are mini-skirts, sundresses, or beach dresses.

Clothing should be neat and clean. Torn, dirty, or frayed clothing is not acceptable. Inappropriate attire also includes tank tops, midriff tops, shirts with potentially offensive words, terms logos, pictures, cartoons, or slogans. Sports team, school, and fashion brand names are generally acceptable.

To assure a safe and appropriate working environment, we will actively monitor these dress standards. Department supervisors are responsible for monitoring and enforcing the dress code policy. If your attire is questionable, the supervisor will have a private discussion with you, and if you do not comply with these requirements, we may ask you to leave work and return in proper attire, and non-exempt employees will not be paid for this time. Exempt employees will have the time away deducted from accrued leave. We reserve the sole discretion at all times to determine whether your attire is appropriate for the workplace.

Nothing in this policy is intended to interfere with your religious dress or grooming practices, [or any dress or grooming practices related to your sex, gender, gender identity or gender expression](#). If these requirements impact your religious dress or grooming practices, or [any dress or grooming practices related to your sex, gender, gender identity or gender expression](#), or if you [require](#) alternative dress or grooming practices related to a disability, please see Human Resources or the District Director to discuss a reasonable accommodation.

6.2 FRAGRANCES & SCENTED PRODUCTS

[To protect employees and clients with allergies or scent sensitivities, we ask that you refrain from/minimize wearing or using discernible perfume, cologne, essential oils, scented hair products, deodorants or other scented products.](#)

6.3 RULES OF CONDUCT

It is important to us that all employees maintain proper standards of conduct and observe certain rules to ensure the orderly and efficient operation of our District.

Complying with District rules does not guarantee continuing employment, because all employees are employed at will. However, employees who do not comply with District policies, rules and directives will be disciplined or terminated.

It would be impossible to list all possible infractions that may lead to discipline, and we will discipline or terminate employees for any reason we deem necessary and appropriate. Some examples of misconduct warranting disciplinary action or termination include:

- Sexual or other harassment, [bullying](#), retaliation or discrimination of any kind, against another employee or anyone else affiliated with the District.
- Theft, misappropriation, or unauthorized possession, removal or use of property, equipment, materials, documents or records belonging to the District, a District patron or another employee.
- Damaging property or materials belonging to the District, a District patron or another employee.
- Violating security, safety or fire prevention rules or regulations.
- Engaging in any conduct that creates a safety hazard, or creating or contributing to unsanitary conditions by poor housekeeping.
- Smoking [or vaping](#) in unauthorized areas or smelling of smoke or tobacco in the workplace or while representing the District.
- Unauthorized possession of a weapon or other dangerous materials on District premises or while representing the District.
- Gambling or loan sharking on District premises or by using District resources.
- Using or possessing alcoholic beverages, [marijuana](#), or illegal narcotics or drugs on District premises, in District vehicles or in vehicles being driven on District business or while representing the District, or reporting to work under the influence of intoxicants or drugs (whether unlawful or not) that interfere with job performance, or misusing prescription or other lawful drugs.
- Misuse, falsification or alteration of any employment or District reports or records, such as job applications, medical or employment history, personnel records, pay records, time records, patron or vendor documents, absence or illness reports, accident reports or injury claims.
- Insubordination or refusal to follow management instructions, or refusal or unwillingness to accept a job assignment or to perform job requirements.
- Failure to observe scheduled work hours, failure to provide proper notice of absence, failure to report to work when scheduled, unauthorized or excessive absences, excessive tardiness, abuse of leave benefits.

BLANCHARD/SANTA PAULA LIBRARY DISTRICT

EMPLOYEE ACKNOWLEDGMENTS

[EMPLOYEE COPY]

Handbook Acknowledgement. I, _____, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by the District. I further understand that the District has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of the District will modify these policies and procedures unless I receive specific written notice of modification.

Initials: _____

At-Will Acknowledgement. I understand that the handbook is not a contract for or a guarantee of continuing employment. I understand that, unless I am advised in writing otherwise, I am an at-will employee of the District. This means that my employment is for no definite period and my terms and conditions of employment may be changed at any time, with or without cause. It also means that I may leave my employment at any time and the District may terminate my employment at any time, with or without cause, and without any prior notice. I acknowledge that this constitutes the entire agreement between me and the District regarding my at-will employment status, and that it supersedes any prior written, oral or implied agreements on this subject. I also acknowledge that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and the District, signed by the Board of Trustees of the Blanchard/Santa Paula Library District.

Initials: _____

Discrimination, Harassment, Bullying and Retaliation Acknowledgement. I understand and acknowledge that the District forbids discrimination, harassment, bullying and retaliation. I have reviewed and understand the Equal Employment Policy, the Policy Against Harassment, the Gossip, Bullying, Abusive Conduct or Communications Policy and the policy on Reporting Harassment, Discrimination, Retaliation or Bullying to the District, contained in this Handbook. I agree to abide by those policies and to immediately report any incident of discrimination, harassment, bullying or retaliation against me or any other person working for or related in any way to the District.

Initials: _____

Duty-Free and Uninterrupted Meal and Rest Period Acknowledgement. I understand and acknowledge that the District provides me with the opportunity to take duty-free and uninterrupted meal and rest periods. I have reviewed and understand the Duty-Free and Uninterrupted Meal Period and Rest Period policies contained in this Handbook. I also agree to abide by those policies. I agree that if I am unable to take a

desired duty-free and uninterrupted meal or rest period in a timely manner for any reason, I will let the District know immediately so that the District can work with me to ensure that my duty-free and uninterrupted meal periods and/or rest periods are always available to me. I understand that I may raise any concerns about my ability to take my duty-free and uninterrupted meal and/or rest periods at any time without fear of retaliation. I understand that it is the District's intent that I be able to take all of my designated meal and rest periods, duty-free and uninterrupted, each day of work.

Initials: _____

Communications Acknowledgement. I understand and acknowledge the District's policies on Communications Systems, Social Media, Endorsements and Use of Communication Devices contained in this Handbook. I understand that all electronic and media communications equipment provided to me by the District or used by me to perform my job duties remain the sole property of the District. I further understand and acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for the District or related in any way to the District. I understand that the District may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

Initials: _____

NLRA Acknowledgement. I understand and acknowledge that the District's policies are not intended to interfere with my rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of my employment or working conditions with or on behalf of my co-workers, or to bring such issues to the attention of management at any time.

Initials: _____

Date: _____

(Print Employee Name)

(Sign Employee Name)

RETAIN THIS PAGE IN YOUR HANDBOOK.

7. If any portion of this Agreement is held to be void or unenforceable, the remainder of the Agreement shall remain in effect. This Agreement shall apply to the District as well as to its successors, assigns, parent or subsidiary companies or other related persons. No alteration or modification to any of the provisions of this Agreement will be valid unless made in writing and signed by me and the District.

8. This Agreement shall be subject to and governed by the laws of the State of California. In any legal action between me and the District to enforce any provision of this Agreement, the prevailing party shall recover its attorneys' fees.

9. This Agreement constitutes the complete understanding between me and the District regarding the matters addressed, and all prior representations or agreements regarding confidential information and unfair competition are superseded by this Agreement.

10. Nothing in this agreement alters my at-will employment relationship with the District.

11. Notwithstanding anything else in this agreement to the contrary, I understand that I will not be liable for: disclosing trade secrets in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Date: _____

(Print Employee Name)

(Sign Employee Name)

RETAIN THIS COPY FOR YOUR RECORDS.

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 Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Constitution, the California Labor Code, or any other federal or state statute covering these subjects;
- 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 Leave or any related federal or state statute;
- Violations of confidentiality or breaches of trade secrets;
- Violation of any other federal, state, or other governmental law, regulation or ordinance, whether based on statute or common law;
- Claims made against the District 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.
- [To the extent claims are asserted under the California Private Attorneys General Act \(PAGA\), those claims shall also be subject to arbitration to the extent allowed by law.](#)

Except as otherwise required by applicable law, the parties agree that all claims subject to binding arbitration under this Agreement, including as set forth more specifically above, shall be conducted on an individual basis, and not as a class action.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. Alternatively, if no such state statutes exist, then arbitration shall be conducted pursuant to the rules of the American Arbitration Association ("AAA") for employment law disputes. A copy of these AAA rules can be found at www.adr.org under "Rules & Procedures". The parties may mutually agree upon another arbitration procedure.

