



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

MEETING LOCATION Mammoth Lakes BOS Meeting Room, 3rd Fl. Sierra Center Mall, Suite 307, 452 Old Mammoth Rd., Mammoth Lakes, CA 93546

Regular Meeting July 21, 2015

TELECONFERENCE LOCATIONS: 1) First and Second Meetings of Each Month: Mammoth Lakes CAO Conference Room, 3rd Floor Sierra Center Mall, 452 Old Mammoth Road, Mammoth Lakes, California, 93546; 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517. Board Members may participate from a teleconference location. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the board during any one of the opportunities provided on the agenda under Opportunity for the Public to Address the Board.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5534. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517), and in the County Offices located in Minaret Mall, 2nd Floor (437 Old Mammoth Road, Mammoth Lakes CA 93546). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB:** You can view the upcoming agenda at www.monocounty.ca.gov. If you would like to receive an automatic copy of this agenda by email, please send your request to Bob Musil, Clerk of the Board: bmusil@mono.ca.gov.

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS HEARD.

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board.

(Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

2. APPROVAL OF MINUTES

A. Board Minutes

Approve minutes of the Regular Meeting held on July 7, 2015.

3. RECOGNITIONS - NONE

4. BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

5. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

6. DEPARTMENT/COMMISSION REPORTS

7. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. Modification to the County's Allocation List to Create a DA Investigator II Position.

Departments: District Attorney

Proposed resolution authorizing the CAO to amend the County of Mono list of allocated positions to reflect the addition of an Investigator II in the District Attorney's Office and authorize the CAO to fill said allocated position.

Recommended Action: (1) Adopt proposed resolution. (2) Authorize CAO to amend the at-will agreement with Investigator Callinan to reflect a change in title to DA Investigator II. Provide any desired direction to staff.

Fiscal Impact: No change to existing salary and benefits as this will be a change in title only.

B. Hiring of an Investigator I Position

Departments: District Attorney

The District Attorney's Office currently has an entry level DA Investigator I position that will be vacant upon Board action on the companion allocation list agenda item. The officer who is currently the Investigator I is expected to be reclassified to an Investigator II in title only. The Office of the District Attorney requests the Board to permit hiring of an Investigator I to fill the anticipated vacancy.

Recommended Action: Approval of requested recruitment and hiring.

Fiscal Impact: The approximate annual cost is \$254,422 which consists of \$88,800 in salary, \$38,922 in benefits and up to \$126,700 in PERS costs depending on officer hired and PERS formulas. The entire amount of this position will be funded by the community Corrections Partnership and there will be no general fund impact.

C. Authorizing Resolution for County Participation in Oil Payment Program

Departments: Solid Waste Division of Public Works

Proposed Resolution 15-52, "A Resolution of the Mono County Board of Supervisors Authorizing the Director of Public Works to Submit and Execute on Behalf of Mono County an Application to the Department of Resources Recycle and Recovery (CalRecycle) for the Used Oil Payment Program for the next five years, Fiscal Years 2015-16 through 2020-21 (6th through 11th Cycles)."

Recommended Action: Adopt proposed resolution. Provide any desired direction to staff.

Fiscal Impact: \$10,000 annual revenue to the Solid Waste Enterprise Fund for the purposes of maintaining existing used oil collection programs.

D. CSAC Board Resolution to Combat Child Sex Trafficking

Departments: Clerk of the Board

The CSAC Board of Directors recently adopted the attached resolution to affirm efforts by counties to combat the Commercial Sexual Exploitation of Children (CSEC) and, in the interest of shining a spotlight on the local effects of this issue, is also asking each county to adopt the attached sample resolution. The attached memo includes a comprehensive explanation on this incredibly troubling and growing issue. It also includes a discussion of CSAC and county efforts at the local, state and national levels to work with law enforcement to identify and care for minor victims of sex trafficking and prosecute the perpetrators regardless of location. CSAC will also present a CSEC workshop during the CSAC Annual Meeting, December 1-3 in Monterey County.

Recommended Action: Adopt proposed resolution. Provide any desired direction to staff.

E. Funding Agreements for Groundwater Monitoring

Departments: Community Development

Proposed contracts with USGS and Ormat pertaining to hydrologic monitoring.

Recommended Action: Approve County entry into and authorize Community Development Director signature on Joint Funding Agreements with U.S. Geological Survey for Water Resources Investigations (Agreements # 15WSCA600095610 and # 15WSCA600095620) and corresponding "Agreement between the County of Mono and Ormat Nevada, Inc. Providing for Continued Payment by Ormat of Costs of Monitoring Plan Recommended by the Long Valley Hydrologic Advisory Committee for 2015.

Fiscal Impact: No County funds will be expended for the monitoring activities. Ormat will pay \$113,748 associated with Agreement #15WSCA6000095610 and \$355,090 associated with Agreement #15WSCA6000095610 and USGS will contribute \$9,170.

F. Ratification of DPOU MOU

Departments: Human Resources

Proposed resolution adopting and approving a memorandum of understanding between the County of Mono and the Mono County Deputy Probation Officers Unit.

Recommended Action: Adopt proposed resolution. Provide any desired direction to staff.

Fiscal Impact: The cost for this MOU is \$42,748 consisting of a savings of \$15,035 in the current year followed by increases of \$18,756, \$18,059 and \$20,968 in 2017, 2018 and 2019 respectively.

G. Ordinance & Bylaw Changes to Mono County Tourism & Film Commission

Departments: Economic Development

Proposed ordinance amending Chapter 2.85 of the Mono County Code pertaining to the Mono County Tourism/Film Commission.

Recommended Action: Adopt proposed ordinance amending Chapter 2.85 of the Mono County Code pertaining to the Mono County Tourism/Film Commission.

Fiscal Impact: None.

8. CORRESPONDENCE RECEIVED (INFORMATIONAL)

All items listed are located in the Office of the Clerk of the Board, and are available for review.

A. Board of Forestry and Fire Protection

Departments: Clerk of the Board

Correspondence dated July 7, 2015 to the Board of Supervisors regarding the Board of Forestry and Fire Protection Regulatory Update and 4290 Certification.

B. Inyo Mono Resource Conservation District

Departments: Clerk of the Board

Correspondence dated June 25, 2015 from the Inyo Mono Resource Conversation District to Howard Archilarius.

9. REGULAR AGENDA - MORNING

A. Annual Projects Workshop and Consideration of Proposed Projects

Departments: Public Works

30 minutes, 10 minute presentation, 20 minute discussion

(Joe Blanchard) - Presentation by Joe Blanchard regarding the Project Approval Policy and conduct of the Annual Projects Workshop (including Board determination of those projects to be added to the County Comprehensive Facilities Plan Project List).

Recommended Action: Discuss the requested projects and determine whether to add any or all to the County Comprehensive Facilities Plan Project List. Provide any desired direction to staff.

Fiscal Impact: Fiscal impact depends on which, if any, projects are approved and whether this Board approves budget allocations in the 2015-16 budget.

B. Transfer of Federal Aviation Administration (FAA) Grant Funds from Lee Vining Airport to Mammoth Yosemite Airport

Departments: Public Works

10 minutes (5 minute presentation; 5 minute discussion)

(Garrett Higerd) - Waiver of \$150,000 in airport entitlement funds which would otherwise expire in September of 2015, thereby making such funds available for use by the Town of Mammoth Lakes for planned improvements at the Mammoth-Yosemite Airport. There are no ready projects eligible for use of these funds at Mono County airports.

Recommended Action: Receive staff report regarding FAA Entitlement Funds. Approve Agreement for Transfer of Entitlements and authorize the Assistant Public Works Director to execute said agreement on behalf of the County. Provide any desired direction to staff.

Fiscal Impact: This action would waive receipt of \$150,000 of FAA Entitlement Funds that will expire on September 30, 2015 if unused. There are no ready projects eligible for use of these funds at Mono County airports.

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

11. CLOSED SESSION

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

B. Closed Session - Public Employment

PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrator.

C. Closed Session - Public Employment

PUBLIC EMPLOYMENT. Government Code section 54957. Title: HR Manager.

12. REGULAR AGENDA AFTERNOON- NONE

ADJOURN



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

TIME REQUIRED

SUBJECT Board Minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Approve minutes of the Regular Meeting held on July 7, 2015.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Helen Nunn

PHONE/EMAIL: x5534 / hnunn@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Draft Minutes 7-7-15](#)

History

Time	Who	Approval
7/15/2015 4:20 PM	County Administrative Office	Yes
7/15/2015 5:32 PM	County Counsel	Yes
7/16/2015 10:40 AM	Finance	Yes



**DRAFT MEETING MINUTES
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA**

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

MEETING LOCATION Board Chambers, 2nd Fl., County Courthouse, 278 Main St.,
Bridgeport, CA 93517

**Regular Meeting
July 7, 2015**

Flash Drive	#1004
Minute Orders	M15-145 to M15-151
Resolutions	R15-47 to R15-48
Ordinance	ORD15-06 not used

9:00 AM Meeting called to Order by Supervisor Fesko.

*Supervisors present: Alpers, Corless, Fesko, Johnston and Stump.
Supervisors absent: None.*

Break: 11:23

Reconvene: 11:44

Break: 12:16

Reconvene: 12:20

Break: 1:31

Reconvene: 1:36

Closed Session: 1:52

Adjourn: 3:05

Pledge of Allegiance led by Supervisor Fesko.

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Allen Berrey:

- States that the Board approved the minutes of June 9, 2015 that referenced the closed session item of the Boulaalam litigation. That meeting, the Board approved a settlement agreement in exchange to dismiss the lawsuit. He claims the Board failed to report the action, so the Brown Act was violated and the decision should have been publicly reported. Claims many Brown Act violations, including reporting the dismissal of former CAO, Jim Leddy. He demands that the Board acknowledge its failure to report under the

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Brown Act by reporting out of closed session.

2. APPROVAL OF MINUTES

A. Board Minutes

Departments: Clerk of the Board

Approve minutes of the Regular Meeting held on June 9, 2015 as corrected.

Johnston moved; Stump seconded

Vote: 5 yes; 0 no

M15-145

Supervisor Johnston:

- On p. 3 of draft minutes, delete first two bullet points.

Supervisor Fesko:

- On p. 9 of draft minutes, change "opportune time" to "at this time".

B. Board Minutes

Departments: Clerk of the Board

Approve minutes of the Regular Meeting held on June 16, 2015.

Corless moved; Alpers seconded

Vote: 4 yes; 0 no: Fesko abstained

M15-146

3. RECOGNITIONS - NONE

4. BOARD MEMBER REPORTS

Supervisor Alpers:

- 6/18 - ESTA Board of Directors held in Bishop.
- The July Board meeting will focus on a workshop with the consultants who are working on an update of the ESTA Short Range Transit Plan, which will provide guidance for the Authority for the next five years.
- 6/18 - Attended the George Shirk retirement roasting held at the Red Lantern Restaurant in Mammoth. Stacey Corless was a fellow roaster. However, George himself stole the show with his "Man of many Caps" standup comedy act. Mammoth's answer to Jerry Seinfeld!
- 6/23 - Toured the Peterson Tract in June Lake down canyon area with JLFD Paul McCahon. Concern is that, presently, there is no emergency egress route for the tract. They looked at a variety of options for future possible consideration. It is the hope of the community that this issue can be addressed via the Mono County LTC Work Plan that addresses community access route assessment.
- 6/25 - Spent the morning touring the County's campgrounds in Lundy Canyon. Many residents in Mono City are extremely concerned about current local fire conditions. He is pleased to report that campgrounds in that area are in great shape, the vegetation is lush, and the signage is well-maintained. His only recommendation to Facilities is that a bit of weed-eating around the fire pits would be helpful. He has requested that Facilities coordinate with the USFS in monitoring fire hazard level.
- 6/25 - Attended the Mono County First 5 Directors meeting held at the MCOE in Bridgeport and Mammoth (teleconference). The major highlights are as follows:
 - Contracts between Mono County Social Services and Behavioral Health were approved for our Parenting Partners Home Visiting and Peapod Playgroups.
 - The Commission voted to request BOS appointment of 2 new members, Pediatrician Kim Wilson and Megan LePlatt, the Indian Child Welfare Act representative for the Utu

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Utu Gwaitu Paiute Tribe. There will be an agenda item for our Board at the 7/14 meeting to appoint.

-The Commission was updated on continued efforts toward a Mono-Alpine 2-1-1 support line.

- 6/26 - Participated as a substitute Judge (Supervisor Corless), along with Sheriff Braun and MLPD Chief Davis, in the Mammoth Luxury Outlets Burger Summit. The event was sponsored and organized by Paul and Kathleen Rudder, owners of the Luxury Outlet Mall. It was a fun and tasty event with Angel's winning for the best overall burger. The winning chef and raffle winner were presented with full-sized portable propane barbeques. All proceeds from the event went to the Mammoth Repertory Theater.
- 7/4 - Attended the 4th of July Parade held in Bridgeport. Awesome event. 153rd year.

Supervisor Corless:

- Would like to remember Tracy Hauter. She was responsible for flowers all over town, and her memory will live on.
- 6/18—Attended ESCOG, many thanks to Stacey Simon for joining and working with Inyo County Counsel on getting some history on the formation of the entity, what COGs in general can do, so that Mono County's COG can approach regional issues.
- Town County Liaison same day, discussed the parcel fee agreement that will be coming before council on 7/15.
- George Shirk Roast that evening along with Supervisor Alpers, very entertaining evening
- 6/23: Mammoth Lakes Chamber of Commerce Mixer, well attended, great programs and should be hearing more soon about the Chamber's work with the County's Economic Development Department as they just applied for a USDA grant.
- 6/25-26: CSAC Classes in Sacramento, well timed session on budget and finance
- 6/27: Food and Wine Experience, fundraiser for Mammoth Lakes Foundation
- 6/29: Behavioral Health Advisory Board Meeting
- 7/1 Strategic Plan meeting—Laree Kiely led the Department Heads through a workshop to take the one-year priorities work of DH's
- Town Council—Waterford St. Bridge dedication in District 5; Decision on GB/Ormat MCWD came in that week, and BLM/US Forest Service gave Council a presentation on monitoring wells going in at the CD IV project site around Shady Rest. Congrats to new mayor Michael Raimondo.
- 7/4 Festivities—great weekend ruled over by Queen Elsa and everyone on the Frozen float, to the delight of hundreds of little girls along the parade route. Congrats to the Johnstons—amazing community spirit!

Supervisor Fesko:

- June 10th – 21st. Spent much time preparing for and participating in the 8th Annual Eastern Sierra ATV & UTV Jamboree in the Antelope Valley. This year's event was the largest thus far at well over 200 riders. This five day event takes much time by so many people. A special "Thank You" goes out to Pam Hamic & Chris Long, Sue & Dave Robbins, Karla Smith, Bill Koch, and so many more. With everyone's generous help throughout the year in planning, executing and delivering a quality event year after year, this event has become the premier event of its type!
- Special thanks to Sarah Messerlian, Jeff Walters, Brett McCurry and all of the road crew that helped out along the way. Thank you!
- July 2nd – Attended the EMS Ad-Hoc committee in June Lake. This 3 ½ hour meeting was filled with great information and great questions by all. The next meeting is scheduled for July 16th and he would expect to start seeing ideas on improving this much needed, and highly desired, service in all of Mono County.
- July 4th – He had the honor and pleasure to participate in the Bridgeport July 4th Parade. This is a great country style parade. The Marine Corp. Color Guard led the parade along with several of their pack mules and trainers. This year there were 14 ATV/UTV's representing the Eastern Sierra ATV/UTV Jamboree, the Eastern Sierra Ridge Riders and the Nevada RZR Heads. Speaking with many of the vendors on the 4th and 5th, their

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feeling was that attendance was up as were their sales. A special thanks to Lynda Pemberton for all that she does for this event and the Bridgeport Valley!

- He would also like to thank all of the Public Works folks that helped to setup the facilities, keep the bathrooms clean, the garbage cans from over flowing and the cleanup afterwards. Your dedication and efforts are very much appreciated. Thank you!
- July 5th – He attended and spoke at the Twin Lakes Property Owners Association (TLPOA). They do have some issues in the residential areas with “off leash” dogs and are interested in adding their community to the list of “on leash” communities. He plans to work with staff to see about making this desire a reality.

Supervisor Johnston:

- Congress passed an extension of MAP 21 through July 2015.
- Met with Brent Green, District 9 Caltrans Director... discussed various transportation issues in the region.
- Attended the Mammoth Lakes Housing Board of Directors meeting (passed out summary of activities to Supervisor members). One of the items was the Town’s recent action on reducing housing fees within the Town.
- Worked on a float for the Town’s 4th of July parade.

Supervisor Stump:

- 6-17: Met with Lisa and Geoff of the Mono Lake Committee - Walked the Lundy Powerhouse water courses
- 6-18: Met at the Chalfant Park with Joe Blanchard, Steve and Bill from facilities, and the citizen leading the community aid to the park. New grass is not coming in as expected after a lot of hard work. Goat heads are coming back in. Strategy session about what to do now.
- 6-18: Attended Town / County Committee with Supervisor Corless. Solid waste, ICS Team formation on the agenda.
- 6-23: Attended CSA 1 Board Meeting - Discussed Community Center Improvements
- 6-24: Meeting with SCE in Paradise to discuss frequent power outages and have SCE explain what is going on.
- 6-26: Conference call with Race Communications on High Speed Internet Projects and Grants in Mono County. Race hopes to offer service to Chalfant by the end of the summer and start building Crowley at that time. Aspen Springs and Sunny Slopes still in engineering phase. New grants still working their way through the PUC. He made the offer again of a support letter if needed.
- 7-2: Attended the EMS Committee meeting in June Lake.
- 7-6: Community Budget Workshop in Crowley for Crowley, Swall Meadows, and Paradise.

5. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

Lynda Salcido (Interim CAO):

- 6/16: Met with group concerning the Sierra Center Mall lease and options. More discussions need to happen and the county needs to strategize about the future.
- 6/17: Energy task force meeting regarding energy saving efforts in the County buildings.
- 6/18: Attended ESCOG meeting in Bishop, ESCOG has a desire to do collaborative work with the County in the future.
- 6/18: Town County Liasion meeting, discussion surrounded what the Town wants to do about Solid Waste for the long term.
- 6/24: Negotiations for Deputy Probation bargaining unit.

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- 6/25: Coffee with the CAO meeting held in South County; another in Bridgeport next week.
- 6/25: Strategic planning meeting,
- 7/1: Strategic planning / Department Head meeting, talked about budget, etc, then Keily Group walked through the Strategic Plan.
- 7/2: Second EMS meeting, lots of information, good background, feels it's headed in a good direction.
- 7/7: Community budget meeting in Crowley Lake.

6. DEPARTMENT/COMMISSION REPORTS

Leslie Chapman:

- New financial system is up and running. Everything is on time for department usage, with only fairly minor questions and minor bugs. She is very proud of her staff; testing was perfect and data conversion perfect.
 - **Supervisor Alpers:** Would like to recognize staff at the next board meeting.

Ingrid Braun:

- 4th of July activities were very quiet. It was a good day. Illegal fireworks were not a problem, no fires started. One juvenile stole knives from a vendor but deputies recovered and took care of him. The 5th, there was one incident in June Lake, the person was handcuffed and taken into custody. Will be a press release upcoming. Good weekend overall. Most of the 9 arrests this weekend came from the Town.

Joe Blanchard:

- Update on county irrigation system and ongoing drought. June Lake is adopting amended stage 3 water restrictions. County is currently installing rain sensors and most of the watering systems are off right now. Working with CSA#1 for irrigation systems in Chalfant area. Yesterday, there was a power outage in annex 1, probably a transformer.

Garrett Higerd:

- Update on construction going on around County. Today is the beginning of closures on the Mono Co side of Rock Creek. Traffic can go up before 8 am, or between 12-1, or after 5 starting today through Friday. Convict Lake Rd is ready to start with preconstruction submittals. Securing water for project. There will be a Board item upcoming regarding the closure of the last ¼ mile by the lake next Tuesday. In June Lake, there is lots of activity. Mostly complete except for striping, and crack sealing on North Shore Drive. In the Village area, lots of concrete and drainage work has been completed.

Barry Beck:

- Update on Assessor's office status. The assessment roll was closed on time, and complete. His staff reviewed 4432 temporarily reduced properties, and notices have been posted online. Next week, print ads will run to tell homeowners how to locate their notices. In a cooperative effort with Finance, the office processed 36 Round Fire calamity claims and refund checks should be going out to owners within 2-3 weeks. Business property statements are available online this year, with 42% participation in the first year. More than 900 unpatented mining claims have been added to the roll. 135 assessment appeals have been resolved, some back as far as 2007. All of this is in spite of 3 less employees in the office as this time last year. He wants to thank his staff and recognize them for their outstanding job.
 - **Supervisor Fesko:** Would like to recognize staff at the next board meeting.
- The secured roll is just under \$5.1 billion, a 2.34 % increase over last year. Unsecured roll is approximately \$390 million, a 7.9% decrease. Overall roll is approximately a \$113 million increase over last year. 4th highest roll value in Mono County history. July through December are typically down time in the office but there are major projects underway. Really pleased with staff and their efforts.

Lynda Salcido:

Note

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- Public health issue with the death of Inyo County resident; it's important to keep both counties informed. Dr. Johnson was very involved in the case, which is still ongoing now. Need to make sure public does not think this is an epidemic, as there is no treatment or cure. Wanted to get the word out to make sure there was no panic created.
- EMS – it came to her attention that there was a call in Tri Valley area to which there was no response, no rig available. Mono County resident drove himself to the hospital. This is not acceptable. Going forward, EMS is going to roll rig to location, and can always cancel if need be. Rob DeForrest signed an employment agreement yesterday, so the department is back on track with an EMS manager position.

Stacey Simon:

- Update on action on litigation with regard to the ORMAT plant. Mono County is not a party to that litigation. Mono County's only role was related to one claim, alleging that Mono County should have been the lead agency under SEQUA. Superior Court ruled against that claim, ruling that Great Basin is the proper lead agency.

7. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. County Policy Re: Healthy Family Healthy Workplace Act of 2014

Departments: Human Resources

Proposed resolution of the Mono County Board of Supervisors adopting a policy in line with the Healthy Workplace Healthy Family Act of 2014 (AB 1522).

Recommended Action: Adopt proposed resolution #R15-47, adopting a policy in line with the Healthy Workplace Healthy Family Act of 2014 (AB 1522).

Provide any desired direction to staff.

Alpers moved; Johnston seconded

Vote: 5 yes; 0 no

R15-47

B. Hiring Freeze Variance - Assistant Director of Finance, Tax-Collector/Treasurer

Departments: Finance

Consider a hiring freeze variance to fill the Assistant Finance Director/Treasurer-Tax Collector position.

Recommended Action: Approve the hiring freeze variance and authorize the Finance Director to proceed with recruitment.

Alpers moved; Johnston seconded

Vote: 5 yes; 0 no

M15-147

C. Public Defender Investigator Contract

Departments: Finance

Proposed contract with Tyrone Atwater dba Atwater Investigations pertaining to the provisions of private investigation services for the Mono County Public Defenders.

Note

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Recommended Action: Approve the contract for the provision of private investigative services for fiscal year 15/16 in an amount not to exceed \$70,000.

Johnston moved; Alpers seconded

Vote: 5 yes; 0 no

M15-148

Pulled for discussion

Supervisor Johnston:

- On page 8, the wording of CAO should be corrected to former CAO.

D. May 2015 Treasury Transaction Report

Departments: Finance

Treasury Transactions for the month of May 2015.

Recommended Action: Approve the Treasury Transaction Report for the month of May, 2015.

Alpers moved; Johnston seconded

Vote: 5 yes; 0 no

M15-149

8. CORRESPONDENCE RECEIVED (INFORMATIONAL)

All items listed are located in the Office of the Clerk of the Board, and are available for review.

A. Public Utilities Commission

Departments: Clerk of the Board

Correspondence dated June 19, 2015 from the Public Utilities Commission regarding Route Redundancy for Wireline Backhaul in Mono County and in response to the Board's letter to the PUC dated 4/27/15.

Supervisor Stump:

- It took a while for the PUC to respond to the county. He believes the county should become a party of interest in the sale from Verizon to Frontier. The county has expressed concerns and it's important to become a party.
- Board consensus is to move forward with becoming interested party.

B. Fish and Game Commission

Departments: Clerk of the Board

Correspondence received from the Fish and Game Commission regarding a Notice of Proposed Emergency Action - Measures for Fisheries at Risk Due to Drought Conditions.

Supervisor Alpers:

- Excellent move by Commission, as this gives local managers flexibility to review bodies of water.

C. Los Angeles Department of Water and Power

Departments: Clerk of the Board

Note

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Correspondence dated June 11, 2015 addressed to the Board of Supervisors, regarding LADWP's Management of Water Resources in Long Valley, Mono County. This correspondence is also in response to the Board's letter dated May 19, 2015.

Supervisor Alpers:

- Letter was initiated by himself at the request of ranchers. Would like the Board's direction to contact and meet with Mr. Yannotta and start a dialogue with Scott Burns and Wendy Sugimura, so the County can start discussing irrigation issues and reservoir management issues.
- No one is above jurisdictional range.

Supervisor Stump:

- He was also a contributor and supports this idea. Informal discussion is a good place to start with DWP.

9. REGULAR AGENDA - MORNING

A. Round Fire Relief Effort

Departments: Solid Waste Division of Public Works

(Tony Dublino) - Presentation by Tony Dublino regarding potential costs and other circumstances associated with a waiver of fees for materials disposed of at Benton Crossing Landfill from residents affected by the Round Fire.

Action: 1. Adopt Resolution R15-48, therein determining that gate fees associated with the Round Fire (as represented by the account holder) are waived to a limit of \$300 per Account, and staff shall close the corresponding Round Fire Accounts, unless there is a balance remaining.

Johnston moved; Fesko seconded

Vote: 4 yes; 1 no: Stump

R15-48

Tony Dublino:

- When the incident occurred, the County allowed homeowners' waste at Benton landfill without burden of bills. Cal Fire announced they would come shortly thereafter. Materials we thought would come to Benton went elsewhere. There are 3 accounts that total \$500-600. The County could waive gate fees in entirety, or could waive fees up to a limit. One account refused Cal Recycle and incurred \$6,700 in charges. The other accounts notified staff that it was Round Fire debris and staff was able to verify this. This account came in after the fact, did not notify staff, and we cannot verify this is all truly Round Fire debris. Looking for direction, and to address what should happen with the account that did not follow protocol.
- Should we take the fees and move them off the contractor onto the resident that charged \$6,700 so the resident can avoid 15% tipping fee charged by the contractor?
- Indicated there would be no penalties to the contractor. \$5,800 original bill (15% additional fee is on this amount) plus \$900 for stumps.

Supervisor Johnston:

- Why did parcel 4 choose not to participate?

Supervisor Stump:

- The owner lives in Montana, and said they couldn't be here in time to participate and wasn't comfortable doing it remotely.
- Suggests a \$300 cap on all accounts. The homeowner of parcel 4 assured him she

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

would pay the remainder when she gets back to CA. He supports giving consideration to these parcels but they should be given all the same consideration. He also supports moving the fees from contractor to owner.

Supervisor Alpers:

- If she chooses not to pay can we lien the property?

Stacey Simon:

- These charges are not secured, they are tipping fees, and does not believe the County can lien the property in the case of non-payment.

Contractor:

- The contract read \$6,700 plus 15% fee, but the homeowner never returned the contract. Never had an issue with these owners before.

Supervisor Fesko:

- Suggests the County waive up to \$300 on each account. Reduce the last account by \$300, and leave under the contractor's account. The contractor has mechanism to collect fees, the County does not.

•

B. 2nd Public Hearing Regarding Revocation of Business License 0196 June Lake Vacation Reservations LLC

Departments: Community Development/Tax Collector's Office

PUBLIC HEARING 10:00 A.M.

(Nick Criss) - 2nd public hearing per Boards Direction concerning the revocation of Business License 0196 for June Lake Vacation Reservations LLC.

Action: The suspension of the business license shall be lifted immediately, and the TOT certificate shall be reissued immediately, all conditioned upon the pre-July amount owed of \$46,278.11 having been paid on or before July 13, 2015. If these conditions are not met, the business license and TOT certificate shall be immediately revoked. Good cause found to waive penalties imposed on July 1, 2015, if payment in full made on or before July 13, 2015.

Alpers moved; Johnston seconded

Vote: 5 yes; 0 no

M15-150

Nick Criss:

- Quick recap of last Board Meeting Public Hearing. Business license and TOT certificate are both suspended until today, when the Board can determine if past due fees have been paid. As of today, the Treasurer-Tax Collector's office confirmed no payment has been made. Amount due is now over \$48,000.
- Business owner's history of delinquencies goes back to 2012 with continual delinquencies, non-payment, and cancelled checks. Sometimes she would catch up, then fall behind again. TOT certificate was cancelled after February, but she continued to operate. March 19th notice of violation was issued by Nick Criss. She was informed she must complete directives or her business license would be revoked.

Victoria Streetin:

- A June Lake resident since 1960s, feels its embarrassing the way Linda (business owner) has been treated. Wants to know how can you pay something if you have no business and you're not allowed to pay? Linda has been in business for years, she's dependable, and takes care of things. Thinks she's been singled out. Is there a list of other delinquencies? This affects everyone in town, not just her business.
- Claims June Lake has had no money coming in for 2 years and this should be considered. Wants Linda to have an opportunity to catch up.

Note

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- She was not aware of any certified letters sent to Linda, only saw the notice in the paper.

Paige Streetin:

- Here supporting the business owner. Thinks if someone tries to make payment arrangements, the County should work with that person because she's a long time resident and business owner. Should consider who the person is.

Supervisor Fesko:

- As a hotel owner, understands process of TOT collections. He is sensitive to the issue, but knows others have come to the Board to delay payment. This is not something that just comes up overnight, it's a long process to get to this point. TOT is similar to collecting sales tax, and it's unfair to other businesses who are also collecting and paying TOT monies. There have been many months of notices, discussion, and opportunities.
- What is the time frame for this process with this business owner?
- Cautioned Linda to keep up on what is owed to TOT, rather than wait for the CPA to tell her at the end of month how much she owes. Suggested adding a condition that if she becomes delinquent in the next year, the County would take further action.

Supervisor Stump:

- The business was sent a certified letter in February, plus was visited at the business. Without a TOT certificate, a business cannot operate. She continued to operate. A business does not collect the TOT unless you collect a payment. 2% of TOT goes to the paramedic program, including June Lake. By not paying her TOT, she's forcing a subsidy to support EMS. We need fiscal responsibility. He appreciates that June Lake supports one another. There have been quite a few months for opportunity for discussion and negotiations, but there has been nothing between February and the first public hearing.
- Could we waive July 1 penalties? Does our policy allow us to accept and hold a check? If yes, then if the check doesn't clear, does that put us back where we are today? What flexibility do we have?

John Vallejo:

- Suspension of license as opposed to revocation to give opportunity to pay amount owed by today or revocation would occur.
- The owner called yesterday to verify the amount but no payment arrangements have been made.
- In trying to reach closure, he thinks the order should be nuanced; lift the current suspension, make a conditional revocation order in case the check does not clear, and if business is to continue operating, reissue the TOT certificate. If Board finds good cause, accrued penalties can be waived.
- Deal with current delinquency contingent on check clearing.

Supervisor Alpers:

- Has there been any communication?
- This is a very unfortunate situation. There should have been earlier communication between Linda and staff to resolve this before July. He is concerned the pattern will continue. We can't play bank, because our services affect everyone. This is strictly a business matter.

Linda Thompson (business owner):

- She has a business check today to pay. She takes full responsibility for what's happened. She tried to call the DA's office just after last hearing but claims she was hung up on. She has tried to communicate. She has not been able to conduct business for 3 weeks, and has money in limbo. Requesting a true number owed, needs a few days to process credit cards to cover the payment check.
- She will be handing everything back over to accountant to deal with in future. Will not let this happen again, has been through too much.

Leslie Chapman:

- Today's amount is \$48,163.19 because additional penalties and interest accrued July 1. Amount before July 1 was \$46,278.11.

Note

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- If the Board says take a business check, then yes, the County can, but this owner has a history of bounced checks. Also the County has not received her TOT return for month ending June 30, and there is probably more money owed.
- Suggested a cashier's check in office instead of waiting for check to clear.

Supervisor Corless:

- Sorry it's come to this. The County should find ways to work with businesses to help avoid these situations.
- Wants to work with Linda and help her keep her business open. She can agree with a nuanced approach but wants some assurance this won't happen again. It's a nuisance issue with regard to staff time.
- Encouraged businesses to reach out to Alicia Vennos and Economic Development Dept.

C. Strategic Planning Workshop

Departments: Board of Supervisors

(Supervisor Stacy Corless) - Presentation of one-year priority list developed from May 22, 2015 workshop, and discussion of how the strategic planning effort will align with the budget process for 2015/16.

Action: Provide feedback/direction on the one-year priorities document and on the upcoming strategic planning/budgeting process.

Supervisor Corless:

- This year 1 plan is what came out of the May meeting of each of 8 directions. The change between budget packet and now is what department heads contributed in May. Department heads got together to see what would be a realistic goal to set. What resources are needed? This is still a draft, a work in progress. We could adopt and sign onto the plan once we approve the budget.
- This is the only year we're working this way. It's a brand new way of thinking while creating the budget. Right now, the budget is forming the strategy. Hopefully by next spring, the strategy will be forming and guiding the budget process.
- Haven't had a lot of time as a Board to discuss
- There is a difference between a tactical project list and priority goals and direction. The County needs to look at its own list of things, then schedule another time to discuss. Need to realize this isn't complete.
- She doesn't see anything that prioritizes one area over another.
- Department heads are still working on project lists. This is something we could look at adopting in August.

Laree (Kiely Group):

- We have documents, memos about what we have done. What you have is the making of many people weighing in on what they would like the County to look like. This is a long term strategic plan in terms of the direction the County could go. Not time to ratify just yet, just keeping everyone updated in the process.
- This is exactly the right discussion to have right now. If we get an updated list of projects the County is still interested in, we can incorporate them into the list. Then, look at everything everyone wants and make choices. This is just a one year plan, only what we think we can accomplish in 1 year. There's a subset to a lot of the things in the list. List also does not include all mandates, it's simply a compilation of all the input. Mandates fit in, but makes the document cumbersome. List is not focused on any one district. Will help to see how to spend resources and give people a better sense of purpose. Should be helpful around hiring – new CAO, HR, etc.
- Never have to do this at this level again.
- Supervisors need to get their list of projects to Lynda.

Note

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Lynda Salcido:

- Newer document (handout) that came out of meeting last week. Feels it's more achievable for the first year, in a direction we can continue to define. Need to have interface between departments and communities. She feels it gives direction in ways we didn't have before.

Robin Roberts:

- Important how this plan ties everything together, shows how departments can work together that don't typically work together. Opens minds to think about things differently. Think about who we are as a County department. We are starting to talk about mandates and what we do on daily basis and how this relates to strategic planning. This is creating a legacy, and hoping we aren't just creating a project that will go away when one of us goes away.
- Very few goals in this document are part of Behavioral Health mandate. How do we fit in to that? This gets us to think outside of our routines and habits.

Kathy Peterson:

- She feels the budget interacts with strategic planning, gives a different way to look at the work we're doing. It's a process of how we're taking what we're doing and putting that into the plan.

Leslie Chapman:

- Feels it's a great plan, but no time or resources to do it. People were aware of budget constraints. The plan has more collaboration, thinking, putting systems in place, things we're already doing and how that fits into the County's strategic plan and how we can move forward into the future. Hopes to walk away with concrete ways to improve the County without altering how we're dealing with the budget.

Kirk Hartstrom:

- When we started this process, we described what we wanted. Now we've made the transition to how we get there. Feels the 'how' process deserves as much attention as the 'what' process.

Megan Mahaffey:

- She is seeing departments saying they can work together on projects. Messy and more work but moving in the right direction.

Supervisor Johnston:

- Great effort. Concerned some of the 1 year goals aren't specific enough; the list has to do with things we need to accomplish that are very important. General plan update seems to be in several different categories. Diversifying the economy seems to be all tourism based. Notices several needs that aren't included in this plan, or not a priority in this plan.
- Some things aren't very clear on what they mean.

Garrett Higerd:

- Many of things Supervisor Johnston mentioned involved Public Works department. Public Works has been slow to contribute to strategic plan due to limited staff.

Supervisor Alpers:

- Problem he sees are these specific projects each supervisor wants that need to be detailed with staff time, price tag, etc, so they can make decisions on projects.
- Need to talk to constituents. Need to be constantly in touch to have our own alignment with projects.

Supervisor Stump:

- Need to step back up to broader level. 45% of the County's citizens (unincorporated) live in district 2. This district is underserved and has the most growth potential. No longer appropriate to brush off district 2. He understands budgetary constraints, and the chance of getting an increase in services is unrealistic at this time.
- He appreciates the effort from staff and consultants. Needs to look at deficiencies in each area. Does not need to be a district by district sort of thing, but expand out and serve the entire county.

Supervisor Fesko:

Note

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- There has to be county policies that strengthen communities. Certain areas may not have potential for growth but how do we overcome that?

Joe Blanchard:

- With regard to specific projects, on the 21st is a project workshop to tie strategic plan with specific projects. Not seeing those on this list. Concerned we'll have two lists – one of projects we can do, and one of projects on the strategic plan.

D. ESTA Board Representation

Departments: Board of Supervisors, County Counsel, Community Development

(Marshall Rudolph, Scott Burns) - Consideration of possible request to ESTA governing board to amend the ESTA JPA in order to allow Mono County to appoint as one of its two members on the ETSA governing board a member of the Mono LTC Social Services Transportation Advisory Council.

Action: Authorize Board Chair to prepare a letter to ESTA Board and authorize staff to assist.

Johnston moved; Alpers seconded

Vote: 5 yes; 0 no

M15-151

Marshall Rudolph:

- The County does not have 2 members who are currently available to serve on ESTA board. Up to the Board whether to amend the JPA to appoint someone who is on the Mono LTC Advisory Council. No idea whether the ESTA board is amenable to this idea.
- ESTA already has something on their agenda for the 17th to address Mono County's concern. Put something on next week's agenda to review and approve a specific letter? Let ESTA know it's coming.
- Conflicts of interest (of Board members who serve) cannot be cured or avoided. A contract can't be entered into; incurable conflict. Problematic under 1090 and cannot be avoided.

Scott Burns:

- ESTA feels like an elected official should sit on the board to serve communities. Board spells out focus of serving the elderly, handicapped, minority, etc. There are other solutions.

Supervisor Fesko:

- If it comes down to contracts they might do with Mammoth Mtn, could member Corless recuse herself if / when these items come up? Due to conflict of interest.

Supervisor Alpers:

- The County has no alternate or second member, and when things come up in Bishop, representation is important. We need to have 2 on the board.
- He wants a formal letter from the Board Chair to ESTA requesting no requirement of 2 board members to serve.

Supervisor Johnston:

- Direct staff to write a letter from Board and authorize someone to attend the meeting.

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

11. CLOSED SESSION

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

There was nothing to report out of closed session.

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt).
Unrepresented employees: All.

B. Closed Session - Public Employment

PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrator.

C. Closed Session - Public Employment

PUBLIC EMPLOYMENT. Government Code section 54957. Title: HR Manager.

D. Closed Session - Public Employment

PUBLIC EMPLOYMENT. Government Code section 54957. Title: Emergency Medical Services Manager.

12. REGULAR AGENDA AFTERNOON- NONE

ADJOURN 3:05 p.m. in memory of Jasmine Dee Reed, daughter of Inyo Supervisor Jeff Griffiths, and in memory of Tracy Hauter, resident of Mono County.

ATTEST

TIMOTHY E. FESKO
CHAIRMAN

HELEN NUNN
SR. DEPUTY CLERK OF THE BOARD

Note

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: District Attorney

TIME REQUIRED

SUBJECT Modification to the County's
Allocation List to Create a DA
Investigator II Position.

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution authorizing the CAO to amend the County of Mono list of allocated positions to reflect the addition of an Investigator II in the District Attorney's Office and authorize the CAO to fill said allocated position.

RECOMMENDED ACTION:

(1) Adopt proposed resolution. (2) Authorize CAO to amend the at-will agreement with Investigator Callinan to reflect a change in title to DA Investigator II. Provide any desired direction to staff.

FISCAL IMPACT:

No change to existing salary and benefits as this will be a change in title only.

CONTACT NAME: Tim Kendall

PHONE/EMAIL: (760) 932-5550 / tkendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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History

Time	Who	Approval
7/14/2015 4:18 PM	County Administrative Office	Yes
7/15/2015 11:53 AM	County Counsel	Yes
7/16/2015 10:42 AM	Finance	Yes

County of Mono Office of the District Attorney

www.monocountydistrictattorney.org

Bridgeport Office:
Main St. Court House, P.O. Box 617
Bridgeport, CA. 93517
Tel:(760)932-5550 fax: (760)932-5551



Mammoth Office:
Sierra Center Mall, P.O. Box 2053
Mammoth Lakes, CA. 93546
Tel:(760)924-1710 fax: (760)924-1711

Tim Kendall - District Attorney

TO: Honorable Board of Supervisors
FROM: Tim Kendall, District Attorney
DATE: June 25, 2015

Time Needed: Consent Agenda - If pulled 10 minutes for presentation and 10 minutes for discussion.

Subject

Emergency modification to the County's Personnel Allocation List – To allow a modification to the County's Personnel Allocation List which would create a District Attorney Investigator II position.

Recommendation

Approval of requested modification.

Discussion

The District Attorney's Office currently has allocated a Chief Investigator position and an Investigator I position. The District Attorney has been authorized by the Community Corrections Partnership Committee to fund an entry level Investigator position within the District Attorney's Office that will be assigned to the Mono County Investigative Unit to assist in case investigations. This funding would pay for this position. In an attempt to restructure the Investigator category within the Office, the District Attorney would like to create an Investigator II position and move the current Investigator I into that position with no change the position duties and responsibilities and no change in salary or benefits. The change will be in title only.

By doing so, the current Investigator I position would then be vacant and available to be filled at a lower funding level than the Investigator II position thereby creating a position and salary structure within that Investigator category.

Fiscal Impact

No General Fund



RESOLUTION NO. R15-

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COUNTY ADMINISTRATIVE OFFICER TO AMEND THE
COUNTY OF MONO LIST OF ALLOCATED POSITIONS TO REFLECT THE
ADDITION OF A INVESTIGATOR II POSITION IN THE DISTRICT ATTORNEY'S
OFFICE AND TO AUTHORIZE THE DISTRICT ATTORNEY TO FILL SAID
ALLOCATED POSITION.**

WHEREAS, it is important for the County of Mono to maintain an accurate, current listing, of County Job Classifications, the pay ranges or rates for those job classifications, and the number of positions allocated by the Board of Supervisors for each of those job classifications; and

WHEREAS, it is important to for the County to pay close attention to providing public services in the most economical manner which is reasonably possible and this includes meeting public services needs as expeditiously as possible; and

WHEREAS, it is currently necessary to adopted an amended Allocation List of Authorized Positions as part of maintaining proper accountability for hiring employees to perform public services; and

WHEREAS, the List of Allocated Positions, is a vital official record in establishing the Job Classifications and the number of positions authorized for each County Department; identifying approved vacancies for recruitment and selection by Human Resources; determining authorized employee pay rates; and recognizing implementation of collective bargaining agreements related to job classifications and pay rates;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES as follows:

1. The County Administrative Officer shall be authorized to amend the County of Mono List of Allocated Positions to reflect the following change:

Increase the allocation list to add one Investigator II position within the District Attorney's Office. Yearly Salary is approximately \$90,120, PERS \$126,751 and Benefits are \$38,922. There is no current general fund impact created by this action as the salary will be unchanged from the existing "at will" contract.

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1 2. The District Attorney is authorized to fill said allocated position as needed by the Office
2 of the District Attorney.

3 PASSED AND ADOPTED this 21st day of July 2015, by the following

4 Vote:

5 AYES :
6 NOES :
7 ABSTAIN :
8 ABSENT :

9 ATTEST: _____
10 Clerk of the Board

Timothy E. Fesko, Chairman
Board of Supervisors

11
12 APPROVED AS TO FORM:

13
14
15 _____
COUNTY COUNSEL



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: District Attorney

TIME REQUIRED

SUBJECT Hiring of an Investigator I Position

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The District Attorney's Office currently has an entry level DA Investigator I position that will be vacant upon Board action on the companion allocation list agenda item. The officer who is currently the Investigator I is expected to be reclassified to an Investigator II in title only. The Office of the District Attorney requests the Board to permit hiring of an Investigator I to fill the anticipated vacancy.

RECOMMENDED ACTION:

Approval of requested recruitment and hiring.

FISCAL IMPACT:

The approximate annual cost is \$254,422 which consists of \$88,800 in salary, \$38,922 in benefits and up to \$126,700 in PERS costs depending on officer hired and PERS formulas. The entire amount of this position will be funded by the community Corrections Partnership and there will be no general fund impact.

CONTACT NAME: Tim Kendall

PHONE/EMAIL: (760) 932-5550 / tkendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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History

Time	Who	Approval
7/14/2015 4:17 PM	County Administrative Office	Yes
7/15/2015 11:55 AM	County Counsel	Yes
7/16/2015 11:02 AM	Finance	Yes

County of Mono Office of the District Attorney

www.monocountydistrictattorney.org

Bridgeport Office:
Main St. Court House, P.O. Box 617
Bridgeport, CA. 93517
Tel:(760)932-5550 fax: (760)932-5551



Mammoth Office:
Sierra Center Mall, P.O. Box 2053
Mammoth Lakes, CA. 93546
Tel:(760)924-1710 fax: (760)924-1711

Tim Kendall - District Attorney

TO: Honorable Board of Supervisors
FROM: Tim Kendall, District Attorney
DATE: June 25, 2015

Time Needed: Consent Agenda – If pulled 10 minutes for presentation and 10 minutes for discussion.

Subject

Authorize the District Attorney to begin the recruitment and hiring efforts to fill an Investigator I position.

Recommendation

Approval of requested recruitment and hiring.

Discussion

The District Attorney's Office will now have an entry level District Attorney Investigator I position that is vacant, due to the creation of, and the filling of, the newly created Investigator II position. The officer who is currently the Investigator I will be/is reclassified to the Investigator II, in title only, and continue to be funded out of the District Attorney's current budget. This will create the vacancy in the current I position which will now be available to be filled.

