



REGULAR BOARD MEETING

OCTOBER 22, 2026 - 11:30 AM

**CAMARILLO HEALTH CARE DISTRICT
3615 E LAS POSAS ROAD, SEQUOIA ROOMS
CAMARILLO, CA 93010**

2026 Board Meeting Calendar

January 22, 2026, 11:30 a.m.

February 26, 2026, 11:30 a.m.

March 26, 2026, 11:30 a.m.

April 23, 2026, 11:30 a.m.

May 21, 2026, 11:30 a.m.

June 4, 2026, 11:30 a.m. (Budget)

June 25, 2026, 11:30 a.m. (Optional)

July - Dark

August 20, 2026, 11:30 a.m.

September 24, 2026, 11:30 a.m.

October 22, 2026, 11:30 a.m.

November 19, 2026, 8:30 a.m.
(Annual Board Leadership and Education)

December - Dark

2027 Board Meeting Calendar

January 28, 2027, 11:30 a.m.

February 25, 2027, 11:30 a.m.

March 25, 2027, 11:30 a.m.

April 22, 2027, 11:30 a.m.

May 27, 2027, 11:30 a.m.

June 17, 2027, 11:30 a.m.

July - Dark

August 26, 2027, 11:30 a.m.

September 30, 2027, 11:30 a.m.

October 28, 2027, 11:30 a.m.

November 18, 2027, 8:30 a.m.
(Annual Board Leadership and Education)

December - Dark

**Camarillo Health Care District
Procedures for Communication With
The Board of Directors**

Meetings with the Board of Directors are conducted for the purpose of accomplishing District business. As a matter of District policy and state law, meetings shall ordinarily be held in public. Pursuant to state law, the Board of Directors may conduct closed meeting sessions to discuss certain matters which are confidential.

Community involvement in the District is an essential element of an effective health care district.

Communications with the Board of Directors as a unit may be either in writing or by personal appearance at a meeting of the Board.

Written Communication – In order that the subject of the communication may be placed on the agenda, it must be requested in correspondence to the Board. Written communication addressed to the Board of Directors should reach the Administration office of the District no later than ten (10) business days prior to the date of the meeting at which the matter concerned is to be discussed.

Oral Presentations by Members of the Public to the Board of Directors and Requests by the Public to Place a Matter Directly Related to District Business on a Board Agenda

– When an individual or group expects to communicate with the Board of Directors by means of personal appearance at a meeting of the Board or requests that a matter relating to District business be added to the Board's agenda, the District's Chief Executive Officer must be notified no later than ten (10) days before the Board meeting at which the matter concerned is to be discussed by the Board and those submitting the request.

Individuals wishing to comment on an agenda item when an item appears on the agenda for discussion or at the designated time for Public Comments, during the Board meeting, shall complete a Speakers Card and submit it to the Clerk of the Board.

It is desirable that when a statement presented to the Board is extensive or is formally requesting consideration of specific items the statement should be written and a copy filed with the Board of Directors.

Public comments at Board Meetings – The Board may receive comments or testimony at regularly scheduled meetings on matters **not on the agenda** which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which such testimony is taken.

In addressing the Board, the following rules of courtesy will be observed:

- **All remarks will be addressed to the President of the Board.**
- **Individuals will speak on a specific item of concern.**
- **Three (3) minutes will be allowed individuals, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted for the presentation.**
- **Members of the Board of Directors reserve the right to waive time limitations.**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

The Board may discuss and take action on any agenda item properly submitted by a member of the public and published in an agenda. The Board President reserves the right to limit discussion and/or defer further deliberations on an agenda topic to a subsequent meeting if additional information is needed to render a decision or appropriate action. Matters involving legal procedure will be referred to Administration for study or further referral.

AGENDA

Regular Meeting of the Board of Directors

October 22, 2026 – 11:30 a.m.

Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Sequoia Rooms

Join Zoom Meeting

<https://us06web.zoom.us/j/82358775684>

Meeting ID: 823 5877 5684

One tap mobile

+16694449171,,82358775684# US

+12532158782,,82358775684# US

Board of Directors

Paula Feinberg, Vice President
Lydia Dixon, PhD, Clerk of the Board
Thomas Doria, MD, Director
Cris Loughridge, Director

Staff

Blair Barker, Chief Executive Officer
Brandie Collymore, Clerk to the Board
Natalie Vargas, HR Administrative Assistant

Participants

Samantha Prall, *Platinum Strategies, Inc.*
Oliver Yee, *Liebert Cassidy Whitmore*

General Counsel

Taylor Anderson, Esq.,
Colantuono Highsmith Whatley, PC
Aleks Giragosian, Esq.,
Colantuono Highsmith Whatley, PC

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE** – Director Feinberg
4. **PUBLIC COMMENT - Ca. GC Section 54954.3**
The Board reserves this time to hear from the public. Speakers are requested to complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
5. **CONSENT AGENDA**
Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is requested, the Board President may request a motion to approve as presented.

A. Meeting Minutes

Recommendation: Approval of Regular Board Meeting of September 24, 2026.

B. Meeting Minutes

Recommendation: Approval of Executive Committee Meeting of October 12, 2026.

C. Monthly Financial Reports

Recommendation: Approval of financial reports for period ending September 30, 2026.

Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge _____

AGENDA ITEMS-ACTION

6. A. Personnel Policy Manual Presentation - Oliver Yee, Liebert Cassidy Whitmore

Review/ Discussion /Action - Consideration, discussion, and approval of District Resolution 26-16, revision of the Personnel Policy Manual.