The arbitrator shall be a retired superior or appellate court judge or other professional arbitrator chosen by agreement of the parties or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose. The arbitrator shall not have any authority to consolidate, combine or aggregate the claims of the undersigned employee with those of any other employee. The arbitrator shall have no authority to create an arbitration proceeding on a class basis, nor to award relief to a class of employees in one arbitration proceeding.

REGULAR MEETING OF JUNE 25, 2019
J(a) REPORTS: LITERACY SERVICES



Adult Learning Center Board Report for June, 2019

Mommy & Me Literacy . . .

came to a close with a warm, inclusive celebration. Our 3 ESL teachers, **Miguel, Yoko, and Pamela**, each handed out certificates to their students. The parents who completed the parent empowerment curriculum, taught by **Edith Garcia** talked about the value of the program. We even had 4 adult children and a tutor in attendance, cheering for their moms/ students. Sweet!



The **COOLEST** thing, though, was to have all the librarians: Olivia, Justin, and Nancy, PLUS Ned, talk to the parents about the **Summer Programs in the Library**, encouraging them to keep learning, and keep their kids learning all summer!

Awesome!



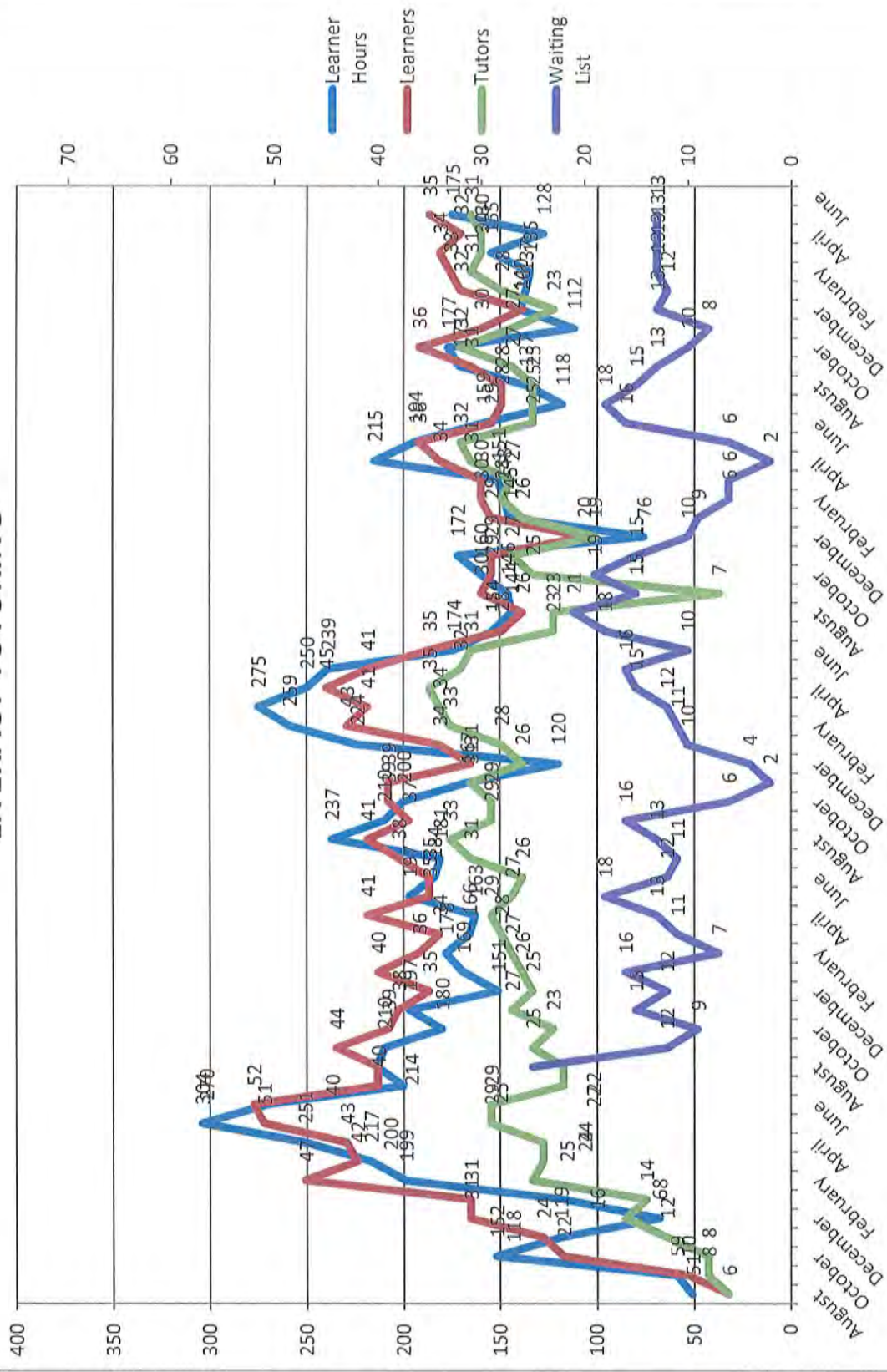
My dear **Olivia** (center) was the faithful coordinator, always on time, always prepared. She ran the show! **Maria Del Rosario** (right) helped in so many ways, and will likely be our lead childcare teacher in the Fall. But we will REALLY, REALLY miss **Yvon Ortega** (left), our Preschool Teacher for the last 2-

1/2 years, on loan from First Five. She not only taught the kids their ABC's and 123's, she taught the MOMS how get their kids ready for school, and then release them. **SUPER THANKS** to **YVON** and her boss, **PATRICIA CERVANTES** of Santa Clara Valley Neighborhoods for Learning (First Five)!

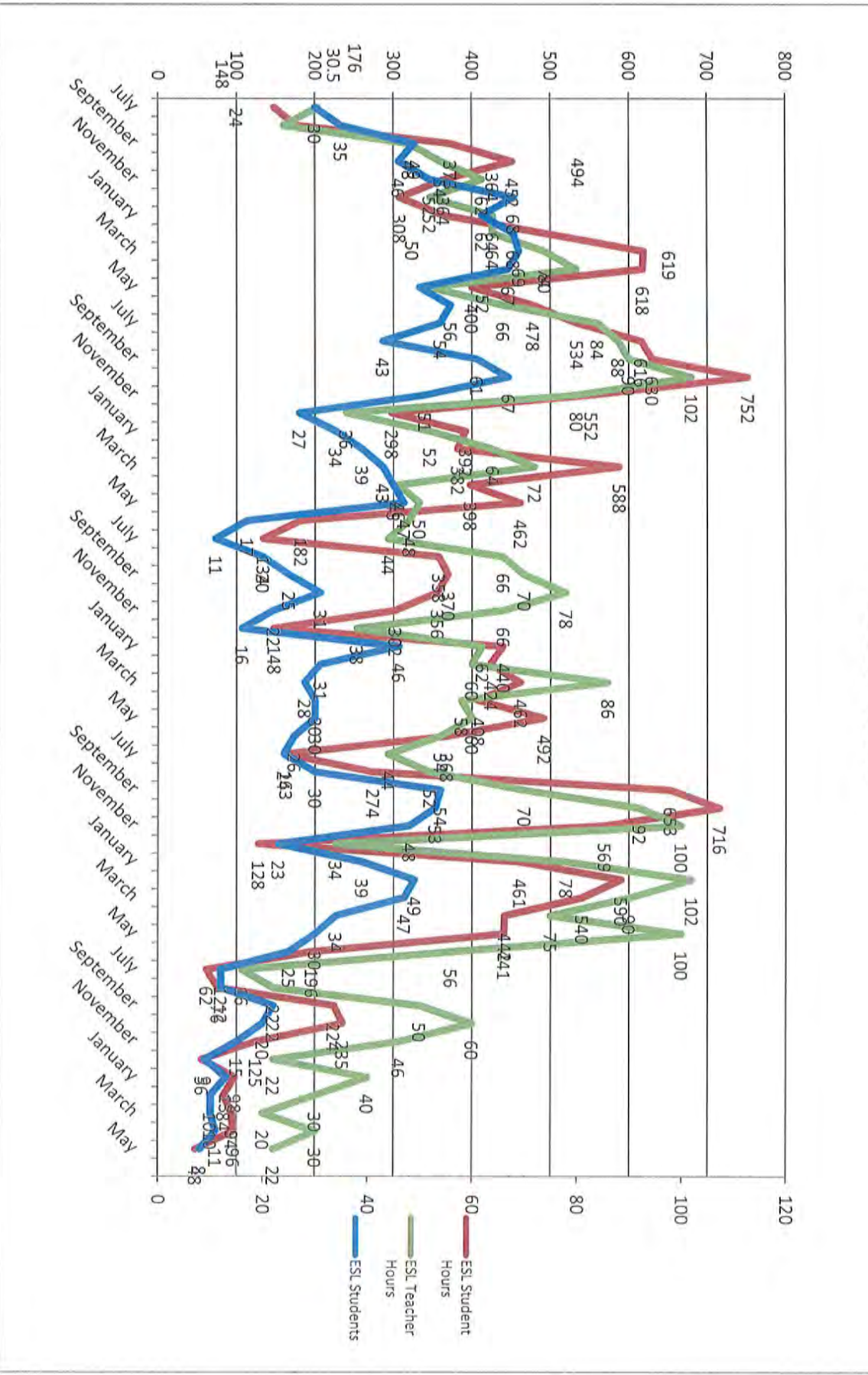
One of our tutors, Elva Reyes, a not-so-retired principal from L.A., has begun a **Family Writing Workshop** on Saturdays this summer, alternating with Ms. Olivia and Ms. Kathy in the Story Room. She had her first shot at it Saturday, June 8, and they had a fun time with one mom and her two kids!