Under the District Attorney, the Investigator I would be assigned to the Mono County Investigations Unit and assist in case investigations and trial preparation. The entire Investigator I position will be funded by the Community Corrections Partnership (CCP) with no General Fund impact. The CCP has agreed to the annual funding of this position on an ongoing basis given available funds. If at any time CCP funding levels are inadequate to support this position, the position will be eliminated unless other funding sources can be secured.

Fiscal Impact

Approximate annual cost for the Investigator I position is \$254,422 which consist of \$88,800 in salary, up to \$126,700 in PERS depending on the Officer hired and the new PERS formulas, and \$38,922 in benefits. The entire amount of this position will be funded by the Community Corrections Partnership and there will be no general fund impact.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Solid Waste Division of Public Works

TIME REQUIRED

SUBJECT Authorizing Resolution for County
Participation in Oil Payment Program

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed Resolution 15-52, "A Resolution of the Mono County Board of Supervisors Authorizing the Director of Public Works to Submit and Execute on Behalf of Mono County an Application to the Department of Resources Recycle and Recovery (CalRecycle) for the Used Oil Payment Program for the next five years, Fiscal Years 2015-16 through 2020-21 (6th through 11th Cycles)."

RECOMMENDED ACTION:

Adopt proposed resolution. Provide any desired direction to staff.

FISCAL IMPACT:

\$10,000 annual revenue to the Solid Waste Enterprise Fund for the purposes of maintaining existing used oil collection programs.

CONTACT NAME: Tony Dublino

PHONE/EMAIL: 760.932.5453 / tdublino@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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History

Time	Who	Approval
7/13/2015 8:58 AM	County Administrative Office	Yes
7/14/2015 4:41 PM	County Counsel	Yes
7/16/2015 10:44 AM	Finance	Yes



**MONO COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION**

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • FAX 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: July 21, 2015
To: Honorable Board of Supervisors
From: Tony Dublino, Solid Waste Superintendent
Subject: 5-year authorization for County participation in CalRecycle Oil Opportunity Payment Program (OPP).

Recommended Action:

Approve and authorize the Chair's signature on Resolution No. R15-___, "A Resolution of the Mono County Board of Supervisors Authorizing the Director of Public Works to Submit and Execute on Behalf of Mono County an Application to the Department of Resources Recycle and Recovery (CalRecycle) for the Used Oil Payment Program for the next five years, Fiscal Years 2015-16 through 2020-21 (6th through 11th Cycles)."

Fiscal Impact:

\$10,000 revenue per year to the Solid Waste Enterprise Fund, to maintain used oil collection programs throughout the County.

Discussion:

Through the California Oil Recycling Enhancement Act, administered by CalRecycle, annual funding is made available to assist local jurisdictions with their used motor oil and oil filter collection. In past years, these grants have enabled Mono County to purchase equipment, provide staff training, and conduct public awareness campaigns in an effort to ensure the proper collection and handling of used motor oil and oil filters and to minimize the amount that is improperly disposed in landfills.

The program provides \$10,000 in revenue annually to the Solid Waste Enterprise Fund on a non-competitive basis. These funds are used to continue existing used oil recycling programs, including outreach and education, collection, handling, and removal of used motor oil and oil filters.

A copy of the draft resolution is enclosed as Exhibit 1 to this staff report for Board consideration.

If you have any questions regarding this item, please contact me at 932-5453.

Respectfully submitted,

Tony Dublino
Solid Waste Superintendent



RESOLUTION NO. R15-

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO SUBMIT AND EXECUTE
ON BEHALF OF MONO COUNTY AN APPLICATION TO THE DEPARTMENT OF
RESOURCES RECYCLING AND RECOVERY FOR THE USED OIL PAYMENT
PROGRAM, FISCAL YEARS 2015-16 THROUGH 2020-21 (6th THROUGH 11th CYCLE)**

WHEREAS, pursuant to Public Resources Code § 48690, the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, has established the Used Oil Payment Program (OPP) to make payments to qualifying jurisdictions for implementation of their used oil programs; and

WHEREAS, in furtherance of this authority, Cal Recycle is required to establish procedures governing the administration of the Used Oil Payment Program; and

WHEREAS, CalRecycle's procedures for administering the Used Oil Payment Program require, among other things, an applicant's governing body to declare by resolution certain authorization related to the administration of the Used Oil Payment Program.

THEREFORE, BE IT RESOLVED that the Mono County Board of Supervisors, authorizes the submittal of a Used Oil Payment Program application to CalRecycle; and

BE IT FURTHER RESOLVED that the Director of Public Works, or his designee, is hereby authorized and empowered to execute in the name of Mono County all documents, including but not limited to, applications, agreements, annual reports including expenditure reports and amendments necessary to secure said payments to support our Used Oil Collection Program; and

1 **BE IT FURTHER RESOLVED** that this authorization is effective for five (5) years from the date
2 of adoption of this resolution.

3
4 **APPROVED AND ADOPTED** this 21st day of July, 2015, by the following vote of the Board of
5 Supervisors, County of Mono:

- 6 **AYES** :
- 7 **NOES** :
- 8 **ABSENT** :
- 9 **ABSTAIN** :

10
11 _____
12 Timothy E. Fesko, Chair
13 Mono County Board of Supervisors

14 ATTEST: Approved as to Form:
15 _____
16 Clerk of the Board County Counsel
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OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT CSAC Board Resolution to Combat
Child Sex Trafficking

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

The CSAC Board of Directors recently adopted the attached resolution to affirm efforts by counties to combat the Commercial Sexual Exploitation of Children (CSEC) and, in the interest of shining a spotlight on the local effects of this issue, is also asking each county to adopt the attached sample resolution. The attached memo includes a comprehensive explanation on this incredibly troubling and growing issue. It also includes a discussion of CSAC and county efforts at the local, state and national levels to work with law enforcement to identify and care for minor victims of sex trafficking and prosecute the perpetrators regardless of location. CSAC will also present a CSEC workshop during the CSAC Annual Meeting, December 1-3 in Monterey County.

RECOMMENDED ACTION:

Adopt proposed resolution. Provide any desired direction to staff.

FISCAL IMPACT:

CONTACT NAME: Helen Nunn

PHONE/EMAIL: x5534 / hnunn@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter from CSAC](#)

[Resolution with Vito Signature](#)

[Board Resolution](#)

History

Time	Who	Approval
7/14/2015 9:14 AM	County Administrative Office	Yes
7/15/2015 5:33 PM	County Counsel	Yes
7/16/2015 10:43 AM	Finance	Yes



1100 K Street
Suite 101
Sacramento
California
95814

Telephone
916.327-7500

Facsimile
916.441.5507

July 8, 2015

To: Chairs of the County Boards of Supervisors
County Administrative Officers

From: DeAnn Baker, Director of Legislative Affairs

Re: **Commercial Sexual Exploitation of Children (CSEC) – County Resolutions**

Background. On May 28, the California State Association of Counties (CSAC) Board of Directors voted to approve a resolution to affirm CSAC’s commitment to developing and supporting strategies to prevent, reduce and serve the victims of commercial sexual exploitation of children and work to eliminate sex trafficking in California.

The commercial sexual exploitation of children (CSEC) is a pressing national, state, and local issue. The FBI estimates that 100,000 children in the United States are sold for sex each year, including child sex trafficking, child sex tourism, and child pornography.

In California, the issue is especially urgent. According to the FBI, three of the top 13 highest trafficking areas in the nation are located in California: San Francisco, Los Angeles, and the San Diego metropolitan areas. The age when most youth are lured into CSEC activities is shocking: the average age for boys is between eleven and thirteen, and for girls, it is between ages twelve to fourteen. Even more shocking: the average life expectancy of an exploited child from the time they first enter CSEC activities is 7 years (U.S. News & World Report, Oct. 16, 2005, “*Young Lives for Sale*” by Bay Fang).

County law enforcement, child welfare services, behavioral health, the courts, and community-based organizations all grapple with CSEC youth and report increasing numbers of exploited underage victims. The CSAC Board of Directors recognized the urgency of this issue when they approved the following new CSAC human services platform language on February 19 of this year:

“Counties support efforts to build capacity within local child welfare agencies to serve child victims of commercial sexual exploitation. Commercial sexual exploitation of children (CSEC) is an emerging national and statewide issue. In fact, three of the top ten highest trafficking areas in the nation are located in California: San Francisco, Los Angeles, and the San Diego metropolitan areas. Counties believe this growing and complex problem warrants immediate attention in the Golden State, including funding for prevention, intervention, and direct services through county child welfare services (CWS) agencies. Counties also support close cooperation on CSEC issues with law enforcement, the judiciary, and community-based organizations to ensure the best outcomes for child victims.”

This is also why CSAC actively supported a state budget augmentation last June to earmark more than \$20 million in funding to fund local prevention, intervention, and direct services for CSEC youth (See budget section below for more detail).

The County Counsels’ Association of California, on behalf of CSAC, has also submitted a brief to the United States Supreme Court in support of a Los Angeles City ordinance that

allows law enforcement to search motel and hotel guest registers without a warrant during efforts to apprehend human traffickers. The ordinance, which was struck down by the Ninth Circuit Court of Appeals, assisted law enforcement in capturing human traffickers and freeing CSEC youth in numerous cases.

The Supreme Court has yet to hear the appeal.

Other efforts at the state and national levels are underway, including legislation aimed at prevention, identification, and strengthening the tools available to law enforcement for identifying, arresting, and prosecuting child sex traffickers (See state and federal sections below).

Child sex trafficking occurs each day in California, as CSEC youth are transported through our counties and kept captive in varying cities or for specific events. While counties have led the effort to address the unique needs of CSEC youth, including working with law enforcement and the courts to divert suspected exploited children, the need for intensive services tailored to minors who have been ensnared in the illegal sex trafficking trade remains critical. The attached resolution affirms CSAC's commitment to working together to develop strategies to reduce and, hopefully, eliminate the incidence of minors caught in the sex trafficking trade in California.

State Budget. Last summer, CSAC supported a successful County Welfare Directors Association (CWDA) budget proposal last year to fund prevention, intervention, and direct services for CSEC youth through county child welfare services (CWS) agencies. In the current year, counties can access a total of \$20.3 million General Fund, which includes initial and one-time costs and can be matched at 50 percent with federal funding. In future years, county child welfare agencies may access up to \$9 million statewide for CSEC program activities through the Department of Social Services.

This year Congress passed the federal Strengthening Families Act – an act to prevent and address sex trafficking of children in foster care, to extend and improve adoption incentives, and to improve international child support recovery – which was supported by both CSAC and CWDA. The Act contained several new mandates for states – and in California, the county child welfare services agencies – that we agree have merit in our collective efforts to serve CSEC victims.

However, Governor Brown's Administration proposed diverting \$3.25 million in CSEC funding intended for local services to victims of sex trafficking to instead meet these new federal mandates. CSAC and CWDA are strongly opposed to diverting these funds and continue to engage the Legislature on this issue.

State Legislation. Governor Brown signed a raft of CSEC bills into law last fall, including SB 955 (Chapter 712, Statutes of 2014) by Senator Holly Mitchell allowing courts to authorize wiretaps for the investigation and prosecution of human trafficking, and AB 1585 (Chapter 708, Statutes of 2014) by Assembly Member Luis Alejo to allow the courts to set aside a conviction of solicitation or prostitution for those who can prove he or she was a victim of human trafficking. Senator Mitchell was also successful in passing SB 1165 (Chapter 713, Statutes of 2014), which allows sex trafficking prevention education in

California's schools. Fines increased from \$20,000 to \$25,000 for people convicted of placing a minor into prostitution.

Several CSEC bills have been introduced this legislative session, including AB 1051 by Assembly Member Brian Maienschein, which would amend Proposition 21 (2000) to add human trafficking to the list of activities and offenses that may be used to establish criminal gang activity.

SB 518, by Senator Mark Leno, would create clear guidelines for Trauma Recovery Center (TRC) services administered by the Victims Compensation & Government Claims Board (VCGCB) in California. By setting clear guidelines and bolstering training for new trauma recovery centers, this bill would ensure that victims of crime and trauma in California receive the comprehensive and timely services they need in order to heal, and to avoid negative economic consequences for themselves and their communities.

The TRC model has proven to be extremely successful, and since the grant program began, survivors of crime who received services through the TRC saw significant increases in health and wellness. In fact, 74 percent of those served showed an improvement in mental health, and 51 percent demonstrated an improvement in physical health. People who receive services at the TRC are 56 percent more likely to return to employment, 44 percent more likely to cooperate with the district attorney, and 69 percent more likely to generally cooperate with law enforcement. Providing all of these benefits are 33 percent lower than the cost traditional providers.

The Legislative Analyst's Office (LAO) estimates future additional funding for the TRC grant program at anywhere between \$10-20 million annually, stemming from language in Proposition 47 of 2014 that directed 10 percent of the savings realized from the proposition to this program.

Under current law, crime victims and witnesses to crime face various obstacles before receiving monetary compensation that they are lawfully entitled to receive. SB 519, by Senator Loni Hancock, would reform how crime victims are compensated for their suffering in several ways, including but not limited to: requiring that the Board applications be processed within 90 days of receipt, including appeals time; requiring that all Board correspondence with applicants be in English, Spanish, and Chinese; eliminating the "cooperation" requirement in order to get compensation for witnesses who are minors; and increasing the amount a victim's family would receive for funeral costs from \$5000 to \$7500.

Counties agree that reform is necessary to better support victims of crime, such as CSEC victims, and is currently supporting SB 519.

California Attorney General. Attorney General Kamala Harris led an Anti-Trafficking Working Group in 2012 and has created a resource center online for recognizing, treating, and prosecuting human trafficking, including minors, at www.oag.ca.gov/human-trafficking. She also released the report "The State of Human Trafficking in California 2012" (available in the Resources Section below) which identifies human trafficking as a top priority for her office.

In January 2015, the Attorney General announced the new Bureau of Children's Justice within the California Department of Justice (DOJ). The mission is to protect the rights of

children and focus the attention and resources of law enforcement and policymakers on the importance of safeguarding every child so that they can meet their full potential. The Bureau will focus its enforcement and advocacy efforts on California's foster care, adoption and juvenile justice system, including human trafficking of vulnerable youth. DOJ held meetings in Sacramento, Los Angeles and Oakland with the expectation of working with experts in the areas of children and family services, CSEC youth, juvenile justice, education, and other areas impacting children.

Federal Actions. The House acted early this year in passing by voice vote the Justice for Victims of Trafficking Act of 2015 (H.R. 181). Adopted on January 27, the bill would provide competitive grants to state and local governments from the U.S. Department of Justice to improve the investigation and prosecution of child trafficking crimes, provide training to personnel to respond to victims and address their need for specialized services. The bill would authorize the appropriation of \$5 million annually over FY's 2016-2019.

The Senate Judiciary Committee reported out a similar bill last month on a unanimous vote. That measure is also called the Justice for Victims of Trafficking Act of 2015 (S. 178). Under the Senate legislation, \$7 million is appropriated annually through a victim's compensation fund from assessments placed on persons convicted of sex trafficking and similar offenses. Funding would be made available to state and local governments through a competitive grant process similar to the one under the House counterpart bill.

Once it reached the Senate floor however, Democrats took a closer look at the language and discovered a statutory reference contained in the bill blocking money from the fund for paying for abortions. The so-called Hyde amendment language has been added to existing pots of funding under federal health programs for many years, but Democrats objected to it being tied to a new source of federal funding. The Senate spent nearly two weeks debating the bill and Republicans had been unable to break a Democratic filibuster against it. Senator Boxer (D-CA) had withdrawn her name as a co-sponsor of the bill and Senator Feinstein (D-CA) has made speeches on the floor stating that she will not support passage until the language is struck from the measure. The bill had been pulled from the Senate floor to make way for debate on the Senate budget resolution (S. Con. Res. 11), but was finally passed after the Hyde Amendment language was removed on April 22. It is now in the House.

This year's Congressional activity on sex trafficking builds upon bipartisan work enacted into law last fall. The new law, the Preventing Sex Trafficking and Strengthening Families Act (H.R. 4980; P.L. 113-183) contains a number of federal, state and local reporting requirements to be implemented over the next few years in order to better understand the breadth of the sex trafficking problem. Included are requirements due to be implemented this fall for child welfare agencies to develop and implement protocols to locate children who have runaway or are missing from foster care; determine the child's experiences while absent from care; develop screening to determine if the child is a sex trafficking victim; and, report the information to the federal government.

Recommendation. The CSAC Board of Directors recommend that County Boards of Supervisors adopt the attached resolution to increase awareness of CSEC issues and affirm the County's commitment to combatting CSEC activities.

Attachments:

1. County-specific sample resolution regarding Commercial Sexual Exploitation of Children
2. CSAC resolution regarding Commercial Sexual Exploitation of Children

Resources:

- Los Angeles
 - [Succeeding Through Achievement and Resilience \(STAR\) Court](http://www.courts.ca.gov/27693.htm) - <http://www.courts.ca.gov/27693.htm>
 - ["Prostitution in Los Angeles: Court gives girls in sex trade a second chance"](http://www.dailynews.com/social-affairs/20140518/prostitution-in-los-angeles-court-gives-girls-in-sex-trade-a-second-chance) – Los Angeles Daily News <http://www.dailynews.com/social-affairs/20140518/prostitution-in-los-angeles-court-gives-girls-in-sex-trade-a-second-chance>
 - ["January Declared 'National Human Trafficking Month' in L.A. County"](http://patch.com/california/arcadia/january-declared-national-human-trafficking-month-la-county-0) – Arcadia Patch <http://patch.com/california/arcadia/january-declared-national-human-trafficking-month-la-county-0>
- Alameda
 - [H.E.A.T. \(Human Exploitation and Trafficking\) Watch](http://www.heatwatch.org/) <http://www.heatwatch.org/>
 - ["Alameda County DA Unveils Billboard Campaign Against Child Sex Trafficking"](http://sanfrancisco.cbslocal.com/2015/01/09/alameda-county-district-attorney-unveils-billboard-campaign-against-human-trafficking-child-sex-exploitation/) – CBS SF Bay Area <http://sanfrancisco.cbslocal.com/2015/01/09/alameda-county-district-attorney-unveils-billboard-campaign-against-human-trafficking-child-sex-exploitation/>
- San Francisco
 - [SFCaHT \(San Francisco Collaborative Against Human Trafficking\)](http://www.sfcaht.org/) <http://www.sfcaht.org/>
 - [SFCaHT Anti-Human Trafficking Teen Poster Contest](http://www.sfcaht.org/teen-poster-contest.html) <http://www.sfcaht.org/teen-poster-contest.html>
- Merced
 - ["Fight against human trafficking changing in Merced County"](http://www.mercedsunstar.com/news/local/article6729123.html) – Merced Sun-Star <http://www.mercedsunstar.com/news/local/article6729123.html>

Reports:

- 2012 Attorney General Report: ["The State of Human Trafficking in California"](http://oag.ca.gov/sites/all/files/agweb/pdfs/ht/human-trafficking-2012.pdf) <http://oag.ca.gov/sites/all/files/agweb/pdfs/ht/human-trafficking-2012.pdf>
- 2013 California Child Welfare Council Report: ["Ending the Commercial Sexual Exploitation of Children"](http://www.youthlaw.org/fileadmin/ncyl/youthlaw/publications/Ending-CSEC-A-Call-for-Multi-System_Collaboration-in-CA.pdf) http://www.youthlaw.org/fileadmin/ncyl/youthlaw/publications/Ending-CSEC-A-Call-for-Multi-System_Collaboration-in-CA.pdf
- National Human Trafficking Resource Center 2007-2012 Report: ["Human Trafficking Trends in the United States – Polaris Project"](http://www.polarisproject.org/human-trafficking/overview/human-trafficking-trends) - <http://www.polarisproject.org/human-trafficking/overview/human-trafficking-trends>
- April 2014 NACo Survey Report: ["The Problem of Human Sex Trafficking in America"](http://www.naco.org/newsroom/pubs/Documents/Surveys/SexTrafficking_Survey_April2014.pdf) http://www.naco.org/newsroom/pubs/Documents/Surveys/SexTrafficking_Survey_April2014.pdf

- Legislative Analyst's Office Report: "**The 2015-16 Budget: Improving State Programs for Victims of Crime**"
<http://www.lao.ca.gov/reports/2015/budget/crime-victims/crime-victims-031815.pdf>
- California State Auditor December 2008 Report: **Victim Compensation and Government Claims Board: It Has Begun Improving the Victim Compensation Program, but More Remains to Be Done**
<https://www.bsa.ca.gov/pdfs/reports/2008-113.pdf>

CSAC Staff Contacts:

DeAnn Baker can be reached at (916) 327-7500 Ext. 509 or dbaker@counties.org
Farrah McDaid Ting can be reached at (916) 327-7500 Ext. 559 or fmcdaid@counties.org.
Darby Kernan can be reached at (916) 327-7500 Ext. 537 or dkernan@counties.org.
Michelle Gibbons can be reached at (916) 327-7500 Ext. 524 or mgibbons@counties.org.

A RESOLUTION TO AFFIRM CSAC'S COMMITMENT TO PREVENTING COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN IN OUR COUNTIES AND WORK COLLABORATIVELY WITH ALL COUNTY PARTNERS TO IDENTIFY, PROTECT, AND SERVE THESE VULNERABLE YOUTH

IN THE MATTER OF the epidemic of Commercial Sexual Exploitation of Children (CSEC) in the State of California:

WHEREAS, the Board of Directors of the California State Association of Counties (CSAC) recognize that the commercial sexual exploitation of children is a pressing national, state, and local issue, and

WHEREAS, the FBI estimates that 100,000 children in the United States are sold for sex each year, including child sex trafficking, child sex tourism, and child pornography, and

WHEREAS, three of the top 13 highest trafficking areas in the nation are located in California: San Francisco, Los Angeles, and the San Diego metropolitan areas, and

WHEREAS, county law enforcement, child welfare services, behavioral health, the courts, and community-based organizations report increasing numbers of exploited underage victims, and

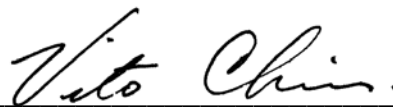
WHEREAS, counties have led the effort to address the unique needs of CSEC youth, including working with law enforcement and the courts to divert suspected exploited children, and

WHEREAS, county law enforcement, child welfare services, behavioral health, the courts, and community-based organizations continue to grapple with identifying and assisting CSEC youth, and

WHEREAS, the need for intensive services tailored to minors who have been ensnared in the illegal sex trafficking trade remains critical,

NOW, THEREFORE, BE IT RESOLVED BY THE CSAC BOARD OF DIRECTORS TO AFFIRM CSAC'S COMMITMENT TO DEVELOPING AND SUPPORTING STRATEGIES TO PREVENT, REDUCE, AND SERVE THE VICTIMS OF COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN AND WORK TO ELIMINATE SEX TRAFFICKING IN CALIFORNIA.

PASSED AND ADOPTED by the Board of Directors of the California State Association of Counties at its meeting on the 28 day of May 2015.

By: 
CSAC PRESIDENT



1
2 **RESOLUTION NO. R15-_____**
3 **BOARD OF SUPERVISORS, COUNTY OF MONO**
4 **TO PREVENTING COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN IN OUR**
5 **COUNTY AND TO WORK COLLABORATIVELY WITH ALL COUNTY PARTNERS TO**
6 **IDENTIFY, PROTECT, AND SERVE THESE VULNERABLE CHILDREN AND YOUTH**

7 **IN THE MATTER OF** the epidemic of Commercial Sexual Exploitation of Children
8 (CSEC) in the State of California:

9 **WHEREAS**, the Board of Supervisors of the County of Mono recognizes that the
10 commercial sexual exploitation of children is a pressing national, state, and local issue, and

11 **WHEREAS**, the FBI estimates that 100,000 children in the United States are sold for
12 sex each year, including child sex trafficking, child sex tourism, and child pornography, and

13 **WHEREAS**, three of the top 13 highest trafficking areas in the nation are located in
14 California: San Francisco, Los Angeles, and the San Diego metropolitan areas, and

15 **WHEREAS**, county law enforcement, child welfare services, behavioral health, the
16 courts, and community-based organizations report increasing numbers of exploited underage
17 victims, and

18 **WHEREAS**, counties have led the effort to address the unique needs of CSEC youth,
19 including working with law enforcement and the courts to divert suspected exploited children,
20 and

21 **WHEREAS**, county law enforcement, child welfare services, behavioral health, the
22 courts, and community-based organizations continue to grapple with identifying and assisting
23 CSEC youth but have also made significant gains in meeting the unique needs of these
24 traumatized children, and

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WHEREAS, the need for intensive services tailored to minors who have been ensnared in the illegal sex trafficking trade remains critical,

THEREFORE, let it be resolved by the Board of Supervisors of the County of Mono to affirm the Count’s commitment to developing and supporting strategies to prevent, reduce, and serve the victims of commercial sexual exploitation of children and work to eliminate sex trafficking in California.

APPROVED AND ADOPTED this 21st day of July, 2015, by the following vote of the Board of Supervisors, County of Mono:

- AYES** :
- NOES** :
- ABSENT** :
- ABSTAIN** :

TIMOTHY E. FESKO, CHAIRMAN
BOARD OF SUPERVISORS
COUNTY OF MONO

ATTEST:

APPROVED AS TO FORM:

SHANNON KENDALL
ASST. CLERK OF THE BOARD

MARSHALL RUDOLPH
COUNTY COUNSEL



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Community Development

TIME REQUIRED

SUBJECT Funding Agreements for Groundwater
Monitoring

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed contracts with USGS and Ormat pertaining to hydrologic monitoring.

RECOMMENDED ACTION:

Approve County entry into and authorize Community Development Director signature on Joint Funding Agreements with U.S. Geological Survey for Water Resources Investigations (Agreements # 15WSCA600095610 and # 15WSCA600095620) and corresponding "Agreement between the County of Mono and Ormat Nevada, Inc. Providing for Continued Payment by Ormat of Costs of Monitoring Plan Recommended by the Long Valley Hydrologic Advisory Committee for 2015.

FISCAL IMPACT:

No County funds will be expended for the monitoring activities. Ormat will pay \$113,748 associated with Agreement #15WSCA600095610 and \$355,090 associated with Agreement #15WSCA600095610 and USGS will contribute \$9,170.

CONTACT NAME: Nick Criss

PHONE/EMAIL: 760-924-1826 / ncriss@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

ncriss@mono.ca.gov

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff report](#)
- [USGS JFA # 5610](#)

[USGS JFA # 5620](#)

[Proposed Ormat Agreement](#)

History

Time	Who	Approval
7/14/2015 4:18 PM	County Administrative Office	Yes
7/15/2015 10:48 AM	County Counsel	Yes
7/16/2015 11:04 AM	Finance	Yes

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

July 21, 2015

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Nick Criss, Compliance Specialist
Scott Burns, Director

RE: Agreements for continued groundwater monitoring consistent with recommendations of the Long Valley Hydrologic Advisory Committee (LVHAC)

RECOMMENDATION

Approve County entry into and authorize Community Development Director signature on Joint Funding Agreements with U.S. Geological Survey for Water Resources Investigations (Agreements # 15WSCA600095610 and # 15WSCA600095620) and corresponding "Agreement between the County of Mono and Ormat Nevada, Inc. Providing for Continued Payment by Ormat of Costs of Monitoring Plan Recommended by the Long Valley Hydrologic Advisory Committee for 2015."

FISCAL IMPACT

No County funds will be expended. Ormat will pay \$113,748 associated with Agreement #15WSCA600095610 and \$355,090 associated with Agreement #15WSCA600095620 and USGS will contribute \$9,170.

DISCUSSION

The contracts provide for the implementation of continued hydrologic monitoring consistent with the recommendations of the LVHAC (which includes the BLM, USFS, and USGS, among others), through October 31, 2015. As required by the conditions of approval for the MP II geothermal plant, Ormat must pay the costs of these monitoring activities.

Please contact Nick Criss, LVHAC Chair, at 924-1826 if you have questions concerning this matter.

ATTACHMENTS

- USGS Joint Funding Agreement # 15WSCA600095610
- USGS Joint Funding Agreement # 15WSCA600095620
- Agreement between the County of Mono and Ormat Nevada, Inc. Providing for Payment by Ormat of Costs Of Groundwater Monitoring (Excluding Exhibits A and B – to be attached upon approval and signature)

Form 9-1366
(Oct. 2005)

**U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY**

JOINT FUNDING AGREEMENT

FOR

WATER RESOURCES INVESTIGATIONS

Customer #: 6000000956
 Agreement #: 15WSCA600095610
 Project #:
 TIN #: 95-6005661
 Fixed Cost Agreement YES

THIS AGREEMENT is entered into as of the, 5 day of January, 2015 by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the MONO COUNTY ECONOMIC DEVELOPMENT DEPARTMENT, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the Baseline Hydrologic Data Collection Program near Mammoth Lakes, California herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$0.00

(a) by the party of the first part during the period

Amount	Date	to	Date
\$0.00	November 1, 2014		October 31, 2015

(b) by the party of the second part during the period

Amount	Date	to	Date
\$113,748.00	November 1, 2014		October 31, 2015

USGS DUNS is 1761-38857. The amounts in both 2(a) and 2(b) above are for the Federal Fiscal year 2015 (FFY15) of this agreement only. Total USGS funding for this agreement is \$0.00. Total Mono County Economic Development Department funding for this agreement is \$113,748.00. Total cost of this agreement is \$113,748.00.

(c) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(d) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.


6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

9-1366 (Continuation) Customer #: 6000000956 Agreement #: 15WSCA600095610

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties.
9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered QUARTERY. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983).

<p>U.S. Geological Survey United States Department of the Interior <u>USGS Point of Contact</u></p>	<p>Mono County Economic Development <u>Customer Point of Contact</u></p>
<p>Name: Irene A. Rios, Budget Analyst Address: 4165 Spruance Road, Suite 200, San Diego, CA 92101 Telephone: 619-225-6156 Email: iarlos@usgs.gov</p>	<p>Name: Mr. Scott Burns, Director Address: Post Office Box 2415, Mammoth Lakes, CA 93546 Telephone: 760-924-1800 Email:</p>

Signatures and Date

<p>Signature:  Date: 1/5/15</p>	<p>Signature: _____ Date: _____</p>
<p>Name: Eric G. Reichard Title: Director, USGS, CA Water Science Center</p>	<p>Name: _____ Title: _____</p>

Form 9-1366
(April 2015)

**U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY**

JOINT FUNDING AGREEMENT

FOR

WATER RESOURCES INVESTIGATIONS

Customer #: 600000956
Agreement #: 15WSCA600095620
Project #:
TIN #: 95-6005661
Fixed Cost
Agreement NO

THIS AGREEMENT is entered into as of the, 24 day of June, 2015 by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the MONO COUNTY ECONOMIC DEVELOPMENT DEPARTMENT, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Monitoring of a Municipal Water Supply for Potential Impacts from Geothermal Development near Mammoth Lakes, California. herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
 2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$0.00
 - (a) by the party of the first part during the period

Amount	Date	to	Date
\$9,170.00	July 1, 2015		October 31, 2015
 - (b) by the party of the second part during the period

Amount	Date	to	Date
\$355,090.00	July 1, 2015		October 31, 2015

USGS DUNS is 1761-38857. the amounts in both 2(a) and 2(b) above are for the Federal Fiscal Year 2015 (FFY15) of this agreement.

 - (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0.00

Description of the USGS regional/national program:
No additional contributions.
 - (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
 - (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
 4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
 5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
 6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

9-1366 (Continuation) Customer #: 6000000956 Agreement #: 15WSCA600095620

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties.
9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered QUARTERLY. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983).

<p>U.S. Geological Survey United States Department of the Interior <u>USGS Point of Contact</u></p>	<p>Mono County Community Development <u>Customer Point of Contact</u></p>
<p>Name: Irene A. Rlos, Budget Analyst Address: 6000 J. Street, Placer Hall Sacramento, CA 95819-6129 Telephone: 619-225-6156 Email: larios@usgs.gov</p>	<p>Name: Mr. Scott Burns, MC Community Development Dir... Address: Post Office Box 2415, Mammoth Lakes, CA 93546 Telephone: 760-924-1800 Email:</p>

Signatures and Date

<p>Signature:  Date: 6-25-15</p>	<p>Signature: _____ Date: _____</p>
<p>Name: Eric G. Relchard Title: Director, USGS California Water Science Center</p>	<p>Name: Scott Burns Title: Community Development Director</p>

**AGREEMENT BETWEEN THE COUNTY OF MONO
AND ORMAT NEVADA, INC. PROVIDING FOR CONTINUED PAYMENT BY
ORMAT OF COSTS OF MONITORING PLAN RECOMMENDED
BY THE LONG VALLEY HYDROLOGIC ADVISORY COMMITTEE**

THIS AGREEMENT is made and entered into between the County of Mono, a political subdivision of the State of California, hereinafter referred to as the “County,” and Ormat Nevada, Inc., a corporation organized under the laws of the state of Delaware, hereinafter referred to as “Ormat.”

WHEREAS, conditions of approval D.9 and D.11 of Mono County Use Permit OIE-02-86 for the Mammoth Pacific (MP) II power plant require that Ormat participate in the monitoring plan (the “Plan”) recommended by the Long Valley Hydrologic Advisory Committee (LVHAC), and that it fund the costs associated with implementation of the Plan; and

WHEREAS, in January of 2015, the USGS provided County with a funding agreement (Agreement #15WSCA600095610, attached hereto as Exhibit A and incorporated by this reference), for a portion of the baseline hydrologic data collection task of the Plan; and

WHEREAS, also in January of 2015, County and Ormat entered into an agreement obligating Ormat to pay any amounts billed to County by USGS under Agreement #15WSCA600095610; and

WHEREAS, in June of 2015, the USGS provided County with a second funding agreement (Agreement #15WSCA600095620) which is attached hereto as Exhibit B and incorporated by this reference (hereinafter “Exhibit B”) setting forth four additional tasks under the Plan; and

WHEREAS, as required by the Conditions of Approval for MP II, County and Ormat wish to set forth their mutual agreement regarding the payment by Ormat for costs incurred by USGS in implementing the recommendations of the LVHAC, as set forth in Exhibits A and B;

NOW, THEREFORE, the County and Ormat, in consideration of the mutual benefits, promises, covenants, terms, and conditions hereinafter contained, agree as follows:

1. **Payment of Costs.** Ormat shall pay and be responsible for all costs associated with implementation of the Plan, including all costs incurred in implementing Exhibits A and B. Ormat will remit to County, within 30 days of receipt of a written invoice or request therefor, the amount expended and invoiced by USGS in accordance

with Exhibits A and B. Such payments by Ormat are hereinafter referred to as the “Ormat Payments.”

Written invoices or requests for the Ormat Payments shall be emailed to:

Cheryl Eanes
Compliance Specialist
PO Box 1584
Mammoth Lakes, CA 93546
ceanes@ormat.com

Ormat Payments shall be sent to:

Mono County
Attn: Megan Mahaffey
PO Box 347
Mammoth Lakes, CA 93546

2. **Remittance to USGS.** County will transfer the Ormat Payments to USGS in accordance with the terms of Exhibits A and B.

3. **Term.** The term of this Agreement shall be coterminous with the term of Exhibits A and B, including any extensions thereto.

4. **Amendments.** No alteration or variation in the terms of this Agreement shall be valid or binding unless made in writing and signed by the parties hereto.

5. **Hold harmless.** Ormat shall defend, indemnify and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney’s fees, arising out of, resulting from or in connection with, the entry into or performance of this Agreement, including the performance of the work set forth in Exhibits A and B. This obligation includes, but is not limited to, any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use, caused or alleged to be caused in whole or in part by any act or omission of Ormat, USGS, or their agents, contractors, employees, suppliers, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

6. **Notice.** Any notice, communication, amendments, additions or deletions to this Agreement, including change of address of any party during the term of this Agreement, which Ormat or County shall be required to make, or may desire to make, shall be in writing and may be personally served, or sent by prepaid first-class mail to the respective parties as follows:

County of Mono:
Attn: Scott Burns
P.O. Box 347
Mammoth Lakes, CA 93546

Ormat:
Attn: Charlene Wardlow
Director Business Development
6225 Neil Road
Reno, NV 89511

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied or incorporated by reference herein, shall be of any force or effect.

IN WITNESS THEREOF, the County and Ormat have executed this Agreement on the 21st day of July, 2015.

ORMAT NEVADA, INC:

MONO COUNTY:

By: _____

By: _____

APPROVED AS TO FORM:

APPROVED BY RISK MANAGEMENT:

COUNTY COUNSEL

Exhibit A

USGS AGREEMENT 15WSCA600095610

See Attached

Exhibit B

USGS AGREEMENT 15WSCA600095620

See Attached



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Human Resources

TIME REQUIRED

SUBJECT Ratification of DPOU MOU

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution adopting and approving a memorandum of understanding between the County of Mono and the Mono County Deputy Probation Officers Unit.

RECOMMENDED ACTION:

Adopt proposed resolution. Provide any desired direction to staff.

FISCAL IMPACT:

The cost for this MOU is \$42,748 consisting of a savings of \$15,035 in the current year followed by increases of \$18,756, \$18,059 and \$20,968 in 2017, 2018 and 2019 respectively.

CONTACT NAME: John-Carl Vallejo

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report](#)
- [Resolution](#)
- [MOU](#)
- [Personnel Rules](#)

History

Time	Who	Approval
7/15/2015 4:21 PM	County Administrative Office	Yes
7/15/2015 11:55 AM	County Counsel	Yes
7/16/2015 11:14 AM	Finance	Yes

County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsel
John-Carl Vallejo
Christian Milovich

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415
MAMMOTH LAKES, CALIFORNIA 93546

Telephone

760-924-1700

Facsimile

760-924-1701

Legal Assistant
Jennifer Senior

TO: Board of Supervisors
FROM: John-Carl Vallejo
DATE: 07.21.2015
RE: Proposed Deputy Probation Officer Unit MOU

Recommendation:

Adopt proposed MOU with the Deputy Probation Officer Unit.

Fiscal/Mandates Impact:

The cost for this MOU is \$42,748 consisting of a savings of \$15,035 in the current year followed by increases of \$18,756, \$18,059 and \$20,968 in 2017, 2018 and 2019 respectively.

Discussion:

This proposed MOU is for the Deputy Probation Officers Unit, which covers all deputy probation officer job classifications and also the probation aide (juvenile counselor) classification and the juvenile probation assistant and program manager classification. This MOU contains provisions in line with those negotiated with MCPE. Namely: (1) a 48-hour furlough in exchange for layoff protection; (2) the unfreezing of steps in 2017; (3) COLAs in 2017 and 2018; and (4) an increase in health insurance premium contributions.

If you have any questions regarding this item, please call me at 760.924.1712.



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RESOLUTION NO. R15-

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS ADOPTING AND APPROVING A MEMORANDUM OF
UNDERSTANDING BETWEEN THE COUNTY AND THE MONO COUNTY DEPUTY
PROBATION OFFICER UNIT**

WHEREAS, the Mono County Board of Supervisors has the authority under Section 25300 of the Government Code to prescribe the compensation, appointment, and conditions of employment of county employees; and

WHEREAS, the County is required by the Meyers-Milias-Brown Act (Section 3500 et seq. of the Government Code) to meet and confer with recognized employee organizations before changing the terms and conditions of employment applicable to the employee classifications represented by those organizations; and

WHEREAS, County representatives and the Mono County Deputy Probation Officer Unit (hereinafter “the DPOU”) met, conferred, and reached mutually-acceptable terms for a proposed Memorandum of Understanding (MOU) and personnel rules, a copy of which are attached hereto as exhibits and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Mono County Board of Supervisors that:

(1) The proposed Memorandum of Understanding (“MOU”) between the County of Mono and the DPOU, a copy of which is attached hereto as Exhibit A -- effective for the period of January 1, 2013, through June 30, 2019 -- is hereby ratified, adopted, and approved, and the terms and conditions of employment set forth in the Memorandum are hereby prescribed for the employees whose classifications are included in the DPOU’s bargaining unit. The Chair of the Board of Supervisors shall execute said Memorandum on behalf of the County.

[INTENTIONALLY BLANK]

1 (2) The proposed amendment to the Mono County Personnel System, attached to the
2 MOU, are hereby incorporated into the MOU ratified by this Resolution.

3 **APPROVED AND ADOPTED** this 21st day of June, 2015, by the following vote of the
4 Board of Supervisors, County of Mono:

5 **AYES :**

6 **NOES :**

7 **ABSENT :**

8 **ABSTAIN :**

9
10 **TIMOTHY E. FESKO, CHAIRMAN**
11 **BOARD OF SUPERVISORS**
12 **COUNTY OF MONO**

13 **ATTEST:**

APPROVED AS TO FORM:

14
15 **SHANNON KENDALL**
16 **ASSISTANT CLERK OF THE BOARD**

MARSHALL RUDOLPH
COUNTY COUNSEL

MEMORANDUM OF UNDERSTANDING

BETWEEN

COUNTY OF MONO

AND

**INTERNATIONAL UNION OF OPERATING
ENGINEERS, STATIONARY LOCAL 39, AFL-
CIO, the exclusively recognized employee
organization representing the Deputy Probation
Officers Unit (DPOU)**



(January 1, 2013 through June 30, 2019)

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ARTICLE 1. PARTIES; DEFINITIONS; PURPOSES

A. Parties

The parties to this Memorandum of Understanding (MOU) are: the County of Mono, acting by and through the Mono County Board of Supervisors; and, the International Union of Operating Engineers, Stationary Local 39, AFL-CIO, which is the exclusively recognized employee organization representing the employee bargaining unit known as the Deputy Probation Officers Unit (DPOU).

B. Definitions

The terms used in this MOU shall have the following definitions unless the terms are otherwise defined in specific Articles hereof:

- (1) “UNION” means the International Union of Operating Engineers, Stationary Local 39, AFL-CIO, the exclusively recognized employee organization representing the employee bargaining unit (or “representation unit”) known as the Deputy Probation Officers Unit (DPOU), which is defined below.
- (2) “COUNTY” means the County of Mono, a political subdivision of the State of California.
- (4) “COVERED EMPLOYEES” means those Mono COUNTY employees whose job classifications are included in the DPOU bargaining unit and who are not “temporary employees” as that term is defined in Mono COUNTY Code Section 2.68.020(27) or in any successor section. All covered employees are covered by the terms of this MOU.
- (5) “Deputy Probation Officers Unit (DPOU)” means the recognized bargaining unit consisting of all deputy probation officer job classifications and also the probation aide (juvenile counselor) classification and the juvenile probation assistant and program manager classification. DPOU does not include the job classifications of Chief Probation Officer or Assistant Chief Probation Officer.
- (6) “MOU” means this Memorandum of Understanding between UNION and COUNTY.

C. Purposes

The purposes of this MOU are to provide for continuity of governmental operations and employment through harmonious relations, cooperation and understanding between COUNTY and the employees covered by the provisions of the MOU; to provide an established, orderly and fair means of resolving misunderstandings or differences which may arise between the parties concerning the subject matter of this MOU; to set forth the understanding reached by UNION and COUNTY as a result of good faith negotiations. The MOU requires the approval of the Mono COUNTY Board of Supervisors and UNION prior to its execution and implementation.

ARTICLE 2. TERM AND RENEGOTIATION

The provisions of this MOU are retroactive to, and shall be effective from and after, January 1, 2013, unless otherwise specified. This MOU shall expire at 12:00 midnight on June 30, 2019, except as otherwise provided by state law. In the event either party desires to negotiate a successor MOU, such party shall serve upon the other, prior to the expiration of this MOU, its written request to negotiate a successor MOU. Both parties agree to use their best efforts to complete negotiations on a successor MOU.

ARTICLE 3. RECOGNITION

COUNTY reaffirms its previous recognition of the UNION as the majority representative of the DPOU bargaining unit, who is legally authorized to negotiate and execute this MOU on behalf of the covered employees.

ARTICLE 4. UNION RIGHTS

- A. COUNTY recognizes all legal rights of all employees covered by this MOU, including the rights to join and participate in the activities of the UNION and to exercise all rights expressly and implicitly described in Section 3500 et seq. of the California Government Code; known as the Meyers-Milias-Brown Act (“MMB Act”). COUNTY shall not intimidate, restrain, coerce, or discriminate against any covered employee because of the exercise of any such rights. The provisions of this MOU shall be applied to all covered employees without discrimination because of race, color, sex, age, creed or religion, and in accordance with applicable State and Federal laws.
- B. One (1) UNION representative and each new employee shall have the right to thirty (30) minutes paid release time to orient the new employee regarding the MOU and the role of the UNION.

ARTICLE 5. EMPLOYEE RIGHTS

- 5.1. All employees covered by this MOU shall have and enjoy all rights and benefits conferred by the Meyers-Milias-Brown Act (Govt. Code 3500 et seq), by other applicable state and federal laws and by this MOU upon such employees.**
- 5.2. Covered employees shall specifically have the right to join and participate in the activities of the UNION, or to not join and not participate in the activities of the UNION, as such employees may elect, and to be free from unlawful coercion, pressure or influence regarding their decision.**
- 5.3. Each covered employee shall have the right to review his or her Master Personnel File and any official departmental personnel file (except supervisors' working files, records of employment or promotion application and legal or medical files which shall be maintained apart from the Personnel files) and to obtain copies from those files which employee has the right to review. COUNTY may schedule the employee's review and shall be permitted adequate time to make copies (if requested) depending on available staff. Such right shall also extend to any individual or representative for whom the employee executes a written authorization to review and obtain copies from the employee's personnel file(s).**
- 5.4. In addition to any requirements imposed on COUNTY by the Court's decision in National Labor Relations Board v. J. Weingarten, Inc., 420 U.S. 251 (1975), or any subsequent case law or statutes, COUNTY (through its duly appointed investigator) will conduct formal internal and/or administrative investigations (as defined below) that involve covered employees in the following manner:**
 - 5.4.1. For the purposes of this MOU, the term "formal internal and/or administrative investigations" refers to any investigation ordered or authorized by the COUNTY Administrative Officer or the Board of Supervisors as a result of specific, written charges or complaints filed by any person against a COUNTY official or employee. The term also refers to any investigation, however conducted or authorized, that would trigger, if the COUNTY were covered by the NRLA, the rights accorded by National Labor Relations Board v. J. Weingarten, Inc., 420 U.S. 251 (1975), or any subsequent case law or statutes. The term does not refer to COUNTY investigations of workers compensation claims or investigations of illegal activities conducted in the ordinary course of business by the Mono COUNTY Sheriff's Department, the District Attorney's Office, or by any other state, federal, or local law enforcement agency.**
 - 5.4.2. COUNTY has the right to compel employees, including UNION members, to answer questions within the scope of their employment. Employees have a mandatory duty to answer such questions fully and truthfully. Knowing**

failure by a member to answer questions fully or truthfully while being interviewed is a serious offense and an appropriate ground for termination or other discipline. COUNTY may remind members of such facts during the interview, and may before questioning require members to swear or affirm under penalty of perjury that they will answer questions fully and truthfully. In no event shall failure by COUNTY to provide such a reminder to a member or require such an oath or affirmation waive COUNTY'S ability to later pursue discipline if the circumstances warrant it.