Motion to approve District Resolution 26-16, revision of the Personnel Policy Manual.

Motion _____ Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge _____

B. Review/ Discussion /Action - Consideration, discussion, and approval of Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors Camarillo Health Care District.

Motion to approve - Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors Camarillo Health Care District.

Motion _____ Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge _____

C. Review/ Discussion /Action - Consideration, discussion, and recommendation for approval of District Resolution 26-17, Recognizing November 2026 as National Family Caregivers Month.

Motion to approve District Resolution 26-17, Recognizing November 2026 as National Family Caregivers Month.

Motion _____ Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge _____

7. **A. CLOSED SESSION**

1. Public Employee Performance Evaluation (Gov. Code 54957)
Title: General Counsel

B. RECONVENE AND ANNOUNCEMENT FROM CLOSED SESSION

Pursuant to Government Code 54957.7(b) – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.

AGENDA ITEMS-DISCUSSION

8. **REPORTS**

- Board President Comments
- Board Committee Report(s)
 - Finance/Investment Committee: *Doria, Loughridge*
 - Program & Opportunity Committee: *Doria, Loughridge*
 - Healthy Camarillo Committee: *L. Dixon, N. Dixon*
- Board Member Comments
- Chief Executive Officer Report

9. **FUTURE MEETING AND EVENTS**

BOARD OF DIRECTORS MEETINGS

VCSDA Meeting - PVRPD	November 3, 2026 – 5:30 p.m.
Executive Committee: N. Dixon/Feinberg	November 9, 2026 – 12:30 p.m.
Regular Full Board – Annual Board Leadership	November 19, 2026 – 8:30 a.m.
Regular Full Board	DARK
Executive Committee: TBD	January 19, 2027 - 12:30 p.m.
Finance Committee: TBD	January 28, 2027 – 10:00 a.m.
Regular Full Board	January 28, 2027 – 11:30 a.m.

10. **ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned at _____p.m.

ACTION ITEMS not appearing on the agenda may be addressed on an emergency basis by a majority vote of the Board of Directors when a need for action arises.

ADA compliance statement: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk to the Board of Directors, Brandie Collymore, at (805) 482-9382. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Note: This agenda was posted on www.camhealth.com and the Camarillo Health Care District Administration Office, on or before, October 19, 2026, at 11:30 a.m.



SECTION 5

CONSENT AGENDA 5-A

REGULAR BOARD MEETING MINUTES OF SEPTEMBER 24, 2026

MINUTES**September 24, 2026****Regular Meeting of the Board of Directors**

Camarillo Health Care District
3615 E. Las Posas Rd. Camarillo, CA 93010
Sequoia Rooms
Zoom Meeting ID: 881 0361 7089

Board of Directors - Present

Neal Dixon, MD, President
Paula Feinberg, Vice President
Lydia Dixon, PhD, Clerk of the Board
Thomas Doria, MD, Director
Cris Loughridge, Director

Staff - Present

Blair Barker, Chief Executive Officer
Sonia Amezcua, Chief Administrative Officer
Brandie Collymore, Clerk to the Board
Natalie Vargas, HR Administrative Assistant

Participants

Samantha Prall, *Platinum Strategies, Inc.*

General Counsel

Taylor Anderson, Esq.,
Colantuono Highsmith Whatley, PC

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1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Thursday, September 24, 2026, at 11:30 a.m., by Paula Feinberg, Vice President.
 2. **Pledge of Allegiance** – Director Feinberg
 3. **Public Comment**
Candidate Scott Friedman addressed the board regarding focusing on listening skills to address loneliness in the older adult population.
 4. **Presentation**
 - Taylor Anderson, General Counsel, *Colantuono, Highsmith & Whatley, PC*, conducted a presentation on Election Candidate Education.

Director N. Dixon arrived at 11:57 a.m.
 - Blair Barker, *Chief Executive Officer*, conducted a presentation on District Education.
 5. **Consent Agenda**

It was **MOVED** by Director Feinberg, **SECONDED** by Director Loughridge, and **MOTION PASSED** that the Board of Directors approves the Consent Agenda as presented.

ROLL CALL VOTE: **Ayes:** N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

6. Action Items

7-A. Review/ Discussion /Action: - Consideration, discussion, and recommendation that the Board of Directors approve the Disclosure of Reimbursement Report for fiscal year 2025/2026, District Policy 1120.

It was **MOVED** by Director Doria, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approves the Disclosure of Reimbursement Report for fiscal year 2025/2026, District Policy 1120.

ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

7-B. Review/ Discussion /Action: Consideration, discussion, and approval of District Resolution 26-12, Adopting the 2027 Regular Board Meeting Calendar.

It was **MOVED** by Director L. Dixon, **SECONDED** by Director Loughridge, and **MOTION PASSED** that the Board of Directors approves the District Resolution 26-12, Adopting the 2027 Regular Board Meeting Calendar.

ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

7-C. Review/ Discussion /Action: Consideration, discussion, and recommendation for approval to amend Reserve Policy 1150.

Public Comment – Candidate Matthew Flood asked for clarification on allocations between the Continuation of District Services Reserve fund and the General Operating Reserve fund.

It was **MOVED** by Director Feinberg, **SECONDED** by Director Loughridge, and **MOTION PASSED** that the Board of Directors approves Reserve Policy 1150.

ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

7-D. Review/ Discussion /Action: Consideration, discussion, and approval of District Resolution 26-13, Authorization to close bank account with Mechanics Bank.

It was **MOVED** by Director Doria, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approves District Resolution 26-13, Authorization to close bank account with Mechanics Bank.

ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

7-E. Review/ Discussion /Action: Consideration, discussion, and recommendation for approval of the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5, effective September 24, 2026.

It was **MOVED** by Director Loughridge, **SECONDED** by Director L. Dixon, and **MOTION PASSED** that the Board of Directors approves the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5, effective September 24, 2026, removing Program Manager Hourly position.

ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

7-F. Review/ Discussion /Action: Consideration, discussion, and recommendation for the Board of Directors to approve Resolution of Camarillo Health Care District nominating a Ventura LAFCo Special District **Regular** Member and Special District **Alternate** member, for a new four-year term beginning January 1, 2027, and ending December 31, 2030.

It was **MOVED** by Director L. Dixon, **SECONDED** by Director Feinberg, and **MOTION PASSED**:

Board of Directors make no nomination for Special District **Regular** Member to the Ventura LAFCo, for a new four-year term beginning January 1, 2027, and ending December 31, 2030.

Board of Directors approve Resolution 26-15 of the Camarillo Health Care District nominating Director Cris Loughridge as Special District **Alternate** Member to the Ventura LAFCo, for a new four-year term beginning January 1, 2027, and ending December 31, 2030.

ROLL CALL VOTE: **Ayes:** N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays:** **Absent:**

AGENDA ITEMS-DISCUSSION

7. Reports

- **Board President Comments** – Board President N. Dixon addressed the attending candidates. He expressed that he is proud to be serving on a board that provides great services and programs to the community and hopes that any future candidates are just as honored to serve on this board.
- **Finance/Investment Committee** – Director Doria commented that the finance committee will continue to review financial reports to ensure the needs are being met for the District and the community. Director Loughridge commented that she appreciates the transition to more succinct reporting.
- **Program & Emerging Opportunities Committee** – No report.
- **Healthy Camarillo Committee** – No report.
- **Board Member Comments** – Director Feinberg and Director Loughridge attended the SDLA conference. Director Feinberg commended the District for its exceptional operations and leadership. Director Loughridge found the conference to be a great learning experience of the expectations and standards of Special Districts and said it was positive all around.
- **CEO Report**
 - CEO Barker informed the board that the Healthy Attitudes magazine has been distributed to the public. The QR code for the Strategic Plan is in it as well.
 - CEO Barker provided Department updates, mentioning a new staff member has been hired in the Caregiver Center, and the Adult Day Program has increased enrollment, and this is the highest enrollment since coming out of Covid.
 - We have been approved by CMS to be a GUIDE respite provider in our Adult Day Program. This is for traditional Medicare beneficiaries.
 - The District will be hosting the Care Connect Wellness event on October 29th, 2026.
 - CEO Barker announced a new Virtual Reality Program, Dementia Empathy, which is an immersive experience for family caregivers. A pilot will be demonstrated at the Care Connect Wellness event in the Caregiver Center Library.

- 8.** Having no further business this meeting was adjourned at 1:41 p.m.

Neal Dixon, MD
President



SECTION 5

CONSENT AGENDA 5-B

EXECUTIVE COMMITTEE MEETING MINUTES OF OCTOBER 12, 2026



MINUTES

October 12, 2026

Executive Committee Meeting

Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Oak Room

Board of Directors – Present

Neal Dixon, MD, President
Paula Feinberg, Vice President

Staff - Present

Blair Barker, Chief Executive Officer
Brandie Thomas, Clerk to the Board
Natalie Vargas, HR Administrative Assistant

-
1. **Call to Order** – The Executive Committee Meeting was called to order by President Dixon at 12:30 p.m.
 2. **Public Comment** – None
 3. Reviewed the proposed Agenda for the Regular Board Meeting of October 22, 2026.
 4. **Board President Report** - None
 5. Next Executive Committee Meeting will be held on November 9, 2026, at 12:30 p.m.
 6. Meeting adjourned at 12:40 p.m.