LITERACY TUTORING



ESL CLASSES



REGULAR MEETING OF JUNE 25, 2019
J(b) REPORTS: PUBLIC SERVICES

May 2019 Adult Programs and Events



Kay Wilson-Bolton details the state of homelessness in Santa Paula



Brian Galetto reads a selection from his book *Not So Simple*

This May saw more Adult Services programs than any month in the past few years; twenty programs were held, with nearly two hundred attendees.

The increase was due largely in part to our Book to Action series which focused on the issue of homelessness in our community, county, and state.

The series of programs included presentations by local advocate Kay Wilson-Bolton and Ventura County Homeless Services' manager, Chris Russell. The series culminated in a reading by teach and poet Brian Galetto, whose book *Not So Simple* details his encounters with and observations of homelessness in Ventura County.

Our CI Lecture series also continued with Luis A. Sánchez, Ph.D. and José Alamillo, Ph.D. analyzing the "State of Latino Males in Ventura County."

This month also saw the first of a series of health information offerings facilitated by Clinicas. This month,

patrons were offered free blood pressure and blood glucose screenings. Next month's focus will be oral and dental health.

Program Name	Description	Audien	Attendanc	Date	Start	End	Location
Computer Classes	Training	Adult	11	2-May	6:00 PM	8:00 PM	Hardison
State of Latino Males in VC	CI Lecture	Adult	23	2-May	6:30 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	11	6-May	6:00 PM	8:00 PM	Hardison
Adult Coloring Club	Miscellaneous	Adult	0	7-May	4:00 PM	6:00 PM	Other
Computer Classes	Training	Adult	9	9-May	6:00 PM	8:00 PM	Hardison
Kay Wilson-Bolton	Book to Action	Adult	11	9-May	6:00 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	11	13-May	6:00 PM	8:00 PM	Hardison
Chris Russell	Book to Action	Adult	8	13-May	6:00 PM	8:00 PM	Hardison
Adult Coloring Club	Miscellaneous	Adult	0	14-May	4:00 PM	6:00 PM	Other
Clinicas BP & Glucose Screenings	Health	Adult	12	15-May	3:00 PM	4:00 PM	Other
The Advocates	Third Thursday Movie	Adult	3	16-May	6:00 PM	8:00 PM	Hardison
Computer Classes	Training	Adult	11	16-May	6:00 PM	8:00 PM	Hardison
Homelessness	TEDxBlanchardLibrary	Adult	2	20-May	6:30 PM	7:30 PM	Hardison
Computer Classes	Training	Adult	13	20-May	6:00 PM	8:00 PM	Hardison
Adult Coloring Club	Miscellaneous	Adult	0	21-May	4:00 PM	6:00 PM	Other
Computer Classes	Training	Adult	11	23-May	6:00 PM	8:00 PM	Hardison
Brian Galetto	Book to Action	Adult	36	23-May	6:00 PM	8:00 PM	Hardison
Adult Coloring Club	Miscellaneous	Adult	0	28-May	4:00 PM	6:00 PM	Other
Strays	BC Book Club	Adult	9	30-May	6:30 PM	7:30 PM	Hardison
Computer Classes	Training	Adult	9	30-May	6:00 PM	8:00 PM	Hardison

**Youth Services Report
May 2019**

1. Family Programs-			
Tuesday, April 30		Cinco De Mayo Celebration	150
		Glen City Folklorico Dance Group	
Wednesday, May 15		Family Movie: Mary Poppins Returnd	31
2. Teen Scene-			
Thursday, May 9		Mothers Day Craft	4
Thursday, March 28		Teen Scene Birthday celebration	15
3. Makerspace			
Thursday, May 16		3D Design - keychain	2
Thursday, May 30		3D Design - keychain	7
4. Ongoing Programs –			
a. Story time			
Wednesday	(4)		145
Saturday	(2)		22
Total	(6)	167	167
		Guest reader Councilmember Jenny Crosswhite joined us for a special story time as part of the Take 5 and Read to Kids campaign from First 5 on May 15 th .	
b. LEGO	(8)		144
c. Barking for Books	(2)		9
5. Outreach			
Friday, May 3		Headstart Preschool	
		story time as part of the Take 5 and Read to Kids campaign from First 5.	
Monday, May 20		Barbara Webster School -Summer Reading Program	
Tuesday, May 28		Bedell Elementary School -Summer Reading Program	
Thursday, May 30		Blanchard Elementary School -Summer Reading Program	

REGULAR MEETING OF JUNE 25, 2019
J(c) REPORTS: VOLUNTEER COORDINATOR



Volunteer Coordinator Board Report June 2019

National Charity League Donations

The National Charity League delivered a check for \$1694.00 to the library to be used for the purchase of items in the children's area. We will be able to purchase a die-cut machine, additional shelves for board books, a puppet stand for the story room, a code kit, and building planks that are being used in "libraries to inspire the creative spirit in people of all ages". In addition, the sophomore class of Ticktockers donated a variety of adorable puppets which will be added to the library puppet collection!