5.4.3. COUNTY will actually notify a UNION member at least 24 hours prior to interviewing that member. COUNTY will use its best efforts to provide such notice in writing. Such notice shall reveal the time and place of the interview and its estimated duration. The notice shall also reveal the general nature of the investigation and the general area in which questions will be asked except to the extent that the revelation of such information in a notice would: invade the personal privacy of any person; require the disclosure of confidential or privileged information or any evidence already gathered pursuant to the investigation; or potentially expose COUNTY to liability.

5.4.4. Any UNION member proposed to be interviewed may, according to his or her own wishes, have a representative of the UNION (a Chief Steward or a representative of UNION) present during any questioning. The purpose of the representative shall be to ensure that the member's rights under this MOU or any applicable personnel laws or regulations are not being violated. The representative may object before, during, or after the interview to any perceived violations of such rights. No rules of evidence shall apply to interviews; therefore neither the representative nor the member may raise an evidentiary objection (e.g., "irrelevant," "speculative," "hearsay," etc.) to any question or refuse to answer a question on such a basis. Furthermore, the UNION representative shall not instruct or otherwise counsel a member - either before or during an interview - on how or whether to answer any specific or type of questions asked during the interview.

If the UNION member is a peace officer, all rights he or she may have under Government Code Section 3300 et seq the Public Safety Officers Procedural Bill of Rights shall be granted.

5.4.5. If the member desires to have a UNION representative present, he or she shall immediately advise the COUNTY orally or in writing. Failure to so notify the COUNTY prior to the time scheduled for the interview shall constitute a waiver of the right to have a representative present. If notice is timely given to the COUNTY of the member's desire to have a representative present, the COUNTY shall postpone the interview for up to 48 hours in order to allow the member time to arrange for a representative to be present. Unless disqualified under paragraph 5.4.7 below, any business representative of

UNION or a Chief Steward shall be deemed an adequate representative of the UNION.

- 5.4.6. In addition to the foregoing, the member being interviewed may, according to his or her own wishes, have an observer of his or her choice present during any interview unless the desired observer is disqualified under paragraph 5.4.7 below. The observer shall merely observe the interview and may not raise objections to the interview or questioning on any ground. The observer shall not instruct or otherwise counsel a member - either before or during an interview - on how or whether to answer any questions asked during the interview.**
- 5.4.7. Notwithstanding any other provision of this MOU, the following persons are disqualified from acting as a UNION representative or an observer during the interview: a person whose accusation or complaint triggered the investigation; a person who is the subject of the investigation; a reporter or agent of a newspaper, television or radio station, or other mass-communication medium; a person who the COUNTY has already interviewed as part of the investigation; a person who the COUNTY intends to interview as part of the investigation; a person who is unwilling to abide by the terms of this Article of the MOU, whether or not such person is a member of the UNION; a person who is involved in conducting the investigation; or a person who will ultimately act as a decision-maker with respect to any disciplinary action that might result from the investigation.**
- 5.4.8. The COUNTY, as well as any COUNTY employee present during the interview, may take notes, record or otherwise memorialize an interview, through audio or video taping or any other medium; provided, however, that such records or memorializations shall remain strictly confidential under the restrictions imposed by paragraph 5.4.9 below. No other person present during the interview shall have the right to record or otherwise memorialize the interview, except that such person may take notes. But all such persons shall, while the investigation is still ongoing, be entitled to reasonable access to any recording or other memorialization (except notes taken) made by the COUNTY; and, after the investigation and any subsequent disciplinary action is completed (but not before), shall be entitled to a copy of any such formal recording. In no event shall this paragraph be construed as granting access to notes taken by any COUNTY investigator or other representative. The COUNTY shall have at least 48 hours after such access is requested to arrange for it and at least 10 working days after a request for a copy is made to provide it. Any such access or copies shall be provided at the requesting party's own time and expense, except that a copy of any recording made by COUNTY or already existing transcript thereof shall be provided free of charge to a requesting party who is appealing a disciplinary action brought against that person by COUNTY as a result of the investigation in which the recording was made.**

5.4.9. The questions asked, and the answers given, during any interview conducted are strictly confidential. No person present during an interview shall reveal or discuss the contents of such questions or answers except in the context of official COUNTY business or UNION representational services involving the particular employee who was interviewed (i.e., the UNION may not disclose the contents of any given interview to any employee who was not present during that interview). Intentional disclosure of such information by any COUNTY employee present during an interview in violation of the foregoing restriction is a serious offense and shall be an appropriate ground for termination or other discipline, as shall any attempt by any employee to solicit such information from a person present during an interview.

COUNTY may remind and instruct persons present at an interview of such facts and may bar from the interview any person who is not willing to abide by such terms. In no event shall failure by COUNTY to provide such a reminder or instruction waive COUNTY'S ability to later pursue discipline if the circumstances warrant it or to seek judicial relief with respect to an actual or threatened disclosure of confidential information in violation of this paragraph.

ARTICLE 6. HEALTH INSURANCE AND DISABILITY INSURANCE

- A. Each covered employee and his or her dependents are entitled to health care benefits as provided in this Article and Articles 7 and 8.
- B. "Health care benefits" means the medical, dental, and eye-care benefits provided to covered employees and their dependents by COUNTY pursuant to this Agreement.
- C. Consistent with the COUNTY's prior implementation of CalPERS medical insurance for all covered employees and retirees, the COUNTY shall continue to pay only the statutory amount prescribed by Government Code section 22892 per employee per month for medical insurance.
- D. Disability Insurance

COUNTY shall assure that all covered employees are enrolled in the State Disability Insurance (SDI) program at COUNTY expense. COUNTY shall pay all such premiums as are necessary to provide SDI benefits to covered employees. When the covered employee has filed a disability claim and is receiving disability benefits pursuant to the SDI program, COUNTY shall continue paying:

- (1) Monthly contributions into the Cafeteria Plan based on the employee's applicable tier (See Article 9); and

- (2) The medical portion of Social Security.

E. Health Care Coverage for Retirees

- (1) The COUNTY shall continue to pay the statutory amount prescribed by Government Code section 22892 (\$108.00 for 2011) per month for each ASSOCIATION retiree who enrolls in CalPERS medical insurance, regardless of their age or years of continuous service for the COUNTY. A “retiree” is a former COUNTY employee whom CalPERS considers to be a COUNTY retiree/annuitant.
- (2) Each “retired employee” and one dependent of a retired employee (as defined in the dental and eye-care insurance policies) shall also be given the same dental and eye-care benefits provided to covered employees in Paragraph A of this Article.
- (3) “Retired employee” means a former COUNTY employee who was age fifty (50) or older and held permanent employment status on the date of his or her retirement, and who had accrued at least five (5) years continuous service with COUNTY immediately preceding the date of retirement, or, if the employee was hired after January 1, 1986, who has accrued at least ten (10) years continuous service prior to retirement, or, if the employee was hired after July 1, 1987, who has accrued at least fifteen (15) years continuous service prior to retirement; or, if the employee was hired after January 1, 1996, who was age fifty-five (55) or older and held permanent employment status on the date of retirement and who had accrued at least twenty (20) years continuous service immediately prior to retirement.
- (4) Any benefits after retirement under this Section E of Article 6 will be the same as benefits for active employees. In other words, all benefits will change as the benefits of active employees change.

ARTICLE 7. DENTAL CARE PLAN

COUNTY shall implement and extend coverage under the COUNTY Dental Plan to all covered employees and their dependents by COUNTY with the understanding that COUNTY shall retain total discretion regarding carrier and plan content, and with the further understanding that the COUNTY Dental Care Plan as now constituted shall be the minimum base coverage; provided, however, that any changes the COUNTY makes in said plan with respect to members of the MCPE bargaining unit shall also be applicable to members of the DPOU bargaining unit. The coverage provided by this Article shall extend to retired employees (as defined above in Article 6), together with one dependent.

ARTICLE 8. VISION CARE PLAN

COUNTY shall implement and extend coverage under Vision Care (Plan C: \$10.00 deductible) to all covered employees and their dependents by COUNTY with the understanding that COUNTY shall retain discretion regarding carrier and plan content, and with the further understanding that the COUNTY Vision Care Plan as now constituted shall be the minimum base coverage. This coverage shall extend to retired employees (as defined above in Article 6), together with one dependent.

ARTICLE 9. CAFETERIA PLAN

- A. Upon ratification of this MOU by all parties, with respect to any full-time covered employee and any part-time covered employee hired prior to July 1, 2011, who is enrolled in CalPERS medical insurance, the COUNTY will contribute into the Cafeteria Plan an amount exactly equal to the PERS Choice premium for the coverage tier in which the employee is enrolled (i.e., single, two-party, or family), minus the statutory amount prescribed by Government Code section 22892 paid by the COUNTY directly to PERS on behalf of that employee and also minus the amount specified below for those employees who enroll in the two-party or family tier, which shall be contributed by the employee:

	<u>Employee Contribution</u>
One-Party:	\$25.00/month
Two-Party:	\$50.00
Family:	\$100.00/month

The COUNTY will ensure that the amount paid, when combined with the employee contribution (if applicable) and the statutory amount prescribed by Government Code section 22892, is sufficient to cover the PERS Choice premium regardless of the state or COUNTY in which the employee resides, but in no event will the COUNTY be obligated to pay an amount that would exceed the minimum amount necessary for the COUNTY to ensure coverage for that employee or which would result in that employee receiving cash back. Note also that the County's obligation to contribute any amount into the Cafeteria Plan is conditioned on the covered employee authorizing a payroll deduction for their required contribution (if applicable).

- C. Part-Time Employees: With respect to any part-time covered employee hired after July 1, 2011, who is enrolled in CalPERS medical insurance, the COUNTY will contribute into the Cafeteria Plan one of the following reduced percentages of the PERS Choice premium for the coverage tier in which the employee is enrolled, minus the statutory amount prescribed by Government Code section 22892 paid by the COUNTY directly to PERS on behalf of that employee:**

**Less than .5 FTE: 0% (No County contribution)
.5 - .74 FTE: 50% of the PERS Choice Premium
.75 FTE - .89 FTE: 75% of the PERS Choice Premium**

Such FTE status shall be based on the County's official list of allocated positions maintained by the County Administrative Office; it shall not be based on actual hours worked in a given month. The additional monthly amount necessary for the medical coverage tier selected by a part-time covered employee shall be contributed by that covered employee through a payroll deduction (authorized by the employee). Note also that the County's obligation to contribute any amount into the Cafeteria Plan is conditioned on the covered employee authorizing a payroll deduction for their required contribution. This subsection (C) shall also apply to any full-time employee whose position is changed to part-time status on the list of allocated positions after July 1, 2011, or who transfers to such a position after July 1, 2011; the COUNTY's contribution to the Cafeteria Plan with respect to that employee shall be based on the reduced percentages set forth above until such a time, if at all, that they return to a position allocated as full-time.

- D. With respect to any covered employee who is not enrolled in CalPERS medical coverage for their applicable tier, but who provides the COUNTY with proof of medical coverage under an insurance plan providing at least the same level of benefits available from CalPERS under the Cafeteria Plan, the COUNTY shall contribute to the Cafeteria Plan a flat amount per month for that non-enrolled employee exactly equal to the amount then being contributed by the COUNTY for employees who are enrolled in the "Single" tier of PERS Choice coverage and who reside in the same state and COUNTY as the non-enrolled employee. Notwithstanding the foregoing, no employee (regardless of date of hire) shall eligible to receive a contribution to the Cafeteria Plan under this subsection D unless they were already and continuously receiving such a contribution prior to July 1, 2011.**
- E. Effective January 1, 2013, with respect to any covered employee who is not enrolled in CalPERS medical coverage for their applicable tier, but who provides the COUNTY with proof of medical coverage under an insurance plan providing at least the same level of benefits available from CalPERS under the Cafeteria Plan, the COUNTY shall contribute to the Cafeteria Plan**

three hundred dollars (\$300) per month for that non-enrolled employee. Notwithstanding the foregoing, no employee (regardless of date of hire) shall eligible to receive a contribution to the Cafeteria Plan under this subsection E unless they were already previously and continuously receiving such a contribution prior to July 1, 2011.

ARTICLE 10. 401(a) PLAN.

- A. Any covered employee hired on or after January 1, 2002, shall not be eligible to earn or receive the retirement service benefit provided by Article 16, but shall instead be eligible to receive COUNTY contributions into an Internal Revenue Code Section 401(a) Plan established by the COUNTY, as described more fully below. Any covered employee who was hired prior to January 1, 2002, may also elect to receive COUNTY contributions into a Section 401(a) Plan under this Article, but only if he or she agrees to waive and relinquish any present or future rights he or she may have to receive the retirement service benefit provided by Article 11.**
- B. COUNTY shall continue to provide an Internal Revenue Code Section 401(a) Plan consistent with this Article. COUNTY shall continue to contribute into the Section 401(a) Plan an amount on behalf of each covered employee electing to participate under this Article 15 equal to the amount contributed by that employee from his or her own pre-tax salary equal into one of the COUNTY's Section 457 deferred compensation plans or into the 401(a) Plan directly (if made available to employee contributions) but not to exceed 3% of the employee's pre-tax salary. Accordingly, if an employee contributed a total of 1-3% of his or her pre-tax salary to a 457 plan, then the dollar amount of the COUNTY's 401(a) contribution would fully match the employee's 457 contribution; if an employee contributed more than 3% of his or her pre-tax salary to a 457 plan, then the dollar amount of the COUNTY's 401(a) contribution would only be equal to 3% (and not more) of the employee's pre-tax salary and would not fully match the employee's 457 contribution. The employee may direct the investment of said contributions in accordance with the options or limitations provided by the 401(a) Plan. Each such employee shall vest -- that is, earn the right to withdraw -- the COUNTY's contributions into the 401(a) Plan on their behalf based on years of COUNTY service, as set forth more fully below.**

- C. The 401(a) Plan implementing this Article shall provide the following schedule of vesting requirements for any participating employee to earn and be eligible to withdraw or otherwise receive a portion (or in some cases all) of his or her total account value at the time of termination:

<u>Years of COUNTY Service</u>	<u>Portion of Account Value Vested</u>
Less than 1 year	0%
1 year plus 1 day to 2 years	10%
2 years plus 1 day to 3 years	20%
3 years plus 1 day to 4 years	40%
4 years plus 1 day to 5 years	60%
5 years plus 1 day but less than 6 years	80%
6 years	100%

- A. In addition to and notwithstanding the foregoing, employee' options for withdrawing, "rolling over," and otherwise using account money -- and the tax consequences of such withdrawals and use -- shall be subject to any legal requirements or limitations of Internal Revenue Code Section 401(a) and any other applicable laws with which the COUNTY and the Plan must comply.

ARTICLE 11. RETIREMENT SERVICE (Applicable only to certain employees who retired or were on COUNTY payroll prior to January 1, 2002).

- A. Each retired employee who was on COUNTY payroll prior to January 1, 2002, and was a covered employee at the time of retirement will be eligible for a flexible credit allowance under COUNTY's Section 125 Cafeteria Plan (See Article 9), unless he or she has at any time prior to retirement opted to participate in the COUNTY's Section 401(a) Plan (See Article 10).
- B. "Retired employee" means a former COUNTY employee who was age fifty (50) or older and held permanent employment status on the date of his or her retirement, and who had accrued at least five (5) years continuous service with the COUNTY immediately preceding the date of retirement, or, if the employee was hired after January 1, 1986, who has accrued at least ten (10) years continuous service prior to retirement, or, if the employee was hired after July 1, 1987, who has accrued at least fifteen (15) years continuous service prior to retirement; or, if the employee was hired after January 1, 1996, who was age fifty-five (55) or older and held permanent employment status on the date of retirement and who had accrued at least twenty (20) years continuous service immediately prior to retirement.
- C. The amount of the flexible credit allowance shall be computed as follows:
- (1) If the employee retired after December 31, 2001, but before July 1, 2011, and is enrolled in CalPERS medical insurance, then the amount

of the flexible credit allowance shall be equal to the monthly amount of the PERS Choice premium based on the residency and coverage tier in which the retiree is enrolled minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS. As with active employees, any retiree who is not enrolled in CalPERS medical insurance during calendar year 2011 but who provides the COUNTY with written proof of comparable insurance shall only receive a credit allowance equal to the amount of the "single" tier contribution. As with active employees, effective January 1, 2013, any retiree who is not enrolled in CalPERS medical insurance but who provides the COUNTY with written proof of comparable insurance shall only receive a credit allowance equal to \$300 per month. Notwithstanding the foregoing, as with active employees, a retiree who is not enrolled in CalPERS medical insurance but who provides the COUNTY with written proof of comparable insurance shall not be eligible to receive a credit allowance under this subsection (C)(1) unless they were already receiving such a credit allowance prior to July 1, 2011. Retired employees governed by this paragraph shall be entitled to take cash back from the Cafeteria Plan to the fullest extent it may be provided without being inconsistent with this MOU or threatening the plan's compliance with applicable laws, but as with active employees, the Cafeteria Plan shall specify that a retired employee may not take cash back unless he or she can provide the COUNTY with written proof of medical insurance coverage under an insurance plan providing at least the same level of benefits available from medical insurance plans offered through the Cafeteria Plan.

- (2) If the employee retired after July 1, 2011, and is enrolled in CalPERS medical insurance, then the amount of the flexible credit allowance shall be equal to the monthly amount of the PERS Choice premium based on the residency and coverage tier in which the retiree is enrolled minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS and minus the same monthly amount that the retiree was contributing toward their medical insurance premiums as an active employee immediately prior to their retirement. For example, if an employee was contributing \$50 per month toward his or her medical insurance as an active employee at the time of retirement, then that same fixed dollar amount shall be deducted from the flexible credit allowance paid to them as a retired employee pursuant to this subsection (C)(2). Note that under this formula, while the PERS Choice premium and the statutory amount prescribed by Government Code section 22892 will vary over time (based on the then-current amounts), the amount deducted therefrom based on what the retiree was contributing as an active employee does not vary.

- (3) If the employee retired before December 31, 2001, then the amount of the flexible credit that he or she is entitled to shall be equal to the amount of money necessary to obtain CalPERS medical insurance for the retired employee and his or her dependent with a level of benefits substantially the same as the employee had on the date of his or her retirement, minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS for such insurance, plus the COUNTY contribution toward dental and vision coverage. In other words, the amount of the credit allowance will vary with changes in the cost of the applicable level of medical insurance. These retired employees must be enrolled in the applicable level of CalPERS medical insurance in order to receive the flexible credit allowance and shall not be entitled under any circumstances to opt for other insurance coverage, no coverage, or reduced coverage in order to receive “unused” cash back from the Cafeteria Plan.

ARTICLE 12. VACATION ACCUMULATION

- A. Vacation accrual for covered employees shall be as provided in the Mono COUNTY Code as may be amended or superceded. Notwithstanding anything to the contrary, the maximum number of vacation days that may be accumulated by any employee as of December 31st, the end of the calendar year, shall not exceed two and one-half times the employee’s then current annual vacation day accumulation as provided in the Mono County Code as may be amended or superceded.
- B. If a covered employee’s total accumulated vacation days exceeds two and one-half times their annual vacation day accumulation on December 31, then their vacation accrual will cease effective January 1, until the covered employee’s accumulation of vacation days falls at or below two and one-half times their annual accrual. Once the covered employee’s accumulation of vacation days falls at or below two and one-half times their annual accrual, then their accrual of vacation days will recommence for the remainder of the calendar year.
- C. Any covered employees who have accrued a minimum of 80 vacation hours may, upon written request, be compensated for up to a maximum of 40 hours of accrued vacation time per calendar year, instead of taking that vacation time off.

ARTICLE 13. SICK LEAVE

- A. Sick leave for each covered employee shall accrue upon the employee’s date of employment at the rate of one (1) full day of sick leave for each month of

service, to a maximum accrual of one hundred and twenty (120) sick leave days (i.e., 960 hours). Upon termination, the employee shall be compensated for accrued sick leave as follows:

- (1) If the employee has worked for COUNTY for less than five (5) years, no amount shall be paid for accrued sick leave.
- (2) If the employee has worked for COUNTY more than five (5) years, but less than ten (10) years, then the employee shall be paid seventy-five percent (75%) of the dollar value of the accrued sick leave.
- (3) If the employee has worked for COUNTY more than ten (10) years, then the employee shall be paid one hundred percent (100%) of the dollar value of the accrued sick leave.
- (4) If the employee is terminated by reason of layoff, then the employee shall be paid one hundred percent (100%) of the dollar value of the accrued sick leave regardless of how long the employee has worked for COUNTY.

- B. The dollar value of the employee's accrued sick leave shall be based upon the employee's base rate of pay on the date of termination.

ARTICLE 14. LONGEVITY COMPENSATION (Only applicable to employees hired before July 1, 2011)

- A. Any covered employee hired before July 1, 2011, upon completion of three (3) years of COUNTY service at "E" step (or top step) of his/her salary range, shall receive two and one-half percent (2.5%) additional compensation. An additional two and one-half percent (2.5%) longevity compensation shall be paid upon completion of six (6) years of COUNTY service at "E" step (or top step) of his/her salary range. A third and final one-half percent (0.5%) longevity compensation shall be paid upon completion of nine (9) years of COUNTY service at "E" step (or top step) of his/her salary range. No further longevity increases shall be received for additional years of service. Any covered employee who on December 31, 2011, was then eligible to receive at least six and one-half percent (6.5%) longevity pay shall instead receive one percent (1%) less than that amount of longevity pay. Any covered employee who on July 31, 2011, was then eligible to receive at least seven and one-half percent (7.5%) longevity pay shall instead receive one percent (1%) less than that amount of longevity pay. (Note: employees hired on or after July 1, 2011, will not be eligible to receive longevity compensation at any future date.)

ARTICLE 15. ASSUMING DUTIES ENTAILING GREATER RESPONSIBILITY

- A. In the event a covered employee assumes the full range of responsibilities normally expected of a position entailing greater responsibility than his or her presently assigned position, that employee shall receive a five percent (5%) increase in pay, or the same rate of pay due the “A” step of the higher classification, whichever is higher, during the entire time the employee carries out the higher class duties.**
- B. The provisions of this Article are operative only when all the following conditions occur:**

 - (1) Written direction has been given to the employee to assume the higher responsibilities by the employee’s department head or by a person so authorized by the Department Head. If no written directive is issued, no out-of-class work shall be expected or required.**
 - (2) In each assignment of higher duties, the performance of such duties must be for a period of at least two (2) consecutive workdays.**
 - (3) The position assumed has a job description in the most recent job classification and salary survey adopted by the County Board of Supervisors. The assumption and performance of the duties of the higher classification must encompass the full range of responsibilities of the higher classification for the time period of the assignment. This shall not apply to temporary assignments, which are made pursuant to prior mutual agreement between the employee and his or her immediate supervisor for the purpose of providing a training opportunity to the employee for a mutually agreed period of time.**
- C. No out-of-class assignment shall exceed six (6) months unless a written extension is executed by the employer, the UNION and the employee. Out-of-class assignments shall not be used to avoid or prolong promotion or new hire.**
- D. In the event a qualifying higher level assignment has been made but written direction was not properly issued, the employee is still entitled to the compensation provided in this Article, but only if brought to the Department Head’s attention within six (6) months of the end of the assignment.**

ARTICLE 16. RELEASE TIME

- A. Chief Stewards shall have reasonable time off with pay for the purpose of carrying out UNION related matters (not to exceed a total of seven (7) persons). UNION representatives shall notify their Department Heads that they will be participating in UNION matters.**
- B. COUNTY agrees that UNION members may attend semi-annual UNION membership meetings during working hours without loss of pay provided:**
 - (1) Attendance is verified by signature roster, a copy of which shall be supplied to the COUNTY by request.**
 - (2) Attendance during working hours without loss of pay will be limited to two (2) hours per meeting.**
 - (3) The employee's absence from work will not result in the lack of minimum coverage of office functions in the employee's office as determined by the employee's Department Head.**

ARTICLE 17. WORKSITE SAFETY

A. Safety Equipment

- (1) COUNTY shall provide the funds necessary to assure that covered employees needing such equipment for health and safety purposes shall receive new or otherwise serviceable and adequate protective safety equipment. COUNTY shall purchase or replace the following minimum issue of such equipment for each covered employee:**
 - (a) firearm (40 caliber/automatic or equivalent equipped with two additional ammunition clips);**
 - (b) firearm holster;**
 - (c) sufficient ammunition for work and range qualifications;**
 - (d) ear protection for range qualifications;**
 - (e) eye protection for range qualifications;**
 - (f) duty/work belt;**
 - (g) bullet-proof vest;**
 - (h) OC pepper spray and holder;**
 - (l) handcuffs and handcuff holder;**
 - (J) transport belt;**
 - (k) ankle cuffs;**
 - (l) puncture-proof search gloves;**
 - (m) flashlight;**

- (n) field attire (e.g., jacket or shirt) to identify covered employee as a probation officer;
 - (o) first aid/AIDS protection kits for Probation Department vehicles;
 - (p) two-way radios for Probation Department vehicles (in order for officers to be in contact with dispatch)
- (2) Safety equipment shall remain the property of COUNTY and shall be properly inventoried. Equipment shall be used and/or worn by employees whenever engaged in tasks for which such equipment is needed or intended. Employees shall return assigned equipment upon termination from COUNTY employment. Previously issued equipment shall be returned by the employees to whom it has been issued prior to the assignment of replacement equipment. Employees shall be responsible for the care and maintenance of all issued safety equipment and for the cost of replacement of lost equipment.

B. Worksite Inspection

COUNTY shall provide reasonable safety programs and annual onsite safety inspections in order to assure safe worksites for COUNTY employees. Department Heads shall have the responsibility for scheduling the safety programs and annual on-site worksite inspections. Employees may file written complaints relating to the safety of worksites. Written complaints shall be filed with the relevant Department Heads and copies shall be transmitted by employees who file them to UNION. Should the complaint be unresolved at the department head level, an appeal of the matter shall be heard by the Worksite Safety Committee, which shall work with the employee(s), Department Head, supervisor(s) and other UNION and management representatives to resolve the matter.

1. The Worksite Safety Committee will be established as a standing Committee, but will meet as the need arises, and will consist of COUNTY'S designated risk manager, one (1) other manager designated by COUNTY and two (2) representatives designated by UNION.

ARTICLE 18. CALL BACK - ON CALL

A. Call Back

A covered employee who is called in to work at any time other than his or her normal working hours shall be paid for a minimum of two (2) hours of overtime. Should the duration of the call back exceed two (2) hours, the employee will be paid at the overtime rate for actual time worked. The provisions of this Article will not apply to extended shifts.

B. On Call

“On Call” means that period of time during which an employee is assigned to be available for duty. During that period, the employee has free use of his or her time with the exception of being required to be available for duty by telephone or two-way radio during the entire period of the assignment.

- (1) On call status shall be assigned by the Department Head or designee and paid at the rate of three dollars (\$3.00) per hour for the duration of the on call period. No on-call period shall be less than twelve (12) hours in duration.
- (2) [Note: Not applicable to FLSA-exempt employees] A two (2) hour minimum shall be paid at the overtime rate to an employee who is called out while assigned on call duty. An employee is called out when the employee is required to perform any work that is within the call-out assignment, including telephone counseling or other county business conducted by telephone which does not require the employee to leave the employee’s residence or location at the time the employee is called out. If the employee is called out more than one time during the initial two-hour period, any work performed during the initial two-hour period shall be considered to be within the initial two-hour period and no additional compensation shall be owed.
- (3) [Note: Not applicable to FLSA-exempt employees] No employee, unless mutually agreed to, shall have the hours of his or her normally scheduled shift reduced as a result of a call out.

ARTICLE 19. OVERTIME [Note: Not applicable to FLSA-exempt employees]

- A. **Calculation of Overtime:** For time actually worked in excess of forty (40) hours per week, covered employees shall be paid in accordance with the Fair Labor Standards Act (FLSA). Accordingly, and notwithstanding any contrary provision of the County Code or personnel rules, use by an employee of any form of leave or CTO during a work week shall NOT be counted as hours actually worked for purposes of determining whether that employee has worked more than 40 hours that week for purposes of earning overtime (consistent with FLSA). Any covered employee who has actually worked in excess of forty (40) hours in a workweek may, in their option, be credited back any CTO or leave time that they had utilized during that workweek prior to knowing that they would actually work more than 40 hours (note: if an employee does not opt for such a credit, they shall be paid straight time for

such CTO or leave time utilized).

B. Accumulation of Compensatory Time

- (1) Covered employees may accumulate up to eighty (80) hours of compensatory time off (CTO), which may be utilized with the permission of the Department Head.
- (2) At the time CTO is earned, the employee must elect whether the time will be used as CTO or whether it will be cashed out. Once the employee makes the election it cannot be changed.

C. Overtime Meal Allowance: All covered employees who are required to work a minimum of four (4) hours past their normal shift shall receive a twenty dollar (\$20.00) meal reimbursement payment for each such shift worked.

D. Holiday Overtime Pay: For covered employees not receiving holiday pay who work on designated COUNTY holidays, overtime in excess of eight (8) hours will be paid at two (2) times the regular hourly rate.

E. Travel time: Generally, travel time to and from work does not constitute hours worked. This is true whether the employee works at a fixed location or at different job sites. However, time spent in travel during the workday must be counted as hours worked when it is related to the employee's job. Further, travel time that occurs in addition to regular working hours is considered hours worked if it is performed pursuant to COUNTY'S instructions. All such travel time shall be considered "hours worked" by the traveling employee, whether or not the employee is operating a vehicle or riding as a passenger. However, in any work week in which such travel occurs, management may reduce the traveling employee's regular work hours in order to avoid or minimize overtime for that week. For example, if an employee travels eight hours on a Sunday as a passenger to attend a seminar, that time will be counted as hours worked but management may reduce the employee's regular work hours later in the same work week by eight hours, so that no overtime would be owed as a result of the travel (all other things being equal).

ARTICLE 20. PERS RETIREMENT BENEFITS AND CONTRIBUTIONS

A. Covered employees shall continue payment of the employee's contribution for applicable PERS coverage and retirement. COUNTY shall continue to implement the IRS 414H2 program for all employees covered by this MOU in order to facilitate the employee's PERS contributions and to provide for tax deferred payment of the employee's PERS contributions.

- B. COUNTY and UNION agree that for the purposes of PERS retirement, the “single highest year” of the employee’s service years of COUNTY employment shall be used for calculation of the retirement benefits of that employee.**
- C. Notwithstanding sub-section B above, and except for those employees hired within six months of separation from employment with a public employer with pension system reciprocity, who are eligible for the retirement plan in effect on December 31, 2012 (which was then the Safety retirement of 3% at 50), covered employees hired after December 31, 2012 shall be provided with “2% at 50 / 2.7% at 57” PERS Safety Retirement Benefits as mandated by the Public Employees’ Pension Reform Act of 2013. . And covered employees shall continue payment of the employee’s contribution for applicable PERS coverage and retirement. COUNTY shall continue to implement the IRS 414H2 program for all employees covered by this MOU in order to facilitate the employee’s PERS contributions and to provide for tax deferred payment of the employee’s PERS contributions.**
- D. Covered employees shall continue to be enrolled in the PERS Level IV Survivors’ Benefit Program (specifically those benefits provided by Government Code section 21574).**

ARTICLE 21. WAGES

- A. Except as provided in sections B and C below, covered employees shall receive no increases of any kind to their base compensation during the term of this MOU, with the exception of increases resulting from changes in job classifications (e.g., promotions, reclassifications, and transfers). For purposes of this Article, “base salary” means the range and step at which the employee is paid immediately prior to any increase.**
- B. Effective January 1, 2017, notwithstanding any contrary provision of the County Code or personnel rules, covered employees shall again be eligible to earn or receive “step increases” based upon their then existing Anniversary Date. For example, if an employee has an Anniversary Date of February 2, then the employee will receive his or her step, if otherwise eligible, on February 2, 2017, regardless of the year that Anniversary Date was established. Steps shall remain frozen until that date, and no time worked since the steps were initially frozen shall count toward step increases when they become unfrozen on January 1, 2017. Notwithstanding any contrary provision of the County Code or DPOU Personnel System, each “step increase” provided pursuant to this MOU shall be equivalent to two and one half percent (2.5%) of the employee’s base salary (a total of 8 potential step increases, instead of 4, shall be available under this provision).**

- C. On July 1, 2017, and again on July 1, 2018, covered employees shall be provided with a 2% cost of living increase to their base salary.
- D. All employees will be required to utilize direct deposit of their payroll checks.

ARTICLE 22. EDUCATION INCENTIVE PROGRAM

- A. Covered employees who wish to enroll in job-related or promotion-oriented courses shall be reimbursed by COUNTY for allowable expenses related to the courses (which include courses for certifications, licensures, CEU's, and online courses) in an amount not to exceed seven hundred dollars (\$700.00) per calendar year. Allowable expenses shall be actually incurred, shall include tuition costs and out-of-pocket expenses for required course material and textbooks, and shall be subject to the following:
 - (1) Courses must be taken at or by correspondence from an accredited institution if comparable courses are not offered in local schools, or if the work assignment of the individual is such that it does not permit regular classroom attendance.
 - (2) Employees will not be granted time off from their regular work schedule to attend such courses, unless approved by the COUNTY Administrative Officer.
 - (3) Approval for the educational assistance program shall be at the discretion of the COUNTY Administrative Officer, who will determine whether or not each specific course is job-related or promotion-oriented. The COUNTY Administrative Officer will obtain and consider the recommendation of the employee's department head in each case. The COUNTY Administrative Officer's approval shall not be unreasonably withheld. Such approval shall be obtained by the employee prior to enrollment. A copy of the written approval shall be sent by the COUNTY Administrative Officer to the Auditor's Office, the employee's Department Head, and the employee.
 - (4) Required course material and textbooks may be retained by the employee upon satisfactory completion of the course.
- B. Reimbursement shall be made to the employee within fifteen (15) calendar days after presentation to the Auditor's Office of appropriate receipts and proof of completion of the course with a minimum grade of "C" or it's equivalent.

ARTICLE 23. AGENCY SHOP

A. Except as otherwise provided by this MOU or state law, for the term of this agreement all employees in the bargaining unit represented by the UNION shall be required, as a condition of continued employment, either to join the UNION or to pay the UNION a service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessment of the UNION. This requirement shall not apply to any employee who is a member of a bona fide religion, body, or sect, which has historically held conscientious objections to joining or financially supporting public employee organizations. Such individuals shall not be required to join or financially support the UNION as a condition of employment, but will be required, in lieu of periodic dues, initiation fees, or agency shop fees, to pay sums equal to such dues, initiation fees, or agency shop fees to one of the two (2) following non-religious, non-labor charitable funds, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code chosen by such employee:

- (1) Wild-Iris**
- (2) Red Cross (designated for Mono COUNTY)**

Proof of such payments shall be made on a monthly basis to the employer as a condition of continued exemption from the requirement of financial support to UNION, and the employer will, upon request of UNION, demonstrate such continued payment.

- B. The service fee payment will be used by UNION for purposes of collective bargaining, contract administration and pursuing matters affecting wages, hours and other terms and conditions of employment.**
- C. It shall be the employer's responsibility, once notified by UNION of the amount of the service fee as determined by UNION, to provide UNION with a list of all persons in the bargaining unit and their addresses, in order that the UNION can notify such individuals of their obligation under this contract and pursuant to Government Code Section 3502.5. Thereafter, service fees from non-members shall be collected by payroll deduction and distributed to UNION on a monthly basis. UNION will be notified no later than thirty (30) days after the event of any additions or deletions of the names of persons as employees in the bargaining unit to whom this provision is applicable.**
- D. UNION shall defend, indemnify, and hold harmless COUNTY on account of all claims against COUNTY, and all lawsuits in which COUNTY is a party defendant as a result of the provisions of this Article, except for claims against COUNTY which arise from the intentional, wanton or reckless acts (or malice, fraud or oppression) of COUNTY.**

ARTICLE 24. MISCELLANEOUS PROVISIONS

A. **Entire Agreement:** Except as provided in specific Articles pertaining to future agreements between the parties on specific issues, this MOU constitutes the entire understanding of the parties.

B. **Alternate Work Schedules** The COUNTY agrees that the County Administrative Officer and the Finance Director will continue to work and meet with UNION regarding the evaluation of alternate work schedules, such as four (4) ten (10) hour days per week, instead of five (5) eight (8) hour days per week, for forty (40) hour per week employees. This paragraph shall not be construed as requiring COUNTY to consider or implement unique, flexible working hours or schedules for individual covered employees.

C. **Amendments**

The MOU can be amended only in writing after good faith negotiations between the parties. Any purported oral amendment shall be void and of no legal force or effect whatsoever.

D. **Severability Section**

If any Article or Section of this Agreement shall be held to be invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or any enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties may, if they agree, enter into collective bargaining negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 25. NO-LOCKOUT AND NO-STRIKE CLAUSE

A. During the term of this Agreement, COUNTY agrees that it will not lockout employees; and UNION agrees that they will not engage in, encourage or approve any strike, slowdown or other work stoppage growing out of any dispute relating to the terms of this Agreement. UNION will take whatever lawful steps are necessary to prevent any interruption of work in violation of the Agreement, recognizing with COUNTY that all matters of controversy within the scope of this Agreement shall be settled by established grievance procedure.

B. Any strike, slowdown or other work stoppage resulting from violation of Paragraph A, above, may permit COUNTY to immediately suspend dues deductions. The amount that would usually have been deducted from employees' pay during the pay period shall not be deducted if any work stoppage as defined above occurs at any time during the pay period.

ARTICLE 26. NON-DISCRIMINATION

- A. No member, official, or representative of UNION, shall in any way suffer any type of unlawful discrimination in connection with continued employment, promotion or otherwise by virtue of membership in or representation of UNION.**
- B. The parties to this contract agree that they shall comply with all applicable state and federal non-discrimination laws.**
- C. Complaints of discrimination are not subject to the grievance procedure and shall be addressed through the appropriate County, State, and/or Federal offices.**

ARTICLE 27. MANAGEMENT RIGHTS

- A. All management rights and functions, except those, which are expressly abridged by this Contract, are expressly reserved by COUNTY. COUNTY may act by and through its County Administrator in exercising any management rights or powers with respect to a covered employee, including but not limited to any rights or powers otherwise conferred by the County Code or County Personnel Policies on any department head or appointing authority. In the event of a conflict between the County Administrator and a covered employee's department head or appointing authority, the County Administrator's decision shall prevail.**
- B. The rights of COUNTY include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; train, direct and assign its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other reasons not prohibited or in conflict with State or Federal law; maintain the efficiency of COUNTY operation; determine the methods, means and personnel by which COUNTY operations are to be conducted; determine the content of job classifications; take all necessary and lawful actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. COUNTY has the right to make rules and regulations pertaining to employees, so long as such rules and regulations do not violate this MOU or are prohibited or in conflict with State or Federal law.**
- C. COUNTY shall continue to exercise the authority vested in it by COUNTY Code and Personnel Rules & Regulations as they may be amended from time to time. The explicit provisions of this Contract, however, constitute the negotiated agreements between the parties and shall prevail in all terms and conditions as agreed between the parties.**

- D. Nothing herein may be construed to limit the ability of the parties to voluntarily consult on any matter outside the scope of representation.

ARTICLE 28. PERSONNEL RULE REVISIONS

UNION agrees to the COUNTY's revised personnel rules as attached to this MOU as Attachment 1, which revisions shall supercede any provisions previously agreed upon by UNION and COUNTY prior to entry into this MOU. Notwithstanding any other provision of this MOU, the parties agree that COUNTY may during the term of this MOU propose revisions to such rules and/or additional personnel rules, provided that COUNTY allows an appropriate opportunity for affected employees and their bargaining units to "meet-and-confer" in compliance with the Meyers-Milias-Brown Act. UNION agrees that once the COUNTY has duly adopted any such new and/or revised personnel rules, such rules shall apply to all employees covered by this MOU.

ARTICLE 29. FURLOUGHS

A. Upon ratification of this MOU, each covered employee shall have a bank of forty eight (48) unpaid furlough hours for the 2015/2016 fiscal year. Any and all unpaid furlough hours shall have no monetary value, and if any given covered employee does not utilize said hours, he/she shall not be compensated in any way for failing to use said hours, provided, however, that the use of such hours was not unreasonably denied by the employee's department head. An employee shall request to use the unpaid furlough hours in the same manner as he/she is required to request the use of vacation time. Notwithstanding anything to the contrary, a department head, and/or the CAO, may require an employee to utilize unpaid furlough hours not yet utilized by an employee, at specified dates, and in the County's sole discretion.

B. Covered employees subject to this section shall have their base salary reduced in an amount equivalent to reducing their weekly work hours by 48 unpaid furlough hours. As a result, the monthly paycheck for each employee will be reduced by that amount as uniformly as reasonably possible. The pay reduction for the 2015/2016 fiscal year shall be accounted for in however many pay periods remain after ratification of this MOU by the UNION and the COUNTY.

C. Notwithstanding any provision to the contrary, upon adoption of this MOU until June 30, 2016, there shall be no limit on vacation accrual for those covered employees subject to this Article. Beginning December 31, 2017, vacation accrual limits, as set forth in Article ___ above, shall again govern.

D. Notwithstanding any provision to the contrary, from August 1, 2015, through June 30, 2016, employees shall not be eligible to sell back vacation hours for monetary compensation.

E. Notwithstanding any provision to the contrary, any unpaid furlough hours taken pursuant to this Article shall not adversely affect any of the following:

- a. Seniority;**
- b. Leave Accruals;**
- c. FTE Status;**
- d. Health, dental, and/or vision insurance benefits;**
- e. Eligibility for health, dental, and/or vision insurance benefits;**
- f. Longevity and/or an employee's eligibility date for longevity;**
- g. Anniversary dates for step increases;**
- h. Years of service for retirement purposes;**
- i. Probationary periods.**

Additionally, all things otherwise being equal, while the County's 401(a) Plan contribution to those covered employees subject to this Article will necessarily decrease during the 2015/2016 fiscal year, the County agrees to hold harmless said contributions from the effect of the furloughs by providing a one-time contribution to the 401(a) Plan of a covered employee in the amount the COUNTY would otherwise have contributed to the 401(a) plan had said furloughs not been in effect, at the end of the 2015/2016 fiscal year. For example, if a covered employee normally had a base salary of \$100, and contributed 3% (i.e. \$3) of his/her base salary to his/her 457 Plan during the 2014/2015 fiscal year, the COUNTY would normally contribute \$3 to said employee's 401(a) Plan during that 2015/2016 fiscal year. But if, due to furloughs, 3% of the employee's base salary was reduced to a value of \$2, and the employee did not change his/her % contribution to his/her 457 Plan, absent this provision, the County would likewise only contribute \$2 (i.e. the new 3% value) to the employee's 401(a) Plan. However, in order to hold the employee's COUNTY contribution harmless, the COUNTY would make a one-time contribution of \$1 to the employee's 401(a) Plan at the end of the 2015/2016 fiscal year.

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ARTICLE 30 LAYOFFS

Notwithstanding any County Code or Personnel System Section to the contrary, the COUNTY agrees that it may not exercise its managerial right to layoff covered employees during the 2015/2016 fiscal year.

EXECUTION

IN WITNESS of the foregoing provisions, the parties have signed this Agreement below through their duly-authorized representatives:

LOCAL 39/UNION:

By: _____
JERRY KALMAR, Business Mgr.

COUNTY:

By: _____
TIMOTHY E. FESKO, Chair
Board of Supervisors

LOCAL 39/UNION:

By: _____
TONY DEMARCO, President

LOCAL 39/UNION:

By: _____
STEVE CROUCH, Dir. Of Public Employees

LOCAL 39/UNION:

By: _____
JERRY FREDERICK, Business Rep.

LOCAL 39/UNION:

By: _____
CURTIS HILL, Member/Negotiator

**MONO COUNTY
PERSONNEL SYSTEM
[DPOU]**

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- 400 Retaliation Prohibited**
- 410 Anti-Harassment Policy**
- 420 Investigative and Corrective Action for Complaints of Discrimination and/or Discriminatory Harassment**
- 430 Anti-Violence in the Workplace Policy**

440	Improper Political Activity
450	Outside Employment/Restrictions
460	Drug and Alcohol Policy
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490	Disciplinary Action – General
500	Disciplinary Action - Authority
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570	Grievance - General Rules
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600	Layoff
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620	Travel
630	Travel Authorization
640	Travel Reimbursement
650	Travel Advance
660	Travel Claim Procedure
670	Employer/Employee Relations Policy

010 Short Title

These Personnel Rules, Policies & Procedures shall be known as the “Mono County Personnel System.”

020 Application

The provisions of this Personnel System apply to all County employees whose positions are represented by the Mono County Public Employees (MCPE) and Deputy Probation Officers (DPO) bargaining units unless a specific policy and/or procedure indicates otherwise. Exceptions to the application of this chapter are as follows:

A. If a provision of this chapter is in conflict with a provision of an applicable collective bargaining agreement negotiated between the County and a recognized employee organization, to the extent of such conflict, the provision of the bargaining agreement shall be controlling unless the provision in this chapter has been negotiated more recently.

B. Should a conflict exist between the provisions of this chapter and any state or federal law, the provisions of such state or federal law shall prevail.

030 No Contract Created

No provision in this chapter creates a contract of employment, expressed or implied, or any rights in the nature of a contract.

040 Right to Amend, Delete or Suspend

Any provision of this chapter may be amended by adding to, deleting or changing the provision, by action of the Board of Supervisors. Any provision may be suspended by action of the Board of Supervisors. The County will not take any action to amend, delete, or suspend a provision of this chapter without first meeting and conferring with the majority representatives of affected bargaining units.