Neal Dixon, MD
President



SECTION 5

CONSENT AGENDA 5-C

DISTRICT MONTHLY FINANCIAL REPORTS PERIOD ENDING SEPTEMBER 30, 2026

Camarillo Health Care District
Tax Revenue Received by Month

	FY 2026-27 \$ Received	YTD	% to Budget	FY 2025-26 \$ Received	YTD	% to Budget	FY 2024-25 \$ Received	YTD	% to Budget	FY 2023-24 \$ Received	YTD	% to Budget
Jul	109,878.35	109,878.35	2.92%	140,814.54	140,814.54	3.74%	113,486.32	113,486.32	3.25%	116,408.30	116,408.30	3.48%
Aug	0.00	109,878.35	2.92%	0.00	140,814.54	3.74%	29,433.17	142,919.49	4.09%	0.00	116,408.30	3.48%
Sep	18,793.38	128,671.73	3.42%	0.00	140,814.54	3.74%	0.00	142,919.49	4.09%	0.00	116,408.30	3.48%
Oct	0.00	128,671.73	3.42%	10,792.18	151,606.72	4.02%	0.00	142,919.49	4.09%	0.00	116,408.30	3.48%
Nov	0.00	128,671.73	3.42%	0.00	151,606.72	4.02%	10,043.25	152,962.74	4.38%	0.00	116,408.30	3.48%
Dec	0.00	128,671.73	3.42%	1,892,750.59	2,044,357.31	54.27%	1,802,776.86	1,955,739.60	55.97%	1,766,295.06	1,882,703.36	56.25%
Jan	0.00	128,671.73	3.42%	219,003.79	2,263,361.10	60.08%	218,597.01	2,174,336.61	62.22%	155,372.94	2,038,076.30	60.90%
Feb	0.00	128,671.73	3.42%	49,236.99	2,312,598.09	61.39%	6,262.00	2,180,598.61	62.40%	28,271.45	2,066,347.75	61.74%
Mar	0.00	128,671.73	3.42%	5,771.34	2,318,369.43	61.54%	0.00	2,180,598.61	62.40%	7,586.29	2,073,934.04	61.97%
Apr	0.00	128,671.73	3.42%	1,446,212.75	3,764,582.18	99.93%	1,412,332.28	3,592,930.89	102.81%	1,318,844.94	3,392,778.98	101.37%
May	0.00	128,671.73	3.42%	29,461.12	3,794,043.30	100.71%	40,767.79	3,633,698.68	103.98%	12,961.45	3,405,740.43	101.76%
Jun	0.00	128,671.73	3.42%	187,764.97	3,981,808.27	105.70%	94,522.22	3,728,220.90	106.69%	82,933.21	3,488,673.64	104.24%
	Approved Budget	3,955,590.00		Approved Budget	3,767,229.00		Approved Budget	3,494,562.00		Approved Budget	3,346,866.00	
Over (Under) Budget		(3,826,918.27)			214,579.27			233,658.90			141,807.64	

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

(Report period: September 1, 2026 to September 30, 2026)

Check Number	Date	EFT#/Vend /Invoice	Invoice Amount	Amount Paid	Credits	Discounts	Net Amount
Cash Account #1 [Five Star - General]							
82396	09/02/26	VISION STMT#825813521	Vision Services Plan 193.60	193.60	0.00	0.00	193.60
		Check Total		193.60	0.00	0.00	193.60
82387	09/02/26	HARTFORD INV#419462197843	Hartford Life 1223.64	1223.64	0.00	0.00	1223.64
		Check Total		1223.64	0.00	0.00	1223.64
82386	09/02/26	DOS CAMINOS SEPT 26 INVOICE	Dos Caminos Plaza 6718.36	6718.36	0.00	0.00	6718.36
		Check Total		6718.36	0.00	0.00	6718.36
82382	09/02/26	AZUL 8/18/26 INVOICE	Azul Foundation 3580.00	3580.00	0.00	0.00	3580.00
		Check Total		3580.00	0.00	0.00	3580.00
82388	09/02/26	ITS INV#367772 AUG26 INV# 367772 AUG 26	Integrated Telemanagement Services, Inc 8.33 1287.24	8.33 1287.24	0.00 0.00	0.00 0.00	8.33 1287.24
		Check Total		1295.57	0.00	0.00	1295.57
82385	09/02/26	CRUZ MOBILE INV#0529	Luis Cruz Velasco 100.00	100.00	0.00	0.00	100.00
		Check Total		100.00	0.00	0.00	100.00
82381	09/02/26	AMILIA INV#1604269 AUGUST26	Amilia Technologies USA inc. 371.50	371.50	0.00	0.00	371.50
		Check Total		371.50	0.00	0.00	371.50
82389	09/02/26	JORDANO'S 8/10/26 INVOICE 8/17/26 INVOICE 8/24/26 INVOICE 8/31/26 INVOICE	Jordano's Food Service 1543.45 1335.09 553.37 1207.65	1543.45 1335.09 553.37 1207.65	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	1543.45 1335.09 553.37 1207.65
		Check Total		4639.56	0.00	0.00	4639.56
82380	09/02/26	AFLAC INV#942384 AUGUST26	Aflac 1289.34	1289.34	0.00	0.00	1289.34
		Check Total		1289.34	0.00	0.00	1289.34
82393	09/02/26	SAGE BUSINES INV#2002903504	Sage Business Care 1500.00	1500.00	0.00	0.00	1500.00
		Check Total		1500.00	0.00	0.00	1500.00
82390	09/02/26	JTS INV#34005	JTS Facility Services 40.00	40.00	0.00	0.00	40.00