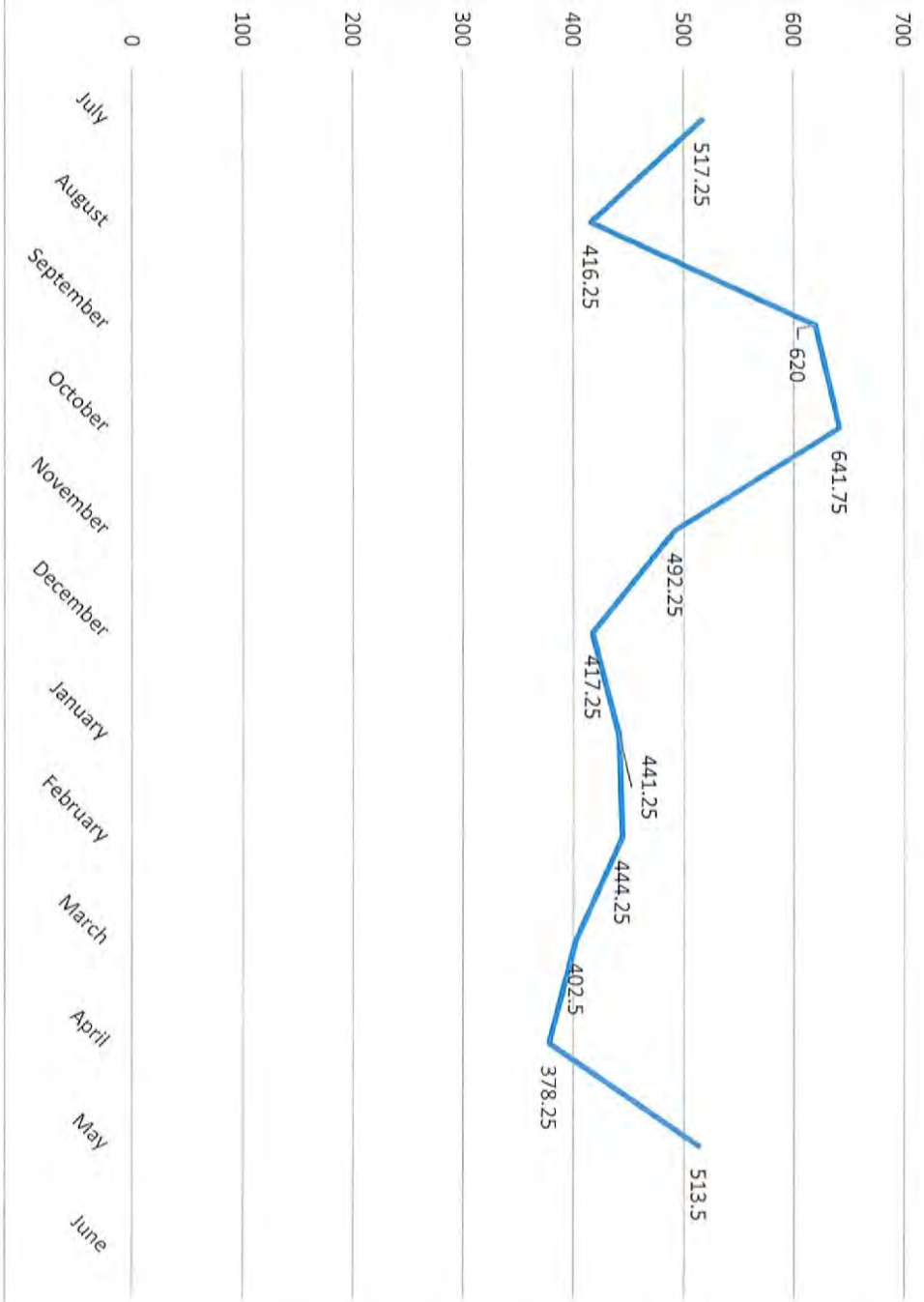
Optimist Volunteers

Ruth Rope, Bessie Crowl, and Luis Cantero have adopted our children's patio area and have turned it in to a wonderful, relaxing area that will be available during mild weather! A huge thank you to these three wonderful volunteers for transforming our overgrown patio and to the Optimist Club for donating the beautiful green umbrella.

Volunteer Hours 2018 – 2019

Month		BEST	Mending	FoL	Homewk	RFID & Misc. Vol	Tech. Vol	NCL	Summer Reading	Board/ Endow.	Total
July	Hours	134.00	0.00	98.50	0.00	45.50	0.00	0.00	210.25	29.00	517.25
August	Hours	159.00	0.00	191.50	0.00	39.75	0.00	0.00	0.00	26.00	416.25
September	Hours	221.00	37.75	198.00	0.00	126.25	0.00	0.00	0.00	37.00	620.00
October	Hours	237.00	31.75	236.00	29.00	73.50	0.00	0.00	0.00	34.50	641.75
November	Hours	158.00	28.75	161.00	78.75	15.25	4.00	0.00	0.00	46.50	492.25
December	Hours	162.00	0.00	123.00	55.00	19.25	8.00	0.00	0.00	50.00	417.25
January	Hours	177.00	10.50	150.50	46.25	23.50	0.00	0.00	0.00	33.50	441.25
February	Hours	165.00	14.25	120.50	47.25	14.25	17.50	0.00	0.00	65.50	444.25
March	Hours	175.00	9.75	108.75	43.50	15.50	24.50	0.00	0.00	25.50	402.50
April	Hours	158.00	6.50	119.00	33.00	27.75	4.00	0.00	0.00	30.00	378.25
May	Hours	197.00	39.50	144.00	62.75	10.50	15.25	0.00	0.00	44.50	513.50
Total	Hours	1943.00	178.75	1650.75	395.50	411.00	73.25	0.00	210.25	422.00	5284.50