The County Administrative Officer (CAO) may issue administrative policies and procedures in addition to the rules set forth in this chapter that are not inconsistent with or conflict with the provisions of this chapter or any collective bargaining agreement. This chapter may be amended by the Board of Supervisors to add any policy or procedure so issued.

050 Definitions

The following terms as used in this chapter shall, unless the context indicates otherwise, have the respective meanings set forth in this section:

1. Administrative Leave. Special leave which may be approved by the County Administrative Officer, or the Board of Supervisors, which temporarily relieves an employee from being present at work. This leave shall be granted to achieve a legitimate business purpose of the County. This leave shall be granted for a specified period of time.
2. Allocation. The official assignment of the position(s) to a designated class.

3. Anniversary date. The date recurring yearly upon an employee's most recent permanent appointment, including reclassifications, promotions and demotions.
4. Applicant. A person who has timely submitted all the required documentation for an examination.
5. Appointing Authority. The person(s) having authority to appoint or to remove persons from positions in the County service or a subordinate to whom this authority has been delegated. This authority is subject to approval or ratification by the County Administrative Officer or his or her designee.
6. Appointment. The conditional offer of and acceptance by a candidate to a position in the County service. Appointments are described in Section 170.
7. At-Will Employee. Employees expressly designated as "At-Will" by the Board of Supervisors. It also includes emergency, limited term, retired annuitants, seasonal and temporary employees. At-will employees serve at the pleasure of the appointing authority and can be removed without cause or right of appeal.
8. Board of Supervisors. The Board of Supervisors of Mono County.
9. Business Days. Calendar days exclusive of Saturdays, Sundays, legal holidays, and County holidays.
10. Certification. The Human Resources Director's transmittal to a hiring department of names of available candidates for employment from a list of eligible's in the manner prescribed in these Rules.
11. Classification Plan. An orderly arrangement of titles and descriptions of separate and distinct classes in competitive civil service.
12. Continuous Service. Permanent employment with the County without interruption except for authorized absences or absences to serve in the armed forces of the United States.
13. County. The County of Mono, a political subdivision of the State of California; also known as "Mono County."
14. County Administrative Officer. (CAO) This position is responsible to the Board of Supervisors for the proper and efficient administration of all County offices, departments, institutions, and special districts under the jurisdiction of the Board of Supervisors. The Board of Supervisors and its members have delegated administrative supervision over County governmental activities to the County Administrative Officer and shall, except for the purposes of normal inquiry, not intervene or detract from the delegation. The general administrative responsibilities of this position are outlined in Section 2.84.060 of the Mono County Code. The person who fills this position is appointed by, and serves at the will and pleasure of, the Board of Supervisors.
15. Day. A day shall be an 8-hour calendar day unless otherwise specified. A working or business day shall be any day that the County is regularly open for business.

16. Demotion. A change of status of an employee from a position in one classification to a position in another classification with lesser duties and/or responsibilities, and a lower salary range. A demotion may be voluntary or involuntary. The demoted employee's anniversary date shall become the effective date of the demotion.
17. Department Head. The head of an established office or department including elected officers who head such an office or department. Unless specifically excluded all Department Heads have appointing authority.
18. Discharge. Separation from employment as a disciplinary measure or for failure to maintain requirements of minimum qualifications.
19. Discipline. Oral reprimand, written reprimand, suspension without pay, demotion, or dismissal of an employee.
20. Dismissal. Termination of a permanent full-time or permanent part-time employee for cause.
21. Domestic Partner. A person who is in a committed relationship with a County employee and has established a domestic partnership pursuant to California Family Code Section 297, and as that section may be amended from time to time.
22. Eligible List. Any of the lists of names of persons who have been found qualified through suitable examination for employment in a specific class or position in the competitive civil service arranged in rank order.
23. Emergency. An unforeseen circumstance requiring immediate action, a sudden unexpected happening, an unforeseen occurrence or condition, a pressing necessity.
24. Emergency Employee. A person meeting the minimum qualifications for the job who is employed without going through the recruitment and selection process because of an emergency. Emergency employees serve at-will for a maximum of 30 consecutive working days and do not receive benefits unless required by law.
25. Employee. Any person holding a position of employment with the County which has been duly established by ordinance or resolution of the Board of Supervisors. This includes appointed Department Heads and appointed officers. It excludes elected Department Heads and elected officials.
26. Full-Time Employee. Shall mean an employee employed in one (1) or more regular or limited-term positions whose normally assigned work hours equal to those of a full workweek or work period as described hereinafter.
27. Hard to Fill. A determination made by the CAO when no qualified applications have been filed for an advertised vacancy in a classification for a period of at least six continuous months and when the business needs of a Department require the immediate filling of a vacant position.
28. Hiring Date. The date an employee is first hired by the County and the initial anniversary date. If an employee separates from continuous County employment a new hiring date shall be established

if the employee returns to County service unless the first hiring date is required to be maintained pursuant to state, federal, or County leave laws.

29. Human Resources Director. The position serving at the will and pleasure of the County Administrative Officer which has day-to-day responsibility for the management and administration of the County personnel system, job classification plan, compensation system, position control, and labor relations. The authority of this position is dependent upon the level of delegation granted by the County Administrative Officer.
30. Job Classification. A position or group of positions having the same title, class specification, minimum qualifications, and salary or salary range.
31. Layoff. Separation of an employee from employment because of lack of available work, lack of available funds, or reorganization.
32. Limited Term. Shall mean an appointment of an employee who only works for a fixed or limited duration. Where a regular position is converted to a limited-term position, the incumbent shall retain his or her former status. A limited-term employee may also be used to fill a regular position when the incumbent employee is on an approved leave of absence.
33. Limited Term Employee. An employee meeting the minimum qualification for the job and serving for a specified period of time with a definite beginning date and definite ending date. A person may not have a limited term appointment simultaneously with any other type of appointment. A limited term appointment may not be held for more than nine (9) months in any consecutive 12 month period. A person holding a Limited Term Appointment will be eligible to receive County of Mono benefits, except employees employed less than 1000 hours will not be eligible to receive PERS retirement or healthcare benefits. At the discretion of the County of Mono, a person having successfully completed a limited term appointment period will be eligible for re-appointment within the limitations described above.
34. Local Agency Personnel Standards (or "LAPS"). A personnel system and rules applicable to certain County employees (typically Social Services and Child Support Services) pursuant to State law and regulations generally set forth in 2 CCR Sections 17010 et seq., and as those rules may be amended from time to time.
35. Permanent Employee. Shall mean a person who is not on probation and is employed in a regular position. Can be permanent full-time, permanent part-time or limited-term position.
36. Permanent Position. Any employment within the County, comprised of a defined set of duties and responsibilities, duly authorized by the Board of Supervisors, and which requires the full-time or part-time employment of one person.
37. Permanent Status. The status of an employee who is retained in a permanent position after the successful completion of a probationary period.
38. Personnel Appeals Board. A panel consisting of three members appointed from a pool to hear disciplinary appeals and grievances, as described more fully in Section 540.

39. Probationary Period. Final phase of the examination period, lasting 12 months, during which an employee is required to demonstrate competency in the knowledge, skills, abilities, and character necessary to successfully perform the duties and responsibilities of a position. Periods of absence that are more than 20 working days long shall toll the probationary period for the number of days equal to the absence, and the County is entitled to ascertain if the employee can perform the full range of duties upon return from an extended leave of absence.
40. Probationary Status. The status of an employee who has been appointed to a permanent position but who has not completed the probationary period for that position.
41. Probationer. An employee who has probationary status.
42. Promotion. An employee is promoted when he/she moves from one classification to another classification with a higher salary and higher level of duties and responsibilities after successfully completing the examination process or by direct appointment.
43. Reassignment. Assignment of an employee without examination, from one position within a department to another position in the same department in the same class and at the same pay range.
44. Reclassification. A reallocation of a position to a different or a new classification because of a significant change over time in duties and/or responsibility.
45. Reduction in Lieu of Layoff. The voluntary reduction of an employee who has permanent status in a position for reasons related to lack of funds, lack of work, or reorganization.
46. Reemployment. The employment without examination of permanent employees separated from employment due to layoff.
47. Reinstatement List. An eligible list of names of persons, arranged in the order as provided by this Article, who have occupied permanent positions and who have been separated from their employment as a result of layoff and who are entitled to have their names certified to appointing authorities under the provisions of this Article.
48. Resignation. A resignation is a voluntary termination of employment initiated by the employee.
49. Retired Annuitant. An employee hired on a limited-term basis who has retired from public employment, is receiving PERS or reciprocal retirement benefits, and who is qualified and able to perform the duties of a position within a classification that has been approved by the Board of Supervisors to be filled by retired annuitants.
50. Salary reallocation. Movement of a job classification from one salary range or rate to another salary range or rate by virtue of labor market analysis or readjustment of internal pay alignments. Such action must be approved by the Board of Supervisors. An employee shall not be moved to a lower pay step if the salary reallocation is from one salary range to another salary range.
51. Seasonal Employee. An employee hired to work only part of the year to conduct seasonal work. This employee may only be employed during specified periods of the year for 960 hours or less. A

seasonal employee is at-will, must complete the recruitment and selection process, and receives no benefits unless required by law. Designated classifications that otherwise meet this definition may be classified instead as permanent part-time employees, and seasonal employment positions may be filled by retired annuitants if so designated by the Board of Supervisors.

52. Seniority. Total length of the most recent continuous employment with the County.
53. Separation. The cessation of a person's employment from County service, including but not limited to resignation, medical separation, retirement, conclusion of appointment, removal, and discharge.
54. Shall and May. "Shall" is mandatory and "may" refers to a permissive action that the County, or its designated agent or employee, is authorized, but is not required, to take.
55. Suspension. An involuntary absence from work without pay for disciplinary reasons.
56. Temporary Employee. An employee hired part-time or full-time on a temporary basis that does not attain the status of a probationary or permanent employee and can be removed at any time without cause or right to appeal. Temporary employees are at-will, must complete the recruitment and selection process, and receive no benefits unless required by law. A temporary employee shall not work more than 125 days if employed on a per diem basis. If not employed on per diem basis, said employees shall not work more than 960 hours in a fiscal year or work full time for 6 months.
57. Transfer. A reassignment of an employee who meets the minimum qualifications from one department to another department either in the same classification or another classification at the same salary level or to a different classification in the same department with the same salary level.
58. Y-Rate. When an employee is placed in a job classification for non-disciplinary reasons (i.e. voluntary demotion, demotion in lieu of layoff, downward reclassification of position, etc.) with a lower rate and their current basic rate of pay exceeds the basic rate of the maximum step (E-Step) of the new job classification, the employee's rate of pay shall be frozen until such time that maximum step of the new job classification becomes equal to or greater than the employee's frozen pay rate. When that event occurs, the employee shall be placed on the maximum step of the new job classification and further pay adjustments shall occur as warranted. During the Y-Rate period an employee shall only receive a pay adjustment if they become eligible for a longevity pay adjustment if the employee is eligible for longevity pay pursuant to the employee's applicable collective bargaining agreement.

060 Classification and Reclassification

A. Classification Plan. A classification plan will be established for all County positions. The plan will consist of classifications as defined and described in the official class specifications as adopted by the Board of Supervisors.

B. Allocation of Positions. All positions in the County service will be allocated to an appropriate classification in the classification plan pursuant to an analysis performed by the Human Resource Director and approval by the Board of Supervisors.

C. Class Specification. A written description, known as a class specification, will be prepared for each job classification. Class specifications are descriptive and not restrictive. Each class specification shall include the following:

1. A general definition of the job classification;
2. Any specific factors which distinguish the job classification from similar job classifications;
3. The general placement of the job classification in the County organizational structure;
4. The essential functions of the job to be performed;
5. The essential duties and responsibilities of the job to be performed;
6. The knowledge, skill and ability requirements to successfully perform the job;
7. Any general or specific educational and/or experience requirements or preferences;
8. Any licensing and certification requirements;
9. The working conditions and physical and mental requirements of the job;
10. The classification specification shall also indicate the date on which it was prepared, a bargaining unit designation, FLSA status, and an EEO reporting category;
11. Any other information deemed necessary or desirable by the Human Resources Director.

D. Reclassification. A position may be reclassified after completion of a classification study. A position may be reclassified to a higher class, a lower class or another class at the same level.

1. A Department Head may request a reclassification.
2. Reclassification requests from the Department Head must be made in writing to the Human Resources Director during the budget process. At the discretion of the Human Resources Director, in consultation with the County Administrative Officer, a specific time period may be set aside for reclassification requests during any Fiscal Year.
3. Incumbents in a position being considered for reclassification shall be allowed to provide statements and evidence as may affect the reclassification of the position.
4. Incumbents of reclassified positions may be moved to the level of the reclassification if the position is reclassified to a higher level in a class series and the incumbent has performed the duties and responsibilities of the higher level classification and met minimum qualifications of the higher level, as determined by the Human Resources Director, in his or her sole discretion. In some instances, the reclassification study will result in the allocation of a new position or classification that may require a new recruitment, as determined by the Human Resources Director, in consultation with the CAO. The employee's anniversary date and step will not change. The Human Resources Director's decision may be appealed by the Department Head to the County Administrative Officer within ten (10) calendar days after the decision has been made in writing to the appropriate parties. The County Administrative Officer's decision shall be final.

070 Salary Plan

The Board of Supervisors will establish a salary plan for all classifications.

080 Salary Upon Hire

New employees shall be placed on the salary range for their classification at step "A." New employees may be placed above step "A" under the following circumstances:

- A. When the results of examinations conducted by or provided to the County as part of its recruitment process show a prospective employee or employee-examinee to possess exceptional qualifications, the Board of Supervisors may grant the appointing authority the power to hire such person at any salary step of a particular salary classification.
- B. Whenever there are no applications filed for an advertised vacancy in a classification during a period of at least six continuous months, and when the business needs of a Department require the immediate filling of a vacant position, the County Administrative Officer may, in his or her sole discretion, and subject to approval by the Board of Supervisors, determine that the classification is temporarily "hard-to-fill" and, on that basis, authorize the vacancy to be advertised and filled at any step, up to and including step E of that classification.
 1. Said determination may be made with respect to classification vacancies within a particular department. (e.g. if the classification is only "hard-to-fill" in certain departments.)
 2. The "hard-to-fill" determination shall remain in effect until the County Administrative Officer declares otherwise.
 3. In the event the determination is made and the "hard-to-fill" vacancy is filled at any step above step "A," then all existing employees in the same classification (only in the affected department in the event that the hard-to-fill determination has been so limited) shall receive one or more step increases, effective on the date the vacancy is filled (i.e., when the employment of the new employee commences), equal to the number of steps beyond step "A" at which the new employee has started.
 4. In the event that more than one vacancy exists or multiple vacancies occur during the period of time that the position is deemed "hard-to-fill" the total number of step increases by existing employees shall not exceed the greatest number of steps beyond step "A," at which any new employee is started. For example, if a new employee in a "hard to fill classification started at Step "C" (which is two steps beyond step "A"), then an existing employee at step "A" would move to step "C", and an existing employee at step "D" would move to step "E", and an existing employee at Step "E" will simply remain at that step. If a subsequent new employee started at step "D" (three steps beyond step "A"), then existing employees would only move one additional step (not exceeding step "E") in recognition of already having moved two steps previously when the first new employee started at step "C."
 5. If further vacancies are then filled while the classification remains "hard-to fill," there would be no additional step increases to existing employees. In other words, existing employees may receive no more than three step increases as a result of vacancies being filled in a "hard to fill" classification.

6. Step increases under this subdivision (B) shall not affect or change otherwise effective dates for step increases as set forth in any other subdivision of this policy.

090 Salary Step Advancement

After six months of satisfactory service a new, probationary employee who started at Step A, or a current employee promoted to a new position at Step A, is eligible to receive a step advancement to Step B. An employee receiving such a step increase will have their anniversary date changed to the date upon which the employee receives this step increase. All permanent County employees at any step other than Step "A," (excepting Department Heads, at-will employees, and elected officials) will become eligible to advance one step after a satisfactory service period of one year on the employee's anniversary date. Step increases shall not be automatic, but shall only be given upon affirmative recommendation of the Department Head following the completion of a performance evaluation where the performance is rated as satisfactory or better. Step increases may also be suspended by action of, or pursuant to the direction of, the Board of Supervisors.

- A. If an employee is hired after the 15th of the month, the first day of the month subsequent to the month in which the employee is hired becomes the employee's anniversary date.
- B. If an employee is hired on or before the 15th of the month, the first day of that month in which an employee is hired becomes the employee's anniversary date.

100 Salary on Promotion

An employee who is promoted to a different classification shall be placed on the lowest step of the new salary range that results in a salary raise of not less than a 5% increase above the employee's current salary. The employee shall have a new anniversary date that is the effective date of the promotion.

110 Salary on Reclassification

A permanent employee who is reclassified will retain their present anniversary date and shall receive the salary set forth below:

- A. If the position is reclassified to a class with the same salary range as an employee's current job class, the salary and anniversary date of the employee shall not change.
- B. If the position is reclassified to a class with a higher salary level than an employee's current job class, the employee shall be placed on the lowest step of the new salary range that results in a salary raise of not less than a 5% increase above the employee's current salary. The employee shall have a new anniversary date that is the effective date of the promotion.
- C. If the position is reclassified to a class which is allocated to a lower salary range, the salary and step of the employee will not change. The employee will retain their current salary rate until such time as the new salary rate is equal to or higher than his or her prior salary. When this event occurs, the employee's salary shall be adjusted to the new rate and further salary increases will occur normally.

120 Salary Upon Demotion

An employee who is demoted will be placed within the salary range for the class into which he/she is demoted. The salary may be set at the step which is lower and closest to the salary rate which the employee was receiving before a demotion, unless it is determined by the Human Resources Director that the demotion warrants a different step placement. The employee shall have a new anniversary date that is the effective date of the demotion.

130 Salary Upon Transfer

Any employee transferred from one County department to another in the same class will remain at the same pay step with the same anniversary date.

140 Salary Placement for Emergency, Seasonal, Limited Term, and Temporary Employees

Emergency, Seasonal, Limited Term, Retired Annuitants, and Temporary employees are at-will and shall not work more than 125 days if employed on a per diem basis. If not employed on per diem basis, said employees shall not work more than 960 hours in a fiscal year or work full time for 6 months. Emergency, seasonal, limited term and temporary employees shall be paid at a rate as determined by the County.

150 Recruitment

- A. Declaring a Vacancy. A Department Head will notify the Human Resources Director when a vacancy occurs or is anticipated. The Human Resources Director will review the official County Position Allocation List and verify that a vacancy does exist.
- B. Determining How Vacancy is Filled. The Department Head will communicate with the Human Resources Director and the Human Resources Director, after consulting with the Department Head and with the approval of the County Administrative Officer, will then determine if the vacancy will be filled through an interdepartmental transfer, from an existing eligibility list, an intra department promotion, or through an in-house or open recruitment. If there is an existing eligibility list for the vacant position, the vacancy may be filled from the list unless it includes less than five names. In the event an open recruitment is done, and notwithstanding any other provision of this chapter, the County shall include in the group of candidates to be interviewed any County employees who file timely and complete applications for the position, provided they have not been subject to any final disciplinary action within the prior twelve months.
- C. Announcement. If it is determined that an open recruitment should be done, the Human Resources Director will direct the preparation of the job announcement in consultation with the Department Head. Each announcement will state the duties and salary range of the class; the method of evaluating the education, experience and personal qualifications of the applicants; the place and date to file an application; the selection procedures; and such additional information as may be appropriate in the opinion of the Human Resources Director. The announcement will also state where the principal office for the position is

and a statement that the County may change principal office if necessary to meet County business needs.

- D. Posting of Announcement. The Human Resources Director will post a job announcement at appropriate County facilities, including County websites, so that it is accessible to County employees, employee organizations, and the public. If deemed appropriate, the Human Resources Director will advertise in newspapers circulated throughout all areas of the County, prepare a campaign of advertisement outside the County, as determined by the Human Resources Director, and send the announcement to other appropriate governmental agencies.
- E. Application. Unless otherwise announced, all applications for employment must be made upon a County employment application form. Each application must be signed by the applicant and certified that all statements contained therein are true and correct. The original application must be filed as indicated in the job announcement. All applications, resumes and documents pertinent to an application for employment become the property of the County. Final determination as to the qualifications for a position rests with the Department Head and the Human Resources Director.
1. All applications must be filed within the time specified in the job announcement, unless the time for filing is extended by the Department Head with the approval of the Human Resources Director.
 2. A separate and complete application is necessary for each new recruitment unless a previous application is on file for a period less than one year.
 3. The recruitment may be for a specific time period or may be, upon the recommendation of the Department Head and Human Resources Director, a continuous or open recruitment until filled by a qualified applicant.
- F. Disqualification of Applicants: The Human Resources Director, in consultation with the Department Head, may refuse to accept an application, refuse to examine an applicant, or otherwise consider any person ineligible for employment who:
1. Lacks any of the minimum qualifications established for the position for which the applicant applies;
 2. Is physically or mentally unable to perform the duties of the position and, if the applicant is disabled, cannot be reasonably accommodated or would present a direct and imminent threat as defined under federal and state law.
 3. Is a current user of illegal drugs;
 4. Has been convicted of a misdemeanor which is job related, a crime of moral turpitude, or of any felony;
 5. Has been dismissed from any position for any cause which would be cause for dismissal from County service;

6. Has attempted to practice any deception or fraud in the selection procedure or in securing eligibility;
7. Has used or attempted to use political influence or other methods in order to gain advantage in an examination, application or employment;
8. Failed to reply within a reasonable time to any communication concerning an applicant's availability for employment, as determined by the Human Resources Director.
9. Has made himself or herself unavailable for employment by requesting his/her name be withheld from placement on a certified eligibility list;
10. Is a relative by blood or marriage to a County Officer or appointed Department Head of the department in which employment is sought, or would be a direct supervisor of, or subject to the direct supervision of, a relative by blood or marriage, unless such employment is authorized by a four-fifths vote of the Board of Supervisors; or
11. For any material cause which in the judgment of the Human Resources Director, in consultation with the Department Head, will render the applicant unsuitable for the position, including but not limited to information obtained during a background and/or reference check, a prior resignation or termination from employment, failure during any probationary period, failure to pass the background check for a similar position in the County, or prior disciplinary action.

160 Examination Process

- A. The Human Resources Director will conduct an examination process whenever he or she determines that it is necessary. A Department Head will be consulted in advance as to the nature of the examination. The examination will be competitive, impartial, practical in character, and fairly test the relative ability of the persons examined to discharge the duties and responsibilities of the classification for which the examination is given. Only applicants who meet the minimum qualifications for the position as established in the job announcement or class specification (and who is not otherwise disqualified) may be advanced in the examination process.
- B. The examination process may include, but is not limited to, one or more of the following:
 1. An appraisal of qualifications presented in the application materials. A quantifiable rating may be assigned to distinguish those candidates who are most qualified to be advanced further in the process or to establish a ranking of candidates if no further examination process is conducted;
 2. A written examination specifically related to the job functions of the class for which the examination is being conducted;
 3. A field test and/or performance test;

4. An Oral Examination Board. If an oral examination board is used, the board must have at least two members who are subject matter experts in the area examined, as determined by the Department Head or Human Resources Director in their sole discretion;
 5. Additional Oral Interviews. The most qualified candidate(s) may be asked to participate in additional oral interviews following the other steps of the examination process.
- C. Reasonable Accommodation and Testing. Should an otherwise qualified applicant for a position who is disabled within the definition of State or federal law request reasonable accommodation for any part of the examination process, the Human Resources Director shall modify the examination process for that particular applicant.
- D. Background Investigation. Candidates for County employment may be subject to appropriate investigation including but not limited to:
1. Employment history investigation including references;
 2. Personal and character investigation including credit history;
 3. Fingerprinting;
 4. Search of record of convictions and for some classifications search of record of arrest(s);
 5. Post-employment offer physical or psychological test including a drug and alcohol screen test for designated job classifications for which such testing is necessary;
 6. Verification of education or license if required for the job; and
 7. Post-employment offer proof of citizenship or legal right to work in the United States.
- E. Eligibility List. The names of candidates successfully passing an examination in the opinion of the Human Resources Director may be entered on an eligibility list for the vacant position.
- F. Duration of Eligibility List. An eligibility list resulting from the examination process may be in effect for 12 months from the date it is established and may be extended or abolished in the discretion of the Human Resources Director. The names of candidates may be removed from the eligibility list for the following reasons:
1. For any cause of disqualification as set forth above in section 150.F.
 2. Any evidence that the candidate cannot be located by the postal authorities.

3. On receipt of a statement from the candidate declining an appointment or stating that the candidate no longer desires consideration for a position for a position for which the list was established.
 4. After refusal of two offers of appointment to the class for which the eligibility list was established.
 5. Failure to respond within a specified time after an offer of employment without suitable explanation.
- G. Alternate Eligibility List. If a department other than the department with the vacancy has established a qualified eligibility list, the Department Head seeking to fill a vacancy in the same classification may select any candidate from the list established by the other department. Any further examination of the candidate will be at the discretion of the Department Head seeking to fill the vacancy.
- H. Eligibility List for Another Class of Same or Higher Rank. Where no eligibility list is in existence for a classification, appointment may be made from a list created for another class of the same or higher rank in the same or in a related series if the duties of the class for which the selection procedure was given includes substantially all of the duties of the position to be filled and provided that the Department Head finds that the use of the list is in the best interest of the County and that the necessary skills and knowledge were adequately tested in the selection procedure.

170 Selection Process and Appointments

- A. Selection of job candidates. The Department Head may select any candidate whose name appears on the eligibility list. Prior to appointment, the Department Head shall interview selected candidates of their own choosing from the eligibility list unless the Department Head participated in interviews during the examination process.
- B. Veterans' Preference. If two or more candidates are equally qualified for a position, the appointing authority will select the candidate who is a veteran pursuant to Government Code section 50088.
- C. County Employee Preference. If two or more candidates are equally qualified for a position, the appointing authority will select the candidate who is a current County employee.
- D. Order of Lists. If more than one eligibility list exists for a vacant position, the appointing authority shall use them in the following order:
1. Reemployment List following layoff.
 2. Current Eligibility List for vacancy.
 3. Alternate Eligibility List.
 4. Eligibility List for another classification of the same or higher job classification.
- E. Appointment Procedure. Appointments will be made in writing. The Human Resources Director or his or her designee shall notify the candidate of the decision to appoint and provide other pertinent information.

F. Types of Appointment.

1. At-Will Appointment. Appointment of an employee to a position identified in the County list of job classifications as an At-Will position. These include all employees designated as emergency, seasonal or temporary employees. Such employees serve at the pleasure of the appointing authority and may be removed at any time without cause and without right of appeal.
2. Permanent Appointment. An employee appointed to a position that has successfully completed and passed the probationary period. Permanent appointments may either be made to full-time or part-time positions.
3. Probationary Appointments. An employee who has been appointed to a position who has not completed the probationary period required for permanent appointment.
4. Emergency Appointment. In an emergency or exigent situation, when it is necessary to prevent disruption of public business, loss of life, or damage to persons or property, the County Administrative Officer may employ such persons as may be needed for the duration of the emergency without regard to the personnel rules governing appointments and medical examinations. An emergency employee may be employed for up to 30 days. Employees in this category are at-will and receive no benefits except by law.
5. Limited Term Appointment. An appointment for a specified period of time with a definite beginning date and definite ending date. A person may not have a limited term appointment simultaneously with any other type of appointment. A limited term appointment may not be held for more than 9 (nine) months in any consecutive 12 (twelve) month period. A person holding a Limited Term Appointment will be eligible to receive County of Mono benefits except people employed less than 6 months or 960 hours shall not receive PERS retirement or healthcare benefits. At the discretion of the County of Mono, a person having successfully completed a limited term appointment period will be eligible for re-appointment as a limited term within the limitations described above. Employees in this category are at-will. The County shall not use limited-term appointments to replace permanent full-time employees.
6. Seasonal Appointment. An individual may be employed on a recurrent basis for specified periods of the fiscal year for 960 hours or less. The seasonal employee must go through the recruitment and interview process; however, if an eligibility list is established and kept current, it may be used for more than one year. Student Internships are included in this category. Unless otherwise specified by a collective bargaining agreement with the County, employees in this category are at-will and receive no benefits except by law.
7. Temporary Appointment. An individual employed on a temporary basis for no

more than 960 hours a fiscal year. Temporary employees are sometimes referred to “extra help.” A temporary employee must complete the selection process. Such employees are at-will and receive no benefits except as required by law.

8. Retired Annuitant. An employee hired on a limited-term basis who has retired from public employment, is receiving PERS retirement benefits, and who is qualified and able to perform the duties of a position within a classification that has been approved by the Board of Supervisors to be filled by retired annuitants. A retired annuitant may be a temporary, seasonal, or emergency appointment. Such employees are at-will and receive no benefits except as required by law. Such employees may not be employed for more than 960 hours during any fiscal year.
- G. Report of Hiring Decisions. All hiring decisions for positions in the County service, whether permanent, at-will, emergency, seasonal, or temporary, will be reported promptly to the Human Resources Director by the appointing authority.
- H. Notification to Unsuccessful Candidates. After the appointing authority has selected the successful candidate the Human Resources Director shall notify the eligible candidates not selected of their non-selection to the position. Those candidates not selected will remain on the eligibility list for that job classification or position.
- I. Appointment of Department Head. All appointments of non-elected Department Heads shall be made by the County Administrative Officer (CAO) unless state law gives appointment authority to the Board of Supervisors. Appointment of such Department Heads must be made or ratified by the Board of Supervisors.

180 Probation

- A. Purpose. Every person appointed to a permanent position after certification from an eligible list shall serve a period of probation, while occupying the position, which shall be considered a part of the test of fitness. The probationary period is the final phase of the examination process. It is a trial period during which an employee is required to demonstrate competency in the knowledge, skills, abilities, and character necessary to successfully perform the job and become a permanent employee. Some positions may also require, as a condition of passing probation, possession of required certificates and/or licenses. This period will be utilized for closely observing the employee’s work to determine the employee’s fitness and/or suitability for the job and permanent status. Periods of extended absence shall not count towards employee’s completion of probation. In situations of extended absence, the Probation period may be tolled or extended so that the County has sufficient time to observe that the probationary employee can perform the full range of duties. There shall be no other extensions of the probationary period granted.
- B. Probationary Period. Upon initial appointment, employees serve a probationary period of 12 months commencing on the first date of employment. This period may be tolled if the employee has an extended approved leave of absence, but in no event may the probationary period exceed a total of 12 months of actual employment.
- C. Probation Upon Promotion. A permanent employee who is promoted to a new position serves a probationary period if probation is made a condition of the promotion by the

Department Head. The employee continues to have the right to use any accrued leave. The probation period may be up to three (3) months at the discretion of the appointing Department Head. This period may be tolled if the employee has an approved leave of absence of more than ten consecutive work days.

- D. Promotion During Probation. An employee may be promoted during the probationary period under one of the following two conditions:
1. The employee has satisfactorily completed at least the first six months of the initial probationary period and the employee's individual classification has been duly allocated and defined as a series-allocation where the employee may be promoted within the allocation at the appointing authority's discretion without filling or creating a vacancy (e.g., Appraiser I/II/III, Custodian II/III).
 2. The employee's position has been reclassified and the employee has been working out of class. The employee may be promoted to the reclassified position regardless of how many months of the initial probationary period have been completed.

A promotion pursuant to this section shall not change the probationary status of the employee, nor affect the duration of the initial probationary period (he or she shall serve the remaining time of the initial probationary period).

- E. Application For Vacant Positions While in Probationary Status. A probationary employee shall have the right to apply for a vacant position as an outside candidate when there is an open recruitment. If the probationary employee is selected, he or she begins a new twelve month probationary period and will be placed at the same step in that position's salary range as would a new employee. Appointment to the new position does not change the probationary employee's date of hire and will not be considered as a break in service for purposes of determining County benefits, or right to utilize sick and vacation time. Eligibility for promotion to Step B will occur after six months of employment in the new position.
- F. Evaluation During Probationary Period. A probationary employee shall be evaluated as frequently as necessary to determine that the employee is properly performing the duties and responsibilities of the position. There will be no less than four evaluations of the performance of the employee during the probationary period to be conducted on or before the end of each three-month period. Evaluations during the initial six months are to be completed at least five working days prior to the completion of each successive three-month working period. If an employee has not performed satisfactorily during any three-month period, the employee will be terminated. A final evaluation shall be completed prior to the end of the final month of probationary status and an employee who has not performed satisfactorily will be terminated. Any failure to conduct a performance evaluation described herein does not confer any right to acquire permanent status, and all probationary employees are subject to paragraph G, below.

- G. Release During Initial Probation. At any time during the probationary period an employee may be released from employment without cause and without right of appeal. No employee may be released from employment for any unlawful reason.
- H. Reinstatement From Probation in Promoted Position. If a permanent employee is found to be unsatisfactory following a promotion, the employee will be reinstated to the employee's former position and, if the position has been filled, will "bump" the employee who filled it. If the bumped employee who filled it transferred from another County position, then they shall return to their former position and, if that position has been filled, then they will "bump" the employee who filled it, and so on. If the last employee who has been bumped has no former County position to return to and has not yet passed probation, then they shall be separated from County service. If the employee's former County position has been eliminated or permanently filled, the County will make a good faith effort to place the employee in an appropriate position at the same pay range as the former position if such a position has been allocated, is not presently filled, and for which the employee is qualified.
- I. Benefits During Probationary Period. A newly-hired probationary employee earns all the benefits due a permanent employee but cannot use vacation leave during the first six months of the initial probationary period. Benefits with cash value (such as uniform allowance, etc.) may require a prorated reimbursement by the employee if the employee separates from County service during the first six month period.
- J. Permanent or Regular Appointment. An employee who successfully completes the initial probationary period will acquire permanent status. Permanent status may also be referred to as regular status and those terms are interchangeable.

190 Transfers

- A. Voluntary Transfer. A permanent employee may initiate a request to transfer to another position in the same or lower classification for which the employee is qualified in the opinion of the Human Resources Director by submitting a request to transfer to the Human Resources Department. With the approval of the Department Head for whom the employee now works, the Department Head for whom the employee wishes to work, and the Human Resources Director, the employee may be transferred to the new position when the first vacancy becomes available, subject to the approval of the CAO. An employee transferring in to a new department may be required by the new Department Head to be placed on probation for a period to be determined by the Department Head not to exceed twelve months.

200 Performance Evaluation/Step Increase

- A. Purpose.

All employees, regardless of their specific status, shall be provided with a regular performance evaluation. The purpose of employee performance evaluations is as follows:

1. To identify and document how an employee is performing for supervisors, managers and the employee being evaluated.

2. To establish a basis for consideration in approving transfers, promotions, demotions, reinstatements, discharges, eligibility for performance pay, and other personnel transactions.
 3. To assist individual employees in achieving maximum work performance by discussing and establishing performance goals and work objectives and reviewing progress towards achieving them.
- B. Performance Evaluation Report. Evaluation of the work performance of an employee will be recorded in a written performance evaluation to be placed in the employee's personnel file. The report will be done on the form developed by Human Resources.
- C. Step Increase. An employee must have at least satisfactory performance as indicated in their performance evaluation report to receive a Step Increase. Performance evaluations for employees eligible for a Step Increase are to include the supervisor's or manager's recommendation regarding the increase.
- D. Timelines of Evaluations.
1. Permanent employees and at-will employees, whether part-time or full-time, shall be evaluated on a systematic basis at least once per year. Emergency, seasonal, temporary, and retired annuitant employees shall be evaluated at the end of each six months or the end of their service whichever is first.
 2. During probationary employment, the Department Head or immediate supervisor is required to evaluate the performance of a probationary employee as frequently as necessary to ascertain whether the employee is properly performing the required responsibilities and duties. There shall be no less than four such evaluations within the probationary period. Each evaluation shall be completed at least five (5) working days prior to the completion of each successive three-month period commencing with the first day of employment.
- E. Evaluation Conference. The Department Head or designated supervisor, and the employee will discuss each performance evaluation. Each employee shall receive a written copy of the evaluation at the time it is reviewed with the employee. The employee must sign the evaluation form to acknowledge receipt of the evaluation report. If the employee refuses to sign the evaluation form, the supervisor performing the evaluation or Department Head shall enter a notation on the evaluation that states "refused to sign."
- F. Employee's Response. The employee will be allowed to make a brief written statement (limited to three typed pages) addressing specific concerns raised in the evaluation, which must be submitted within ten (10) business days of the date of the employee's receipt of the evaluation. The employee's response should be submitted to Department Head with a copy to the Human Resources Department.
- G. Placement in Personnel File. A copy of the performance evaluation, the employee's written statement, and all amplifying documents and records will be made a permanent part of the employee's personnel record.

- H. Improvement Plan. If the Department Head or immediate supervisor determines that an employee's performance is unsatisfactory, or that improvement is needed, the Department Head shall take reasonable steps to assist the employee to improve. These directions may be set forth in a written performance improvement plan ("PIP"). Failure by the employee to show satisfactory effort and improvement, or to comply with any requirements set forth in a written performance improvement plan, will be considered grounds for disciplinary action, up to and including termination.

210 Hours of Work and Holidays

A. Work Hours. Generally County employees work a five-day, forty-hour work week. Alternative work week schedules may be allowed and approved when necessary for department business and when approved by the CAO. Each Department Head or designee shall prepare a work schedule that complies with the following general policies:

1. County offices shall be open from 8:00 a.m. to 5:00 pm, unless as otherwise determined by the Department Head, with the approval of the CAO.
2. Two fifteen (15) minute breaks shall be offered to all employees such that one may be taken in the morning and one in the afternoon. Breaks may not be accumulated and may not be taken in the first fifteen (15) minutes of the work day or the last fifteen (15) minutes of the work day. Breaks may not be added to the lunch hour.
3. Lunch breaks shall be normally for a period of one hour, and may be staggered in time so that offices can remain open during the lunch hour. Lunch may not be taken during the first two hours or the last two hours of the work day. A Department Head may establish an alternate department policy subject to CAO approval.
4. A Department Head may authorize in advance, on an individual basis, a temporary change in the normal work schedule when necessary to meet business requirements.

B. Holidays. The following are established as County Holidays. The Board of Supervisors may add, eliminate, or modify the holidays designated below by resolution or holidays may be adjusted pursuant to a collective bargaining agreement.

1. January 1st, known as "New Year's Day." If New Year's Day falls on a Saturday, the preceding Friday, December 31st, will be the New Year's Day holiday;
2. The third Monday in January, known as "Martin Luther King Day;"
3. The third Monday in February, known as "Presidents' Day;"
4. March 31st, known as "Cesar Chavez Day;"
5. The last Monday in May, known as "Memorial Day;"
6. July 4th;
7. The first Monday in September, known as "Labor Day;"
8. The second Monday in October, known as "Columbus Day;"
9. November 11, known as "Veterans' Day;"
10. The Thursday in November appointed as Thanksgiving Day and the Friday following Thanksgiving Day;

11. The 24th Day of December, known as “Christmas Eve Day.” If the 25th Day of December falls on a Saturday, the Christmas Eve Day holiday will occur on the preceding Thursday, December 23rd;
12. The 25th Day of December, known as “Christmas Day.” If the 25th day of December falls on a Saturday, the Christmas Day Holiday will occur on the preceding Friday, December 24th. If the 25th day of December falls on a Sunday, the Christmas Day Holiday will occur on the following Monday, December 26th;
13. The 31st Day of December, known as “New Year’s Eve Day.” If January 1st falls on a Saturday, the New Year’s Eve Day holiday will occur on the preceding Thursday, December 30th;
14. Every day appointed by the President or Governor for a public fast, Day of Thanksgiving, or holiday when such day applies to California Counties.

C. When Holidays Fall on a Weekend. If January 1st, July 4th, or November 11th falls upon a Sunday, the Monday following is a holiday. If said holidays fall on a Saturday, the Friday preceding is a holiday. If March 31st falls on a weekend, there is no paid holiday.

D. Personal Holidays. Every employee shall be entitled to two personal holidays per calendar year, unless a different amount has been set forth in a collective bargaining agreement. The appointing authority may require the employee to provide five (5) working days notice in advance of the use of a personal holiday.

220 Overtime

Except as provided in an applicable memorandum of understanding, or by the State or Federal Government, the rules regarding overtime are set forth below.

- A. Authorization for Overtime. As a matter of general policy, the County does not permit employees to work overtime and will provide adequate staff to handle normal operations. However, non-exempt employees may be required to work overtime at the discretion of, and with the prior approval of, their supervisor.
- B. Overtime Defined. Overtime for non-exempt employees is defined as hours assigned to be worked and actually worked (except for authorized rest periods) in excess of forty (40) hours in the employee’s designated seven (7) day workweek. (A different work period and maximum hours may apply to specific safety classifications.) Compensatory time used during the workweek will not be included as hours worked.
- C. Discipline If Not Authorized. Non-exempt employees working overtime when not expressly authorized to do so by their supervisor will be paid as required by law and shall be subject to discipline. Supervisors’ improperly authorizing overtime to non-exempt employees will be subject to discipline.
- D. Compensation. Overtime assigned and worked by non-exempt employees shall be compensated at time and one-half (1-1/2) their regular rate of pay or as required by federal wage and hour laws.
- E. Recordkeeping. Records of all overtime earned and accrued shall be kept by each department and submitted to the Department of Finance.

230 Compensatory Time

An employee may request Compensatory Time at the time his/her time sheet is submitted for the pay period when the overtime was earned, and the supervisor may in his/her discretion approve compensation in the form of accrued compensatory time at time and one-half (1-1/2). An employee may not accrue more than eighty (80) hours compensatory time at any time, unless a Memorandum of Understanding between the County and a bargaining unit provides for a higher accrual rate.

Use of compensatory time-off earned may be granted provided that: 1) its use does not unduly disrupt the operations of the County; and 2) the request is made to the employee's Department Head or designee no later than five days prior to the time when the employee desires to use the leave.

Overtime will be compensated in pay after 80 hours of CTO have accumulated, unless otherwise provided for in a written Memorandum of Understanding.

240 Payroll Periods

Mono County has twelve payroll periods per year. Each pay period begins on the first day of the month and ends on the last day of the month. Specified departments may have a different pay period in order to efficiently process the payroll. From each employee's check, federal tax, and any other mandatory federal deduction, state tax, employee's association dues, and retirement contributions are deducted. Court ordered deductions and voluntary deductions approved by the County and the employee may also be deducted. Checks may be either hand delivered to the employee, mailed to employee's home or directly deposited to employee's bank, as directed by the employee.

250 Attendance Records and Reports

Each Department Head, or designated representative, will keep an accurate and current record of the attendance, absence, and status of each employee within the department, including records which reflect the amount of sick leave, vacation time, overtime worked, and compensatory time off accrued and allowed, and such other records as may be related to the attendance and status of the employee.

- A. The Department Head will report to the Director of Finance, on forms provided by the Director of Finance, on the twentieth calendar day of each month, as to the daily attendance during the preceding month of each such employee within the department, listing all the absences of each such employee and other information necessary to determine compensation due to each employee.
- B. The Director of Finance will maintain a record for each employee to determine compensation due to each such officer or employee.
- C. The Human Resources Director, or his or her designee, will maintain a record of time used pursuant to leave taken pursuant to Sections 280-310 and Section 340.

260 Vacation

- A. Accrual. Unless provided otherwise in an applicable Memorandum of Understanding, or pursuant to an “At-Will” contract or agreement, eligible employees and appointed officers, including permanent and probationary employees, and excluding emergency, seasonal, and temporary employees, shall be entitled to accrue vacation leave with pay for each year of full-time service as follows:

Initial employment . . . 10 days vacation per year
After three years of continuous service . . . 15 days vacation per year.
After ten years of continuous service 17 days vacation per year.
After fifteen years of continuous service . . . 19 days vacation per year.
After twenty years of continuous service. . . 20 days vacation per year.

- B. Part-Time Accrual. A permanent part-time employee accrues vacation with pay in the same proportion that his/her working hours bear to the normal working hours of full-time employees in the position.
- C. Maximum Accrual. The maximum number of vacation days that may be accrued by any employee shall not exceed two and a half times the employee’s annual accrual rate. When the employee reaches the maximum accrual at the end of a calendar year, he/she shall cease earning vacation until such time that he/she has a maximum accrual less than two and a half times his/her earning rate.
- D. Payment on Separation. Any employee who earns vacation will be compensated for all accrued vacation upon separation from County employment.
- E. Limitation on Initial Use. Each eligible officer or employee earns vacation upon the first day of employment, but vacation may not be taken until the officer or employee has been continuously employed by the County for six (6) months, or as provided in an “At-Will” employment agreement.
- F. Vacation Leave Use. Vacation leave may not be taken without written request to the Department Head and notification from the Department Head that the request has been approved in advance of the vacation leave. Vacation should be scheduled as far in advance as reasonably possible.

270 Sick Leave

- A. Definition. Sick leave is leave from duty with pay which may be granted to an employee when an employee is physically or mentally unable to perform his or her duties due to the employee’s illness, injury, or medical condition, or because of illness or injury to a family member, or domestic partner, or for a medical, dental or optical appointment to the extent such appointment cannot be scheduled outside the workday.
- B. Eligible Employees. All permanent employees except emergency, seasonal or temporary employees are entitled to accrue sick leave. Permanent employees employed on a part-time basis shall receive prorated sick leave.