		Check Total	40.00	0.00	0.00	40.00
82395	09/02/26 US POST METR METER#2622736 3	United States Postal Svc 500.00	500.00	0.00	0.00	500.00
		Check Total	500.00	0.00	0.00	500.00
82383	09/02/26 BAY ALARM INV#23176781	Bay Alarm Company 648.47	648.47	0.00	0.00	648.47
		Check Total	648.47	0.00	0.00	648.47
82392	09/02/26 METLIFE SEPT 26 INVOICE	MetLife Small Business 617.96	617.96	0.00	0.00	617.96
		Check Total	617.96	0.00	0.00	617.96
82391	09/02/26 MERIPLEX/CPI INV#263440 INV#263944 INV#265220 INV#S262133 SEPT26 INV#S263321 SEPT26	Meriplex Solutions 549.00 255.00 8.40 4929.04 650.24	549.00 255.00 8.40 4929.04 650.24	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	549.00 255.00 8.40 4929.04 650.24
		Check Total	6391.68	0.00	0.00	6391.68
82394	09/02/26 STAPLES #7011209173 AUG26	Staples Business Advantage 1094.34	1094.34	0.00	0.00	1094.34
		Check Total	1094.34	0.00	0.00	1094.34
82384	09/02/26 C3 INTEL INV#40199	C3 Intelligence, Inc 162.00	162.00	0.00	0.00	162.00
		Check Total	162.00	0.00	0.00	162.00
82397	09/02/26 VOYAGER INV#8691034402635	Voyager Fleet Systems Inc 396.84	396.84	0.00	0.00	396.84
		Check Total	396.84	0.00	0.00	396.84
82403	09/09/26 FRONTIER AUGUST 26 INVOICE	Frontier Communications 260.48	260.48	0.00	0.00	260.48
		Check Total	260.48	0.00	0.00	260.48
82402	09/09/26 DEPT SOCIAL #561704034 FACILITY	Dept of Social Services 303.00	303.00	0.00	0.00	303.00
		Check Total	303.00	0.00	0.00	303.00
82401	09/09/26 COMFORT AUGUST 26 INVOICE	Comfort Keepers dba 280.00	280.00	0.00	0.00	280.00
		Check Total	280.00	0.00	0.00	280.00
82400	09/09/26 CENTRAL INV#85	Central Plaza Auto Service 1399.86	1399.86	0.00	0.00	1399.86
		Check Total	1399.86	0.00	0.00	1399.86
82404	09/09/26 JTS INV#34027 SEPT. 26	JTS Facility Services 2310.00	2310.00	0.00	0.00	2310.00

		Check Total	2310.00	0.00	0.00	2310.00
82405	09/09/26 KNOX INV#16763	Carrie Knox 1700.00	1700.00	0.00	0.00	1700.00
		Check Total	1700.00	0.00	0.00	1700.00
82406	09/09/26 LPI DIGITAL CSU AD IN CATALOG	LPi Digital, LLC 4320.00	4320.00	0.00	0.00	4320.00
		Check Total	4320.00	0.00	0.00	4320.00
82407	09/09/26 PVRC INV#45403321	Pleasant Valley Recreation & Park Distri 50.00	50.00	0.00	0.00	50.00
		Check Total	50.00	0.00	0.00	50.00
82408	09/09/26 RENDEVER INV#TR-12922	Rendever, Inc 1800.00	1800.00	0.00	0.00	1800.00
		Check Total	1800.00	0.00	0.00	1800.00
82399	09/09/26 ACQUA QRTLY INVOICE #73445	Acqua Clear, Inc 848.45	848.45	0.00	0.00	848.45
		Check Total	848.45	0.00	0.00	848.45
82398	09/09/26 ACCESS AUGUST 26 INVOICE	Access TLC Caregivers DBA 420.00	420.00	0.00	0.00	420.00
		Check Total	420.00	0.00	0.00	420.00
82424	09/16/26 XEROX INV#42655699 SEPT.26	Xerox Financial Services 2172.38	2172.38	0.00	0.00	2172.38
		Check Total	2172.38	0.00	0.00	2172.38
82423	09/16/26 SO CA GAS AUGUST 26 INVOICE	Southern California Gas 268.59	268.59	0.00	0.00	268.59
		Check Total	268.59	0.00	0.00	268.59
82422	09/16/26 ROGERS, M CSDA REIMB AUGUST26	Michelle Rogers 39.00	39.00	0.00	0.00	39.00
		Check Total	39.00	0.00	0.00	39.00
82409	09/16/26 AZUL 9/4/26 INVOICE 8/28/26 INVOICE 9/11/26 INVOICE 7/24 & 7/31/26 INV.	Azul Foundation 1790.00 1790.00 1790.00 4475.00	1790.00 1790.00 1790.00 4475.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	1790.00 1790.00 1790.00 4475.00
		Check Total	9845.00	0.00	0.00	9845.00
82421	09/16/26 REVOLUTION INV#011285-C003347	Revolution Foods PBC 11381.00	11381.00	0.00	0.00	11381.00
		Check Total	11381.00	0.00	0.00	11381.00
82416	09/16/26 CRUZ MOBILE INV#0532	Luis Cruz Velasco 200.00	200.00	0.00	0.00	200.00
		Check Total	200.00	0.00	0.00	200.00
82410	09/16/26 BARKER CSDA REIM. AUGUST26	Blair Barker 428.00	428.00	0.00	0.00	428.00