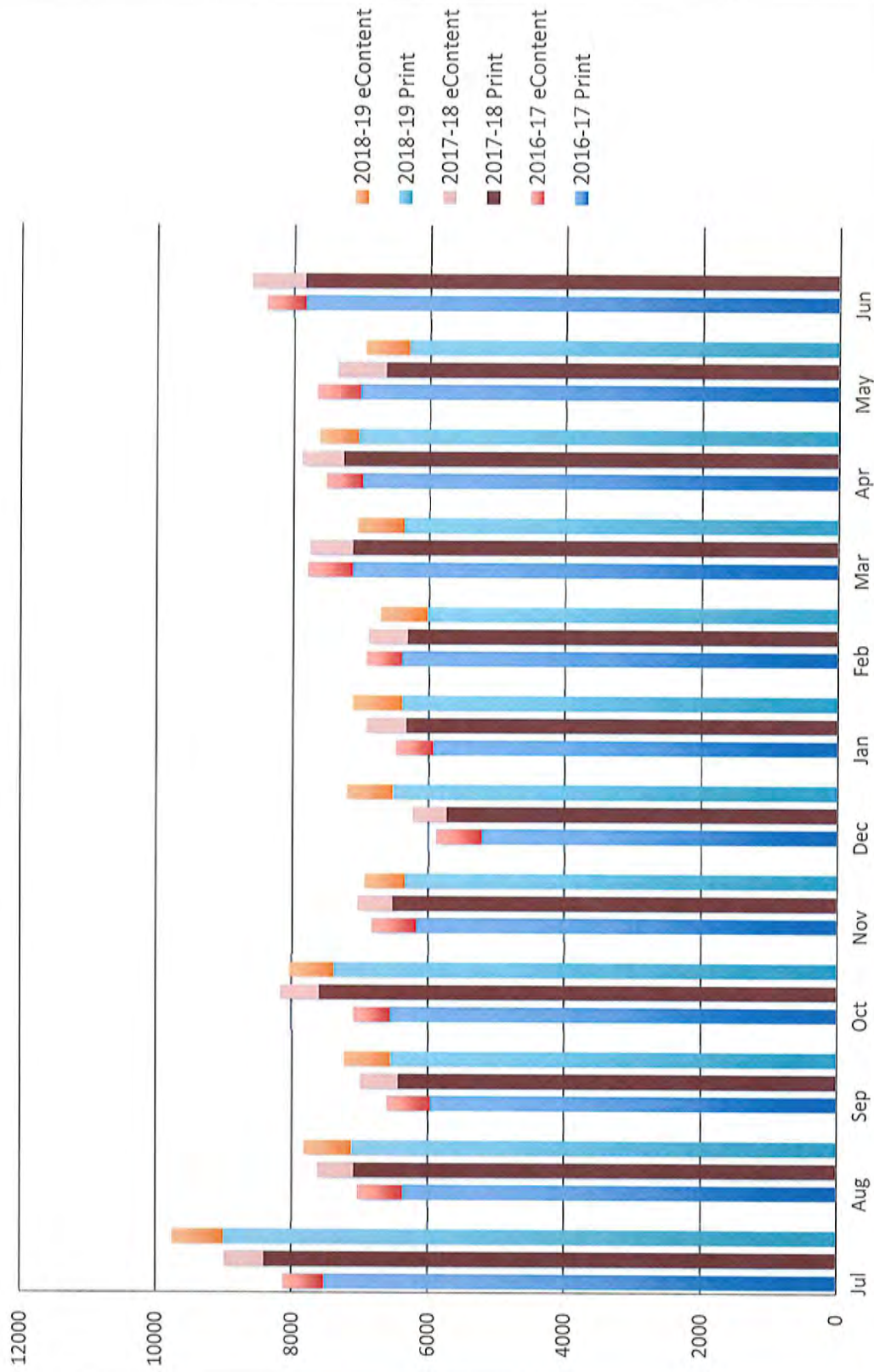
Volunteer Hours

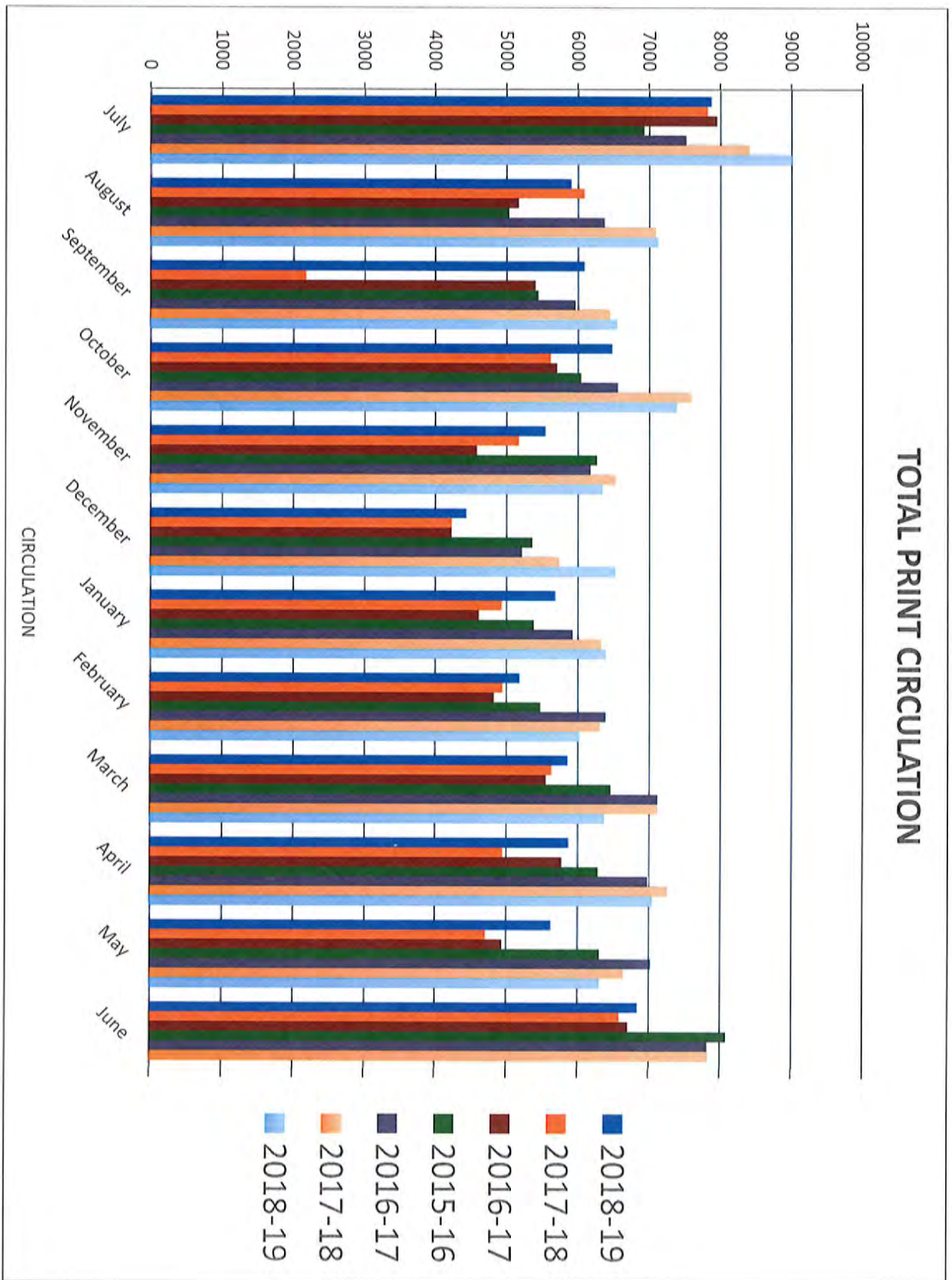


REGULAR MEETING OF JUNE 25, 2019
J(d) REPORTS: DISTRICT DIRECTOR'S REPORT

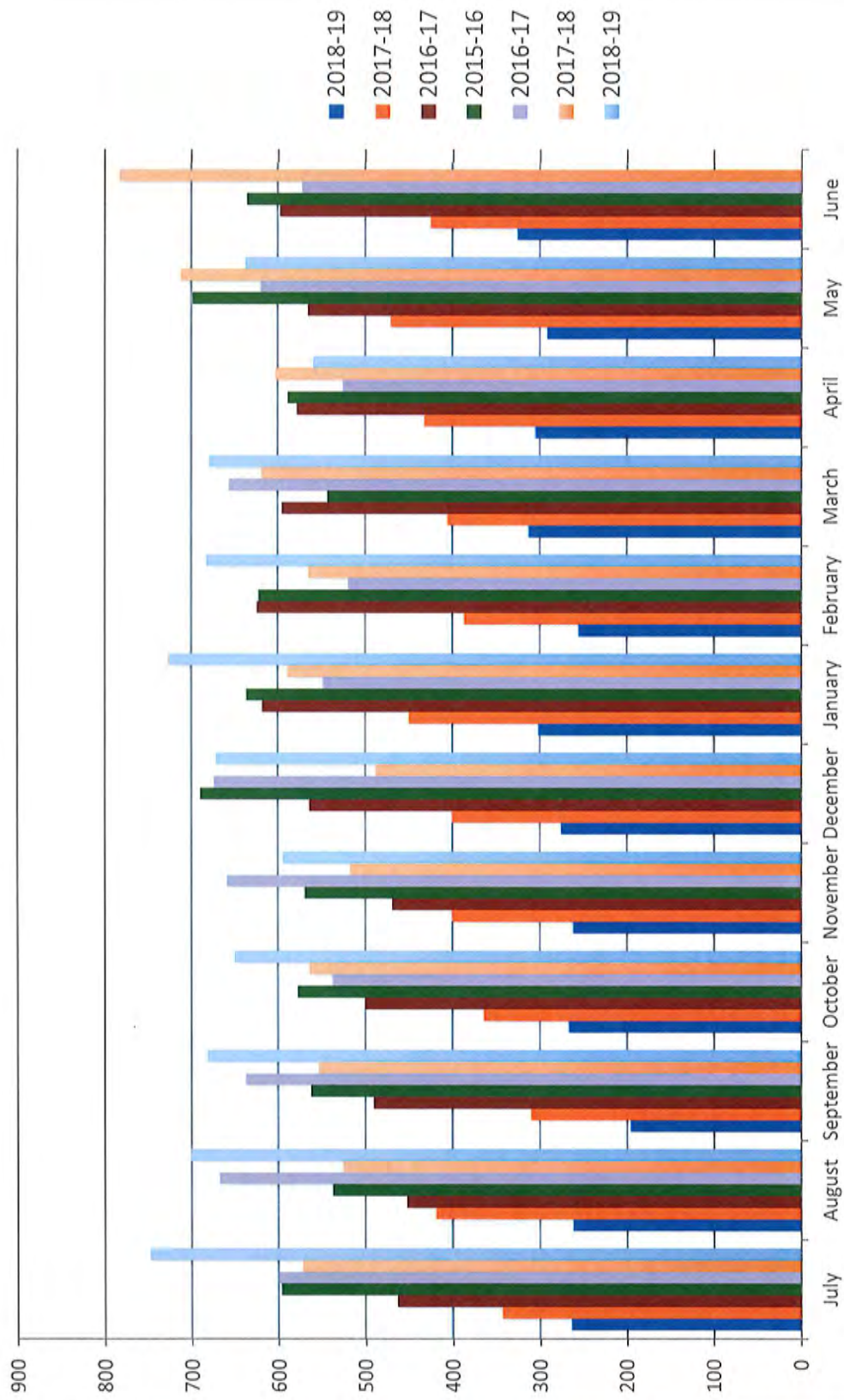
1. Statistics
2. Surveillance Camera Update
3. Yosemite Book Restoration
4. Bookmobile
5. Report on 2019 Goals
 - a. Website Improvements
 - b. Imagine Fundraising Campaign
 - c. Facilities—Commence Phase 2
 - d. Publicity & Outreach—Expand library sphere of influence, usage, & volunteering
 - e. Staff Development