- C. Sick Leave Accrual. Unless an applicable collective bargaining agreement provides otherwise, eligible employees will accrue sick leave at the rate of one day of sick leave for each calendar month of full-time service to the County. Permanent part-time employees accrue sick leave on a prorated basis.
- D. Sick Leave Use. Unless an applicable collective bargaining agreement provides otherwise, sick leave up to five (5) consecutive working days may be granted by an employee's Department Head. An employee taking an anticipated sick leave shall provide reasonable advance notice to their Department Head or designee. The Department Head or Risk Manager may require a physician's certificate or other relevant evidence of illness or injury. Sick leave will be used concurrently with other medical leaves of absence. If sick leave extends beyond 5 days, or is taken on a regular intermittent basis, the Department Head will immediately notify the Risk Manager.
- E. Call In Requirement. Employees who are sick and unable to come to work must call in to their supervisor or designee within one hour of the time they are required to report to duty each day of the absence. If the employee is unable to call in due to the serious nature of the illness or injury, they are required to call in, or have someone make such notification on their behalf, as soon as that notification can be reasonably made.
- F. Employee Sick Leave Used for a Family. Sick leave may be used due to the illness or injury of a child, spouse, parent, or domestic partner. The Department Head may require a physician's certificate or other evidence of illness or injury. In addition to this provision leave to care for a sick or injured family member may also be provided pursuant to Section 280, and may run concurrent with leave granted under FMLA and CFRA.
- G. Sick Leave Use During Probation. Employees may use accrued sick leave during the probationary period. Without any accrued leave a probationary employee required to be absent from work due to illness or injury will take Leave Without Pay (LWOP).
- H. Sick Leave Usage for Industrial Accidents. Any employee absent due to injury or an illness arising out of and occurring in the course of County employment may elect during such absence to apply accrued sick leave to such absence and receive compensation therefore in the amount equal to the difference between the compensation received by the employee under the Workers' Compensation Act and regular County pay, not to exceed the amount of accrued sick leave. The employee may elect to use any accrued vacation time and compensatory time after sick leave is exhausted. The rights of public safety officers are additionally protected by Labor Code Section 4850, incorporated herein by reference.
- I. Sick Leave Usage for State Disability Insurance Benefits. Any employee with an approved claim to receive State Disability Insurance Benefits shall use accrued sick leave during the employee's approved medical absence for which disability benefits are received in an amount necessary to backfill the amount of the disability benefits in order to receive full wages. The employee may elect to use any accrued vacation and compensatory time after sick leave is exhausted.
- J. Leave Usage for Paid Family Insurance Benefits. Any employee who has made a claim to receive Paid Family Insurance Benefits shall use accrued vacation during the absence of the employee for which insurance benefits are received to backfill the amount of the

benefits in order to receive full wages for as long as accrued vacation leave is available and eligibility to receive Paid Family Insurance Benefits continues. The employee may elect to use any accrued sick leave and compensatory time after vacation leave is exhausted.

- K. Excessive Sick Leave Usage or Abuse of Sick Leave. An employee who is excessively absent may be subject to disciplinary action. When determining if excessive or improper sick leave is being used, the pattern of absence and any other information concerning the use of the sick leave may be considered. An employee will be subject to disciplinary action for abuse of sick leave when the employee claims entitlement to sick leave yet it is determined that he/she has not met the requirements for sick leave usage as set forth in this section.

- L. Payout at Separation. Unless an applicable MOU indicates otherwise, employees who have completed five (5) years or more of continuous service and retired, resigned, terminated, died or are laid off will be paid one half of all accumulated sick leave at the straight time rate of pay to a maximum of 400 hours. If the employee has died payment will be made to the employee's designated beneficiary, or if none, to the employee's estate. Employees who have completed ten (10) years or more of continuous service and retired, resigned, terminated, died or are laid off will be paid 100% of all accumulated sick leave at the straight time rate of pay to a maximum of 896 hours.

- M. Leave Pool. In accordance with applicable collective bargaining agreements, the County may establish and administer a catastrophic leave pool program.

280 Family Medical Care Leave

- A. Statement of Policy - To the extent not already provided for under current leave policies and provisions, the County will provide Family and Medical Care Leave for eligible employees as required by, and pursuant to, state and federal law. Unless otherwise indicated, "leave" under this section will mean leave pursuant to the Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"). Any changes to said laws will be incorporated herein and effective upon enactment.

- B. Definitions - The following definitions apply to this policy.
 - 1. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

 - 2. "Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child, legal ward, or a child of a person standing "in loco parentis."

 - 3. A child is "incapable of self care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public

transportation, paying bills, maintaining a residence, using telephones and directories, etc.

4. "Parent" means the biological, foster, or adoptive parent of an employee or an individual who stands or stood "in loco parentis" (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
5. "Spouse" means a husband or wife as defined or recognized under California State law for purposes of marriage.
6. "Domestic Partner" means a partner as defined in California Family Code §297.
7. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, or
 - b. Continuing treatment by a health care provider for reasons of:
 - i) Any period of incapacity due to pregnancy or for prenatal care.
 - ii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
 - iii) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.
 - iv) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.
8. "Health Care Provider" means:
 - a) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
 - b) Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
 - c) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California or any other State and performing within the scope of their practice as defined under State law;

- d) Physician's assistants, nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California or any other State law and who are performing within the scope of their practice as defined under State law; and
- e) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

C. Reasons for Family Medical Care Leave. Leave is only permitted for the following reasons.

- 1. The birth of a child or to care for a newborn of an employee;
- 2. The placement of a child with an employee in connection with the adoption or foster care of a child;
- 3. Leave to care for a child, parent, spouse or domestic partner who has a serious health condition; or
- 4. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.
- 5. Leaves required under State or Federal law.

D. Employees Eligible for Leave - An employee is eligible for leave if the employee:

- 1. Has been employed for at least 12 months; and
- 2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

E. Amount of Leave - Eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period.

- 1. Minimum Duration of Leave - If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.
- 2. Leave Due to Serious Health Conditions. If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken.
- 3. Spouses Both Employed by County - In any case in which a husband and wife both employed by the County are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster

care of the employees' child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.

F. Notice – County shall inform employee in writing of their FMLA eligibility status within five (5) business days of being informed or having reason to know about a FMLA event with a written explanation of the County’s expectations and requirements and of the consequences of the employee’s failure to adhere to the requirements.

G. Employee Benefits While on Leave

1. Employees are required to use accrued sick leave when the purpose of the leave taken under this section is because of the employee’s own serious health condition. Employees are required to use accrued vacation leave or other accrued leave when taking any leave pursuant to this section not because of the employee’s own serious health condition, except as otherwise provided herein. An employee may be allowed to use accrued sick leave during a period of leave in connection with the birth, adoption, or foster care of a child, or to care for a child, parent, or spouse with a serious health condition upon the mutual agreement, in writing, between the employee, Department Head, and CAO.
2. Following the use of paid leave balances, leave under this policy is unpaid. While on unpaid leave, employees will continue to be covered by the group health insurance (which includes dental and vision) to the same extent that coverage is provided while the employee is on paid status.
3. However, employees on unpaid leave will not continue to be covered under the non-health benefit plans, unless specified elsewhere. Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the County will inform the employee whether the premiums should be paid to the carrier or to the County. Coverage on a particular plan may be dropped if the employee is more than 30 days late in making a premium payment. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. For purposes of pension and retirement plans, the County will not make plan payments for an employee during the unpaid leave period, and the unpaid leave period shall not be required to be counted for time served under the plan. However, an employee may continue to make contributions in accordance with the terms of the plan during the period of leave.
4. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the County shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The County shall have the right to recover premiums through deduction from any sums due to the County (e.g. unpaid wages, vacation pay, etc.).

H. Substitution of Paid Accrued Leaves – Unless otherwise precluded by law, (e.g., 4850 time, when SDI or workers’ compensation benefits are being received) an employee must

use paid accrued leaves concurrently with FMLA and/or CFRA leave. Employees who are eligible to receive state disability insurance may receive paid state disability leave during FMLA or CFRA leaves of absence. See Section 270.I for use of sick leave and other leave when an employee is receiving State Disability Insurance Benefits.

I. Medical Certification –

1. Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition, must provide written certification from the health care provider of the individual requiring care if requested by the County.
2. If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position subject to the following requirements:
 - a. Time to Provide Medical Certification – When an employee's leave is foreseeable and a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification to the County within the time frame requested by the County which must allow at least 15 calendar days after the employer's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.
 - b. Consequences For Failure To Provide An Adequate Or Timely Certification If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established by this policy, the County may delay the taking of FMLA/CFRA leave until the required certification is provided.
 - c. Recertification - If the County has reason to doubt the validity or clarity of a certification, the County may require a medical opinion of a second health care provider chosen and paid for by the County. If the second opinion is different from the first, the County may require the opinion of a third provider jointly approved by the County and the employee, but paid for by the County. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a recertification.
3. To receive compensation under state disability insurance, if the leave is requested because of the serious health condition of an employee's family member, the employee may be required to provide certification which includes the following:
 - a. A diagnosis and diagnostic code prescribed in the International Classification of Diseases, or, where no diagnostic has yet been obtained, a detailed statement of symptoms.

- b. The date, if known, on which the condition commenced.
 - c. The probable duration of the condition.
 - d. An estimate of the amount of time that the physician or practitioner believes the employee is needed to care for the child, parent, spouse, or domestic partner.
 - e. A statement that the serious health condition warrants the participation of the employee to provide care for his or her child, parent, spouse, or domestic partner.
- J. Intermittent Leave Or Leave On A Reduced Leave Schedule - If an employee requests leave intermittently (a few days or hours at a time) or a reduced leave schedule for reasons covered under the FMLA or CFRA, the employee must provide medical certification that such intermittent leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. Employee shall be informed that granted FMLA leave will be deducted from employees 12 week allowance.
- K. Employee Notice of Leave - Although the County recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be orally given. If the County determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the County may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute.
- L. Reinstatement upon Return from Leave
- 1. Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the leave period.
 - 2. Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.
- M. Fitness For Duty Certification - As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider indicating that the employee is able to resume the essential functions of his or her pre-leave position. A fitness-for-duty certification may be required if the employee has used leave pursuant to Section 270 when the leave was necessary because of the employee's illness, injury, or medical condition. Failure to

provide such certification will result in denial of reinstatement. The County reserves the right to have a returning employee examined by a County designated physician, or to have the County's designated physician consult with the employee's physician, concerning the employee's fitness for duty, unless some alternate provision is set forth in the employee's applicable collective bargaining agreement.

- N. Reinstatement of "Key Employees" - The County may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the County, and the employee is notified of the County's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.
- O. Required Forms - Employees must request, complete and return each of the applicable forms in connection with leave under this policy as provided by the office of Risk Management.
- P. Visits to Doctor - Employees with chronic medical conditions are required to visit a doctor at least twice a year for that condition. For single absences requiring leave, the employee must be seen within seven days of the onset of the illness and if seen twice, the second visit must occur within 30 days of the onset of the illness.
- Q. Parental Leave/Adoption – Employees can use leave intermittently for a serious health condition of an adopted child. FMLA leave may also include time to travel to another country to complete an adoption or other necessary steps to complete the adoption.
- R. Notice/Call Ins – Employees are required to timely warn the County that they are planning to miss work and must follow the counties call in policy.
- S. Leave During Holidays – If a holiday falls within a full week of FMLA leave, the holiday counts as FMLA time, but if the leave is taken in increments of less than one week, the holiday will not count against the 12-week leave unless the employee was scheduled to work the holiday.

290 Leave of Absence Due to Death in Family

- A. When any employee or officer is absent from duty by reason of the death of his or her father, mother, step-father, step-mother, brother, sister, wife, husband, domestic partner, child, grandparent, grandchild, or the mother or father of the employee's or officer's spouse or domestic partner, he or she shall be entitled to be absent, with pay, for no more than five (5) working days per year total, regardless of the number of triggering events.
- B. Eligible Employees. All employees except emergency, seasonal and temporary employees, including retired annuitants, are entitled to this leave. Employees employed on a part-time basis are entitled to this leave on a pro rata basis.
- C. Documentation of Death. The County may require confirmation of death within thirty (30) days after the employee or officer returns to work.

300 Leave of Absence Due to Critical Illness in Family

- A. When any employee or officer is absent from duty by reason of the critical illness of his or her father, mother, step-father, step-mother, brother, sister, wife, husband, domestic partner, child, grandparent, grandchild, or the mother or father of the employee's or officer's spouse or domestic partner, he or she shall be entitled to be absent, with pay, for no more than five (5) working days per year total, regardless of the number of triggering events. For purposes of this provision, a "critical illness" means a "serious health condition" as defined in Section 280(B)(7) but excluding any normal pregnancy (one without medical complications).
- B. Eligible Employees. All employees except emergency, seasonal and temporary Employees, including retired annuitants, are entitled to this leave. Employees employed on a part-time basis are entitled to this leave on a pro rata basis.
- C. Documentation of Critical Illness. The County may require confirmation of critical illness within thirty (30) days after the employee or officer returns to work.

310 Military Leave of Absence

All officers and employees are entitled to military leave of absence in accordance with the provisions of Federal and State law, including FMLA. Military leaves of absence will be reported by the Department Head to the Human Resources Director to insure that all statutory requirements are satisfied. Employees and family members of military personnel may take leave as provided under federal law.

320 Jury Duty Leave

- A. Every permanent or probationary employee of the County who is summoned or required to serve as a trial juror in any jurisdiction where the employee resides, or to serve on a federal grand jury, is entitled to be absent from the County during the period of service. The employee will be paid the employee's regular salary without charge against the employee's accumulated paid leaves, provided that the employee deposits fees received for jury service (excluding mileage) with the Director of Finance or his/her designee.
- B. An employee summoned for jury duty must immediately notify his or her Department Head. An employee must turn in copy of summons to Department Head within 3 days of receipt.
- C. Employees are required to notify their supervisor on a daily basis regarding jury duty hours, including jury duty release time. Upon release from jury duty prior to the end of the business day, the employee must promptly notify their supervisor. If an employee or officer is released from jury duty at a time that allows the employee to return to work with one hour or more remaining in the workday, the employee or officer must report to work.
- D. Where Courts have call-in procedures to determine days and hours of service, employees must take advantage of these procedures. If an employee is not told by the Court to report or told to call in the next day for jury service, the employee must come to work and make

the call from his/her assigned place of work, unless the employee receives prior approval from the Department Head to call from home.

330 Miscellaneous Leave

A. An employee is entitled to take leave when the employee has been the victim of domestic violence, sexual assault or stalking in order to obtain any legal relief, seek medical attention, and to obtain related services and counseling. The employee shall provide their supervisor with reasonable advance notice of their intention to take time off, and may use accrued vacation, personal leave, sick leave, compensatory time off, or unpaid leave if no accrued leave is available. When an unscheduled absence occurs, the employee shall provide certification evidencing the fact that the employee was a victim of domestic violence, sexual assault, or stalking. To the extent allowed by law, the County shall maintain the confidentiality of any employee requesting and using leave pursuant to this section.

B. An employee is entitled to be absent from work when the employee, or an immediate member of an employee's family, has been a victim of a crime and is required to attend judicial proceedings related to that crime. The employee shall provide their supervisor with reasonable advance notice of their intention to take time off, and may use accrued vacation, personal leave, sick leave, compensatory time off, or unpaid leave if no accrued leave is available. When an unscheduled absence occurs, the employee shall provide certification evidencing the fact that the employee, or an immediate member of the employee's family, was a victim of a crime and was required to attend a judicial proceeding related to that crime. To the extent allowed by law, the County shall maintain the confidentiality of any employee requesting and using leave pursuant to this section.

C. When an employee acts as a volunteer firefighter for the protection of life or property during regular business hours, the employee shall be deemed to be on duty and there should be no loss of salary. The employee, when working as a volunteer, is not covered by Worker's Compensation with Mono County. An employee who is called to perform search and rescue services during regular business hours may act with the prior approval of the employee's Department Head, whose permission shall not be unreasonably withheld, and the employee shall be deemed to be on duty and there should be no loss of salary up to the first four hours of time spent responding during regular business hours (per incident); any additional time spent responding (beyond four hours during regular business hours) shall not be compensated, but an employee may use any accrued vacation leave or compensatory time off the employee may have for this purpose. The County shall also comply with Labor Code sections 230.3 and 230.4, to the extent applicable.

D. An employee may take leave to attend a school or day care facility event pursuant to Labor Code Sections 230.7 and 230.8 if the employee provides reasonable advance notice to their supervisor. The employee shall be required to use accrued vacation, personal leave or compensatory time off when using this leave.

340 Pregnancy Disability Leave

A. Any female employee will be entitled to take an unpaid leave on account of pregnancy,

child birth or related medical conditions for the period of disability up to four (4) months. The employee will be entitled to utilize any accrued sick leave, vacation time or other accrued paid leave during this period of time. An employee will not accrue additional vacation or sick leave during any unpaid portion of this leave. The County may, but is not required to, allow an employee to commence the use of CFRA leave prior to the birth of the child if the employee has used four months of pregnancy disability leave prior to the child's birth and the employee's health care provider determines that a continuation of the leave is medically necessary. Pregnancy Disability Leave shall run concurrent with FMLA leave.

- B. Any employee who plans to take a leave on account of pregnancy, child birth or related condition should submit in writing to her Department Head a statement of her intent to take leave, including a physician's statement indicating her last advisable or probable date to remain at work and a statement of her intended date to return to work. Notice must be given not less than thirty (30) days prior to the intended commencement date of the leave, if the leave is foreseeable. When the need for leave does not allow for thirty (30) days notice, notice should be given as soon as practicable.

350 Voting Leave

Employees whose work schedule prevents them from having sufficient time outside of working hours to vote at a statewide or countywide election, may take up to two (2) hours off with pay at the beginning or end of the workday, whichever allows the most free time for voting and the least time off from the employee's regular working shift, to enable the employee to vote. If the time off is required, the employee must provide the employee's Department Head with notice that time off for voting is necessary at least two (2) days prior to the election. The Department Head may require that the time off be taken only at the beginning or the end of the employee's shift/workday.

360 Administrative Leave With Pay

Administrative leave is leave with pay taken at the sole discretion of the County. Employees placed on administrative leave will be relieved of their regular duties during the period of leave. Employees placed on administrative leave will remain at their residence or elsewhere at the instruction of the Department Head, and remain accessible to communication and contact from the County, during their regular work hours, but shall perform no work or duties on behalf of the County. Employees placed on administrative leave will report to their Department Head daily or as otherwise instructed by their Department Head during the period of the leave. Administrative leave is not discipline and does not entitle the employee to any right of appeal. Employees on Administrative Leave shall accrue benefits, including sick and vacation time, during such leave, and may request to use accrued sick and vacation time in the manner provided for in this Chapter. The employee on paid administrative leave must comply with reasonable restrictions during the employee's normal working hours, shall not engage in activities that might result in injury to the employee, and shall promptly notify their supervisor of any change in their location during the employee's normal working hours. Administrative leave for a period of thirty (30) days or less must be approved by the CAO. Administrative Leave for any period in excess of thirty (30) days must be approved by the Board of Supervisors upon the recommendation of the CAO.

370 Administrative Leave Without Pay

- A. Eligibility. Other than emergency, temporary or seasonal employees, all employees or officers of the County who have been employed for one (1) year may be granted a leave of absence without pay upon the following conditions:
1. The employee or officer has submitted a request in writing to his or her appointing authority indicating clearly and concisely:
 - a. That the leave of absence is made voluntarily by the employee or officer;
 - b. That there is a date certain on which the leave will commence;
 - c. That there is a date certain on which the employee will return to work and failure of the officer or employee to return to work on that date constitutes cause for dismissal of said employee or said officer should the employee or officer not utilize the procedure for extension as set forth below;
 - d. That the reason for the requested leave of absence and all facts, events or occurrences that the employee or officer is relying upon to support the request are stated.
- B. When Granted. A leave of absence without pay may be granted only in the event that the facts, events and occurrences that support the request of the officer or employee establish one of the following:
1. There is an illness, injury or disability of the officer or employee, or a member of his/her immediate family and the officer or employee has exhausted all available leaves pursuant to CFRA and FMLA;
 2. The employee or officer is to receive some training, education or experience which will materially increase the ability of said officer or employee to perform his or her duties as a County employee;
 3. That the leave is requested for personal reasons acceptable to the Department Head and the CAO;
 4. That additional maternity or paternity leave, beyond that authorized by federal or state law, is requested by an officer or an employee.
- C. Authority. A leave of absence requested by an officer or an employee for a period not exceeding thirty (30) calendar days after the exhaustion of all other leaves may be approved by the employee's Department Head and granted by the CAO.
- D. Extension of Leaves. Should the officer or employee desire an extension of the leave of absence, said officer or employee must submit a request, in writing, to the CAO, whose approval is required pursuant to Subsection C of this section. The request will be considered by the CAO, whose approval is required, only in the event that:

1. The request is received by the County Administrative Officer (CAO) at least seven (7) working days prior to the date scheduled for termination of the leave.
 2. The request contains an address to which a note of approval or denial of the extension may be sent; and
 3. The request gives facts which support a determination by the CAO that the circumstances which caused the initial granting of the leave still exist.
- E. Leave Requests for Period in Excess of Thirty Days. A leave of absence requested by an officer or employee for a period in excess of thirty (30) calendar days shall be processed as follows:
1. The request shall be approved by the employee's Department Head and submitted to the CAO.
 2. Upon the approval of the CAO, the request shall be submitted to the Board of Supervisors for consideration at the next regularly scheduled Board meeting. The Board of Supervisors may approve the request, approve the request upon the imposition of conditions the Board deems appropriate, including but not limited to, a reduction in the period of time requested, or deny the request.
- F. Time Limitation. Leave without pay is not to exceed one (1) year.
- G. No Accrual of Other Leaves. Vacation, sick leave and other paid leaves will not be earned during unpaid leave of absence. Holidays with pay will not be given. Contributions to monthly premium costs for medical insurance will be suspended after one (1) calendar month. After one (1) month the employee must make arrangements to continue to pay his/her normal monthly premium costs for insurance under COBRA provisions or lose coverage.

380 Employee Standards of Conduct

- A. All County employees are expected to meet the following standards of conduct:
1. Maintain the highest standards of moral and ethical conduct;
 2. Being courteous, competent, and business like when dealing with all people;
 3. Beginning work on time and putting in a full day's work;
 4. Being dedicated to the County and the job, and always striving to improve both; and being dedicated to providing quality services in support of the health, safety, and welfare of the local economy while protecting the County's unique rural environment, natural resources, and honoring the public trust and the people being served;
 5. Working cooperatively with fellow employees, supervisors and other departments;
 6. Putting themselves in the other person's shoes;

7. Keeping physically and mentally healthy; and
 8. Working safely at all times.
- B. Failure to adhere to the standards of conduct can be grounds for disciplinary action pursuant to section 498 of these rules.

390 Discrimination Prohibited

No person employed by the County of Mono, or seeking employment with the County of Mono, shall be discriminated against in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, color, religion, national origin, ancestry, marital status, sex, age, physical or mental disability, sexual orientation, or political or religious opinions or affiliations. Any employee who believes he/she has been discriminated against should report it immediately to their supervisor, manager, any Department Head, or Human Resources Director. The County's internal complaint process described in section 410 of these rules is available to any employee who believes they have been discriminated against.

400 Retaliation Prohibited

An employee shall not be disciplined or discharged for reporting discriminatory conduct, regulatory violations or illegal activity, unsafe working conditions, or industrial injury, unless the conduct reported is found not to have occurred and there is malice in the reporting.

410 Anti-Harassment Policy

- A. Harassment Free Work Environment. The County is committed to providing a work environment free of discriminatory harassment.
- B. Harassment Will Not Be Tolerated. Discriminatory harassment violates this policy and will not be tolerated. Discriminatory harassment of an applicant, employee or person providing services pursuant to a contract, is harassment based on actual or perceived race, religious creed, color, sex, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment, for participating in a harassment investigation, or for engaging in any other protected activity. Retaliation constitutes a violation of this policy.
- C. Policy Applies to All Personnel Matters. This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Employees who violate this Policy may be subject to disciplinary action up to and including termination. By definition, any form of discriminatory harassment, including sexual harassment, is not within the course and scope of an individual's employment with the County.

- D. Definition. Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, or even specifically directed at the victim. The conduct prohibited by this policy may include conduct that does not necessarily meet the strict legal definition of harassment as defined under Title VII of the Civil Rights Act of 1974, the California Fair Employment and Housing Act, or other federal and state statutes that prohibit harassment. In other words, an employee, manager, supervisor, or officer may be subject to discipline, up to and including termination, for engaging in, and/or aiding or abetting conduct prohibited by this policy that may not rise to the level of harassment as defined under state or federal law. Sexually harassing conduct can occur between people of the same or different genders.

Harassment includes, but is not limited to, the following misconduct:

1. Verbal. Inappropriate or offensive remarks, slurs, jokes or innuendoes based on actual or perceived sex, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but is not limited to, comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender, race, color, national origin, religious creed, ancestry, disability, medical condition, or sexual orientation.
2. Physical. Inappropriate or offensive touching, assault, or physical interference with free movement when directed at an individual on the basis of actual or perceived sex, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, massaging, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, indecent exposure, or making any type of sexual gesture.
3. Visual or Written. The display or circulation of offensive or derogatory visual or written material related to sex, religious creed, national origin, color, ancestry, disability, medical condition, marital status, age or sexual orientation. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. Environmental. A work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's work.

- E. Romantic Relationships Discouraged. Romantic or sexual relationships between supervisors and subordinate employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.
- F. Prohibited Supervisory Or Managerial Behavior.
1. No supervisor, manager, or other authority figure may condition any employment, employee benefit or continued employment on an applicant's or employee's acquiescence to the behavior defined above.
 2. No supervisor, manager, or other authority figure may retaliate against any applicant, or employee, because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigator.
 3. No person shall destroy evidence relevant to an investigation of harassment.
- G. Behavior Prohibited By All Persons.
1. No supervisor, manager, or any other person in the County shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any employee.
 2. No supervisor, manager, or any other person in the County shall assist any individual in doing any act which constitutes discriminatory harassment against any person.
 3. No supervisor, manager, or any other person in the County may retaliate against any employee because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by an authorized investigator.
- H. Obligations of Supervisors/Managers.
1. A copy of this policy will be provided to all employees of the County, and will be displayed and/or made available throughout the County.
 2. A copy of the information sheet on sexual harassment prepared by the Department of Fair Employment and Housing is available to all County employees upon request.
 3. The County will periodically notify employees of the procedures for registering a complaint as well as available redress. Such notification will occur through the normal channels of communication.
 4. The Human Resources Department will make available upon request information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of harassment with these entities.

5. Employees of the County will receive periodic training on the policy.
- I. Need to Report Immediately. Employees who believe they have experienced or been subjected to any form of employment discrimination or harassment should report it immediately to their supervisor, manager, any Department Head, or the Human Resources Department.
- J. Obligations of all Employees.
 1. Any employee who observes or witnesses comments, gestures, visual or auditory materials, or actions that are perceived as constituting any form of harassment should immediately communicate and discuss with the person who is performing the harassing behavior that such action/words are not welcome.
 2. Whether or not an employee has communicated directly with the harasser, all employees should immediately report any conduct that they believe violates the policy. This includes conduct they personally experience or directly observe, whether or not reported by the employee who is the object of the conduct. This also includes conduct that they have been told has occurred by the person allegedly harassed or a witness to alleged harassment. This also includes conduct by non-employees, such as sales representatives, independent contractors, service vendors, clients, or any member of the public, or conduct aimed at such contractors or any member of the public. An employee who observes/witnesses harassing or discriminatory conduct and fails to report such conduct may be subject to disciplinary action.
 3. Employees should immediately report the conduct to their supervisor, manager, any Department Head or the Human Resources Department. Under no circumstances will employees of the County, who believe they have been the victim of discrimination or harassment, be required to first report that harassment to a supervisor or other authority figure if that person or authority figure is the individual who has done the harassing. These employees should instead report the conduct to any manager, Department Head or the Human Resources Department.
 4. All employees must cooperate with any investigation of any alleged act of discriminatory harassment conducted by the County or its agents. Failure to cooperate with any such investigation may subject the employee to discipline, up to and including discharge.
- K. Responsibilities of Supervisors or Management.
 1. Any supervisor or manager who receives a complaint or witnesses any conduct regarding discrimination or harassment must immediately report it to the Human Resources Department. If it is not possible to make an immediate report to the Human Resources Department, or if the complaint involves the Human Resources Director, then the complaint should be immediately reported to the CAO. Failure to report discrimination or harassment may result in disciplinary action.

2. No supervisor, manager, officer, or any other person in the County with management authority may retaliate against any employee because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by an authorized investigator.
3. All supervisors and managers are required to maintain confidentiality to the extent possible in communicating or investigating any claims of alleged discriminatory harassment.

420 Investigative and Corrective Action for Complaints of Discrimination and/or Discriminatory Harassment

- A. The Human Resources Department will authorize or conduct an investigation of the complaint of discrimination or discriminatory harassment. The investigation will be conducted in a manner that ensures, to the extent feasible, the privacy of the parties involved.
- B. The person designated to investigate shall immediately report in writing the findings of fact to the Human Resources Director. The Human Resources Director, in consultation with the CAO and County Counsel, will determine whether these rules have been violated and communicate the conclusion to the complainant.
- C. Disciplinary action shall be decided in accordance with County policy and after consultation with the Human Resources Director and County Counsel.
- D. If the complaint is against the Human Resources Manager, the investigation will be conducted or supervised by the CAO.

430 Anti-Violence in the Workplace Policy

- A. Policy. The County has a Zero Tolerance for workplace violence. The policy of the County is to prohibit acts or verbal and/or non-verbal threats of physical violence in the workplace, including intimidation, harassment, and/or coercion, by or to County employees, visitors, fellow employees or by relatives of fellow employees.
- B. Zero Tolerance Standard. The following sets forth examples of prohibited conduct:
 1. Violent conduct or threats of violence, implied, actual, direct, or indirect to any employee.
 2. Possession of offensive or defensive weapons (firearms, illegal knives, clubs, mace, pepper spray, tear gas, etc.), unless specifically required or authorized by the Sheriff or CAO.
 3. Hitting or shoving an individual, and any physical touching in an intimidating, threatening or dominating manner.
 4. Threatening an individual or family member, friends, associates, or citizens.

5. Making harassing or threatening phone calls.
 6. Engaging in harassing surveillance or stalking.
 7. Making a suggestion or threat that violence will occur.
 8. Conduct that creates a physically hostile, abusive, or intimidating work environment for one or more County employees.
- C. Reporting Conduct. Employees should immediately report violent behavior at any County location or at any location where the County conducts business to the Department Head for monitoring and assessment and call 911 if immediate law enforcement and or emergency response is necessary. The Department Head shall relay all reported or otherwise known incidents to the CAO or his/her designee. The CAO or designee may, in his/her discretion, take immediate steps to provide safety to the reporting person or other person(s) based on his/her assessment of the situation.
- D. Discipline. All County employees who engage in violence, direct, indirect, threatened, or actual, against co-workers or any other person related to County business or on County premises may be subject to legal action by law enforcement authorities as well as disciplinary action by the County, up to and including termination of employment.
- E. Action Plan. The CAO or his/her designee and Department Head will assess reported incidents and may take the following action(s) where appropriate:
1. Take steps to have any physically threatening or violent person, employee or member of the public leave or be removed from the worksite.
 2. Place an employee alleged to have made serious violent threats or engaged in other violent behavior on paid or unpaid leave pending the outcome of an investigation.
- F. Investigation. Threats of violent behavior and acts of violent behavior, implied, actual, direct, or indirect, are to be investigated promptly and reported to the CAO or his/her designee. Such incidents should be documented and filed with the CAO or his/her designee and thereafter investigated in accordance with the CAO's direction. Such documentation should include a narrative of the incident including names and other appropriate identification of the parties involved, verbal comments made or description of the violent behavior, witness names, and witnesses' statements. The County shall cooperate and coordinate with any investigation being conducted by law enforcement.
- G. Procedures. Procedures for investigating incidents of workplace violence, including threats of violence and physical injury, shall include the following, and may be subject to any additional policy adopted by the CAO or Board of Supervisors:
1. Go to the scene of an incident. Immediately separate the participants.
 2. Interview threatened or injured employees and witnesses.
 3. Consider taking corrective action to prevent incidents of this kind from recurring.

4. Contact CAO and inform of threats of violence immediately upon knowledge of threats.
 5. Document findings.
 6. Determine the cause of the incident.
 7. Examine the workplace for security risk factors associated with the incident after release of the scene by law enforcement personnel if the incident involves injuries or death.
 8. Take whatever additional action is necessary under the circumstances to handle and investigate workplace violence complaints and/or incident.
- I. Guidelines for Immediate Response. Any response to an incident involving an assault resulting in injury or death should be limited in scope. The individual on scene who observes the incident should limit their activities to the following:
1. Dial 911 for medical and law enforcement assistance.
 2. Render comfort and minor first aid to any injured victims.
 3. Immediately notify the Department Head, Sheriff, and CAO
 4. Separate the participants and make an attempt to identify and document all potential witnesses to the event.

The first manager or supervisor responding to the incident should ensure that the above actions have been initiated.

440 Improper Political Activity

No one employed by the County will engage in political activities on County premises while engaged in official duties, using County equipment, or wearing an official County uniform. Political activity is that activity defined under the California Government Code.

450 Outside Employment/Restrictions

No officer or employee shall engage in any employment, activity or enterprise which is inconsistent, incompatible, or in conflict with the duties or responsibilities of said officer or employee as they relate to employment with the County of Mono, or with the duties, functions, or responsibilities of employee's appointing authority or of the County, except as specified herein.

- A. Prohibited Outside Employment. An officer's or employee's outside employment, activity, or enterprise shall be prohibited if it:
1. Involves the use for private gain or advantage of the County's time, facilities, equipment and supplies; or the badge, uniform, prestige or influence or his/her County office or employment; or

2. Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the normal course or hours of his/her County employment or as a part of his/her duties as a County officer or employee; or
 3. Involves the performance of an act in other than his/her capacity as a County officer or an employee which act may be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other officer or employee; or
 4. Involves such time demands as should render performance of his/her duties as an officer or employee less efficient.
- B. When Outside Employment May Be Allowed. An officer's or employee's outside employment, activity or enterprise would not be deemed inconsistent, incompatible, in conflict with, or inimical to, the duties of the officer or employee, if the officer or employee, prior to engaging to any such employment, activity or enterprise makes a complete written disclosure to the Department Head or the appointing authority of all of the functions, duties and responsibilities required of said officer or employee by such employment, activity or enterprise, and receives written consent to engage in such employment, activity or enterprise from the Department Head, if an employee, or the Board, if an officer. A Department Head and/or the CAO may adopt a form for use in evaluating a permitting outside employment.

460 Drug and Alcohol Policy

- A. County Requirements. The County requires that any officer or employee:
1. Not report to work or be subject to being called to duty while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use. Not report to work if the effects of substance use (odor, appearance, etc.) are noticeable to the public.
 2. Not possess or use alcohol or impairing drugs, including illegal drugs and prescription drugs without a prescription, during working hours, while on County property, while using or operating County equipment or vehicles, or while subject to being called to duty, on breaks, or during meal periods.
 3. Not directly or through third parties sell or provide drugs or alcohol to any person, including any employee, while either or both employees are on duty or subject to being called to duty.
 4. Notify his or her supervisor, before beginning work, when taking medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of County equipment.
 5. Provide, within 24 hours of request, bona fide verification of current valid prescription for any potential impairing drug or medication identified. The

prescription must be in the employee's name. A medical marijuana prescription/license is not deemed a valid prescription for employment purposes.

6. Notify the Human Resources Director and Department Head of any criminal drug conviction for a violation not later than five days after conviction.

- B. Special Restrictions. Special restrictions and/or policies applicable to Department of Transportation regulated or sensitive safety positions are incorporated herein by this reference, and will be enforced together with, and in addition to, the provisions of this section. Departments receiving federal funding may be subject to the Drug-Free Workplace Act of 1988.

- C. Discipline For Violations. Violation of any of the above can result in discipline up to and including termination, and may include the employee's participation in, and completion of, a drug or alcohol treatment program. The decision to discipline or discharge will be carried out in conformance with the disciplinary procedures set forth in these rules and in conformance with state and federal leave and disability laws.

- D. Search of Property. The County reserves the right to search, without employee consent, all areas and properties in the County over which the County maintains control or joint control with the employee.

- E. Pre-employment screening. The County will maintain post-offer, pre-employment screening practices regarding drugs and alcohol. All offers of employment extended by the County shall be contingent upon the applicant submitting to and passing a fitness for duty examination which may include testing for use of drugs and alcohol for designated positions. Applicants who refuse to sign a consent form permitting testing or the release of test results to the County will not be hired/rehired.

- F. Management Responsibilities and Guidelines. Managers and supervisors are responsible for reasonable enforcement of this drug and alcohol policy. Managers and supervisors shall direct that an employee submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called to work.
 1. Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.
 2. Managers and supervisors shall direct an employee to submit to a drug and/or alcohol test if the employee has been involved in a vehicular accident where the employee was the driver or involved in any accident that causes damage to county property or injury to any person.
 3. Any manager or supervisor directing an employee to submit to a drug and/or alcohol test shall document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol.

4. Any manager or supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon direction will remind the employee of the requirements and disciplinary consequences of failing to submit to the analysis. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor will arrange for the employee to be safely transported home.
 5. Managers and supervisors will not physically search the person or employee suspected of being under the influence of drugs and/or alcohol, nor search the personal possessions of such employee or person without first being provided the freely given written consent of the employee or person.
 6. Managers and supervisors will notify the Department Head or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the County. If the Department Head or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Head may notify the appropriate law enforcement agency.
- G. Physical Examination and Procedure. The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including but not limited to, prescription medications, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other cannabinoids.
1. Results of Drug and/or Alcohol Analysis Pre-employment. A positive result from a drug and/or alcohol analysis may result in the applicant not being hired where the applicant's use of drug and/or alcohol could affect performance of job, duties or responsibilities. If a drug screen is positive at the pre-employment physical the applicant must provide, within 24 hours of request, a bona fide verification of a valid prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant may not be hired.
 2. During Employment Physical or Alcohol/Drug Test. A positive result from a drug and/or alcohol analysis may result in disciplinary action, up to and including discharge. If the drug screen is positive for a prescription drug, the employee must provide, within 24 hours of request, a bona fide verification of a valid current prescription of the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his or her supervisor that the employee has been prescribed and will be taking such prescribed drug, the employee will be subject to disciplinary action up to and including discharge.

3. Testing Procedures. Testing procedures and threshold limits shall be in accordance with state and federal law, DOT procedures, and as may be determined by policy established by the Board of Supervisors.
 4. Investigation. If an alcohol or drug test is positive for alcohol or drugs, the County shall conduct an investigation to gather all facts. The decision to discipline or discharge will be carried out in conformance with the disciplinary procedures set forth in these rules and in conformance with state and federal laws.
- G. Confidentiality. Laboratory reports and test results shall not appear in an employee's personnel file. Information of this nature will be contained in a separate confidential medical file which will be securely kept under the control of the Human Resources department. The report or test results may be disclosed to County management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without consent, may also occur when (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and the employee, (3) the information needs to be used in administering an employee benefit plan; or, (4) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

470 **Computer/Electronic Mail/Voice Mail/Internet Policy**

- A. Scope.
1. County Provided Electronic Media. This policy applies to all Mono County employees who use any electronic media provided by the County. Electronic media is defined as computers, computer peripherals, computer software, laptops, voice mail, electronic mail (e-mail), Internet access, World Wide Web access, Intranet (MINE) access, on-line information services, electronic facsimile (fax) files, and any other electronic type of equipment that the County deems as electronic media.
 2. Personal Electronic Media. This policy also applies to all personal electronic media used for County business purposes, and as such will be subject to the same conditions set forth herein.
- B. General Policy on the Use of Electronic Media.
1. Business Purposes. Electronic media, as outlined in the scope above, are provided for the use of Mono County employees for business-related purposes and as such do not offer privacy protections that one might expect from a personal system.
 2. Right to Search and Monitor. Supervisors, managers, Department Heads, as well as computer support personnel, as authorized by the Department Head, reserve the right to enter, search and monitor the computer files, voice mail, e-mail, or any type of electronic file of any employee without advance notice. Justification for such actions may include monitoring work flow or productivity, and investigating theft, disclosure of confidential business or proprietary information, or personal abuse of the system.

3. On-line Information Service Use. Use of on-line information services such as the Internet and the World Wide Web is restricted. Access to online information services should be kept to a reasonable amount of time. The standard for a reasonable amount of time will be established at the discretion of the Department Head. Personal use of online information on County time is to be strictly limited, and may be prohibited by any Department Head for his/her department. As with use of on-line information services, personal use of the telephone should be: a) confined to any use that is absolutely necessary; b) kept to a minimum; c) brief and focused; d) to the extent practical, performed on breaks or lunch time, rather than on County work time. An abuse of this personal use policy may subject the employee to discipline, up to and including termination, as being an inexcusable neglect of duty and/or insubordination, and may result in prohibition from such personal use.
4. Voice Mail. Messages recorded, sent, received and/or stored utilizing the County's voice mail system should be considered as County property. Therefore, voice mail may be subject to search for the reasons stated above.
5. E-Mail. Internal and external messages and files sent, received and/or stored utilizing the County's e-mail program should be considered as County property. Therefore, e-mail may be subject to search for the reasons stated above.
6. Facsimiles. Electronic files of facsimiles (fax's) sent, received, and/or stored using County equipment should be considered County property and may be subject to search for such reasons as stated above.
7. Computers, Computer Software, Laptops and Computer Files. The County's computers, software and files stored on the computer or network will be considered as County property. Therefore, these devices may be subject to search for reasons stated above. In addition, all software that resides on any of the County's computers will be licensed and may be considered the property of Mono County.
8. Software Installations. No employee will install software on any County computer without first receiving permission from the Department Head, and subject to the review and approval of the Information Technology department.
9. No Hardware Tampering. No employee will alter or tamper with any County computer or interfere with its operation. All hardware failures will be immediately reported to the departmental or County computer specialist. Personnel will not attempt hardware repair unless so directed by the departmental or County computer specialist.
10. Mailing Lists. Administration of the County e-mail systems is a distributed function with each department responsible for the creation and maintenance of its user community and mailing lists appropriate to that department. Unauthorized use of this mailing list is prohibited without the prior approval of the CAO or his or her designee.

11. Deleted Data. It should be noted that even though an employee may have deleted information or files from any of the electronic media, it does not mean that it is permanently deleted from the system. Deleted information that is retrieved may be used by the County for any and all purposes necessary to protect the County, including disciplinary action.
12. Records Retention Policy. Electronic media which are considered “County records” will be subject to the County’s records retention policies, including the same legal retention periods as paper documents. For the purposes of this policy, “County records” include: 1) permanent electronic computer files, and 2) telecommunications (e.g., e-mail and voice mail) which have been downloaded/converted into permanent electronic files, or have been printed to hard copies and stored as permanent files for the purposes of records retention. Thus, e-mail and voice mail which have *not* been converted to “County records” will be considered transitory communication, and treated similar to unrecorded phone calls, since they are not permanent records.
13. Public Records Act. Under the California Public Records Act, *any* electronic media message (e.g., e-mail or voice mail) or permanent computer file which has been generated by the County of Mono, may constitute a “public record,” and may be provided to the public through the California Public Records Act, or may be otherwise discoverable. Thus, employees must always assume that e-mail, voice mail, and permanent computer files are subject to disclosure unless a specific legal basis for non-disclosure exists.
14. Allowable Uses of Electronic Media. Allowable uses of electronic media for Mono County business purposes include the following:
 - a. To facilitate performance of job functions.
 - b. To facilitate communication of information within the County.
 - c. To coordinate meeting of individuals, locations and resources of Mono County.
 - d. To communicate with outside organizations as required in order to perform an employee’s job function.
15. Prohibited Uses of Electronic Media. Prohibited uses of electronic media include, but are not limited to the following (also see 23.3 and 23.4, below, for additional prohibited uses):
 - a. Illegal or impermissible activities as defined as a violation of County policies, regulations, and state and/or federal law.
 - b. Committing fraud or stealing data, or equipment.
 - c. Using the network for an illegal activity, including violation of copyright, license agreements and other contracts, e.g. downloading music.

- d. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or any other protected status pursuant to Section 180 will not be tolerated. These include, but are not limited to, communicating slurs, obscene messages, and sending, downloading or viewing obscene materials and pictures.
 - e. Sending or communicating threatening messages.
 - f. Political endorsements.
 - g. Commercial activities including areas of financial gain.
 - h. Intentionally disrupting network traffic or crashing the network and connected systems (for example: sabotage, intentionally introducing a computer virus).
 - i. Unauthorized access to others' files with no substantial business purpose, or vandalizing the data of another user.
16. Violation of Policy. Violation of this policy will be reviewed on a case-by-case basis and may result in disciplinary action, up to and including discharge.

C. E-mail and Voice Mail Usage.

- 1. Right to Review and Monitor. The County reserves the right to access all voice mail and e-mail left on or transmitted via the County's communication systems. Since e-mail and voice mail messages are County property and intended for County business, County employees will have no right or expectation of privacy in any e-mail or voice mail message in the County's communication systems. Supervisors and managers will have the right to review any e-mail or voice mail messages of any employee supervised by them at any time and for any reason. If the messages to be reviewed are no longer available within the department, the messages may be searched for in other department systems with the approval of the head of that department.
- 2. Purpose of E-mail and Voice Mail. The purpose of e-mail and voice mail is to provide a work related communication channel between individuals and groups, and to promote effective and efficient use of time and resources in order to carry out the business of the County. Employees are expected to utilize the County's communications systems with the same degree of respect, professionalism, and courtesy as is expected of personal face-to-face interactions. As with the telephone, personal e-mail and voice mail should be: a) confined to those absolutely necessary; b) kept to a minimum; c) brief and to the point; d) to the extent practical, performed on breaks or lunch time, rather than on County work time.

3. Uses of E-mail and Voice Mail. Listed below are examples of appropriate and inappropriate e-mail, and where applicable, voice mail use.
- a. Examples of Appropriate Use:
- i. Providing or requesting information regarding County business (e.g., meeting notification, budget issues, etc.).
 - ii. Transmitting a document or file (vs. printing and mailing the document).
 - iii. General announcements within the scope of the sender's job responsibilities (e.g., employee benefits information sent by the Employee Benefits Supervisor).
 - iv. Informational announcements that need to be communicated to County employees (e.g., parking lot repair schedule).
 - v. Union business that meets the criteria and standards for Union business as outlined in the applicable collective bargaining agreement.
- b. Examples of Inappropriate Use:
- i. Illegal or impermissible activities as defined as a violation of County policy, state, and/or federal law.
 - ii. Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs, or any other protected status will not be tolerated. These include, but are not limited to, slurs, obscene messages, materials, and pictures, or religious materials.
 - iii. Anything that may be construed as disruptive, threatening, offensive to others, or harmful to morale.
 - iv. Copyright infringement.
 - v. Items of a political nature or having to do with political activities.
 - vi. Unauthorized distribution of personnel or medical information.
 - vii. Use of E-mail when signed documents are required (Note: Use of E-mail to distribute documents for signature is acceptable).
 - viii. Purposely creating any message that purports to be from another person without their permission.
 - ix. Unauthorized use of County mailing lists.