		Check Total	428.00	0.00	0.00	428.00
82417	09/16/26 JORDANO'S	Jordano's Food Service				
	9/8/26 INVOICE	1284.72	1284.72	0.00	0.00	1284.72
	9/14/26 INVOICE	1271.30	1271.30	0.00	0.00	1271.30
	Check Total	2556.02		0.00	0.00	2556.02
82415	09/16/26 COLUMBIA	Columbia Bank				
	AUGUST 26 INVOICE	10418.11	10418.11	0.00	0.00	10418.11
	Check Total	10418.11		0.00	0.00	10418.11
82414	09/16/26 COLANTUONO	Colantuono, Highsmith, Whatley, PC				
	INV#72588	9383.50	9383.50	0.00	0.00	9383.50
	Check Total	9383.50		0.00	0.00	9383.50
82413	09/16/26 CMH	Community Memorial Health System				
	SEPT.26 #17999886	497.00	497.00	0.00	0.00	497.00
	Check Total	497.00		0.00	0.00	497.00
82418	09/16/26 JTS	JTS Facility Services				
	INV#34136	1760.00	1760.00	0.00	0.00	1760.00
	Check Total	1760.00		0.00	0.00	1760.00
82420	09/16/26 P.STRATEGIES	Platinum Strategies Inc.				
	INV#1370	5538.80	5538.80	0.00	0.00	5538.80
	Check Total	5538.80		0.00	0.00	5538.80
82419	09/16/26 LIEBERT	Liebert Cassidy Whitmore				
	INV#332284	2346.00	2346.00	0.00	0.00	2346.00
	INV#332285	361.00	361.00	0.00	0.00	361.00
	Check Total	2707.00		0.00	0.00	2707.00
82412	09/16/26 C1 ELECTRIC	C1 Electric, Inc.				
	INV#2451	1162.80	1162.80	0.00	0.00	1162.80
	Check Total		1162.80	0.00	0.00	1162.80
82411	09/16/26 BETA WC	Beta Healthcare Group				
	AUDIT #BW-250695019	1033.00	1033.00	0.00	0.00	1033.00
	Check Total	1033.00		0.00	0.00	1033.00
82426	09/22/26 BYRD	Byrd Locksmithing, Inc				
	INV#12161	10.73	10.73	0.00	0.00	10.73
	Check Total	10.73		0.00	0.00	10.73
82429	09/22/26 F M PEARCE	F M Pearce Co, Inc.				
	INV#SO#6110	1220.00	1220.00	0.00	0.00	1220.00
	Check Total	1220.00		0.00	0.00	1220.00
82427	09/22/26 COMMANDER	Commander Powered by Proforma				
	BR#69005237A	17532.40	17532.40	0.00	0.00	17532.40
	Check Total	17532.40		0.00	0.00	17532.40
82432	09/22/26 JORDANO'S	Jordano's Food Service				

	9/21/26 INVOICE	1324.39	1324.39	0.00	0.00	1324.39
	Check Total		1324.39	0.00	0.00	1324.39
82431	09/22/26 ITS INV#368015	Integrated Telemanagement Services, Inc 177.72	177.72	0.00	0.00	177.72
	Check Total		177.72	0.00	0.00	177.72
82425	09/22/26 AZUL 8/21/26 INVOICE	Azul Foundation 1790.00	1790.00	0.00	0.00	1790.00
	Check Total		1790.00	0.00	0.00	1790.00
82430	09/22/26 HIRERIGHT #P1259275 &P1306320	HireRight, LLC 639.61	639.61	0.00	0.00	639.61
	Check Total		639.61	0.00	0.00	639.61
82433	09/22/26 SAFEWAY ADC - ITEM 9/18/26	Safeway Inc 2.99	2.99	0.00	0.00	2.99
	Check Total		2.99	0.00	0.00	2.99
82428	09/22/26 EMILIA REFUND FOR TAI CHI	Krystyna Emilia 60.00	60.00	0.00	0.00	60.00
	Check Total		60.00	0.00	0.00	60.00
82434	09/30/26 CENTRAL INV#153	Central Plaza Auto Service 540.00	540.00	0.00	0.00	540.00
	Check Total		540.00	0.00	0.00	540.00
	Cash account		127142.69	0.00	0.00	127142.69
	Report Total		127142.69	0.00	0.00	127142.69



SECTION 6

BOARD ACTION ITEM 6-A

PERSONNEL POLICY MANUAL DISTRICT RESOLUTION 26-16



RESOLUTION NO. 26-16

REVISION OF PERSONNEL POLICY MANUAL

*Resolution of the Board of Directors
Camarillo Health Care District
Camarillo, California*

WHEREAS, the Camarillo Health Care District's personnel policies have been updated for the proper and efficient conduct of District business and employee relations.

THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the "Personnel Policy Manual" dated October 22, 2026 as the official personnel policies of the Camarillo Health Care District.

ADOPTED, SIGNED, AND APPROVED this 22nd day of October 2026.

Neal Dixon, MD, President
Board of Directors
Camarillo Health Care District

Attest: _____
Lydia Dixon, PhD, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Lydia Dixon, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 26-16 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 22nd day of October 2026, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Lydia Dixon, PhD, Clerk of the Board
Board of Directors
Camarillo Health Care District



Camarillo Health Care District



PERSONNEL POLICY MANUAL

To Transform lives Through
Innovation and Inspiration

Effective October 2026



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1. INTRODUCTION

1.1 Introductory Statement

Congratulations and welcome to the Camarillo Health Care District (“District”). We are thrilled to have you here. Whether you are joining us for the first time or building on your existing tenure here, our team is excited and proud to work alongside you. We value every member of this team, and our community is built on mutual support, collaboration, and shared success. As we grow and learn together, please know that we are always here to support one another.

This Personnel Policy Manual (the “Manual”) is intended to explain the terms and conditions of employment for all employees. The District may, at any time, in its sole discretion, modify anything stated in this Manual—except as required by law. Any exceptions to District policies require Chief Executive Officer (“CEO”) written approval.

Any violation of any of the District’s policies or procedures, whether or not described in this Manual, may result in disciplinary action, up to and including termination of employment.

This Manual summarizes the policies and practices in effect at the time of publication. This Manual supersedes all previously issued Manuals and any policy or benefit statements or memoranda that are inconsistent with the policies described herein. Should you have any questions about your job or the District, please direct them to your supervisor or Human Resources.

1.2 At-Will Employment Status

District personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by you or the District.

Further, the District has the right to manage its workforce and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of your employment at any time, with or without a reason and with or without notice, unless otherwise required by law.