TOTAL CIRCULATION

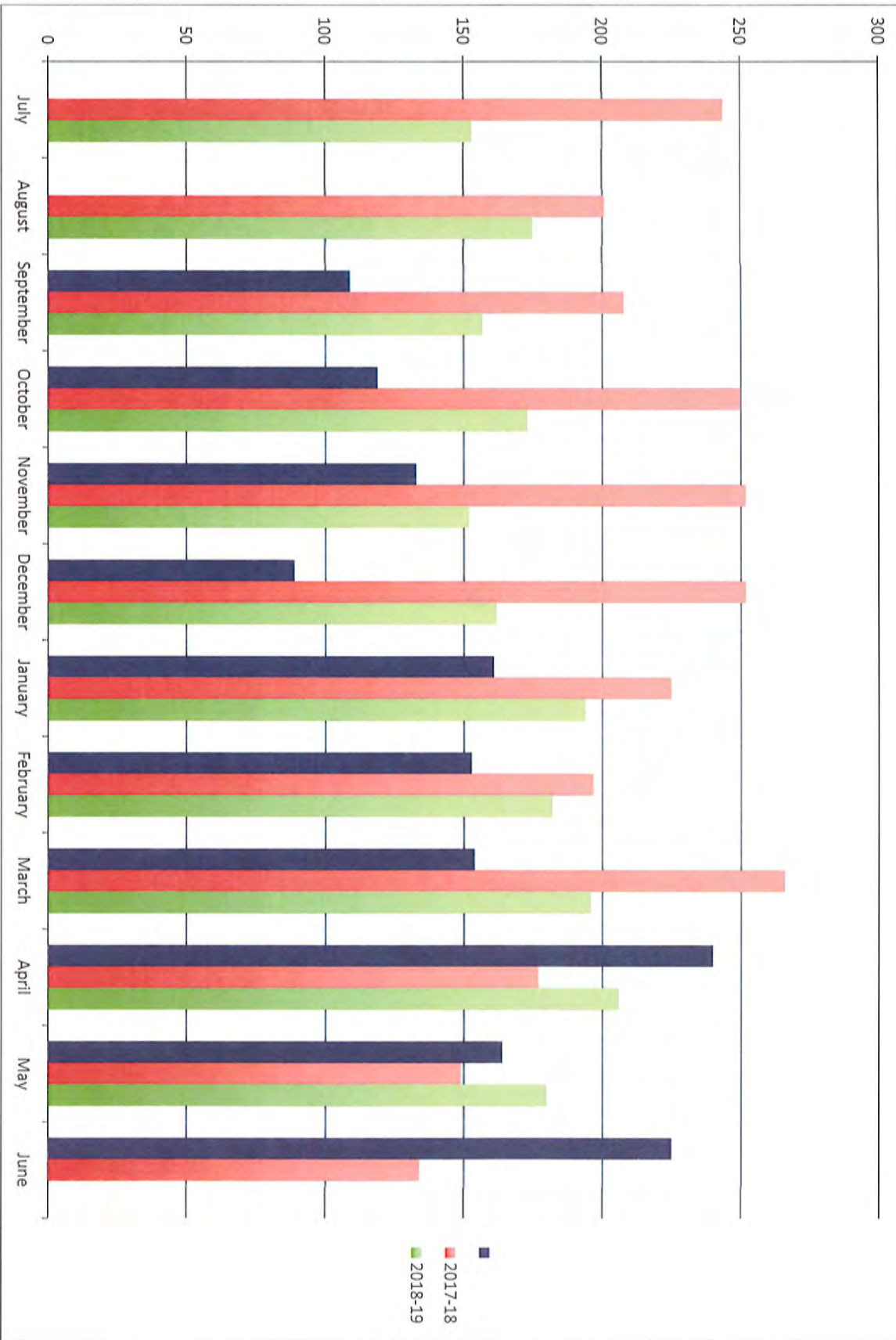


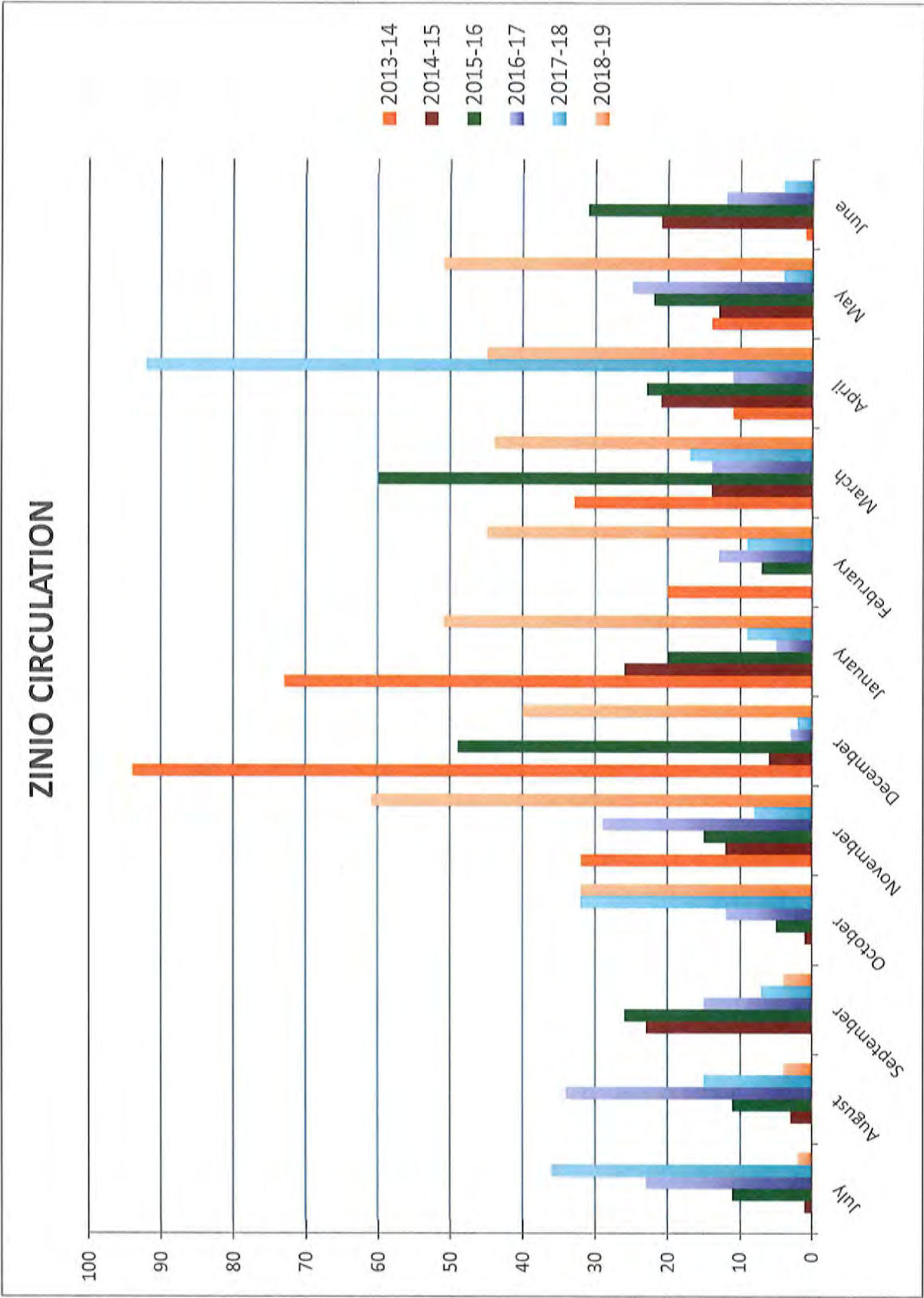


eBOOK CIRCULATION