- x. Unauthorized access to others' files with no substantial business purpose, or vandalizing the data of another user.
 - xi. Personal messages, including but not limited to, chain letters and broadly distributed e-mails regarding personal matters or interests.
3. Clarification. If an employee is unsure of what constitutes authorized County business purposes in his or her department, he or she should ask the supervisor, manager, or Department Head.
 4. Violations. Violations will be investigated and may result in disciplinary action up to and including dismissal from County employment.

D. Internet Usage

1. Purpose of the Internet. The purpose of Internet access is to distribute information to public constituencies or to conduct research for County job related activities.
2. Right to Review, Monitor, Report, and Restrict Internet Use. Since Internet access and use are intended for County business, County employees will have no right or expectation of privacy in any Internet activity using County equipment or networks. Supervisors and managers will have the right to review any Internet activity of any employee supervised by them at any time and for any reason. If the activity to be reviewed goes beyond the department's system, other department systems and records may be searched with the approval of the head of that department. The County may monitor and report on Internet use by County employees. Managers may restrict Internet use by anyone supervised by them at any time and for any reason. The County may restrict access to Internet sites whose content appears to have no purpose related to the business of the County.
3. Uses of the Internet. All Internet activities should be directly related to Mono County business. Use of the Internet should be handled as judiciously as the publication of County documents or the purchase of reference documents. Listed below are examples of appropriate and inappropriate Internet use.
 - a. Examples of Appropriate Use:
 - i. Obtaining information regarding County business, i.e., policy, legislation, public meetings, technical research, legal research, etc.
 - ii. Transmitting or receiving a file or document (in conjunction with e-mail).
 - iii. Providing information regarding County business to the public, i.e., meeting agendas, key points of contact, forms, etc.
 - iv. Delivery of County services, such as tax payments, facility reservations, health education and disaster coordination.

b. Examples of Inappropriate Use:

- i. File downloads not connected with County business.
 - ii. Generating, sending, requesting, receiving, downloading, viewing, or archiving material in any form, i.e., text, graphics, etc. which contains offensive or obscene language or content, or is harassing in nature.
 - iii. Engaging in activities resulting in personal gain, such as engaging in any personal business or commercial transaction, exhibiting items for sale, or transacting other personal business.
 - iv. Engaging in any unlawful activity.
 - v. Copyright infringement.
 - vi. Transmitting any County sensitive information over the Internet by other than secured transmission.
 - vii. Creating, furthering or participating in any act of fraud, waste or abuse through Internet activities.
 - viii. Intentionally disrupting network traffic or crashing the network and connected systems (for example: sabotage, intentionally introducing a computer virus).
 - ix. Engaging in any other act of misconduct such as discrimination, sexual harassment, and misuse of position.
 - x. Excessive or multiple Internet sessions, unless needed for official County business.
 - xi. Use of continuous services such as PointCast, live audio, live radio, and live video feeds unless needed for official County business, or as permitted by the Department Head except when a directive from the IT Department prohibits such use because of interference with County business needs.
- c. Clarification. If an employee is unsure of what constitutes authorized County business purposes in his or her department, he or she should ask the supervisor, manager, or Department Head.
 - d. County Department Use and Responsibilities. It is each department's responsibility to insure appropriate use of Internet resources within its department, which is consistent with this policy.
 - e. Alignment with County/Department Mission and Goals. Department information published on the County of Mono World Wide Web (WWW) server and links on System pages to other Web sites should be in alignment with the mission and goals of the County as well as the individual department. Any department specific information to be published on the County WWW must be approved by the Department Head for uploading to the Internet server. In addition, all department WWW pages should

adhere to general County design guidelines in order for the County presence on the WWW to have the same look and feel. It will be the responsibility of each department to periodically review their respective web pages and provide timely updates.

- f. Violations. Violations will be investigated and may result in disciplinary action up to and including dismissal from County employment.

E. Electronic Media Procedure for New Employees

1. Purpose. New employees who will be assigned electronic media will be required to complete the “Electronic Media Agreement and Application Form” which serves two purposes: (1) it documents each employee’s written consent to abide by rules set forth in this Chapter; and (2) provides the necessary information for the Information Technology department, or the department’s authorized technical staff, to set up a login account, an e-mail account, Internet access, and the appropriate County network access for the new employee.
2. Procedure. Department supervisors or managers will provide a copy of this policy and the Electronic Media Agreement and Application Form to new employees on, and possibly before, their first day of employment.

480 Job Abandonment

An employee is deemed to have resigned if the employee is absent for three (3) consecutive work days without prior authorization and without notification during the period of absence. Employees separated from employment for job abandonment may be reinstated with such charge removed from the employee’s record upon presentation of acceptable justification for the absence. Said request for reinstatement must be made in writing to the Department Head within 30 days of the effective date of separation. A justified absence may include such occurrences as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. Employees have no right of appeal if deemed to have resigned as a result of job abandonment.

490 Disciplinary Action – General

Employees of the County who have obtained permanent or regular status may only be disciplined for cause.

500 Disciplinary Action - Authority

The Department Head, appointing authority or County Administrative Officer may demote, suspend, or discharge permanent employees. Managers and supervisors as well as the Department Head, appointing authority or the County Administrative Officer may provide written or oral reprimands.

510 Disciplinary Action - Types

- A. There are no rigid rules which specify the degree of disciplinary action which is appropriate for specific misconduct or performance deficiency. There is no requirement that discipline be “progressive,” and the County reserves its right to not follow progressive

discipline. Progressive discipline is to be used to assist employees in improving their performance. It is not to be considered a bar or prior condition to suspension, demotion, or termination. While termination for unsatisfactory conduct and certain types of misconduct will often be preceded by oral reprimand, written reprimand, or suspension, Mono County reserves the right to proceed to any level of discipline, including termination when such action is deemed appropriate. The facts and circumstances of the specific act, misconduct or performance deficiency, together with the employee's performance history, and the harm to public service, will be reviewed to determine the appropriate level of disciplinary action to be imposed. In general, this policy contemplates a two-tier approach when determining the level of appropriate discipline. Examples of this policy include, but are not limited to, the following:

1. The types of misconduct and poor performance that will usually result in an oral reprimand or written reprimand include limited incidents of tardiness and poor performance, minor acts of neglect of duty, incompetence, insubordination, and violations of rules or policies that will be corrected by a reasonable level of discipline and supervision.
2. The types of misconduct and poor performance that will usually result in suspension or termination will include any instance of violence, harassment, discrimination, theft, violation of a felony or any crime of moral turpitude, repeated poor performance or misconduct following any written reprimand, performance violation, performance improvement plan or corrective action plan, repeated acts of insubordination, neglect of duty, incompetence, or violation of any rule, law, or policy that may cause a risk or harm to any person.

B. Set forth below are the types of disciplinary action that can be imposed:

1. Oral Reprimand. Oral reprimand is the least formal action. It is administered by the employee's immediate supervisor or Department Head. This action is not noted in an employee's personnel file. There is no requirement to issue an oral reprimand before proceeding to any other appropriate level of discipline. Nothing shall prevent an oral reprimand to be changed to a written reprimand if, upon reflection or discussion with the Department Head, the supervisor determines that a written reprimand is the appropriate form of discipline.
2. Written Reprimand. The written reprimand is prepared by the employee's immediate supervisor or Department Head and explicitly describes the problem and possible solution. A copy of the written reprimand is filed in the employee's personnel file. There is no requirement to issue a written reprimand before proceeding to any other appropriate level of discipline.
3. Suspension. With the approval of the Department Head, an employee may be separated from service for one working day or more. Suspensions require County Counsel and Human Resource Director review and County Administrative Officer approval. There is no requirement to issue a suspension before proceeding to any other appropriate level of discipline.

4. Demotion. An involuntary reduction in status from one classification to another classification having a lower salary range. A demotion requires County Counsel and Human Resource Director review and approval of the County Administrative Officer.
5. Discharge. Discharge is an involuntary separation from employment of an employee for cause. Discharge requires County Counsel and Human Resource Director review and approval of the County Administrative Officer.

520 Disciplinary Action - Grounds

- A. The maintenance of permanent status by an employee requires appropriate behavior and efficient and effective service. Employees are expected to observe and maintain certain standards of job performance and conduct. When job performance and conduct does not meet Mono County's standards, the employee's Department Head or his or her designee will endeavor, when deemed appropriate in their discretion, to provide employees with a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, up to and including termination.
- B. Any permanent employee is subject to disciplinary action, including discharge, suspension, reduction in wages, demotion, written reprimand and oral reprimand. Listed below are examples of cause which will be deemed sufficient for such action by the County. These examples are intended to provide employees with fair notice of what is expected of them. It is not possible to provide an exhaustive list of all types of impermissible conduct and performance. Therefore, employees should be aware that conduct not specifically set forth below, but which adversely affects or is otherwise detrimental to the interests of Mono County, other employees, contractors, employees of other public agencies, clients, and members of the public, may also result in disciplinary action, including termination. Grounds for disciplinary action are not limited to the examples enumerated below:
 1. Fraud in securing appointment which shall include, but not be limited to, misrepresentation of any material fact in any written or oral application for work with Mono County; failure to possess any license or certificate necessary to the performance of the duties and functions required by the job for which the person is applying; and failure to possess any special skill or ability that may be required by the position for which the person is applying.
 2. Incompetence or inefficiency in the performance of duty. This is defined to include, but not be limited to, any neglect of duty and/or failure to meet reasonable work performance standards and requirements. The failure to comply with any performance improvement plan, corrective action plan, specific job improvement orders or suggestions set forth in a performance evaluation, or repeated failure to meet reasonable work performance standards, will result in disciplinary action that may include, suspension, demotion, or termination.
 3. Inexcusable neglect of duty. This may include, and not be limited to, unauthorized or excessive time away from the performance of the job duties, lack of attention to job responsibilities, failure to follow appropriate work procedures, and failure to perform duties in a timely manner. Repeated instances of inexcusable neglect of

duty can not be tolerated by a public agency and will result in disciplinary action, up to and including termination.

4. Insubordination. This is defined to include, but not be limited to, the willful failure or refusal to perform a particular duty, function or responsibility required by the position of employment. It may also include the failure to follow the terms and conditions of a performance improvement plan. Repeated instances of insubordination, whether or not related to the first instance of insubordination, are not acceptable and will result in disciplinary, up to and including termination. Insubordination also includes conduct which insults, demeans, or undermines the authority of a supervisor or manager.
5. Dishonesty which is defined to include, but not be limited to, any unauthorized possession or use of property not belonging to the employee, the making of false statements to a supervisor, Department Head, or investigating authority, committing perjury, falsifying time cards, or any County documents or records, and making any false or deliberately misleading statements during the course of employment or concerning any business of the County.
6. Violation of the County's drug and alcohol policy, and when applicable, violation of Department of Transportation Regulations and/or the Drug-Free Workplace Act of 1988.
7. The conviction of either a misdemeanor or a felony related to the position held will constitute grounds for discipline up to and including dismissal of any employee. The record of conviction will be conclusive evidence of the fact that a conviction occurred. The Human Resources Director may inquire into the circumstances surrounding the commission of the crime in order to support the degree of discipline. A plea or verdict of guilty or a conviction showing a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
8. Persistent, abusive or discourteous treatment of the members of the general public or fellow employees, including but not limited to, discriminating against, harassing, including sexually harassing, fellow employees or members of the public, and/or interfering with the work performance of others.
9. Political activity during an employee's or officer's working hours, when engaged in official county business, when using County equipment, while in County uniform or in a County vehicle, or in the name of the County.
10. Violation of any County ordinance or lawful department rule, regulation or policy.
11. Willful misuse of County property or causing damage to County property resulting from misuse or negligence.
12. Knowing and malicious publication (orally or in writing) of inaccurate or false information concerning County, its officers or employees, which is of such nature as to bring discredit to the County or its officers and employees.

13. Misrepresenting oneself as a spokesman for the County in such a way as to bring discredit to the County.
14. Working or approving overtime without authorization.
15. Excessive absenteeism, tardiness, or abuse of lunch and other break privileges.
16. Abuse of sick leave.
17. Mental or physical impairment which renders the employee unable to perform the essential functions of the job, with or without reasonable accommodation (if disabled), or presents a significant current risk of substantial harm or threat to the health and/or safety of self or others.
18. Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
19. Failure to maintain confidential information.
20. Endangering another employee or member of the public through unsafe practices, engaging in threatening, intimidating, or discriminatory activities, and unlawful or unauthorized possession, brandishing, or use of any dangerous weapon.
21. Any other failure of good behavior or acts which are incompatible with or inimical to, or in any way provides harm to, the public service, brings discredit to the County, or is a violation of the Codes of Conduct provided in these rules under section 380.

530 Disciplinary Action – Effective Date

Disciplinary action becomes final upon issuance of the final notice of the disciplinary action. Before taking action to dismiss, suspend without pay, demote, or cause a reduction in pay or other property interest of employment, specific procedures which provide the employee with procedural due process, must be followed. Any such proposed discipline should be reviewed by the Human Resource Director or his or her designee, and the County Counsel's office, prior to such action being taken. The CAO may adopt a Skelly Hearing Policy that guides supervisors and managers through this process.

A. Notice of Proposed Action (Skelly Notice).

The appointing authority shall first attempt to cause the Notice of Proposed Action to be personally served on the employee if that is possible. If the circumstances do not allow for hand delivery of the notice, the notice may be mailed by both certified and first-class mail, and five calendar days are to be added to the applicable response time.

The Notice of Proposed Action shall contain the following:

1. The name of the employee and their position.

2. A statement describing the disciplinary action proposed to be taken and the proposed effective date of such action.
3. A statement of the specific charge(s) for the proposed discipline from the grounds for discipline set forth in Section 520.
4. A clear and concise statement of the reasons for which the proposed disciplinary is being taken, including a statement of the acts or omissions that form the basis of the charges.
5. A statement that the employee may review and request copies of materials upon which the proposed action is based, or a statement that the materials that form the basis of the proposed action are attached to, and incorporated within, the notice.
6. A statement that the employee has the right to respond within ten (10) calendar days to the appointing authority either orally or in writing, and has a right to be represented at the hearing.

B. Employee Response.

The employee, with or without union representation, upon whom a Notice of Proposed Action has been served shall have ten (10) calendar days to respond to the appointing authority either orally or in writing before the proposed action may be taken. Upon application and for good cause, the appointing authority may extend in writing the period to respond. If the employee's response is not filed within ten (10) calendar days of service of the Notice of Proposed Discipline, or within the period specified in any written extension, the right to respond is waived and lost.

C. Hearing or Review of Written Response.

1. The purpose of the Skelly Hearing is to provide an opportunity for the employee to be heard. The employee may offer oral or written information that serves to refute factual allegations in the notice of proposed discipline and/or to offer facts or explanation in order to reduce the severity of the proposed discipline.
2. The following guidelines shall apply:
 - i. Except where departmental policy requires a specified officer to conduct the hearing, the hearing officer shall be the Human Resources Director, or, in the event the discipline is proposed against a Human Resources Department employee, the hearing officer shall be chosen by the CAO.
 - ii. The hearing is not a formal evidentiary hearing. The hearing officer may only review those documents which are relevant to the specific proceeding as determined in his or her sole discretion.
 - iii. At the beginning of the hearing, the hearing officer shall explain the process and advise the employee that the scope of the hearing is limited to the charges and facts set forth in the Notice of Proposed Discipline and ask the employee if the employee has any questions about what is stated in that Notice, and to present facts in support of their position.
 - iv. The employee is allowed to have up to two Union-appointed representatives at the hearing if he or she chooses.

- v. The Department may have up to two representatives at the hearing to listen to the proceedings, take notes, and respond to questions from the hearing officer.
- vi. Following the hearing, and within a reasonable time, the hearing officer shall determine, based upon the information provided for the Skelly Hearing, whether to confirm the proposed discipline; to modify or withdraw the proposed discipline; or to instruct the individual initiating the disciplinary action to conduct additional investigation.

D. Notice of Final Disciplinary Action.

Following the receipt of the hearing officer’s written report and recommendation, the Skelly Hearing Officer shall prepare a written Notice of Final Disciplinary Action and serve the Notice on the employee and on the Union Business Representative by personal delivery or by both certified and first-class mail. The Notice is deemed served upon personal delivery or mailing, but in the case of mailing it shall extend the time for the Union to request an appeal by five calendar days. Upon service of this Notice of Final Disciplinary Action, the discipline shall become effective and imposed.

The Notice of Final Disciplinary Action shall contain:

1. The name of the employee and their position.
2. A statement describing the disciplinary action to be taken and the effective date of such action.
3. A statement of the specific charge(s) for the discipline from the grounds for discipline set forth in Section 520
4. A clear and concise statement of the reasons for which the proposed disciplinary is being taken, including a statement of the acts or omissions that form the basis of the charges. Any relevant facts presented by the employee in response to the proposed action, shall also be included.
5. For suspensions greater than 30 days or dismissals from employment: A statement that the employee has a right to appeal the imposition of discipline to the County Administrative Officer for review within ten (10) calendar days of the service of the Notice of Final Disciplinary Action.

For all other disciplinary actions: A statement that the Union has a right to appeal the imposition of discipline to arbitration within ten (10) calendar days of the service of the Notice of Final Disciplinary Action.

6. A copy of written materials upon which the County relied upon in imposing the discipline, or if such materials are voluminous, a succinct statement describing the materials and notifying the employee how a copy of those materials may be obtained.

E. Leave Pending Employee Response.

Pending response to a Notice of Proposed Action, the appointing authority, for cause specified in writing, may request that the CAO place the employee on temporary leave of absence with pay pending the completion of the hearing process.

F. Appeal to County Administrative Officer

1. If the administrative disciplinary matter is not resolved to the satisfaction of the employee by the Notice of Final Disciplinary Action, and the discipline imposed is a suspension greater than thirty days or a dismissal from employment, within ten (10) calendar days of the service of the Notice of Final Disciplinary Action the employee may appeal the Notice of Final Disciplinary Action to the CAO. Failure to file the written challenge within such time constitutes the employee's waiver to any further process challenging the discipline.
2. Upon receipt of a timely submission of the Notice of Final Disciplinary Action as set forth in Section 530.F.1, the CAO shall schedule a meeting to discuss the disciplinary action with the employee. Within seven working days after the meeting the CAO shall serve a written Notice that upholds, modifies, or dismisses the Notice of Final Disciplinary Action. Such Notice shall be considered the Notice of Final Disciplinary Action for purposes of the following sections related to an appeal to arbitration.

To the extent the CAO's Notice of Final Discipline modifies or dismisses the original Notice of Final Disciplinary Action, the modified or dismissed action shall become effective and imposed upon service of the CAO's Notice of Final Disciplinary Action.

535 Appeal to Arbitration

The Union is the exclusive representative of its members, with the sole right to appeal to arbitration a Notice of Final Disciplinary Action or grievances that are eligible for such appeals. The Union may adopt policies and procedures to determine whether or not to elevate a matter to arbitration.

In order to exercise the right to appeal such a matter to arbitration, within 10 calendar days of the service of the Notice of Final Disciplinary on the Union Business Representative, the Union shall file with the County Human Resources Department a written notice of appeal. Such notice shall include the factual basis for challenging the Notice of Final Disciplinary action. The Union and the County shall share equally the cost of the Arbitrator regardless of the outcome of the arbitration. If the Union does not file a written notice of appeal within the time limits required, the disciplinary action is final without any further action or appeal rights.

540 Appointment of Arbitrator

An Arbitrator shall hear and determine all appeals from disciplinary proceedings other than oral or written reprimands (which are not subject to appeal) and shall hear grievances as the final step of the grievance process (if reached). The parties to the appeal hearing and to the selection of the arbitrator shall be the Union and the County.

The Arbitrator shall be selected from the following list of arbitrators:

Charles Loughran
Carol Vendrillo
Fred D'Orazio
Wilma Radar
Geraldine Randall

Kathleen Kelly

The Arbitrator shall be chosen in the presence of the Human Resources Director by the Union Business Representative and/or designee pulling a name out of a hat.

- C. Authority of the Arbitrator. The Arbitrator will have the power to examine witnesses under oath, compel their attendance, compel production of evidence, issue subpoenas in the name of the County and deliver subpoenas to current employees and/or provide for service of the subpoenas. The refusal of a person to attend or to testify and answer to a subpoena will subject the person to prosecution in the same manner as set forth by law for failure to appear before the Board of Supervisors in response to subpoena issued by the Board of Supervisors and/or be subject to disciplinary action if the witness is an employee.
- D. Arbitrator Deliberations and Determinations. When the Arbitrator makes determinations, after required notice and hearing, the Arbitrator will have the following powers:
 - 1. Upon reaching a conclusion with respect to a determination requiring findings and conclusions, the Arbitrator shall cause to be drafted his or her findings and conclusions.
 - 2. The decision of the Arbitrator shall be the final and binding administrative action and not subject to any further administrative appeal.

550 Appeal Procedure

- A. Scheduling of Hearing. Upon receipt of the request for appeal, the Clerk of the Arbitrator shall schedule a hearing before the Arbitrator. Absent a stipulation to the contrary, the appeal hearing shall be set no less than twenty (20) working days and no more than sixty (60) working days from the day of the filing of the appeal. These deadlines are advisory only. Failure to schedule, notice or conduct a hearing within the suggested time periods shall not invalidate the disciplinary action being appealed. All interested parties shall be notified in writing of the day, time and place of the hearing at least fifteen (15) working days prior to the hearing.
- B. Private Hearings. All hearings shall be private.
- C. Pre-Hearing Procedure.
 - 1. Subpoenas. The Arbitrator is authorized (but not required) to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, the Arbitrator may issue subpoenas only for good cause. The Human Resources Department will prepare subpoenas for all witnesses. The Human Resources Department will only serve subpoenas on individuals who are currently employed by the County. It will be the responsibility of the employee and the County to submit the names of County employees to be subpoenaed at least ten (10) working days before the date of the hearing in which they are requesting the witnesses to appear.

2. Exhibits and Witnesses Lists. Ten (10) working days prior to the date set for the hearing, each party shall serve upon the other party and submit to the Arbitrator Clerk a list of all witnesses and a list and copy of all exhibits.
3. Hearing Briefs. Either party may submit a concise hearing brief outlining the factual and legal issues and providing a legal analysis supporting the party's position. Hearing briefs shall be filed with the Clerk of the Arbitrator and served on the other party at least five calendar days prior to the commencement of the hearing. Hearing briefs are limited to ten (10) pages or less unless otherwise allowed by the Arbitrator.

D. Record of Proceedings and Costs.

1. Court Reporter. All disciplinary appeal hearings may, at the discretion of either party be recorded by a court reporter. Any hearing that does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter. If both parties request a court reporter, the cost will be split equally.
2. Employee Witness Compensation. Employees of the County who are subpoenaed to testify during working hours will be released from work with pay to appear at the hearing. The Union will bear the cost of reimbursing any more than six employees it subpoenas to appear at the hearing for the pay such employee(s) is entitled to. The Arbitrator may direct that these employees remain on call until called to testify. Employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually testify by the party subpoenaing them, unless the County agrees to a different arrangement. Time spent by an employee summoned as a witness will count as hours worked.

E. Conduct of the Hearing. The hearing need not be conducted in strict accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.

1. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Consideration shall be given to the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
2. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
3. The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
4. Irrelevant and unduly repetitious evidence may be excluded.

5. The Arbitrator shall determine the relevancy, weight and credibility of testimony and evidence. Decisions made by the Arbitrator shall not be invalidated by any informality in the proceedings.
6. During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
- F. Burden of Proof. In a disciplinary appeal the party employing discipline has the burden of proof by the preponderance of evidence.
- G. Request for Continuance. Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated and the Arbitrator must find that good cause exists prior to granting a request for continuance.
- H. Testimony under Oath. All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The Arbitrator will request the witnesses to raise their right hand and respond to the following:

“Do you swear or affirm that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?”

- I. Presentation of the Case. With respect to disciplinary appeals, the hearing shall proceed in the following order unless the Arbitrator, for special reason, directs otherwise:
 1. The party imposing discipline (County) shall be permitted to make an opening statement.
 2. The appealing party (Union) shall be permitted to make an opening statement, or reserve an opening statement until presentation of their case.
 3. The party imposing disciplinary action (County) shall produce their evidence.
 4. The party appealing from such disciplinary action (Union) may then offer their evidence.
 5. The County may offer rebutting evidence.
 6. Closing arguments shall be permitted at the discretion of the Arbitrator. The party imposing discipline (e.g. the party with the burden of proof), shall have the right to go first and to close the hearing by making the last argument. The Arbitrator may place a time limit on closing arguments. The Arbitrator or the parties may request the submission of written post-hearing briefs. The Arbitrator will determine whether to allow the parties to submit written post hearing briefs. The Arbitrator may also require that post-hearing briefs be tailored to address specific issues and set a specific maximum number of pages for said briefs.
 7. With respect to grievances, the party who filed the grievance shall present their case first, followed by the department head or other party responding to the grievance. The Arbitrator may then allow rebuttals and closing arguments as it deems appropriate.

- J. Procedure for the Parties. The County representative and the Union representative will address their remarks, including objections, to the Arbitrator. Objections may be ruled upon summarily or argument may be permitted. The Arbitrator reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.
- K. Right to Control Proceedings. While the parties are generally free to present their case in the order that they prefer, the chair reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses. The Arbitrator shall allow parties to examine their own witnesses or to cross-examine the other party, or the other party's witnesses.
- L. Hearing Demeanor and Behavior. All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or the Arbitrator, and shall conduct themselves with the civility and etiquette appropriate for a legal proceeding. The Arbitrator reserves the right to continue the hearing or dismiss disruptive witnesses or counsel.
- M. Deliberation Upon the Case. The Arbitrator shall consider all relevant oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching a decision. The Arbitrator may deliberate at the close of the hearing or at a later date and time.
- N. Written Findings and Recommended Decision. The Arbitrator shall render the findings and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Arbitrator on each material issue.
- O. Judicial Review.
 - 1. Petition for Writ of Mandate. Judicial review of any decision of the Arbitrator may be had pursuant to Section 1094.5 of the California Code of Civil Procedure only if the petition for writ of mandate pursuant to such section is filed within the time limits specified in this section.
 - 2. 90 Days from Final Decision. Pursuant to Code of Civil Procedure Section 1094.6 any such petition shall be filed not later than the ninetieth (90th) day following the date on which the decision becomes final. The decision becomes final on the date it is mailed by first-class mail, postage prepaid, including a copy of the affidavit or certificate of mailing, or as provided pursuant to Code of Civil Procedure Section 1094.6(b).
 - 3. Administrative remedies are deemed exhausted when findings have been issued.

GRIEVANCE PROCESS

560 Grievance - Definitions

With respect to the grievance procedure, unless the context indicates otherwise, the terms used are defined as follows:

- A. Grievance. A grievance is a written allegation by a Grievant, submitted as herein specified, claiming violation of the specific expressed terms of a memorandum of understanding or rules or regulations governing the personnel practices or working conditions of employees and for which there is no other specific method of review provided by State or Federal law or by County ordinance or rules.
- B. Grievant. For all grievance procedures up to the level of arbitration, a grievant is an employee in the County Service (probationary or permanent) or group of such employees adversely affected by an act or omission of the County or the majority representative of a bargaining unit. For all grievance procedures at the level of arbitration, the grievant is the Union.
- C. Immediate Supervisor. The individual who assigns, reviews or directs the work of an employee.
- D. Representative. The person selected by an employee to appear with that employee in the presentation of the employee's grievance.
- E. Superior. The individual to whom an Immediate Supervisor reports.
- F. The Grievance Procedure is not to be used for the following:
 - 1. For the purpose of resolving complaints, requests or changes in wages, hours and working conditions.
 - 2. To challenge the results of employee evaluations or performance reviews; provided, however, that an overall evaluation of "unsatisfactory" that does not form the basis of a decision to grant or deny a pay increase (e.g., a step increase) may be grieved to step three of the grievance process and an overall evaluation of "unsatisfactory" that does form the basis of such a decision may be grieved to step four of the grievance process
 - 3. To challenge the decision to re-classify, lay-off, deny reinstatement or deny a step or merit increase to an employee, except to the extent the grievance alleges a violation of a County procedural requirement related to such matters.
 - 4. In cases of oral reprimand, written reprimand, demotion, suspension, or termination.
 - 5. To challenge violation of the law or past practice.
 - 6. To challenge examinations or appointment to positions.
 - 7. To express unhappiness over lawful management decisions, style, etc.

570 Grievance - General Rules

- A. All parties to a grievance must act in good faith and strive for objectivity. Parties should endeavor to reach a solution at the earliest possible step of the procedure. Filing of a grievance will not result in retaliation.
- B. The aggrieved employee shall have the right to be represented or accompanied by a person of the employee's choice if the grievance is not resolved at the informal level as provided in step one of the grievance procedure.
- C. The employee and his or her representative will have reasonable time and facilities allocated for the preparation of the employee's position with respect to the grievance alleged. The time must be reasonable and not excessive.
- D. The timelines in the grievance procedure must be strictly followed. If the grievance is not appealed to the next level within the specified time limit, the grievance shall be considered withdrawn and will not be processed further. If the County fails to process the grievance in a timely manner, the grievance will go automatically to the next step. The parties may extend the timelines by mutual agreement in writing.
- E. Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give reasonable and timely notice to all persons concerned.
- F. When two (2) or more employees have a common grievance, they shall initiate a single group grievance or County may combine common grievances into a single group grievance. The initial hearing of the group grievance shall be by the immediate supervisor, superior or Department Head as determined by the Human Resources Manager.
- G. If the grievance is not resolved at the Department level, it shall be heard by the County Administrative Officer and his/her decision is final.

580 Grievance - Procedure

- A. Step One. Within five (5) working days of the date the employee knew or should have known of the incident giving rise to the grievance, the employee must discuss the matter informally with the employee's immediate supervisor. If more than five (5) working days elapse from the date the employee knew or should have known of the act or omission giving rise to the incident, the grievance will be rejected and will not be processed further. The employee or the supervisor may seek advice or counsel from superiors or the Department Head.
- B. Step Two. If, within five (5) working days of completion of Step One, a mutually acceptable solution has not been reached at Step One, the employee shall submit the grievance in writing to the Department Head or appointing authority.

In filing a grievance, the employee should set forth the following information:

- 1. The specific Section of the MOU, rules or regulations allegedly violated.

2. The specific act or omission that gave rise to this alleged violation.
3. The date or dates on which the violation occurred.
4. What documents, witnesses or other evidence supports the grievant's position.
5. The remedy requested.

Within ten (10) working days of receipt of a formal grievance, the Department Head or appointing authority will hold a meeting with the grievant and the grievant's representative, if any. A written decision will be prepared within five (5) working days from the meeting, and shall be served on the employee within ten (10) working days or from the date of the meeting. The parties may agree to an extension of time for the written decision if necessary to perform research or investigation that may result in a resolution of the grievance. Before the issuance of the written decision, the Department Head of appointing authority will review the written decision with the County Counsel and the Human Resources Director.

- C. Step Three. Should an employee be dissatisfied with the decision of the Department Head or appointing authority, said employee, within five (5) working days of the receipt of the decision, may file a written appeal with the County Administrative Officer. The County Administrative Officer will render a decision within ten (10) working days and serve a copy of the written decision on the employee and on the Union Business Representative by personal delivery or by both certified and first-class mail. The Notice is deemed served upon personal delivery or mailing, but in the case of mailing it shall extend the time for the Union to request an appeal by five calendar days.
- D. Step Four. Should an employee be dissatisfied with the decision of the County Administrative Officer, within 10 calendar days of the service of the copy of the written decision by the CAO on the Union Business Representative, the Union shall file with the County Human Resources Department a written notice of appeal. The matter shall then be heard by an Arbitrator as set forth in Section 540 *et. seq.* Note that step four is not available in the case of overall evaluations of "unsatisfactory" which do not form the basis of a decision to grant or deny a pay increase. (See above Section 560(F).)

590 Grievance - Confidentiality

All grievances will be treated, to the extent possible, as matters requiring confidentiality, and all parties concerned will strive to limit publicity and notoriety surrounding the grievance.

600 Layoff

- A. Layoff Determination. Whenever in the judgment of the Board of Supervisors it becomes necessary to abolish any position of employment, the employee holding such position of employment may be laid off or demoted without disciplinary action and without the right of appeal.
- B. Notification. Employees to be laid off should be given, whenever possible, at least fourteen (14) calendar days notice. The notice will include the reason for lay off, a list of displacement rights, and the effective date of layoff. Upon notification of layoff, any

permanent or probationary employee, upon receiving a layoff notice, may use up to ten (10) days of accrued sick leave to look for other employment. Such leave may be taken upon at least one day's notice to the employee's Department Head or supervisor, and leave consisting of two or more days may be taken upon at least two day's notice.

- C. Process for Lay Off. The Board of Supervisors shall have the sole discretion to determine the number and classification of employees to be laid off in each department. All layoffs shall be made by classification within a department.
- D. Order of Lay Off. Employees shall be laid off in the inverse order of their seniority in their classification in the department. This order may be modified when a Department Head requests, and the CAO determines, that an immediate business necessity requires a variance from this general order. The order shall be as follows:
 - 1. Temporary employees;
 - 2. Probationary part-time employees;
 - 3. Probationary full-time employees;
 - 4. Permanent part-time employees;
 - 5. Permanent full-time employees.
- E. Seniority. Seniority is based on total continuous permanent employment with the County. Continuous permanent employment is defined as employment with the County without interruption commencing with the employee's hiring date, except for authorized absences or absences to serve in the armed forces of the United States.
- F. Ties. Ties in hiring dates shall be broken by lot.
- G. Displacement. Permanent employees who are designated to be laid off may displace employees in a lower classification within the employee's department provided that the employee exercising the displacement privilege has greater seniority than the incumbent in the class which the employee is bumping, and provided that the employee meets the minimal qualifications for the job. Conditions which affect displacement rights are as follows:
 - 1. The employee exercising the displacement privilege will displace the employee in the lower classification in the inverse order of seniority.
 - 2. All employees must exercise displacement privileges within five (5) working days after receipt of the notice of lay off, by written notice to the Human Resources Director. The County shall provide an appropriate layoffs list to the affected employee(s). If this choice is not exercised within the specified time, it is automatically forfeited. If an employee exercises their displacement privileges they will receive the salary in that new position in accordance with procedures governing voluntary demotion.

- H. Reemployment. An employee who has been laid off or demoted in lieu of layoff may be reemployed or reinstated as follows:
1. Eligibility for Reemployment Following Layoff. Permanent employees who are laid off, or demoted in lieu of lay-off will be eligible for reemployment in the classification from which they were laid off or demoted, or to a related classification with similar or lesser qualifications, if a vacancy in the classification occurs within two years of the date of layoff or demotion. If an employee declines an offer of reemployment two (2) times, the employee's name will be taken off the reemployment list.
 2. Process. Each permanent employee who has been laid off or demoted in lieu of lay off will be placed on a reemployment list by classification in the reverse order of layoff. As a vacancy occurs in the classification or related classification, the Human Resources Director will offer reemployment to the top person on the reemployment list. The employee shall have five days to respond to the offer.
 3. Status, Salary, Benefits, and Seniority Upon Reemployment. Permanent employees who are reemployed following a layoff will be placed on the salary range and step last held. If the employee is reemployed within one year the employee will be treated as if they had been on an unpaid leave of absence. Permanent employees who are reemployed after one year shall accrue benefits as if they are new employees. Any unused and unpaid sick leave shall be reinstated upon reemployment.

610 Personnel Records

- A. General. The County maintains a personnel file on each employee. An employee's personnel file should contain only material that is necessary and relevant to the administration of the County's personnel program. Personnel files are the property of the County and access to the information they contain is restricted.
- B. Notifying County of Changes in Personnel Information. Each employee is responsible to promptly notify the Manager of Human Resources and Department Head of any changes in relevant personnel information including:
1. Legal Mailing address, residence address if different from mailing address, and email address if any;
 2. Telephone and Cellular number, if any;
 3. Persons to be contacted in case of emergency; and,
 4. Number and names of dependants.
- C. Medical Information.
1. Separate Confidential Files. All medical information about an employee or applicant is kept separately and is treated as confidential, in accordance with the Personnel System – DPOU (Ratified 2015)

American with Disabilities Act, the California Fair Employment and Housing Act and the California Confidentiality of Medical Information Act, and any other enacted federal or state laws.

2. Information in Medical Files. The County will not obtain medical information about an employee or applicant except in compliance with the California Confidentiality in Medical Information Act and the Health Insurance Portability and Accountability Act. To enable the County to obtain certain medical information, the employee or the applicant may need to sign an Authorization for Release of Employee Medical Information.
3. Access to Medical Information. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for County business reasons. In the case of an employee with a disability, Managers, Supervisors, Department Heads, Risk Management, and Human Resources may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations, but may not be provided information about the medical condition unless authorized by state and federal law.

D. References and Release of Information in Personnel Files.

1. Public Information. Upon request, the County will release to the public information about its employees to the extent required by the Public Records Act. The County will not disclose personnel information that it considers would constitute an unwarranted invasion of personal privacy.
2. Reference Checks. All requests from outside the County for reference checks or verification of employment concerning any current or former employee must be referred to the Human Resources Director. Information will be released only if the employee signs an Authorization for Release of Employment Information on the form provided by the Human Resources Director. Without such authorization, the following limited information will be provided:
 - a. Date of employment;
 - b. Date of departure,
 - c. Job Classification upon departure, and,
 - d. Salary upon departure.

Managers and Supervisors should not provide information in response to requests for reference checks or verification of employment, unless specifically approved by the Human Resources Director.

E. Employee Access to Personnel File.

1. Inspection of File. An employee may inspect his or her own personnel file at reasonable times and at reasonable intervals. An employee who wishes to review

his or her file should contact the Department Head or Human Resources Director to arrange an appointment. The review must be done in the presence of an employee who maintains the personnel file.

2. Copies. Upon request an employee is entitled to receive a copy of any employment - related document he or she has signed. An employee who wishes to receive such a copy should contact the Department Head or Human Resources Director.

620 Travel

The County shall establish and maintain a consistent travel policy for out-of-County travel applicable to all employees, management, and elected officials. The Director of Finance shall be responsible for timely travel reimbursement in accordance with the established policy. It is the responsibility of the Human Resources Department to maintain current documents regarding the travel policy.

630 Travel Authorization

- A. A completed travel request form shall be submitted to the County Administrative Office for all out-of-County travel requiring overnight accommodations. Department Heads may authorize travel for their respective employees in cases involving in-County and out-of-County travel not requiring overnight accommodations. Out-of-County travel is defined as travel outside of the geographic borders of Mono County and the contiguous northern territory of Inyo County bounded to the south by, and encompassing, the Bishop region.
- B. A completed travel request form shall be submitted to the County Administrative Officer as far in advance as possible of the anticipated date of the travel, but in no case less than seven days prior to the anticipated travel. All out-of-County travel requests shall initially be approved by the employee's Department Head or designee. Final approval shall be obtained from the County Administrative Officer, who may approve, deny or modify all proposed travel requests. Travel outside the states of California and Nevada must also be approved by the Board of Supervisors.
- C. If an emergency condition exists requiring the authorization of travel, a Department Head shall immediately notify the County Administrative Officer. If the County Administrative Officer is not available to authorize travel, the Department Head may authorize such travel, provided notification is given to the County Administrative Officer on the next available workday.
- D. Travel in County vehicles by persons other than County employees, clients, and contractors is not permitted unless specifically approved by the County Administrative Officer and Risk Manager in advance in writing.

640 Travel Reimbursement

- A. Unless otherwise specifically stated or provided by law, mileage reimbursement for authorized in-County and out-of-County travel where an employee uses his or her personal vehicle shall be at the current IRS rate. However, an employee who receives an automobile allowance shall not be reimbursed for any in-County mileage.

- B. Each County department is responsible for keeping travel and lodging costs within their individual travel budgets. Out-of-County travel involving overnight lodging shall be reimbursed for actual, reasonable and necessary lodging costs, in accordance with standard costs generally charged in the city or county visited. The lodging reimbursement is subject to approval by the Department Head and the Director of Finance.

Detailed justification must be provided when lodging reimbursement exceeding \$200 per night is being requested. After review, the Director of Finance may disapprove all or any portion of this request if he/she determines it to be unreasonable.

To be eligible for the lodging allowance, the employee must be authorized to travel to the designated area and must furnish a commercial lodging receipt for the day(s) of travel which indicates the location and cost of the lodging.

- C. Meal reimbursement rates and a meal reimbursement policy will be established by the Board of Supervisors and may be periodically adjusted, up or down, by the Board of Supervisors and/or pursuant to a specific Memorandum of Understanding.
- D. There shall be no reimbursement for in-County meals except under the following conditions and circumstances:
1. Whenever an employee is temporarily assigned to an in-County job site and that assignment would require the employee to remain at the job site overnight.
 2. When a Department Head or designated representative is required to attend a County-related function which includes a meal as part of the function.
- E. The following expenses may be claimed for reimbursement if incurred in the performance of county business:
1. Registration fees;
 2. Parking fees;
 3. Ferry or bridge tolls;
 4. Bus or taxi fares.
- F. The following expenses will not be reimbursed:
1. Gratuities, with the exception of customary and usual gratuities associated with restaurant meals in an amount not to exceed 15% of the total meal cost prior to adding the gratuity, excluding any alcohol, provided that the gratuity is documented in a manner acceptable to the Finance Director;
 2. Personal services such as dry cleaning or laundry;
 3. Valet parking unless no self-parking is available;

4. Room service charges;
5. Alcoholic beverages.

650 Travel Advance

- A. Department Heads are expected to provide employees with County credit cards in lieu of travel advances, and travel advances should be granted only when there is insufficient time to obtain a credit card.
- B. Employees requesting a travel advance must submit the travel request form at least ten days prior to the anticipated travel.
- C. Travel advance requests may include advance payment for registration, lodging, meals and/or transportation and shall not be granted in an amount less than fifty dollars.
- D. Employees receiving a travel advance must file a reconciliation claim with the Director of Finance for their travel within thirty (30) days of their return from the trip.

660 Travel Claim Procedure

- A. Claims for expenses while traveling on official business must be submitted to the Director of Finance within thirty (30) days of the completion of the travel.
- B. Claims must include the following:
 1. A statement of the purpose for the trip and a copy of the agenda for conferences;
 2. The date and time the employee departed and the date and time the employee returned;
 3. An itemized list of expenditures with corresponding receipts with the exception of meals in cases where the meal allowance is claimed as the reimbursement;
 4. When a personal vehicle is used, a Map Quest statement of the round trip mileage.

670 Employer/Employee Relations Policy

- A. Statement of Purpose. This policy implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations," by providing orderly procedures for the administration of employer-employee relations between the County and its employee organizations. Nothing contained herein shall be deemed to supersede the provisions of state law, ordinances, resolutions and rules which establish and regulate the merit and civil service system, or which provide for other methods of administering employer-employee relations. This policy is intended, instead, to strengthen merit, civil service and other methods of administering employer-employee relations through the establishment of uniform and

orderly methods of communication between employees, employee organizations and the County.

It is the purpose of this policy to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive County rights with respect to matters of general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

B. Definitions. As used in this Resolution, the following terms shall have the meanings indicated:

1. Appropriate unit - a unit of employee classes or positions, established as set forth herein.
2. County - County of Mono, and, where appropriate refers to the Board of Supervisors or any duly authorized County representative.
3. Confidential Employee - means an employee who, in the course of his or her duties, has access to confidential information relating to the County's administration of employer-employee relations.
4. Consult/Consultation in Good Faith - to communicate orally or in writing with all affected employee organizations, whether exclusively recognized or not, for the purpose of presenting and obtaining views or advising of proposed actions in a good faith effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counterproposals with an exclusively recognized employee organization in an endeavor to reach agreement in the form of a Memorandum of Understanding, nor is it subject to the impasse process.
5. Day - calendar day unless expressly stated otherwise.
6. Employee Relations Officer- the County Administrative Officer or his/her duly authorized representative, usually the Human Resources Director.
7. Exclusively Recognized Employee Organization - an employee organization which has been formally acknowledged by the County as the sole employee organization

representing the employees in an appropriate representation unit, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.

8. Impasse - means that the representatives of the County and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.
9. Management Employee - an employee having responsibility for formulating, administering or managing the implementation of County policies and programs.
10. Proof of Employee Support - (1) an authorization card recently signed and personally dated by an employee, or (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorization, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within ninety (90) days prior to the filing of a petition.
11. Supervisory Employee - any employee having authority, in the interest of the County, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

C. Filing of Recognition Petition by Employee Organization. An employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

1. Name and address of the employee organization.
2. Names and titles of its officers.
3. Names of employee organization representatives who are authorized to speak on behalf of the organization.
4. A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the County.

5. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
6. A copy of the employee organization's constitution and bylaws.
7. A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
8. A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, mental or physical disability or medical condition.
9. The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
10. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the County. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
11. A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

D. County Response to Recognition Petition.

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

1. There has been compliance with the requirements of the Recognition Petition, and
2. The proposed representation unit is an appropriate unit.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he/she will so inform the petitioning employee organization, give written notice of such request for recognition to the employees in the unit and take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if the determination thereafter remains unchanged, will inform that organization of the reasons therefore in writing.

The petitioning employee organization may appeal such determination in accordance with Section L of this policy.

- E. Open Period for Filing Challenging Petition. Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section C. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit petitioning employee organizations will be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with this policy as set forth in Section H. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Section L.
- F. Granting Recognition Without an Election. If the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.
- G. Election Procedure. The Employee Relations Officer will arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this policy will be included on the ballot. The ballot will also reserve to employees the choice of representing themselves individually in their employment relations with the County. Employees entitled to vote in such election will be employees within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the County in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the County and by each employee organization appearing on the ballot.

H. Procedure for Decertification of Exclusively Recognized Employee Organization. A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

1. The name, address and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
2. The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
3. An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
4. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30) percent, that includes the allegation and information required under paragraph of this Section H, and otherwise conforms to the requirements of Section C.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his/her determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Section L. If the determination of the Employee

Relations Officer is in the affirmative, or if a negative determination is reversed on appeal, he/she shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section G.

During the "open period" specified in the first paragraph of this Section, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that he/she will arrange for an election to determine that issue. In such event any other employee organization may within fifteen (15) days of such notice file a Recognition Petition in accordance with this Section, which the Employee Relations Officer shall act on in accordance with this Section.

If, pursuant to this Section, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

I. Policy and Standards for Determination of Appropriate Units. The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the County and its compatibility with the primary responsibility of the County and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

1. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
2. History of representation in the County and similar employment; except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
3. Consistency with the organizational patterns of the County.
4. Effect of differing legally mandated impasse resolution procedures.
5. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
6. Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two or more units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Section B of this policy, are determining factors in establishing

appropriate units hereunder, and therefore managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.