Nothing in this Manual limits the right to terminate at-will employment. Except as stated below, no manager, supervisor, or employee of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CEO of the District has the authority to make any such agreement, which is binding only if it is in writing and signed by the CEO and employee.

1.3 Open Door

The District promotes an atmosphere in which you can talk freely with management. Employees are encouraged to express suggestions to improve District’s efficiency and operations. Furthermore, you are encouraged to openly discuss with your supervisor and

program directors or managers any problems so appropriate action may be taken. The District is interested in all of its employees' success and happiness.

1.4 Mission Statement

To promote community health through service, education and empowerment.

1.5 Vision Statement

To transform lives through innovation and inspiration.

1.6 Core Values

Maintain public trust through integrity, transparency, and accountable stewardship.
Build community health and engagement through education, service, and partnership, in order to preserve function, independence and dignity.

Provide excellent services by recruiting, training, and retaining professional staff and leadership.

2. FUNDAMENTAL WORKPLACE POLICIES

2.1 Equal Employment Opportunity

The District is an equal opportunity employer and makes employment decisions on the basis of merit. The District desires to have the best available person in every job. The District makes employment decisions without regard to race, color, creed, gender, religion, marital status, registered domestic partner status, age (40 and over), national origin or ancestry, physical or mental disability, medical condition, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, military status, or any other class protected by federal, state, or local laws, regulations, or ordinances.

If you believe someone has violated this policy, please notify your supervisor, Human Resources, or the CEO. Please make your complaint as specific as possible. If you need assistance with your complaint, contact Human Resources. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the District determines that this policy was violated, it will take effective remedial action commensurate with the severity of the offense. Appropriate action also will be taken to deter any future violation of this policy.

The District will not retaliate against you for filing a complaint under this policy, pursuing any such complaint, or cooperating in any way in the investigation of such complaint, and will not knowingly permit retaliation by anyone else. If you believe someone has violated this policy against retaliation, please bring it to the immediate attention of Human Resources or the CEO.

2.2 Respectful Workplace

The District values respectfulness, collaboration, and teamwork in the workplace. “Respect for the individual” is fundamental to building a high-performance organization. A truly respectful workplace requires the cooperation and support from each and every employee in the organization. Every employee is responsible for fostering a workplace culture of mutual respect and teamwork.

The District is committed to these principles of respectfulness by creating a workplace that values and respects employees, subcontractors, vendors, and those who assist to the greater needs of our organization.

This policy prohibits disruptive and disrespectful workplace conduct that interferes with an employee’s ability to work efficiently and productively. This may include, but is not limited to:

- Rude, unprofessional, or otherwise inappropriate verbal comments;
- Inappropriate visual displays, including emails, screensavers, calendars, and similar items;
- Spreading rumors or intentionally conveying false information about another individual;

- Refusing to cooperate with legitimate work-related requests;
- Bullying or shouting; or
- Using abusive language and/or engaging in intimidating behavior.

If you believe someone has violated this policy, please contact Human Resources so the situation may be addressed.

2.3 Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department of the District. Your cooperation and assistance in performing such additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

2.4 Grievances

A grievance is an alleged violation of a specific provision of these Policies that adversely affects the employee. The following procedure applies only to current District employees. The grievance procedure cannot be utilized to challenge the content of a performance evaluation or a decision to terminate.

The purpose of the grievance procedure is to:

- Afford employees a systematic means of obtaining District review of concerns or problems;
- Allow appropriate corrections to be made as soon as possible, and;
- Allow appeals to be conducted as informally as possible.

The District's policies, rules, practice and procedures are designed to benefit both employees and the District. Supervisors are responsible for applying and enforcing them fairly and consistently. Employees who believe that they have been treated unfairly or in a manner inconsistent with established policies may question or challenge a decision or action through the District's grievance, or problem solving procedure.

Employees who pursue a complaint through the grievance procedure will not be discriminated against, nor will they be subject to any reprisals for using the system. The following steps must be taken in order:

Step One: The employee should first raise any problems verbally with the immediate supervisor within five (5) days of the incident or occurrence that gives rise to the problem. The supervisor and Human Resources, or their designee, will investigate the grievance and provide the employee with a written answer within

five (5) working days, unless additional time is required under the circumstances.

Step Two: If the problem has not been satisfactorily resolved, the employee must submit a written request to Human Resources for a meeting with the CEO, or their designee, who will investigate the matter and render a decision.

Step Three: If an employee believes the grievance has not been resolved through Step Two, and the CEO did not review the grievance, the employee may file a written grievance within three [3] working days with the CEO. The CEO's decision shall be final.

2.5 Whistleblower Protection

The District prohibits all of the following conduct by District employees:

- (a) Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to District, if the employee has reasonable cause to believe that the information discloses a violation of federal or state law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (b) Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of federal or state law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- (c) Retaliating against an employee for refusing to participate in any activity that would result in a violation of federal or state law, or a violation or noncompliance with a local, state, or federal rule or regulation; and
- (d) Retaliating against an employee because the employee's family member has, or is perceived to have engaged in any of the protected activities listed in (a)-(c) above.
- (e) This policy governs and protects District officials, officers, employees, or applicants for employment.