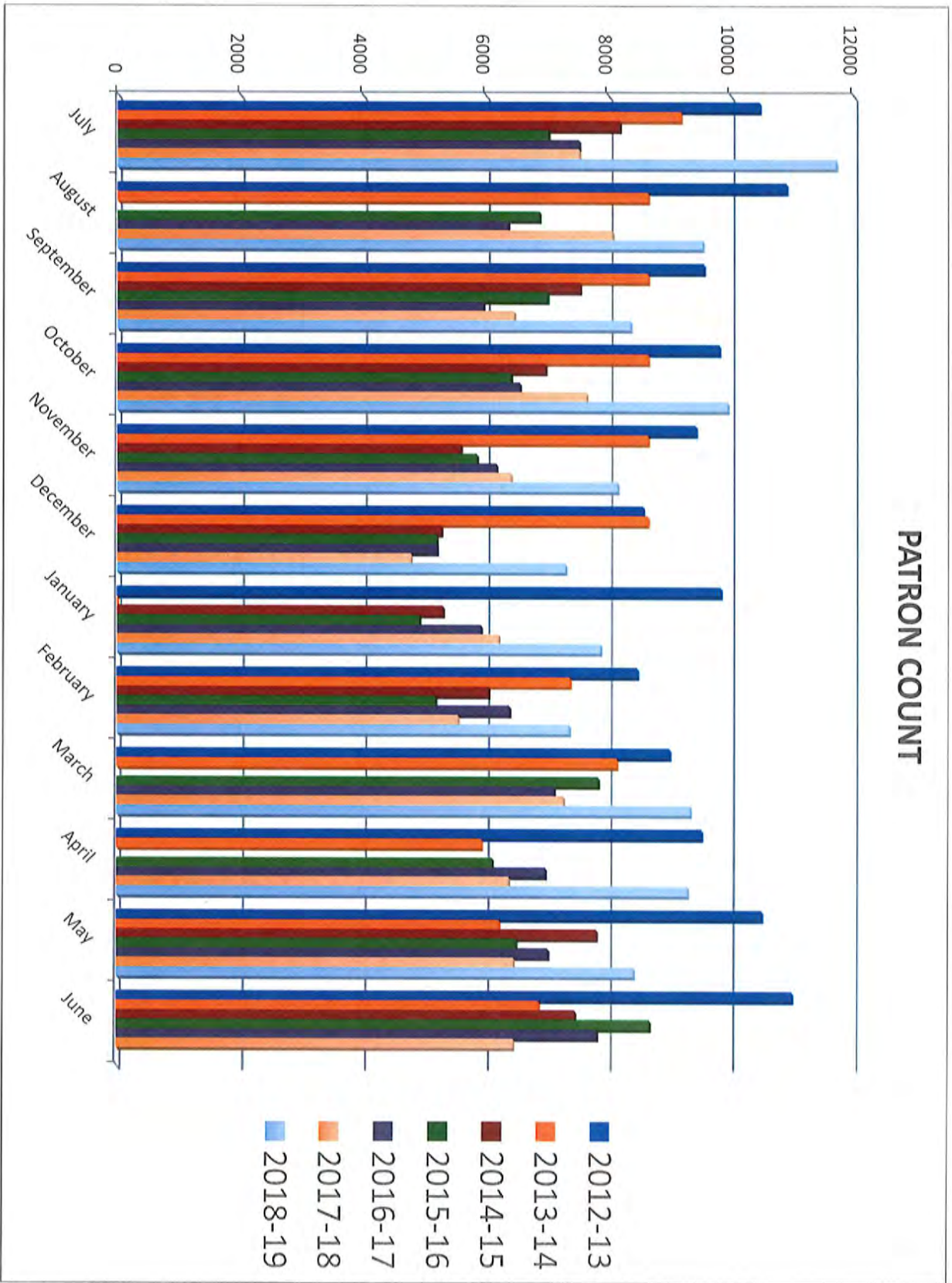


HOOPLA

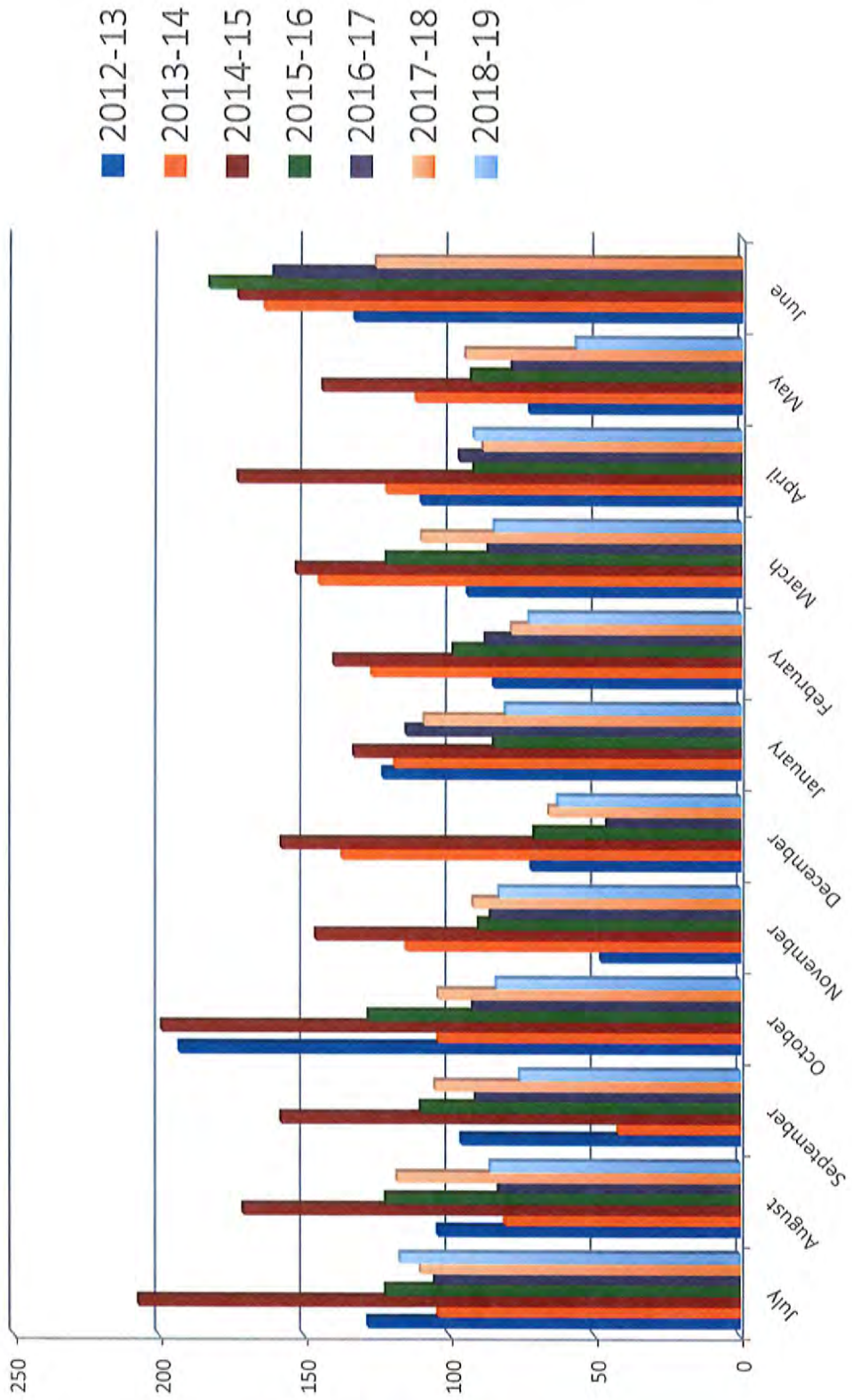




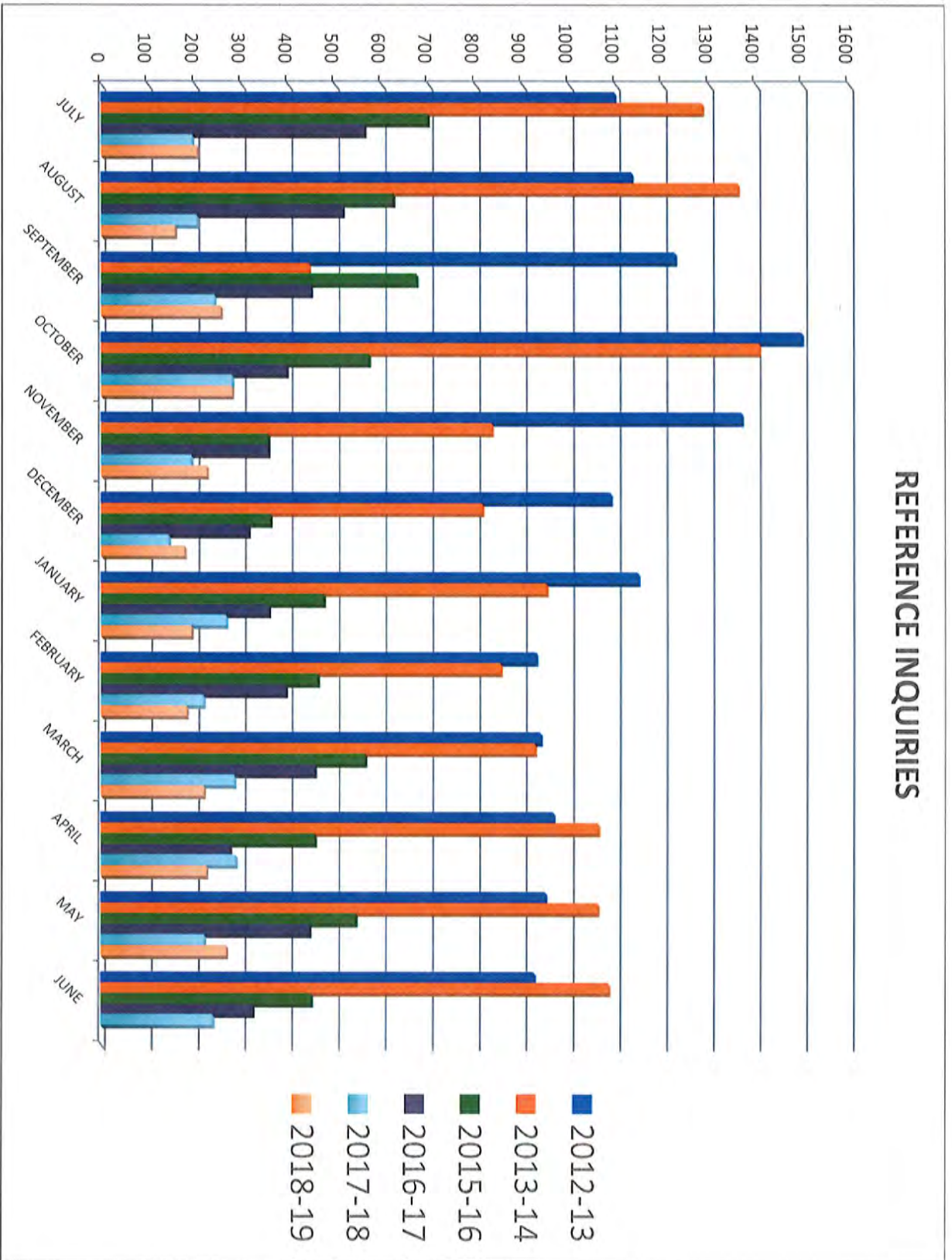