Peace Officers may be required to be represented in separate units composed solely of such Peace Officers. These units shall not be represented by an organization that, directly or indirectly, is subordinate to any other employee organization which includes non-peace officers.

The Employee Relations Officer will, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this Section. The decision of the Employee Relations Officer will be final.

- J. Procedure for Modification of Established Appropriate Units. Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Section H. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Section C will contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set herein. The Employee Relations Officer shall process such petitions as other Recognition Petitions.

The Employee Relations Officer may by his/her own motion propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section I, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section L of this Article. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Section C.

- K. Procedure for Processing Severance Requests. An employee organization may file a request to become the recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another recognized employee organization. The timing, form and processing of such request shall be as specified in Section J for modification requests.
- L. Appeals. An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer; or an employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition under Section C, Challenging Petition under Section E, Decertification Petition under Section H, Unit Modification Petition under Section J, or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition under Section H has not been filed in

compliance with this policy may, within ten (10) calendar days of notice of the Employee Relations Officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the Board of Supervisors for final decision within fifteen (15) calendar days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

An appeal to the Board of Supervisors shall be filed with the Clerk of the Board, and a copy thereof served on the Human Resources Director and the Employee Relations Officer. The Board of Supervisors shall commence to consider the matter within thirty (30) calendar days of the filing of the appeal. The Board may, in its discretion, refer the dispute to a third party hearing process. Any decision of the Board of Supervisors on the use of such procedure, and/or any decision of the Board determining the substance of the dispute, shall be final and binding.

- M. Submission of Current Information by Recognized Employee Organizations. All changes in the information filed with the County by an Exclusively Recognized Employee Organization set forth in its Recognition Petition under Section C of this Section shall be submitted in writing to the Employee Relations Officer within fourteen (14) calendar days of such change.

- N. Employee Organization Activities -- Use of County Resources. Access to County work locations and the use of County paid time, facilities, equipment and other resources by employee organizations and those representing them shall be: (1) authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures; (2) limited to lawful activities consistent with the provisions of this Section that pertain directly to the employer-employee relationship and not such internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections; and, (3) shall not interfere with the efficiency, safety and security of County operations.

- O. Administrative Rules and Procedures. The County Administrative Officer is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this policy after consultation with affected employee organizations.

- P. Initiation of Impasse Procedures. If the meet and confer process has reached impasse as defined in Section B.8 of this policy, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:
 - 1. To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
 - 2. If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Q. Impasse Procedures.

Impasse procedures are as follows:

1. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
2. If the parties fail to agree to submit the dispute to mediation or fail to agree on the selection of a mediator, or fail to resolve the dispute through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the impasse to fact-finding.
3. If the parties agree on fact-finding, they may agree on the appointment of one or more fact-finders. If they fail to so agree on one or more fact-finders, a fact-finding panel of three (3) shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the Exclusively Recognized Employee Organization, and those two shall name a third, who shall be the chairperson. If they are unable to agree upon a third, they shall select by agreement the third member from one or more lists of seven (7) names of individuals having fact-finding experience in the municipal sector to be provided by the California State Mediation and Conciliation Service.
4. The following constitute the jurisdictional and procedural requirements for fact-finding:
 - a. The fact-finders shall consider and be guided by applicable federal and state laws.
 - b. Subject to the stipulations of the parties, the fact-finders shall determine and apply the following measures and criteria in arriving at their findings and recommendations:
 - (1) First, as relevant to the issues in dispute, the fact-finders shall compare the total compensation, hours and conditions of employment of the employees involved in the fact-finding proceeding with the total compensation, hours and conditions of employment of other employees performing similar services in public and private employment in the same and comparable communities. "Total compensation" shall mean all wage compensation, including but not limited to premium, incentive, standby, out-of-class and deferred pay; all paid leave time; all allowances, including but not limited to educational and uniform benefits; and employer payments for all health, welfare and pension benefits.
 - (2) The fact-finders shall then adjust the results of the above comparisons based on the following factors:

The compensation necessary to recruit and retain qualified personnel.

Maintaining compensation relationships between job classifications and positions within the County.

The pattern of change that has occurred in the total compensation of the employees in the unit at impasse as compared to the pattern of change in the average "consumer price index" for goods and services, and the pattern of change in wages and compensation of other wage earners.

- (3) The fact-finder(s) shall then determine preliminary recommendations based on the comparisons as adjusted above which, however, shall be reduced as appropriate based on the financial resources of the County to implement them. In assessing the County's financial resources, the fact-finder(s) shall be bound by the following:

Other legislatively determined and projected demands on agency resources, i.e., budgetary priorities as established by the governing body; and

Allowance for equitable compensation increases for other employees and employee groups for the corresponding fiscal period(s); and

Revenue projections not to exceed currently authorized tax and fee rates for the relevant fiscal year(s); and

Assurance of sufficient and sound budgetary reserves; and

Constitutional, statutory (and charter) limitations on the level and use of revenues and expenditures.

- c. The fact-finders shall make written findings of fact, and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria, adjustments, and limitations specified above. Any member of a fact-finding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The fact-finder or chairperson of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the Exclusively Recognized Employee Organization.

5. If these parties have not resolved the impasse within ten (10) calendar days after service of the findings and recommendations upon them, the fact-finder or the chairperson of the fact-finding panel shall make them public by submitting them to the Human Resources Director for consideration by the Board of Supervisors in connection with the Board's legislative consideration of the impasse.

6. If the parties did not agree on mediation or the selection of a mediator and did not agree on fact-finding, or having so agreed, the impasse has not been resolved, the Board of Supervisors may take such action regarding the impasse as it in its discretion deems appropriate as in the public interest. Any legislative action by the Board on the impasse shall be final and binding.
- R. Costs of Impasse Procedures. The cost for the services of a mediator and fact-finder or chairperson of a fact-finding panel utilized by the parties, and other mutually incurred costs of mediation and fact-finding, shall be borne equally by the County and Exclusively Recognized Employee Organization. The cost for a fact-finding panel member selected by each party, and other separately incurred costs, shall be borne by such party.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Economic Development

TIME REQUIRED

SUBJECT Ordinance & Bylaw Changes to Mono
County Tourism & Film Commission

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed ordinance amending Chapter 2.85 of the Mono County Code pertaining to the Mono County Tourism/Film Commission.

RECOMMENDED ACTION:

Adopt proposed ordinance amending Chapter 2.85 of the Mono County Code pertaining to the Mono County Tourism/Film Commission.

FISCAL IMPACT:

None.

CONTACT NAME: Alicia Vennos

PHONE/EMAIL: 760-924-1743 / avennos@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

Alicia Vennos: avennos@mono.ca.gov

Liz Grans: lgrans@mono.ca.gov

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report, Second Reading](#)
- [Ordinance and Attachment A](#)
- [Chapter 2.85 with Highlighted Changes](#)

History

Time	Who	Approval
7/17/2015 9:47 AM	County Administrative Office	Yes
7/16/2015 2:53 PM	County Counsel	Yes
7/16/2015 11:03 AM	Finance	Yes

County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsels
John-Carl Vallejo
Christian Milovich

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415
MAMMOTH LAKES, CALIFORNIA 93546

Telephone
760-924-1700

Facsimile
760-924-1701

Legal Assistant
Jennifer Senior

To: Honorable Board of Supervisors

From: Alicia Vennos, Economic Development Director
Christian E. Milovich, Deputy County Counsel

Date: July 21, 2015

Re: Amendments to Chapter 2.85 of the Mono County Code pertaining to the Mono County Tourism/Film Commission.

Recommendation

Adopt proposed ordinance amending Chapter 2.85 of the Mono County Code pertaining to the Mono County Tourism/Film Commission. Provide any desired direction to staff.

Discussion

The proposed ordinance was introduced at your July 14, 2015, meeting and is on your agenda for adoption today.

As discussed on July 14th, Chapter 2.85 of the Mono County Code applies to the Mono County Tourism/Film Commission. The Commission was created in 1994, operating initially as the Tourism Commission. In 2001, it was augmented to become the Tourism/Film Commission. Now, the desire is for the Commission to add economic development to its duties and title. The updated chapter is shown in Exhibit 1 (as Attachment A) and replaces the previously existing chapter in its entirety. For convenience, Exhibit 2 includes Chapter 2.85 with all proposed amendments highlighted in yellow.

If you have any questions on this item prior to your meeting, please feel free to call me 760-924-1706 or Alicia Vennos at 760-924-1743.

Fiscal Impact

None

Attachments:

- Exhibit 1 – Ordinance with Attachment A (Chapter 2.85)
- Exhibit 2 – Chapter 2.85 showing the proposed amendments in yellow



ORDINANCE NO. ORD 15-__

**AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS
AMENDING CHAPTER 2.85 OF THE MONO COUNTY CODE
PERTAINING TO THE MONO COUNTY
TOURISM/FILM COMMISSION**

WHEREAS, the Board wishes to amend Chapter 2.85 of the Mono County Code to provide for the addition of economic development to the duties and title of the County's tourism/film commission.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO ORDAINS as follows:

SECTION ONE: Chapter 2.85 of the Mono County Code is hereby amended in its entirety to read as set forth in Attachment "A", attached hereto and incorporated herein by this reference.

SECTION TWO: This ordinance shall become effective 30 days from the date of its adoption and final passage, which appears immediately below. The Clerk of the Board of Supervisors shall post this ordinance and also publish the ordinance in the manner prescribed by Government Code section 25124 no later than 15 days after the date of its adoption and final passage. If the Clerk fails to publish this ordinance within said 15 day-period, then the ordinance shall not take effect until 30 days after the date of publication.

PASSED, APPROVED and ADOPTED this ____ day of July, 2015 by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Timothy E. Fesko, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

County Counsel

Attachment A

Chapter 2.85 - MONO COUNTY ECONOMIC DEVELOPMENT, TOURISM & FILM COMMISSION*

Sections:

• **2.85.010 – Economic development, tourism & film commission—Created.**

There is created the Mono County economic development, tourism and film commission, consisting of seven members. All commission members shall be appointed by a majority of the board of supervisors. The board shall endeavor (but not be required) to appoint commission members representing different communities of the county.

(Ord. 07-10 § 1, 2007; Ord. 07-05 § 1, 2007; Ord. 01-07 § 1 (part), 2001.)

• **2.85.020 - Term—Vacancies—Voting.**

A. Members of the commission shall serve four-year terms. Members serve at the pleasure of the board of supervisors and may be reappointed.

B. A vacancy in the commission shall not impair the right of the remaining members (assuming a quorum still exists) to exercise the powers of the commission pursuant to this chapter. Four members shall constitute a quorum of the commission, and any action of the commission may be taken by a majority of those members present, provided a quorum is present.

(Ord. 01-07 § 1 (part), 2001.)

• **2.85.030 - Powers and duties.**

Within the limitations provided by law, the commission shall have the following powers and duties:

- A. To establish a schedule of regular meeting times;
- B. To advise the board of supervisors on the development and implementation of an economic development strategic plan and an annual tourism and film marketing plan for Mono County;
- C. To evaluate the success of economic development strategic initiatives and tourism and film marketing efforts;
- D. To provide advice on the promotion, advertising, publicity and marketing activities of Mono County;
- E. To serve as a liaison between the resort industry and the small business community and Mono County;
- F. To recommend expenditures necessary to carry out an annual plan approved by the board of supervisors;

- G. To track commercial film and still photography activities that occur in Mono County and represent Mono County at film trade shows;
- H. To recommend a contract film commissioner to the board of supervisors and recommend terms for that position's scope of work;
- I. To utilize the economic development, tourism and film commission bylaws, as approved by the board of supervisors, and recommend such changes to those bylaws from time to time as the commission sees fit.

Chapter 2.85 - MONO COUNTY ECONOMIC DEVELOPMENT, TOURISM & FILM COMMISSION*

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**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Board of Forestry and Fire Protection

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Correspondence dated July 7, 2015 to the Board of Supervisors regarding the Board of Forestry and Fire Protection Regulatory Update and 4290 Certification.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
*PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING*

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Correspondence from Board of Forestry and Fire Protection](#)

History

Time	Who	Approval
7/13/2015 11:12 AM	County Administrative Office	Yes
7/14/2015 10:14 AM	County Counsel	Yes
7/16/2015 10:44 AM	Finance	Yes

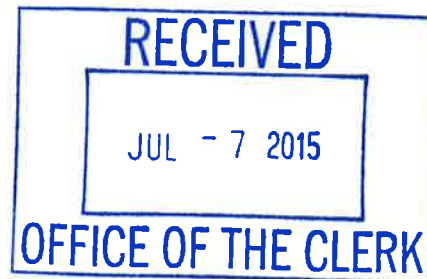
BOARD OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.bof.fire.ca.gov
(916) 653-8007



Mono County Board of Supervisors
c/o Clerk of the Board
PO Box 715
Bridgeport, CA 93517

July 7, 2015



Re: Board of Forestry and Fire Protection Regulatory Update and 4290 Certification

Dear Members of the Mono County Board of Supervisors:

Section 4290 of the Public Resources Code requires the Board of Forestry and Fire Protection (Board) to “adopt regulations implementing minimum fire safety standards related to defensible space which are applicable to state responsibility area lands under the authority of the department.” This statute is further clarified and made specific in regulation in Title 14, the Natural Resources Division of the California Code of Regulations.

At their regularly scheduled meeting on March 4, 2015, the Board adopted amendments to these regulations governing fire safe development in the State Responsibility Area (SRA). These amendments were the result of over two years of testing and research by a workgroup of CAL FIRE and local agency land use planning specialists. This workgroup evaluated each regulation found in Title 14, Division 1.5, Chapter 7 Fire Protection, Subchapter 2 SRA Fire Safe Regulations (14 CCR §1270 et seq).

Beginning with 14 CCR § 1273.01, the workgroup made changes to sixteen sections, listed below, in order to better address the above issues. These changes, as adopted by the Board, were approved by the Office of Administrative Law on April 27, 2015 and *will become effective on January 1, 2016*. The rulemaking file with the additions and deletions to the regulations can be found on the Board’s Regulations site (<http://bofdata.fire.ca.gov/regulations/>) under “2015 Approved Regulations.” On January 1, 2016, any certifications issued by the Board of Forestry and Fire Protection for county ordinances that met or exceeded the former regulations shall be invalid.

The amended regulations are:

- § 1273.01 Road Width
- § 1273.02 Roadway Surface
- § 1273.05 Roadway Turnarounds
- § 1273.06 Roadway Turnouts
- § 1273.07 Roadway Structures
- § 1273.08 One-Way Roads
- § 1273.10 Driveways
- § 1273.11 Gate Entrances

- § 1274.01 Size of Letters, Numbers, and Symbols for Street and Road Signs
- § 1274.09 Size of Letters, Numbers, and Symbols for Addresses
- § 1275.00 Intent
- § 1275.01 Application
- § 1275.10 General Standards
- § 1275.15 Hydrant/Fire Valve
- § 1276.00 Intent
- § 1276.03 Greenbelts

Counties wishing to re-certify their local ordinances must send to the Board their new ordinances and/or codes as adopted by the County Board of Supervisors. A cover letter should request certification of those ordinances/codes under 14 CCR § 1270.03 and provide a point of contact from the relevant County department who can discuss the ordinances with Board staff. Once the local ordinances are certified by the Board, they can be used in lieu of the state regulations in the State Responsibility Area. However, CAL FIRE does not abrogate its authority to enforce the state regulations even where local ordinances have been certified.

For reference, the complete regulatory text in 14 CCR Subchapter 2 as effective January 1, 2016 is enclosed with this mailing. Enclosed is also a matrix utilized by Board staff during the certification process that may be used by counties in assessing whether their ordinances meet or exceed the regulations. These resources are also available online at the Board website: http://bofdata.fire.ca.gov/board_joint_policies/local_government/.

For further information, clarification, or assistance, please contact Board staffer Edith Hannigan at (916) 653-2928 or edith.hannigan@bof.ca.gov. Thank you for your efforts in protecting the people, property, and natural resources of your County from wildfire.

Sincerely,



J. Keith Gilles
Chair, Board of Forestry and Fire Protection

Enclosures:
SRA Fire Safe Regulations, as of 1/1/16
SRA Fire Safe Regulations Certification Matrix

cc:
CAL FIRE Unit Chiefs, Fire Prevention Bureau Chiefs
CAL FIRE Deputy Chief Contract Counties
CAL FIRE Region Assistant Chiefs Law Enforcement/Fire Prevention

CALIFORNIA BOARD OF FORESTRY AND FIRE PROTECTION

SRA FIRE SAFE REGULATIONS



As of January 1, 2016

California Code of Regulations

Title 14 Natural Resources

Division 1.5 Department of Forestry

Chapter 7 - Fire Protection

Subchapter 2 SRA Fire Safe Regulations

Article 1 | Article 2 | Article 3 | Article 4 | Article 5 | Index

ARTICLE 1. ADMINISTRATION

- § 1270.00. Title
- § 1270.01. Purpose
- § 1270.02. Scope
- § 1270.03. Local Ordinances
- § 1270.04. Provisions for Application of these Regulations
- § 1270.05. Inspection Authority
- § 1270.06. Inspections
- § 1270.07. Exceptions to Standards
- § 1270.08. Request for Exceptions
- § 1270.09. Appeals
- § 1271.00. Definitions
- § 1271.05. Distance Measurements
- § 1272.00. Maintenance of Defensible Space Measures

ARTICLE 2. EMERGENCY ACCESS AND EGRESS

- § 1273.00. Intent
- § 1273.01. Road Width
- § 1273.02. Roadway Surface
- § 1273.03. Roadway Grades
- § 1273.04. Roadway Radius
- § 1273.05. Roadway Turnarounds
- § 1273.06. Roadway Turnouts
- § 1273.07. Roadway Structures
- § 1273.08. One-Way Roads
- § 1273.09. Dead-End Roads
- § 1273.10. Driveways
- § 1273.11. Gate Entrances

ARTICLE 3. SIGNING AND BUILDING NUMBERING

- § 1274.00. Intent
- § 1274.01. Size of Letters, Numbers and Symbols for Street and Roads Signs
- § 1274.02. Visibility and Legibility of Street and Road Signs
- § 1274.03. Height of Street and Road Signs
- § 1274.04. Names and Numbers on Street and Road Signs
- § 1274.05. Intersecting Roads, Streets and Private Lanes
- § 1274.06. Signs Identifying Traffic Access Limitations
- § 1274.07. Installation of Road, Street and Private Lane Signs
- § 1274.08. Addresses for Buildings
- § 1274.09. Size of Letters, Numbers and Symbols for Addresses
- § 1274.10. Installation, Location and Visibility of Addresses

ARTICLE 4. EMERGENCY WATER STANDARDS

- § 1275.00. Intent
- § 1275.01. Application
- § 1275.10. General Standards
- § 1275.15. Hydrant/Fire Valve
- § 1275.20. Signing of Water Sources

ARTICLE 5. FUEL MODIFICATION STANDARDS

- § 1276.00. Intent
- § 1276.01. Setback for Structure Defensible Space
- § 1276.02. Disposal of Flammable Vegetation and Fuels
- § 1276.03. Greenbelts

Authority cited

NOTE: Authority cited: Section 4290, Public Resources Code. Reference: Sections 4290 and 4291, Public Resources Code.

History

1. New sections filed 5/30/91; operative 5/30/91 pursuant to Government Code section 11346.2(d) (Register 91, No.27)
2. Amendments filed 1-31-2013; operative 4-1-2013 (Register 2013, No. 5)
3. Amendments filed 4-27-2015; operative 1-1-2016 (Register 2015, No. 18)

ARTICLE 1. ADMINISTRATION

- § 1270.00. Title
- § 1270.01. Purpose
- § 1270.02. Scope
- § 1270.03. Local Ordinances
- § 1270.04. Provisions for Application of these Regulations
- § 1270.05. Inspection Authority
- § 1270.06. Inspections
- § 1270.07. Exceptions to Standards
- § 1270.08. Request for Exceptions
- § 1270.09. Appeals
- § 1271.00. Definitions
- § 1271.05. Distance Measurements
- § 1272.00. Maintenance of Defensible Space Measures

1270.00. Title

These regulations shall be known as "SRA Fire Safe Regulations," and shall constitute the basic wildland fire protection standards of the California Board of Forestry.

1270.01. Purpose

These regulations have been prepared and adopted for the purpose of establishing minimum wildfire protection standards in conjunction with building, construction and development in SRA. A local jurisdiction may petition the Board for certification pursuant to section 1270.03. Where Board certification has not been granted, these regulations shall become effective September 1, 1991. The future design and construction of structures, subdivisions and developments in State Responsibility Area (SRA) shall provide for basic emergency access and perimeter wildfire protection measures as specified in the following articles. These measures shall provide for emergency access; signing and building numbering; private water supply reserves for emergency fire use; and vegetation modification. The fire protection standards which follow shall specify the minimums for such measures.

1270.02. Scope

(a) These regulations shall apply to:

- (1) the perimeters and access to all residential, commercial, and industrial building construction within SRA approved after January 1, 1991 except as set forth below in subsection b.);
- (2) all tentative and parcel maps or other developments approved after January 1, 1991; and
- (3) applications for building permits on a parcel approved in a pre-1991 parcel or tentative map to the extent that conditions relating to the perimeters and access to the buildings were not imposed as part of the approval of the parcel or tentative map.

(b) These regulations do not apply where an application for a building permit is filed after January 1, 1991 for building construction on a parcel that was formed from a parcel map or tentative map (if the final map for the tentative map is approved within the time prescribed by the local ordinance) approved prior to January 1, 1991, to the extent that conditions relating to the perimeters and access to the buildings were imposed by the parcel map or final tentative map approved prior to January 1, 1991.

(c) Affected activities include, but are not limited to:

- (1) permitting or approval of new parcels, excluding lot line adjustments as specified in Government Code (GC) section 66412(d),
- (2) application for a building permit for new construction, not relating to an existing structure,
- (3) application for a use permit,
- (4) the siting of manufactured homes (manufactured homes are as defined by the National Fire Protection Association, National Fire Code, section 501A, Standard for Fire Safety Criteria for Manufactured Home Installations, Sites and Communities, chapter 1, section 1-2, Definitions, page 4, 1987 edition and Health and Safety Code sections 18007, 18008, and 19971).
- (5) road construction, including construction of a road that does not currently exist, or extension of an existing road.

(d) EXEMPTION: Roads used solely for agricultural or mining use and roads used solely for the management and harvesting of wood products.

1270.03. Local Ordinances

Nothing contained in these regulations shall be considered as abrogating the provisions of any ordinance, rule or regulation of any state or local jurisdiction providing such ordinance, rule, regulation or general plan element is equal to or more stringent than these minimum standards. The Board may certify local ordinances as equaling or exceeding these regulations when they provide the same practical effect. The Board's certification of local ordinances pursuant to this section is rendered invalid when previously certified ordinances are subsequently amended by local jurisdictions without Board re-certification of the amended ordinances. The Board's regulations supersede the amended local ordinance(s) when the amended local ordinance(s) are not re-certified by the Board. Amendments made by local jurisdictions to previously certified ordinances shall be re-certified as described in 14 CCR §§ 1270.01 and 1270.03.

1270.04. Provisions for Application of these Regulations

This subchapter shall be applied as follows:

- (a) local jurisdictions shall provide the Director with notice of applications for building permits, tentative parcel maps, tentative maps, and use permits for construction or development within SRA.
- (b) the Director shall review and make fire protection recommendations on applicable construction or development or maps provided by the local jurisdiction.
- (c) the local jurisdiction shall ensure that the applicable sections of this subchapter become a condition of approval of any applicable construction of development permit or map.

1270.05. Inspection Authority

- (a) Inspection shall be made pursuant to section 1270.06 by:
 - (1) the Director, or
 - (2) local jurisdictions that have assumed state fire protection responsibility on SRA lands, or
 - (3) local jurisdictions where these regulations have been incorporated verbatim into that jurisdiction's building permit or subdivision approval process and the inspection duties have been formally delegated by CAL FIRE to the local jurisdiction, or
 - (4) local jurisdictions where the local ordinances have been certified pursuant to 14 CCR §§ 1270.01 and 1270.03 and the inspection duties have been formally delegated by CAL FIRE to the local jurisdiction.
- (b) Nothing in this section abrogates CAL FIRE's authority to inspect and enforce state forest and fire laws even when the inspection duties have been delegated pursuant to this section.
- (c) Reports of violations shall be provided to the CAL FIRE Unit headquarters that administers SRA fire protection in the local jurisdiction.

1270.06. Inspections

The inspection entity listed in 14 CCR 1270.05 may inspect for compliance with these regulations. When inspections are conducted, they should occur prior to: the issuance of the use permit; certificate of occupancy; the recordation of the parcel map or final map; the filing of a notice of completion; or the final inspection of any project or building permit.

1270.07. Exceptions to Standards

Upon request by the applicant, exceptions to standards within this subchapter or local jurisdiction certified ordinances may be allowed by the inspection entity listed in 14 CCR 1270.05, where the exceptions provide the same overall practical effect as these regulations towards providing defensible space. Exceptions granted by the inspection entity listed in 14 CCR 1270.05 shall be made on a case-by-case basis only. Exceptions granted by the inspection entity listed in 14 CCR 1270.05 shall be forwarded to the appropriate CAL FIRE Unit Office that administers SRA fire protection in that county and shall be retained on file at the Unit Office.

1270.08. Request for Exceptions

Requests for an exception shall be made in writing to the inspection entity listed in 14 CCR 1270.05 by the applicant or the applicant's authorized representative. The request shall state the specific section(s) for which an exception is requested, material facts supporting the contention of the applicant, the details of the exception proposed, and a map showing the proposed location and siting of the exception.

1270.09. Appeals

Where an exception is not granted by the inspection authority, the applicant may appeal such denial to the local jurisdiction. The local jurisdiction may establish or utilize an appeal process consistent with existing local building or planning department appeal processes.

Before the local jurisdiction makes a determination on an appeal, the inspection authority shall be consulted and shall provide to that local jurisdiction documentation outlining the effects of the requested exception on wildland fire protection.

If an appeal is granted, the local jurisdiction shall make findings that the decision meets the intent of providing defensible space consistent with these regulations. Such findings shall include a statement of reasons for the decision. A written copy of these findings shall be provided to the CAL FIRE Unit headquarters that administers SRA fire protection in that local jurisdiction.

1271.00. Definitions

Accessory building: Any building used as an accessory to residential, commercial, recreational, industrial, or educational purposes as defined in the California Building Code, 1989 Amendments, Chapter 11, Group M, Division 1 Occupancy that requires a building permit.

Agriculture: Land used for agricultural purposes as defined in a local jurisdiction's zoning ordinances.

Building: Any structure used or intended for supporting or sheltering any use of occupancy that is defined in the California Building Code, 1989 Amendments, Chapter 11, except Group M, Division 1, Occupancy. For the purposes of this subchapter, building includes mobile homes and manufactured homes, churches, and day care facilities.

CDF: California Department of Forestry and Fire Protection.

Dead-end road: A road that has only one point of vehicular ingress/egress, including cul-de-sacs and looped roads.

Defensible space: The area within the perimeter of a parcel, development, neighborhood or community where basic wildland fire protection practices and measures are implemented, providing the key point of defense from an

approaching wildfire or defense against encroaching wildfires or escaping structure fires. The perimeter as used in this regulation is the area encompassing the parcel or parcels proposed for construction and/or development, excluding the physical structure itself. The area is characterized by the establishment and maintenance of emergency vehicle access, emergency water reserves, street names and building identification, and fuel modification measures.

Development: As defined in Section 66418.1 of the California Government Code.

Director: Director of the Department of Forestry and Fire Protection or his/her designee.

Driveway: A vehicular access that serves no more than two buildings, with no more than three dwelling units on a single parcel, and any number of accessory buildings.

Dwelling unit: Any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and/or sanitation for not more than one family.

Exception: An alternative to the specified standard requested by the applicant that may be necessary due to health, safety, environmental conditions, physical site limitations or other limiting conditions such as recorded historical sites, that provide mitigation of the problem.

Fire valve: See hydrant.

Fuel modification area: An area where the volume of flammable vegetation has been reduced, providing reduced fire intensity and duration.

Greenbelts: A facility or land-use, designed for a use other than fire protection, which will slow or resist the spread of a wildfire. Includes parking lots, irrigated or landscaped areas, golf courses, parks, playgrounds, maintained vineyards, orchards or annual crops that do not cure in the field.

Hammerhead/T: A roadway that provides a "T" shaped, three-point turnaround space for emergency equipment, being no narrower than the road that serves it.

Hydrant: A valved connection on a water supply/storage system, having at least one 2 1/2 inch outlet, with male American National Fire Hose Screw Threads (NH) used to supply fire apparatus and hoses with water.

Local Jurisdiction: Any county, city/county agency or department, or any locally authorized district that issues or approves building permits, use permits, tentative maps or tentative parcel maps, or has authority to regulate development and construction activity.

Occupancy: The purpose for which a building, or part thereof, is used or intended to be used.

One-way road: A minimum of one traffic lane width designed for traffic flow in one direction only.

Roads, streets, private lanes: Vehicular access to more than one parcel; access to any industrial or commercial occupancy; or vehicular access to a single parcel with more than two buildings or four or more dwelling units.

Roadway: Any surface designed, improved, or ordinarily used for vehicle travel.

Roadway structures: Bridges, culverts, and other appurtenant structures which supplement the roadway bed or shoulders.

Same Practical Effect: As used in this subchapter means an exception or alternative with the capability of applying accepted wildland fire suppression strategies and tactics, and provisions for fire fighter safety, including:

- (a) access for emergency wildland fire equipment,
- (b) safe civilian evacuation,
- (c) signing that avoids delays in emergency equipment response,
- (d) available and accessible water to effectively attack wildfire or defend a structure from wildfire, and
- (e) fuel modification sufficient for civilian and fire fighter safety.

State Board of Forestry (SBOF): A nine member board, appointed by the Governor, which is responsible for developing the general forest policy of the state, for determining the guidance policies of the Department of Forestry and Fire Protection, and for representing the state's interest in federal land in California.

State Responsibility Area (SRA): As defined in the Public Resources Code section 4126-4127; and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Article 1, Sections 1220-1220.5.

Structure: That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Subdivision: As defined in Section 66424 of the Government Code.

Traffic lane: The portion of a roadway that provides a single line of vehicle travel.

Turnaround: A roadway, unobstructed by parking, which allows for a safe opposite change of direction for emergency equipment. Design of such area may be a hammerhead/T or terminus bulb.

Turnouts: A widening in a roadway to allow vehicles to pass.

Vertical clearance: The minimum specified height of a bridge or overhead projection above the roadway.

Wildfire: As defined in Public Resources Code Section 4103 and 4104.

1271.05. Distance Measurements

All specified or referenced distances are measured along the ground, unless otherwise stated.

1272.00. Maintenance of Defensible Space Measures

To ensure continued maintenance of properties in conformance with these standards and measures and to assure continue availability, access, and utilization of the defensible space provided for these standards during a wildfire, provisions for annual maintenance shall be included in the development plans and/or shall be provided as a condition of the permit, parcel or map approval.

ARTICLE 2. EMERGENCY ACCESS AND EGRESS

- § 1273.00. Intent
- § 1273.01. Road Width
- § 1273.02. Roadway Surface
- § 1273.03. Roadway Grades
- § 1273.04. Roadway Radius
- § 1273.05. Roadway Turnarounds
- § 1273.06. Roadway Turnouts
- § 1273.07. Roadway Structures
- § 1273.08. One-Way Roads
- § 1273.09. Dead-End Roads
- § 1273.10. Driveways
- § 1273.11. Gate Entrances

1273.00. Intent

Road and street networks, whether public or private, unless exempted under section 1270.02(e), shall provide for safe access for emergency wildland fire equipment and civilian evacuation concurrently, and shall provide unobstructed traffic circulation during a wildfire emergency consistent with Sections 1273.00 through 1273.11.

1273.01. Road Width

All roads shall be constructed to provide a minimum of two ten (10) foot traffic lanes, not including shoulder and

striping. These traffic lanes shall provide for two-way traffic flow to support emergency vehicle and civilian egress, unless other standards are provided in this article, or additional requirements are mandated by local jurisdictions or local subdivision requirements.

1273.02. Roadway Surface

Roadways shall be designed and maintained to support the imposed load of fire apparatus weighing at least 75,000 pounds and provide an aggregate base. Project proponent shall provide engineering specifications to support design, if requested by the local authority having jurisdiction.

1273.03. Roadway Grades

The grade for all roads, streets, private lanes and driveways shall not exceed 16 percent.

1273.04. Roadway Radius

(a) No roadway shall have a horizontal inside radius of curvature of less than 50 feet and additional surface width of 4 feet shall be added to curves of 50-100 feet radius; 2 feet to those from 100-200 feet.

(b) The length of vertical curves in roadways, exclusive of gutters, ditches, and drainage structures designed to hold or divert water, shall be not less than 100 feet.

1273.05. Roadway Turnarounds

Turnarounds are required on driveways and dead-end roads. The minimum turning radius for a turnaround shall be forty (40) feet, not including parking, in accordance with the following figure. If a hammerhead/T is used instead, the top of the "T" shall be a minimum of sixty (60) feet in length.

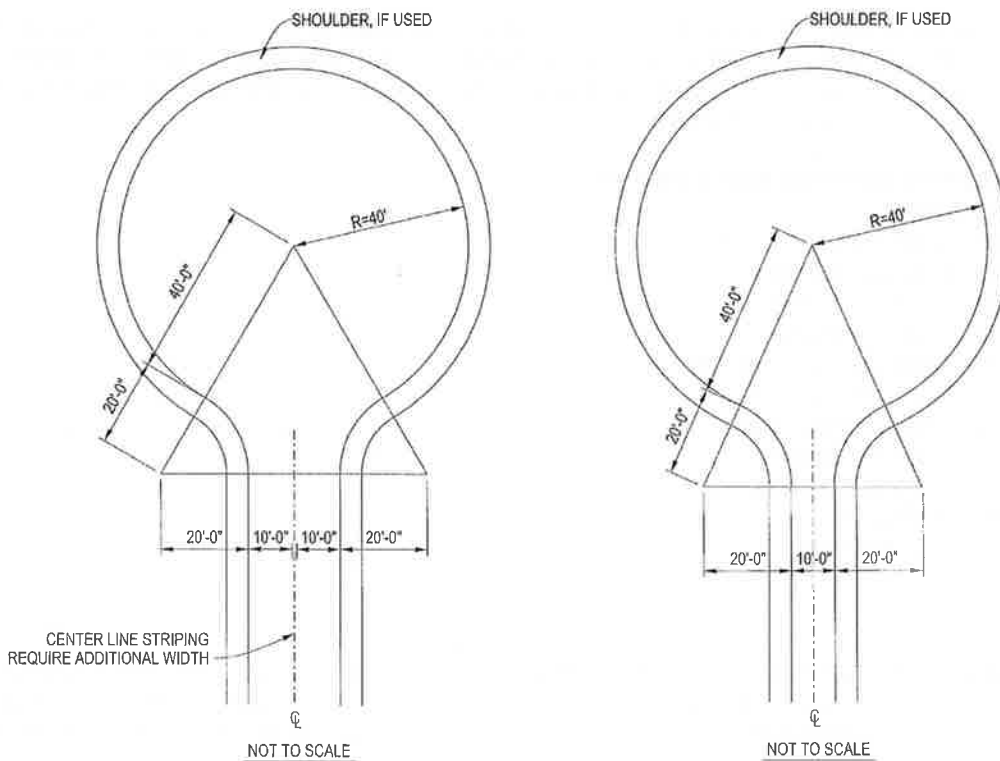


FIGURE FOR 14 CCR § 1273.05. TURNAROUND EXAMPLES

1273.06. Roadway Turnouts

Turnouts shall be a minimum of twelve (12) feet wide and thirty (30) feet long with a minimum twenty-five (25) foot taper on each end.

1273.07. Roadway Structures

(a) All driveway, road, street, and private lane roadway structures shall be constructed to carry at least the maximum load and provide the minimum vertical clearance as required by Vehicle Code Sections 35250, 35550, and 35750.

(b) Appropriate signing, including but not limited to weight or vertical clearance limitations, one-way road or single lane conditions, shall reflect the capability of each bridge.

(c) Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with the American Association of State and Highway Transportation Officials Standard Specifications for Highway Bridges, 17th Edition, published 2002 (known as AASHTO HB-17), hereby incorporated by reference. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the local authority having jurisdiction. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, barriers, or signs, or both, as approved by the local authority having jurisdiction, shall be installed and maintained. A bridge with only one traffic lane may be authorized by the local jurisdiction; however, it shall provide for unobstructed visibility from one end to the other and turnouts at both ends.

1273.08. One-Way Roads

All one-way roads shall be constructed to provide a minimum, not including shoulders, of one twelve (12) foot traffic lane. The local jurisdiction may approve one-way roads. All one-way roads shall connect to a two-lane roadway at both ends, and shall provide access to an area currently zoned for no more than ten (10) dwelling units. In no case shall it exceed 2,640 feet in length. A turnout shall be placed and constructed at approximately the midpoint of each one-way road.

1273.09. Dead-End Roads

(a) The maximum length of a dead-end road, including all dead-end roads accessed from the dead-end road, shall not exceed the following cumulative lengths, regardless of the numbers of parcels served:

- parcels zoned for less than one acre – 800 feet
- parcels zoned for 1 acre to 4.99 acres – 1320 feet
- parcels zoned for 5 acres to 19.99 acres – 2640 feet
- parcels zoned for 20 acres or larger – 5280 feet

All lengths shall be measured from the edge of the roadway surface at the intersection that begins the road to the end of the road surface at the intersection that begins the road to the end of the road surface at its farthest point. Where a dead-end road crosses areas of differing zoned parcel sizes, requiring different length limits, the shortest allowable length shall apply.

(b) Where parcels are zoned 5 acres or larger, turnarounds shall be provided at a maximum of 1320 foot intervals.

(c) Each dead-end road shall have a turnaround constructed at its terminus.

1273.10. Driveways

(a) All driveways shall be constructed to provide a minimum of one (1) ten (10) foot traffic lane and fourteen (14) feet unobstructed horizontal clearance and unobstructed vertical clearance of fifteen (15) feet.

(b) Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the

midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart.

(c) A turnaround shall be provided to all building sites on driveways over 300 feet in length, and shall be within fifty (50) feet of the building.

1273.11. Gate Entrance

(a) Gate entrances shall be at least two (2) feet wider than the width of the traffic lane(s) serving that gate and a minimum width of fourteen (14) feet unobstructed horizontal clearance and unobstructed vertical clearance of fifteen (15) feet.

(b) All gates providing access from a road to a driveway shall be located at least thirty (30) feet from the roadway and shall open to allow a vehicle to stop without obstructing traffic on that road.

(c) Security gates shall not be installed without approval and where security gates are installed, they shall have an approved means of emergency operation. Approval shall be by the local authority having jurisdiction. The security gates and the emergency operation shall be maintained operational at all times.

(d) Where a one-way road with a single traffic lane provides access to a gated entrance, a forty (40) foot turning radius shall be used.

ARTICLE 3. SIGNING AND BUILDING NUMBERING

- § 1274.00. Intent
- § 1274.01. Size of Letters, Numbers and Symbols for Street and Roads Signs
- § 1274.02. Visibility and Legibility of Street and Road Signs
- § 1274.03. Height of Street and Road Signs
- § 1274.04. Names and Numbers on Street and Road Signs
- § 1274.05. Intersecting Roads, Streets and Private Lanes
- § 1274.06. Signs Identifying Traffic Access Limitations
- § 1274.07. Installation of Road, Street and Private Lane Signs
- § 1274.08. Addresses for Buildings
- § 1274.09. Size of Letters, Numbers and Symbols for Addresses
- § 1274.10. Installation, Location and Visibility of Addresses

1274.00. Intent

To facilitate locating a fire and to avoid delays in response, all newly constructed or approved roads, street, and buildings shall be designated by names or numbers, posted on signs clearly visible and legible from the roadway. This section shall not restrict the size of letters of numbers appearing on street signs for other purposes.

1274.01. Size of Letters, Numbers and Symbols for Street and Roads Signs

Size of letters, numbers, and symbols for street and road signs shall be a minimum 4 inch letter height, .5 inch stroke, reflectorized, contrasting with the background color of the sign.

1274.02. Visibility and Legibility of Street and Road Signs

Street and road signs shall be visible and legible from both directions of vehicle travel for a distance of at least 100 feet.

1274.03. Height of Street and Road Signs

Height of street and road signs shall be uniform county wide, and meet the visibility and legibility standards of this article.

1274.04. Names and Numbers on Street and Road Signs

Newly constructed or approved public and private roads and streets must be identified by a name or number through a consistent countywide system that provides for sequenced or patterned numbering and/or non-duplicating naming within each county. All signs shall be mounted and oriented in a uniform manner. This section does not require any entity to rename or renumber existing roads or streets, nor shall a roadway providing access only to a single commercial or industrial occupancy require naming or numbering.

1274.05. Intersecting Roads, Streets and Private Lanes

Signs required by this article identifying intersecting roads, streets and private lanes shall be placed at the intersection of those roads, streets, and/or private lanes.

1274.06. Signs Identifying Traffic Access Limitations

A sign identifying traffic access or flow limitations, including but not limited to weight or vertical clearance limitations, dead-end road, one-way road or single lane conditions, shall be placed:

- (a) at the intersection preceding the traffic access limitation, and
- (b) no more than 100 feet before such traffic access limitation.

1274.07. Installation of Road, Street and Private Lane Signs

Road, street and private lane signs required by this article shall be installed prior to final acceptance by the local jurisdiction of road improvements.

1274.08. Addresses for Buildings

All buildings shall be issued an address by the local jurisdiction which conforms to that jurisdiction's overall address system. Accessory buildings will not be required to have a separate address; however, each dwelling unit within a building shall be separately identified.

1274.09. Size of Letters, Numbers and Symbols for Addresses

Size of letters, numbers and symbols for addresses shall be a minimum 4 inch letter height, .5 inch stroke, reflectorized, contrasting with the background color of the sign.

Address identification shall be plainly legible and visible from the street or road fronting the property. Addresses shall be Arabic numbers or alphabetical letters. Where access is by means of a private road and the address identification cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the address.

1274.10. Installation, Location and Visibility of Addresses

- (a) All buildings shall have a permanently posted address, which shall be placed at each driveway entrance and visible from both directions of travel along the road. In all cases, the address shall be posted at the beginning of construction and shall be maintained thereafter, and the address shall be visible and legible from the road on which the address is located.
- (b) Address signs along one-way roads shall be visible from both the intended direction of travel and the opposite direction.
- (c) Where multiple addresses are required at a single driveway, they shall be mounted on a single post.
- (d) Where a roadway provides access solely to a single commercial or industrial business, the address sign shall be placed at the nearest road intersection providing access to that site.

ARTICLE 4. EMERGENCY WATER STANDARDS

- § 1275.00. Intent
- § 1275.01. Application
- § 1275.10. General Standards
- § 1275.15. Hydrant/Fire Valve
- § 1275.20. Signing of Water Sources

1275.00. Intent

Emergency water for wildfire protection shall be available, accessible, and maintained in quantities and locations specified in the statute and these regulations, in order to attack a wildfire or defend property from a wildfire.

1275.01. Application

The provisions of this article shall apply in the tentative and parcel map process when new parcels are approved by the local jurisdiction having authority. When a water supply for structure defense is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when alternative methods of protection are provided and approved by the local authority having jurisdiction.

1275.10. General Standards

Water systems that comply with the below standard or standards meet or exceed the intent of these regulations. Water systems equaling or exceeding the National Fire Protection Association (NFPA) 1142, "Standard on Water Supplies for Suburban and Rural Fire Fighting," 2012 Edition, hereby incorporated by reference, and California Fire Code, California Code of Regulations title 24, part 9, shall be accepted as meeting the requirements of this article. Such emergency water may be provided in a fire agency mobile water tender, or naturally occurring or man made containment structure, as long as the specified quantity is immediately available. Nothing in this article prohibits the combined storage of emergency wildfire and structural firefighting water supplies unless so prohibited by local ordinance or specified by the local fire agency. Where freeze protection is required by local jurisdictions having authority, such protection measures shall be provided.

1275.15. Hydrant/Fire Valve

(a) The hydrant or fire valve shall be eighteen (18) inches above grade, eight (8) feet from flammable vegetation, no closer than four (4) feet nor farther than twelve (12) feet from a roadway, and in a location where fire apparatus using it will not block the roadway.

The hydrant serving any building shall:

- (1) be not less than fifty (50) feet nor more than 1/2 mile by road from the building it is to serve, and
- (2) be located at a turnout or turnaround, along the driveway to that building or along the road that intersects with that driveway.

(b) The hydrant head shall be 2 1/2 inch National Hose male thread with cap for pressure and gravity flow systems and 4 1/2 inch draft systems. Such hydrants shall be wet or dry barrel as required by the delivery system. They shall have suitable crash protection as required by the local jurisdiction.

1275.20. Signing of Water Sources

Each hydrant/fire valve or access to water shall be identified as follows:

(a) If located along a driveway, a reflectorized blue marker, with a minimum dimension of 3 inches shall be located on the driveway address sign and mounted on a fire retardant post, or

(b) If located along a street or road,

- (1) a reflectorized blue marker, with a minimum dimension of 3 inches, shall be mounted on a fire retardant post. The sign post shall be within 3 feet of said hydrant/fire valve, with the sign no less than 3 feet nor greater than 5 feet above ground, in a horizontal position and visible from the driveway, or
- (2) as specified in the State Fire Marshal's Guidelines for Fire Hydrant Markings Along State Highways and Freeways, May 1988.

ARTICLE 5. FUEL MODIFICATION STANDARDS

- § 1276.00. Intent
- § 1276.01. Setback for Structure Defensible Space
- § 1276.02. Disposal of Flammable Vegetation and Fuels
- § 1276.03. Greenbelts

1276.00 Intent

To reduce the intensity of a wildfire by reducing the volume and density of flammable vegetation, the strategic siting of fuel modification and greenbelt shall provide

- (1) increased safety for emergency fire equipment and evacuating civilians by its utilization around structures and roads, including driveways; and
- (2) a point of attack or defense from a wildfire.

1276.01 Setback for Structure Defensible Space

- (a) All parcels 1 acre and larger shall provide a minimum 30 foot setback for buildings and accessory buildings from all property lines and/or the center of the road.
- (b) For parcels less than 1 acre, the local jurisdiction shall provide for the same practical effect.