PATRON COUNT



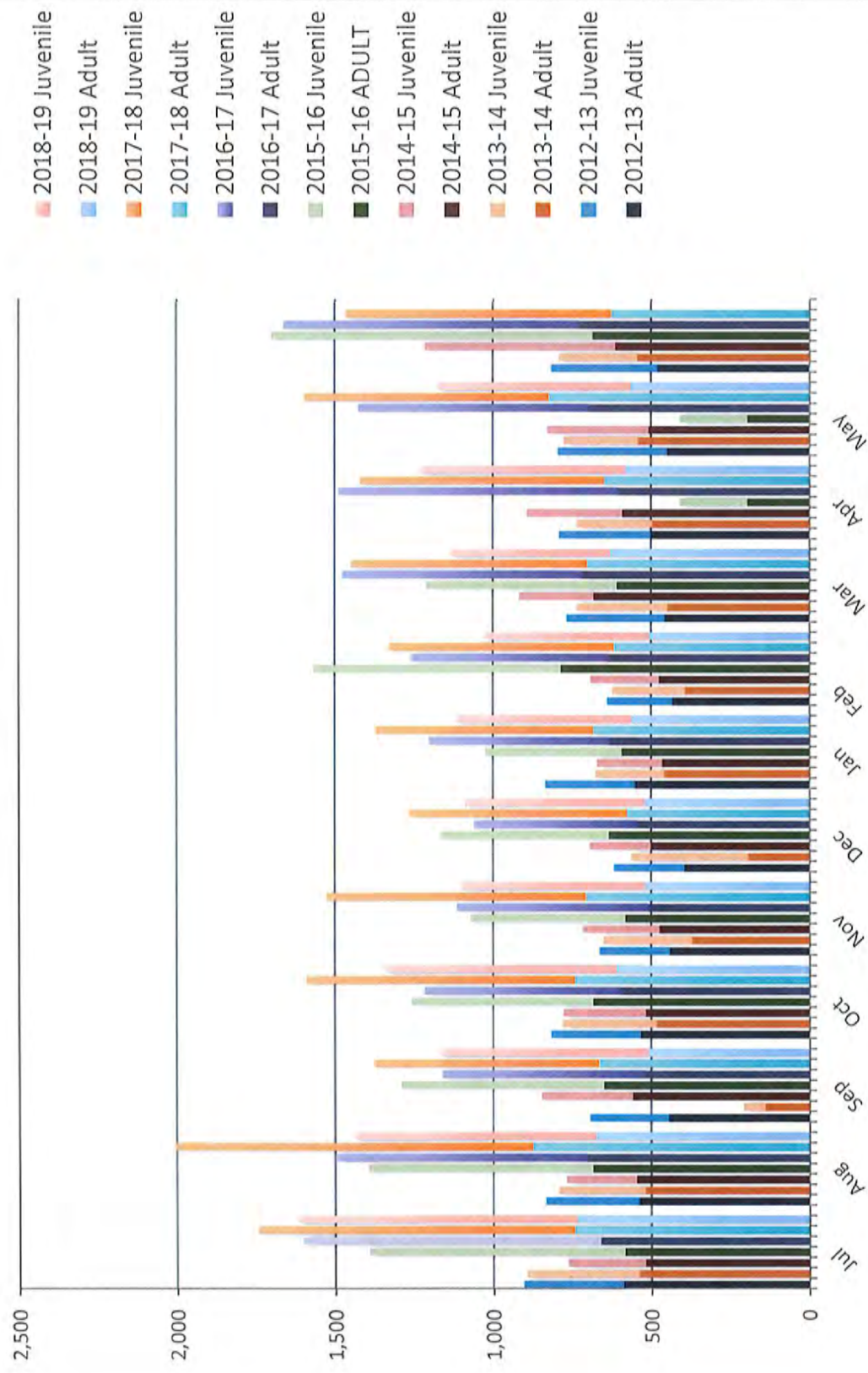
PATRON REGISTRATIONS



REFERENCE INQUIRIES



COMPUTER USAGE



VOLUMES ADDED