1276.02 Disposal of Flammable Vegetation and Fuels

Disposal, including chipping, burying, burning or removal to a landfill site approved by the local jurisdiction, of flammable vegetation and fuels caused by site development and construction, road and driveway construction, and fuel modification shall be completed prior to completion of road construction or final inspection of a building permit.

1276.03 Greenbelts

Subdivision and other developments, which propose greenbelts as a part of the development plan, shall locate said greenbelts strategically, as a separation between wildland fuels and structures. The locations shall be approved by the local authority having jurisdiction and may be consistent with the CAL FIRE Unit Fire Management Plan or Contract County Fire Plan.

**California Board of Forestry and Fire Protection
SRA Fire Safe Regulations
Certification Matrix**



Without an accompanying letter from the Board of Forestry and Fire Protection, completion of this matrix does not indicate Board certification approval or denial of submitted local ordinances under 14 CCR § 1270.03. This matrix does not reflect the full text of the regulations and should be used as a guide only.

<i>Internal Use Only</i>			
Jurisdiction	Date Received	Board Meeting Date	Board Action

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
Sec. 1270 Title <i>Statement of the title of regulation</i>		
Sec. 1270.01 Purpose <i>Statement of the purpose of regulation</i>		
Sec. 1270.02 Scope <i>Statement of the scope of regulation</i>		
Sec. 1270.03 Local Ordinances <i>Board may certify local ordinances</i>		
Sec. 1270.04 Provisions for Application of These Regulations <i>How these regulations will be applied</i>		
Sec. 1270.05 Inspection Authority <i>Establishing responsibility for enforcement</i>		
Sec. 1270.06 Inspections <i>Authorization to conduct inspections</i>		
Sec. 1270.07 Exceptions to Standards <i>Exceptions will be made on a case-by-case basis where the exception provides for same practical effect. Exceptions granted shall be forwarded to the CAL FIRE Unit Headquarters.</i>		
Sec. 1270.08 Requests for Exceptions <i>Requests shall be made in writing, stating the section(s), material facts, the exception proposed, and a map.</i>		
Sec. 1270.09 Appeals <i>Applicants may appeal exception denials. The inspection authority shall be consulted. If an appeal is granted, findings must be made and forwarded to CAL FIRE Unit HQ.</i>		
Sec. 1271.00 Definitions <i>Definitions</i>		
Sec. 1271.05 Distance Measurements <i>Distance measurements are along the ground.</i>		
Sec. 1272.00 Maintenance of Defensible Space		

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
<p>Measures Defensible space maintenance plans shall be provided.</p>		
<p>Sec. 1273.00 Intent Unobstructed traffic circulation during a wildfire emergency and concurrent fire equipment and civilian movement.</p>		
<p>Sec. 1273.01 Road Width Roads shall have a minimum of two 10-foot traffic lanes, not including shoulder and striping.</p>		
<p>Sec. 1273.02 Roadway Surface Designed and maintained to support the imposed load of fire apparatus weighing at least 75,000 pounds; provide an all-weather aggregate base; project proponent shall provide engineering specifications to support design if requested.</p>		
<p>Sec. 1273.03 Roadway Grades The grade of roads shall not exceed 16%.</p>		
<p>Sec. 1273.04 Roadway Radius Horizontal inside turning radius minimum 50 feet; additional 4 foot with added to curves of 50 to 100 foot radius; additional 2 feet shall be added to curves from 100 to 200 feet. Vertical curves no less than 100 feet.</p>		
<p>Sec. 1273.05 Roadway Turnarounds Required on driveways and dead-end roads. Minimum turning radius shall be 40 feet, not including parking. The top of the "T" in a hammerhead/T turnaround shall be 60 feet.</p>		
<p>Sec. 1273.06 Roadway Turnouts Shall be a minimum of 12 feet wide, 30 feet long, and a 25 foot taper at both ends.</p>		
<p>Sec. 1273.07 Roadway Structures</p>		

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
<p>Designed to carry maximum load according to CVC; must have signage posting maximum weight and height; constructed and maintained according to AASHTO HB-17; one-way bridges must have unobstructed visibility and turnouts each end.</p>		
<p>Sec. 1273.08 One-Way Roads All one way roads will have a minimum 12 foot traffic lane, not including shoulders. All one-way roads shall connect a two lane roadway at both ends. Maximum access to no more than 10 dwelling units. Maximum length 2,640 feet. Turnout constructed at approximately mid-point.</p>		
<p>Sec. 1273.09 Dead-End Roads The length of dead-end roads is limited, based upon zoning. -800 feet for parcel zoned for less than one acre. -1320 feet for parcel zoned one to five acres -2640 feet for parcel zoned five acres to 20 acres -5280 feet for parcel zoned larger than 20 acres</p>		
<p>Sec. 1273.10 Driveways All driveways will provide a minimum 10 foot width traffic lane with a minimum width of 14 feet unobstructed horizontal clearance and vertical clearance of 15 feet. Driveways greater than 150 feet but less than 800 feet shall provide a turnout near the midpoint; turnouts every 400 feet if driveway >800 feet. A turnaround is required on all building sites with driveways over 300 feet in length, sited within 50 feet of building.</p>		
<p>Sec. 1273.11 Gate Entrances Gates shall be at least 2 feet wider than the width of the traffic lane. Minimum width of 14 feet unobstructed horizontal clearance and 15 feet vertical clearance. All gates shall be located 30 feet</p>		

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
<p><i>from the roadway shall provide unobstructed traffic access on the roadway. Security gates shall not be installed without approval. Where a one-way road provides access to a gated entrance, a 40 foot turning radius shall be used.</i></p>		
<p>Sec. 1274.00 Intent</p>	<p><i>Roadways and buildings are to be clearly identified.</i></p>	
<p>Sec. 1274.01 Size of Letters, Numbers and Symbols for Street and Road Signs</p>	<p><i>Size of letters and numbers on street signs to be minimum 4 inch height, 0.5 inch stroke, reflectorized and contrasting with background.</i></p>	
<p>Sec. 1274.02 Visibility and Legibility of Street and Road Signs</p>	<p><i>Street signs to visible in both directions for a minimum distance of 100 feet.</i></p>	
<p>Sec. 1274.03 Height of Street and Road Signs</p>	<p><i>Height of street signs to be uniform county wide.</i></p>	
<p>Sec. 1274.04 Names and Numbers on Street and Road Signs</p>	<p><i>Streets to be identified in a consistent countywide system. Signs to be mounted in a uniform manner.</i></p>	
<p>Sec. 1274.05 Intersecting Roads, Streets and Private Lanes</p>	<p><i>Street signs shall be at provided road intersections.</i></p>	
<p>Sec. 1274.06 Signs Identifying Traffic Access Limitations</p>	<p><i>Shall be placed at the intersection preceding the limitation, no more than 100 feet before the limitation</i></p>	
<p>Sec. 1274.07 Installation of Road, Street and Private Lane Signs</p>	<p><i>Street signs shall be installed prior to final acceptance by local jurisdiction for road</i></p>	

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
<p>improvements.</p> <p>Sec. 1274.08 Addresses for Buildings <i>All buildings shall be addressed according to the jurisdiction's address system. Each dwelling unit shall be separately identified.</i></p> <p>Sec. 1274.09 Size of Letters, Numbers and Symbols for Addresses <i>Letter and numbers for addresses must be minimum 4 inch high, 0.5 inch stroke and contrasting background. Address shall be visible from street.</i></p> <p>Sec. 1274.10 Installation, Location and Visibility of Addresses <i>All buildings must be clearly identified. Shall have a permanently posted address placed at each driveway entrance, visible from both directions of travel along road. Address shall be posted during construction and maintain thereafter. Address signs along one-way road shall be visible from both intended direction of travel and opposite direction. Multiple addresses on a single driveway shall be mounted on a single post. Addresses for single commercial business shall be placed at the nearest intersection providing access to the site.</i></p> <p>Sec. 1275.00 Intent <i>Emergency water for wildfire protection shall be available, accessible, and maintained.</i></p> <p>Sec. 1275.01 Application <i>Emergency water systems shall be installed and made serviceable prior to and during the time of construction except for alternatives approved by the authority having jurisdiction.</i></p>		

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
<p>Sec. 1275.10 General Standards System must meet or exceed NFPA 1142 and California Fire Code fire flow requirements. Water may be provided in a mobile water tender or other containment structure. Nothing prohibits the combined storage of emergency wildfire and structural firefighting water supplies unless prohibited by local ordinance. Freeze protection when required.</p>		
<p>Sec. 1275.15 Hydrant/Fire Valve Hydrant shall be 18 inch above ground, 8 feet from vegetation, no closer than 4 feet nor farther than 12 feet from roadway, in a location where fire apparatus will not block the roadway. Hydrant servicing on a building shall be not less than 50 feet nor more than ½ mile by road from building it serves and be located at a turnaround along the driveway or road that intersects the driveway. Headed with a 2 ½ inch National Hose male thread with cap for pressure and gravity flow systems and 4 ½ inch draft system. Hydrant shall have wet or dry barrel and shall have suitable crash protection required by local jurisdiction.</p>		
<p>Sec. 1275.20 Signing of Water Sources If located along a driveway: marked with a 3 inch reflectorized blue marker on the driveway address sign and mounted on a fire retardant post. If located on a street or road: 3 inch marker shall be mounted on a fire retardant post within 3 feet of hydrant, no less than 3 feet nor greater than 5 feet above the ground Or specified in the OSFM's Guidelines for Fire Hydrant Markings Along State Highways and</p>		

CCR Title 14 SRA Fire Safe Regulations	Local Ordinance	Meets or Exceeds
<p><i>Freeways, May 1988.</i></p> <p>Sec. 1276.00 Intent <i>Reduce the intensity of wildfire through fuel modification for safe emergency operations and civilian evacuation and to establish a point of attack or defense from a wildfire.</i></p>		
<p>Sec. 1276.01 Setback for Structure Defensible Space <i>Parceled one acre or larger provide a minimum 30 foot setback. Parcels less than one acre, local jurisdiction shall provide same practical effect.</i></p>		
<p>Sec. 1276.02 Disposal of Flammable Vegetation and Fuels <i>Disposal of flammable vegetation and fuel modification to be done prior to final building inspection.</i></p>		
<p>Sec. 1276.03 Greenbelts <i>Subdivisions and other developments, which propose greenbelts as part of their plan, shall locate the greenbelts strategically. The locations shall be approved by the local authority having jurisdiction and may be consistent with the CAL FIRE Unit Fire Management Plan or Contract County Fire Plan.</i></p>		



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Inyo Mono Resource Conservation
District

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Correspondence dated June 25, 2015 from the Inyo Mono Resource Conservation District to Howard Archilarius.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Correspondence from Inyo Mono Resource Conservation District](#)

History

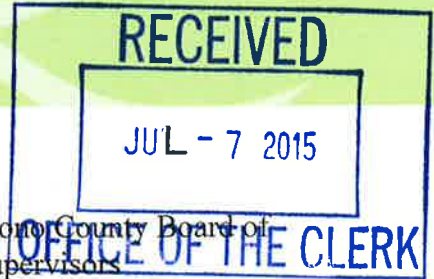
Time	Who	Approval
7/13/2015 11:13 AM	County Administrative Office	Yes
7/14/2015 11:11 AM	County Counsel	Yes
7/16/2015 11:03 AM	Finance	Yes



INYO – MONO RESOURCE CONSERVATION DISTRICT

ADMINISTRATIVE OFFICE

Inyo Mono Resource Conservation District
270 See Vee Lane, Suite 6
Bishop, CA 93514
760-872-6111



Howard Arcularius
225 N Round Valley Road
Bishop, CA 93514
June 25, 2015

Inyo County Board of
Supervisors
PO Box N
Independence, CA 93526

Mono County Board of
Supervisors
C/O Clerk of the Board
PO Box 715
Bridgeport, CA 93517

Dear Howard:

The Inyo Mono Resource Conservation District (IMRCD) wishes to express to you our gratitude for your 27 years of outstanding service to the IMRCD. Your dedication to the District was outstanding; during your service you served as Treasurer, Secretary, and President, which helped to insure the success of the District.

The citizens of Inyo and Mono County were fortunate to have you represent their concerns with resource conservation in the two counties. Your leadership with the wind break tree sales helped provide agriculture producers and homeowners throughout the two counties with reasonably priced trees to help reduce soil erosion. Your support for the youth in the county is exemplified by your support and efforts with the scholarships the District gave to deserving students, and support for High School Students to attend to Society for Range Management Range Camp.

You represent the best of citizen involvement with their community, along with the IMRCD, you volunteered for local Farm Bureau, Schoolboard, and various other community activities.

Again, the IMRCD expresses gratitude for all you have done, and will do for our local community.

Sincerely, *Ron Yribarren*

Ron Yribarren
President, Inyo Mono Resource Conservation District.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Public Works

TIME REQUIRED 30 minutes, 10 minute presentation,
20 minute discussion

**PERSONS
APPEARING
BEFORE THE
BOARD** Joe Blanchard

SUBJECT Annual Projects Workshop and
Consideration of Proposed Projects

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Joe Blanchard regarding the Project Approval Policy and conduct of the Annual Projects Workshop (including Board determination of those projects to be added to the County Comprehensive Facilities Plan Project List).

RECOMMENDED ACTION:

Discuss the requested projects and determine whether to add any or all to the County Comprehensive Facilities Plan Project List. Provide any desired direction to staff.

FISCAL IMPACT:

Fiscal impact depends on which, if any, projects are approved and whether this Board approves budget allocations in the 2015-16 budget.

CONTACT NAME: Joe Blanchard

PHONE/EMAIL: 760-932-5443 / jblanchard@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:
Joe Blanchard

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

[Flowchart](#)

- [Project Narrative](#)
- [Project Spreadsheet](#)
- [Proposed projects](#)

History

Time	Who	Approval
7/6/2015 2:50 PM	County Administrative Office	Yes
7/16/2015 9:28 AM	County Counsel	Yes
7/16/2015 11:19 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

July 21, 2015

To: Honorable Chair and Members of the Board of Supervisors

From: Joe Blanchard, Parks and Facilities Superintendent

Re: Annual Projects Workshop

Recommended Action: (1) Workshop regarding the County's project approval process, projects completed, and projects requested. (2) Determine whether requested projects (listed below) are to be scheduled for implementation. Provide any other desired direction to staff.

Background:

The project approval process was approved by the Board on April 1, 2014. The process was designed to create a strategic progression for projects from idea, to request, to review, and ultimately to the board for final approval or denial, and lastly implementation. The idea was to create a long term view of how our facilities are conceived, constructed, and maintained.

Projects completed this year are:

1. Annex II emergency Generator for servers and phone system.
2. Antelope Valley/Walker Community Center Addition.
3. Crowley Ballfield Concession.
4. Memorial Hall 1st floor ADA restrooms.
5. Annex II ADA ramp.
6. Mountain Gate fishing access.
7. Chalfant Park reseed.

Projects requested by County departments or the public are:

1. Skate Park Crowley Lake Community Center.
2. Complete remodel of Davison House in Mammoth.
3. Emergency generator install Minaret Mall to power IT infrastructure.
4. Secure entry for Bridgeport Probation.
5. Medic 7 Arsenic filtration system.
6. Emergency generator at Walker Senior Center.
7. Social Services create confidential office space.

All of the aforementioned projects have been reviewed by the Project Review Committee and recommended for approval by the Board of Supervisors.

Fiscal Impact: None

If you have any questions regarding this item please contact Joe Blanchard at 760-932-5443, or jblanchard@mono.ca.gov

Respectfully submitted,



Joe Blanchard, Parks and Facilities Superintendent

Project Ideas for County-Owned Facilities

Idea types:

- Improvements,
- Remodels, Additions, and
- New construction.

From:

- General plan
- Public
- Board members
- RPAC/RTIP
- Staff
- Department Head
- Risk/Safety
- Funding Opportunity
- Identified Need



Project Request Form

Proponent can request assistance from staff

- Description of project
- Project justification
- Work with facilities to develop a rough Budget/cost Estimate.
- Identifies Funding source
- Create an anticipated project timeline
- Anticipated environmental review



Project Review

Initial assessment by Project Review Committee which evaluates project based on:

- Safety
- ADA
- legal requirements
- environmental requirements
- community needs
- department needs
- funding
- Strategic Plan Alignment.



County Comprehensive Facilities Plan Annual Projects Workshop

Discuss project prioritization
CIP > \$25,000
Maintenance < \$25,000
Emergency < \$10,000
Projects not selected will remain on CCFP project list for future review.



Board of Supervisors Review Process/Approval



Approved County Comprehensive Facilities Plan Project List

Compile Projects onto list: Capital Improvement Plan; Maintenance projects, Emergency Projects, and unfunded projects.



Capital Improvement Project

Project exceeds \$25k, is non-recurring, has a useful life of 5+ years
New facility



Maintenance Project

Project is less than \$25k, and improves an existing facility
Project funded by facilities maintenance budget
Project addresses a safety hazard or ADA issue



Emergency Project

Project is less than \$10,000 and is an immediate threat to life safety or County property



Project Implementation and Closure

PUBLIC WORKS PROJECT APPROVAL POLICY

COUNTY OF MONO

PURPOSE

The purpose of this project approval policy is to standardize the submittal, review, approval and implementation of Public Works projects. In addition, the policy is part of the effort to develop a County Comprehensive Facilities Plan (CCFP).

The CCFP must reflect all of the County's various facility projects needs and provide a path for addressing them based upon limited resources. Further, the CCFP should have three elements:

- Capital Improvement projects.
- Maintenance projects.
- Emergency projects.

The CCFP will be driven by input from the Mono County Energy Task Force, the Americans with Disabilities Act (ADA) Task Force, strategic planning efforts as well as from public and staff input. Initial focus areas identified through Board of Supervisors discussions as well as staff include:

- Investing in community-serving facilities.
- Maintaining strong infrastructure.
- Prevention of future costs.
- Energy reduction goals.
- Aligning with the Mono County Strategic Plan.

PROPOSED PROJECT SUBMISSION PROCESS

It is proposed that the following process be used to help focus and guide decision making related to County facilities and projects.

Project ideas would be generated by:

- Mono County constituents, visitors, businesses and varying interests;
- Board members;
- Regional Planning Advisory Committees;
- County staff and department heads.

Proposed projects would be analyzed by an advisory Project Review Committee, which will be comprised of staff from the County Administrators Office, Board of Supervisors, Public Works/Facilities, County Counsel, and Community Development, and receive a recommendation for acceptance or rejection based on:

- Maintaining and enhancing public services.
- Safety issues.
- ADA.
- Risk Management issues.
- Legal mandates.
- Meeting energy efficiency Goals
- California Environmental Quality Act or National Environmental Policy Act (CEQA/NEPA) mandates.
- County operational needs.
- Funding availability.

Under the proposed process, project proponents would fill out a Project Request Form and develop a project description which captures key information, including the following:

1. Project description
2. Project justification
3. Preliminary cost estimates-including all hard and soft costs
4. Proposed funding source
5. Proposed funding channel (CIP or facilities maintenance budget)
 - a. Projects less than \$25,000 would be in the facilities maintenance budget;
 - b. Projects \$25,000 or greater would be in the CIP program
6. Anticipated Environmental Review
7. Anticipated timeline

Public Works staff would be available to assist with questions on the project request form. Once the proposal is received by the Project Review Committee, they will be reviewed in a timely manner. The draft flow chart in attachment A reflects this process. Additionally, an annual CCFP project workshop will be held to discuss project prioritization as part of the annual Budget adoption.

Small Projects = Less than \$25,000

For projects in which the total projected costs are less than \$25,000, and Public Works staff has sufficient resources in the Facilities maintenance budget to complete the project, the project can be completed based on the review/approval of the Projects Review Committee with final approval by the Board.

For projects in which the total projected costs are less than \$25,000, but Public Works staff does not have sufficient resources in the maintenance budget to complete the project, Public Works staff will submit the project to the Board of Supervisors for approval and funding, based on the recommendation of the project review committee.

Large Projects = Greater than \$25,000

For projects in which the total projected costs are \$25,000 or greater, after Projects Review Committee has made a recommendation, Public Works staff will submit the project to the Board of Supervisors for potential approval and funding through the CIP program.

Emergency Projects

Emergency projects whose failure to address would create a danger to individuals or infrastructure will be handled using the Facilities Maintenance Budget if the issue is \$10,000 or less. If the emergency exceeds \$10,000, the CAO/Public Works Director will assist with budgetary decisions.

For All Projects

Projects that are not selected/funded will remain on the CCFP project list for future review as resources and priorities allow.

For projects that are submitted to the Board of Supervisors for approval, the approval will be phased, based on the size of the project.

- For a project in which the design costs are estimated to be \$5,000 or less, Public Works staff will utilize existing resources (staff or contract services) and the facilities budget to develop design documents.
- For a project in which the design costs are estimated to exceed \$5,000, Public Works staff will seek Board approval before incurring design costs.

When a project is submitted for construction approval the following information will be added to the project proposal:

1. Design phase costs (already incurred)
2. Hard Cost estimate
3. Soft Cost estimate
4. Implementation costs and proposed funding source
5. Legal thresholds that will be triggered based on projected costs
 - a. Informal bid
 - b. Formal bid
 - c. Bonding requirements for subcontractors
 - d. Force Account justification process

Public Works staff will obtain a Mono County building permit at no charge for all projects, to ensure compliance with the provisions of the Building codes. Staff will obtain other permits, based on specific projects, which may or may not be subject to fees. These include permits from the Mono County Health Department, Lahontan Regional Water Quality Control Board, Great Basin Unified Air Pollution Control District, Caltrans, etc.

Maintenance projects with an estimated total cost of less than \$10,000 are exempt from the approval process, but are still subject to the appropriate permits.

Once a project is complete, staff will provide a final report summarizing expenditures in comparison to the project proposal, to the Board of Supervisors. In each Budget as part of the annual County Comprehensive Facilities Report, an update on those projects submitted, reviewed, completed, and/or denied will be provided.

Staff recommended the adoption of this process to improve accountability and the ability to prioritize key investments, as well as respond to public and county organization facility needs. The reporting and review elements will be aligned with Budgeting as well as long term strategic planning to focus limited resources on the most crucial projects.

DEFINITIONS

Capital Improvement Program (CIP) – A separate accounting fund for projects that are expected to exceed the capitalization threshold. Once a project is funded through the CIP, the funds are available until the project is complete or the Board re-allocates the funds. Funding sources for these projects include the General Fund, other county funds, or grant funds.

Capitalization – An accounting change to the value of a fixed asset, due to the value of the construction improvements. Mono County’s capitalization threshold is \$25,000, and this includes all costs that are part of the structure.

Facility Maintenance Budget – Funds included in the annual facilities budget for building maintenance.

Hard Costs – Costs for materials, supplies and contract services necessary to complete a project. This will include costs for services provided by other County departments that are not funded by the General Fund, including Solid Waste fees, Road Department labor, equipment and materials, and Public Health fees.

Implementation Costs – Costs associated with putting a new facility into service, such as furniture, equipment, artwork, etc. These costs are not allowed to be capitalized.

Soft Costs – Costs for county staff and equipment funded by the County General Fund.



CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

This form is for use by County staff, officials, and members of the public to propose or request a capital improvement project within the County. A capital improvement project is a facilities or maintenance project anticipated to cost more than \$1,000 or to take longer than 3 days to complete.

Instructions: County staff complete both sides of this form. All others, please complete page one only – Public Works staff will assist with side two. For questions, please contact Joe Blanchard, Parks and Facilities Superintendent, at 760-932-5443.

Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex 1, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Mono County Service Area #1 (Name) CSA 1
Kim McCarthy, President (Contact Information)
760 935 4587 sagehill@schat.net

Affiliation (e.g., Board Member, Staff, Public) President, Board Member

Date of request: 1/30/15

1. PROJECT DESCRIPTION: (Additional pages attached)

10,000 sq' skate Park

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

3. REQUESTED TIMELINE: Summer 2015 - if possible
Summer 2016 - reasonable

4. PROPOSED FUNDING SOURCE:

CSA 1 mostly, possible Tony Hawk Grant, public donations.

Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$ _____

Soft costs (e.g., staff time, overhead) \$ _____

Total: \$ 400,000.00; or

Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget *and*
- Unknown
- Other CSA1 -

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other CSA1

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
- Project addresses identified safety and/or risk management issues
- Project necessary to comply with legal mandate(s)
- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other _____
- Unknown

For Project Review Committee Use:
Request scheduled for Project Review Committee on <u>3-10-15</u>
Determination of Project Review Committee:
<input checked="" type="checkbox"/> Forward project to Board – approval recommended
<input type="checkbox"/> Forward project to Board – approval not recommended
<input type="checkbox"/> Additional information needed
<input type="checkbox"/> From person making request; or
<input type="checkbox"/> To be developed by staff
Scheduled for reconsideration by Committee on _____

1-30-15

1. Project Description:

10,000 sq' State Park to be located on the property of the Crowley Lake Community Center to include one ADA Bathroom.

2. Project Justification and Need:

Kids don't have a lot to do in Crowley Lake. The state Park will allow younger kids who cannot get to the state park in Mammoth a place to meet friends, get outside and get some exercise. The SP will be a safe haven located at the Community Center, home to The Crowley Lake Community Garden, a ESTa bus stop shelter and a future CL Library relocating from the CL Park to the CLCC.

The SP will provide a safe haven in ~~the~~ our Community for kids of all ages, to hang out and have fun. A huge advantage is parents will know where their kids are, and can easily drive by and see them there, having a fun time, safely.

We need something for our kids!

Most users will be local kids.
Skate Boarders who travel up and
down Hwy 395 will also seek
out the CL SP.

The goal of the CSA1 is
to make the property at the
CLCC complete so folks can
work in the garden, their kids
can be at either the SP or
Future Library.

"When you put a SP in
a community, skate boarders
become part of the community."
as quoted in the guidelines
of SP by the Tony Hawk foundation
for building a SP.



CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

(If your email program does not open with this pdf attached; you will need to save it and attach to your email to send)

This form is for use by County staff, officials, and members of the public to propose or request a capital improvement project within the County. A capital improvement project is a facilities or maintenance project anticipated to cost more than \$1,000 or to take longer than 3 days to complete.

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Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Tim Kendall 760-932-5560 (Name)
Robin Roberts 760-924-1729 (Contact Information)

Affiliation (e.g., Board Member, Staff, Public) Staff

Date of request: 02/11/2015

1. PROJECT DESCRIPTION: (Additional pages attached)

Complete remodel of the Davison House in Mammoth. The Request is for assistance from Public Works to help develop a "scope of work" list in order to proceed with Contractor Bids for work that should be performed by a licensed contractor and any other needed work based on available funds. All other work will be performed by volunteers.

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

Transitional Housing need due to realignment and Drug Court Funding. Realignment dollars that are given to Counties are to assist in addressing Jail overcrowding and Rehabilitation services to prevent recidivism. Currently there is no other Transitional Housing available in the county and this is a vital project to service this need and the states mandates.

3. REQUESTED TIMELINE:

The Transitional Housing needs to be operational in 2015 or early 2016.

4. PROPOSED FUNDING SOURCE:

- CCP/Behavioral Health Funding and
- Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$ _____
Soft costs (e.g., staff time, overhead) \$ _____

Total: \$\$\$ 0.00 ; or

- Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other CCP, BH, possible CDBG

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other CCP, BH, CDBG

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
- Project addresses identified safety and/or risk management issues
- Project necessary to comply with legal mandate(s)
- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other _____
- Unknown

For Project Review Committee Use:
Request scheduled for Project Review Committee on <u>3-10-15</u> .
Determination of Project Review Committee:
<input checked="" type="checkbox"/> Forward project to Board – approval recommended
<input type="checkbox"/> Forward project to Board – approval not recommended
<input type="checkbox"/> Additional information needed
<input type="checkbox"/> From person making request; or
<input type="checkbox"/> To be developed by staff
Scheduled for reconsideration by Committee on _____.



CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

(If your email program does not open with this pdf attached; you will need to save it and attach to your email to send)

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Instructions: County staff complete both sides of this form. All others, please complete page one only – Public Works staff will assist with side two. For questions, please contact Joe Blanchard, Parks and Facilities Superintendent, at 760-932-5443.

Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Nate Greenberg (Name)
(760) 924-1819 (Contact Information)
ngreenberg@mono.ca.gov

Affiliation (e.g., Board Member, Staff, Public) Staff

Date of request: 02/19/2015

1. PROJECT DESCRIPTION: (Additional pages attached)

Install a generator in Minaret Mall and configure to automatically fail-over upon losing power to ensure continuous operation for Mammoth based servers, network, and phone infrastructure.

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

This is critical infrastructure, especially during times of emergency, to ensure communication, access to information, and continuity of services. Suite Z is an Emergency Operations Center and has redundant generator power. However, this generator does not provide power to any of the IT infrastructure.

3. REQUESTED TIMELINE:

By June, 2015

4. PROPOSED FUNDING SOURCE:

- Mono/TOML IT Budgets
- Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$\$ 10,000.00
Soft costs (e.g., staff time, overhead) \$

Total: \$\$ 10,000.00; or

- Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other TOML IT Budget/Grant?

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other TOML IT Budget/Grant?

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
- Project addresses identified safety and/or risk management issues
- Project necessary to comply with legal mandate(s)
- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other County Public Works staff
- Unknown

For Project Review Committee Use:
Request scheduled for Project Review Committee on <u>3-10-15.</u>
Determination of Project Review Committee:
<input checked="" type="checkbox"/> Forward project to Board – approval recommended
<input type="checkbox"/> Forward project to Board – approval not recommended
<input type="checkbox"/> Additional information needed
<input type="checkbox"/> From person making request; or
<input type="checkbox"/> To be developed by staff
Scheduled for reconsideration by Committee on _____.



Project Request # 4

Email this form

(If your email program does not open with this pdf attached, you will need to save it and attach to your email to send)

CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

This form is for use by County staff, officials, and members of the public to propose or request a capital improvement project within the County. A capital improvement project is a facilities or maintenance project anticipated to cost more than \$1,000 or to take longer than 3 days to complete.

Instructions: County staff complete both sides of this form. All others, please complete page one only – Public Works staff will assist with side two. For questions, please contact Joe Blanchard, Parks and Facilities Superintendent, at 760-932-5443.

Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Karin Humiston (Name)
Probation (Contact Information)
760 932-5572

Affiliation (e.g., Board Member, Staff, Public) Staff

Date of request: 01/06/2015

1. PROJECT DESCRIPTION: (Additional pages attached)

Project would require a simple design of wall, door, window, convex mirror for safe ingress/egress leading into the front reception area.

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

As discussed in the Grand Jury Report, the Bridgeport Probation office is unsecure even though weapons are housed in this building. Staff are unprotected. The front reception area needs a separate entry area with a locked door to control traffic as well as provide the opportunity for metal detection.

3. REQUESTED TIMELINE:

This was first requested in 2012 and noted in the 2013 and 2014 Grand Jury reports. The project should take roughly one month.

4. PROPOSED FUNDING SOURCE:

- Probation: SB678
- Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$ _____
Soft costs (e.g., staff time, overhead) \$ _____

Total: \$\$ 0.00 ; or

Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
- Project addresses identified safety and/or risk management issues
- Project necessary to comply with legal mandate(s)
- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other Local County workmanship
- Unknown

For Project Review Committee Use: Request scheduled for Project Review Committee on <u>3-10-15</u>
Determination of Project Review Committee: <input checked="" type="checkbox"/> Forward project to Board – approval recommended <input type="checkbox"/> Forward project to Board – approval not recommended <input type="checkbox"/> Additional information needed <input type="checkbox"/> From person making request; or <input type="checkbox"/> To be developed by staff Scheduled for reconsideration by Committee on _____

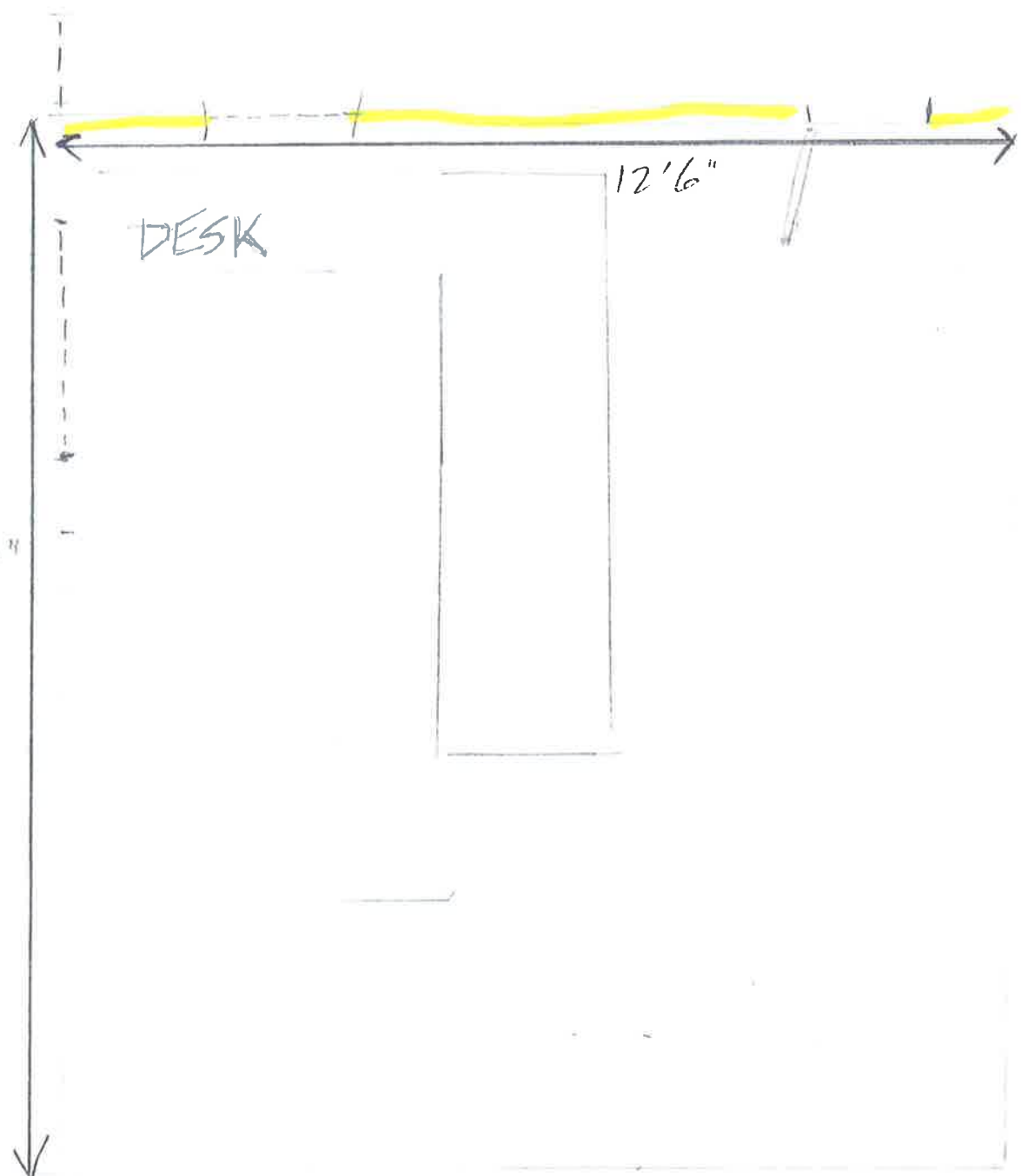
K.S. Humiston

Probation Security Project

OUTSIDE ENTRY WAY



LOBBY



CONVEX MIRROR



DOOR



WINDOW



CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

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Instructions: County staff complete both sides of this form. All others, please complete page one only – Public Works staff will assist with side two. For questions, please contact Joe Blanchard, Parks and Facilities Superintendent, at 760-932-5443.

Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Paramedics / Curtis Smith (Name)
Medic 7 760-932-9813 (Contact Information)
Cell 530-409-5831

Affiliation (e.g., Board Member, Staff, Public) Staff

Date of request: 11/25/14

1. PROJECT DESCRIPTION: (Additional pages attached)

Purchase and install under counter Arsenic water Filtration system @ M-7 Quarters (Bridgeport).

Pure Earth, model UCD-AR Double under Counter Water Filter

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

Arsenic levels in Bridgeport water supply exceed EPA limits, and recent samples have been almost 3 times, the EPA, maximum contaminant level.

3. REQUESTED TIMELINE:

As soon as possible to avoid excessive cost of bottled drinking water for staff.

4. PROPOSED FUNDING SOURCE:

- _____
- Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$ ~~2000~~ ^{\$} 239.40
Soft costs (e.g., staff time, overhead) \$ unknown

Total: \$ _____; or

- Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
- Project addresses identified safety and/or risk management issues

- Project necessary to comply with legal mandate(s)
- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other _____
- Unknown

For Project Review Committee Use:	
Request scheduled for Project Review Committee on	<u>3-10-15</u>
Determination of Project Review Committee:	
<input checked="" type="checkbox"/>	Forward project to Board – approval recommended
<input type="checkbox"/>	Forward project to Board – approval not recommended
<input type="checkbox"/>	Additional information needed
<input type="checkbox"/>	From person making request; or
<input type="checkbox"/>	To be developed by staff
Scheduled for reconsideration by Committee on _____	



CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

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Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Joe Blanchard/ Tim Fesko (Name)
760-932-5443 (Contact Information)
jblanchard@mono.ca.gov

Affiliation (e.g., Board Member, Staff, Public) Staff

Date of request: 02/23/2015

1. PROJECT DESCRIPTION: (Additional pages attached)

Add a 15000 watt generator with automatic transfer switch to the Walker Senior Center.

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

The Walker area is the most prone to power outages in the county. The Senior center is responsible for Senior meals daily and needs to keep these food items refrigerated during outages.

3. REQUESTED TIMELINE:

Fall 2015

4. PROPOSED FUNDING SOURCE:

- Facilities Maintenance budget
- Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$\$ 8,500.00
Soft costs (e.g., staff time, overhead) \$\$ 1,720.00

Total: \$\$ 10,220.00; or

- Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

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- Project addresses identified safety and/or risk management issues
- Project necessary to comply with legal mandate(s)
- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other Force account/county labor
- Unknown

<p style="text-align: center;">For Project Review Committee Use:</p> <p>Request scheduled for Project Review Committee on <u>3-10-15</u>.</p> <p>Determination of Project Review Committee:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Forward project to Board – approval recommended<input type="checkbox"/> Forward project to Board – approval not recommended<input type="checkbox"/> Additional information needed<ul style="list-style-type: none"><input type="checkbox"/> From person making request; or<input type="checkbox"/> To be developed by staff <p>Scheduled for reconsideration by Committee on _____.</p>



CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE PROJECT REQUEST FORM

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Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, jblanchard@mono.ca.gov.

Request made by: Kathy Peterson (Name)
 760-924-1763 (Contact Information)
 Kpeterson@mono.ca.gov

Affiliation (e.g., Board Member, Staff, Public) Director, Mono County Social Services

Date of request: 5-29-15

1. PROJECT DESCRIPTION: (Additional pages attached)
Remodel of an existing County office space. Create a confidential office within Suite 307 of the Sierra Center Mall to accommodate a new staff member. This suite is currently occupied by the Child and Adult Welfare Division of Social Services. An existing wall within the suite needs to be moved, and a new wall erected to create the office. No additional leased spaced needs to be obtained.

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)
A new Program Manager has been hired to oversee the Child and Adult Welfare Division of Social Services. This position requires a confidential office space.

3. REQUESTED TIMELINE:
Start date for the new staff person is July 2015.

4. PROPOSED FUNDING SOURCE:
 100% Dept of Social Services funding.
 Unknown

5. PRELIMINARY COST ESTIMATE:
Hard costs (e.g., supplies and materials) \$
Soft costs (e.g., staff time, overhead) \$
Total: \$; or
 Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
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- Project required under CEQA, NEPA, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other _____
- Unknown

For Project Review Committee Use:
Request scheduled for Project Review Committee on <u>3-10-15</u>
Determination of Project Review Committee:
<input checked="" type="checkbox"/> Forward project to Board – approval recommended
<input type="checkbox"/> Forward project to Board – approval not recommended
<input type="checkbox"/> Additional information needed
<input type="checkbox"/> From person making request; or
<input type="checkbox"/> To be developed by staff
Scheduled for reconsideration by Committee on _____



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

Departments: Public Works

TIME REQUIRED 10 minutes (5 minute presentation; 5 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

Garrett Higerd

SUBJECT Transfer of Federal Aviation
Administration (FAA) Grant Funds
from Lee Vining Airport to Mammoth
Yosemite Airport

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Waiver of \$150,000 in airport entitlement funds which would otherwise expire in September of 2015, thereby making such funds available for use by the Town of Mammoth Lakes for planned improvements at the Mammoth-Yosemite Airport. There are no ready projects eligible for use of these funds at Mono County airports.

RECOMMENDED ACTION:

Receive staff report regarding FAA Entitlement Funds. Approve Agreement for Transfer of Entitlements and authorize the Assistant Public Works Director to execute said agreement on behalf of the County. Provide any desired direction to staff.

FISCAL IMPACT:

This action would waive receipt of \$150,000 of FAA Entitlement Funds that will expire on September 30, 2015 if unused. There are no ready projects eligible for use of these funds at Mono County airports.

CONTACT NAME: Garrett Higerd

PHONE/EMAIL: 760-924-1802 / ghigerd@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

[Staff report and agreement](#)

History

Time	Who	Approval
7/14/2015 9:19 AM	County Administrative Office	Yes
7/15/2015 9:38 AM	County Counsel	Yes
7/16/2015 9:08 AM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: July 21, 2015
To: Honorable Chair and Members of the Board of Supervisors
From: Garrett Higerd, Assistant Public Works Director
Subject: Transfer of Federal Aviation Administration (FAA) Grant Funds from Lee Vining Airport to Mammoth Yosemite Airport

Recommended Action:

1. Receive staff report regarding FAA Entitlement Funds.
2. Approve Agreement for Transfer of Entitlements and authorize the Assistant Public Works Director to execute said agreement on behalf of the County.
3. Provide any desired direction to staff.

Fiscal Impact:

This action would waive receipt of \$150,000 of FAA Entitlement Funds that will expire on September 30, 2015 if unused. There are no ready projects eligible for use of these funds at Mono County airports.

Discussion:

Mono County operates two general aviation airports, Lee Vining Airport and Bryant Field. Historically, these airports were eligible for an FAA "entitlement" grant program in which each airport would accumulate \$150,000 every year for use on capital improvement projects. These grants require a 10% local match. This funding source allowed for the complete reconstruction of Lee Vining Airport in 2011 and Bryant Field in 2013.

The FAA recently completed a national project to reclassify airports and Lee Vining Airport and Bryant Field are now "unclassified". "Unclassified" airports do not receive entitlement grant funds but can compete for other grant funds for projects within the following narrow definition:

"Unclassified Asset Airport Projects.....are only eligible for a project to rehabilitate the airport's primary runway at a frequency not to exceed 10 years, a one-time project to remove obstructions from each end of the primary runway, and runway maintenance projects allowed per 49 USC § 47102(3)(H)."

This new definition of eligible projects requires Public Works to review our Airport Capital Improvement Program (ACIP) with the FAA and eliminate many projects that no longer qualify.

Currently, \$245,100 of legacy entitlement funds are assigned to Bryant Field (from 2013 and 2014) and \$450,000 are assigned to Lee Vining Airport (from 2012 through 2014). \$150,000 will expire on September 30, 2015 if unused.

In the interest of benefitting aviation in Mono County, staff recommends that these funds be waived and made available to Mammoth Yosemite Airport for use on their current tie-down apron project. See the Agreement for Transfer of Entitlements attached.

If you have any questions regarding this item, please contact me at 760.924.1802. I may also be contacted by email at ghigerd@mono.ca.gov.

Respectfully submitted,



Garrett Higerd, P.E.
Assistant Public Works Director

Attachment: Agreement for Transfer of Entitlements



U.S. Department
of Transportation
Federal Aviation
Administration

AGREEMENT FOR TRANSFER OF ENTITLEMENTS

In accordance with section 47117(c)(2) of Title 49 U.S.C. (hereinafter called the "Act).

County of Mono – Lee Vining Airport (O24), Lee Vining, California

(Name of Transferor Sponsor)

Hereby waives receipt of the following amount of funds apportioned to it under section 47114(c) or 47114(d)(3)(A) of the Act for each fiscal year specified below.

	<u>Amount</u>	<u>Fiscal Year</u>
	\$ 150,000	NP 2012
	\$	
TOTAL	\$ <u>150,000</u>	

On the condition that the Federal Aviation Administration makes the waived amount available to:

Town of Mammoth Lakes – Mammoth Yosemite Airport (MMH), Mammoth Lakes, California

(Name of Transferee Sponsor)

for eligible projects under section 47104(a) Act. This waiver shall expire on earlier of September 1, 2015 or when the availability of apportioned funds would lapse under section 47117(b) of the Act.

**FOR THE UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

FOR

(Signature)
Fernando Yanez

(Typed Name)
Airport Planner, Federal Aviation
Administration, San Francisco Airports
District Office

(Title)

(Date)

(Signature)
Garrett Higerd

(Typed Name)
Assistant Public Works Director
Mono County Department of Public Works

(Title)

(Date)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Marshall Rudolph, acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Agreement and find that the Sponsor has been duly authorized to make such transfer and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of California and the Act

Dated at Mammoth Lakes, CA this 12th day of June, 2015.

By _____
(Signature of Sponsor's Attorney)



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

TIME REQUIRED

SUBJECT Closed Session--Human Resources

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Approval

6/15/2015 8:33 AM	County Administrative Office	Yes
7/14/2015 10:13 AM	County Counsel	Yes
6/18/2015 3:03 PM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

TIME REQUIRED

SUBJECT

Closed Session - Public Employment

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

PUBLIC EMPLOYMENT. Government Code section 54957. Title: County Administrator.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
7/15/2015 4:21 PM	County Administrative Office	Yes
7/15/2015 9:59 AM	County Counsel	Yes
7/16/2015 10:40 AM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE July 21, 2015

TIME REQUIRED

SUBJECT

Closed Session - Public Employment

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

PUBLIC EMPLOYMENT. Government Code section 54957. Title: HR Manager.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
7/15/2015 4:21 PM	County Administrative Office	Yes
7/15/2015 9:59 AM	County Counsel	Yes
7/16/2015 10:43 AM	Finance	Yes