2.6 Definitions

"Protected activity" means any of the following activities:

- (a) Filing a complaint with a federal or state enforcement or administrative agency that discloses any information that the employee has reasonable cause to believe violates federal or state law or a violation or noncompliance with a local, state, or federal rule or regulation;

- (b) Participating in or cooperating in good faith with a local, federal or state enforcement agency that is conducting an investigation in to alleged unlawful activity;
- (c) Testifying in good faith and with reasonable cause as a party, witness, or accused regarding alleged unlawful activity;
- (d) Associating with another covered individual who is engaged in any of the protected activities enumerated here;
- (e) Making or filing in good faith and with reasonable cause an internal complaint with the District regarding alleged unlawful activity;
- (f) Providing informal notice to the District regarding alleged unlawful activity;
- (g) Calling a governmental agency's "whistleblower hotline" in good faith;
- (h) Filing a written complaint under penalty of perjury that the District has engaged in gross mismanagement, a significant waste of public funds, or a substantial and specific danger to public health or safety; and
- (i) Refusing to participate in any activity that would result in a violation of federal or state law, or a violation or noncompliance with a local, state, or federal rule or regulation.

"Adverse action" means, but is not limited to, the following actions:

- (a) Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because of actual or potential protected activity;
- (b) Refusing to hire an individual because of actual or potential protected activity;
- (c) Denying promotion to an individual because of actual or potential protected activity;
- (d) Taking any form of disciplinary action because of actual or potential protected activity;
- (e) Extending a probationary period because of actual or potential protected activity;
- (f) Altering work schedules or work assignments because of actual or potential protected activity;

- (g) Condoning hostility and criticism of co-workers and third parties because of actual or protected activity;
- (h) Spreading rumors about a person because of that person's actual or perceived protected activity; and
- (i) Shunning or unreasonably avoiding a person because of that person's actual or perceived protected activity.

2.7 Complaint Procedure

An applicant or employee who feels they have been retaliated against in violation of this policy should immediately report the conduct according to the complaint procedure in the District's policy against discrimination, harassment or retaliation so that the complaint can be resolved fairly and quickly. Supervisors and managers have the same responsibilities as defined in the policy against discrimination, harassment or retaliation.

3. THE HIRING PROCESS

3.1 Selection Procedures

When filling a vacancy, the District may, whenever appropriate or desirable, promote a qualified employee to the position before considering outside applicants. Job openings will be posted in-house, and qualified employees who can meet the requirements of the position are encouraged to apply. The opening will include the following:

- (a) The title and pay scale for the position;
- (b) The nature of the work to be performed and essential job duties of the position;
- (c) The minimum qualifications, including whether the job is a promotional position;
- (d) A statement of the employment status of the position and whether it is at-will;
- (e) The last date that Human Resources will accept applications, if any;
- (f) The time, place, and type of the examination, if known, and if a medical examination, or a drug screen will be required following a conditional offer of employment; and
- (g) Such other information as determined in the discretion of the CEO or their designee.

At any time, the District reserves the right to look outside the current employee pool to recruit outside candidates who have the skills or experience needed for certain jobs.

3.2 Job Descriptions

For every job within the District, a job description will be prepared by program management. A Director must review it before sending it for approval by Human Resources and the CEO. All job descriptions shall be reviewed by Human Resources with final approval by the CEO annually and updated when necessary. Each job description will be a written record summarizing the position's principal duties and responsibilities, skill, effort and training requirements, equipment use, education and experience required, as well as working conditions involved in the job. The job description shall be created in a manner consistent with the guidelines and mandates of the Americans with Disabilities Act (ADA), including identification of essential and non-essential job duties.

3.3 Hiring of Relatives

The District regulates the employment and placement of relatives, spouses, and domestic partners so as to avoid conflicts of interest and to promote safety, security, supervision, and morale.

3.3.1 Definitions

- (a) “Relative” means child, stepchild, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.
- (b) “Spouse” means one or two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by state law.
- (c) “Supervisory relationship” means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned to their District appointment.

3.3.2 Employment of Relatives

The District will not appoint, promote or transfer a person to a position within the same department, division, or facility in which the person’s relative already holds a position, if any of the following would result:

- (d) A direct or indirect supervisory relationship between the relatives;
- (e) The two employees having job duties which require performance of shared duties on the same or related work assignment;
- (f) Both employees having the same supervisor; or
- (g) A potential for creating an adverse impact on supervision, safety, security, morale or efficiency.

3.3.3 Spouses or Domestic Partners

The District will not appoint, promote, or transfer a person, to the same department, division, or facility in which the person’s spouse or registered domestic partner already holds a position, if such employment would result in any of the following:

- (a) One spouse or domestic partner being under the direct supervision of the other spouse or domestic partner; or
- (b) Potential conflicts of interest for married persons or those in domestic partnership which are greater than for those who are not married or in domestic partnerships.

3.3.4 Marriage or Domestic Partnership after Employment

- (a) Transfer: If two District employees who work in the same department later become spouses or domestic partners, Human Resources has discretion to transfer one of employees to a similar position in another department. Although

the wishes of the two employees will be considered, Human Resources retains sole discretion to determine which employee will be transferred based upon District needs for supervision, safety, security or morale. Any such transfer that results in a salary reduction is not disciplinary.

- (b) Separation: If continuing employment of both employees, who work in the same department and who later become spouses or domestic partners, cannot be accommodated in a manner Human Resources finds to be consistent with the District's interest in the promotion of supervision, safety, security, or morale, then the CEO retains sole discretion to separate one employee from District employment. Absent the resignation of one employee, the less senior employee will be separated. Any such separation is not considered to be disciplinary.

3.4 Applications

Application forms are required from each applicant. Resumes and other items illustrating an applicant's skills or achievements may be added to an application, but will not be accepted in lieu of the application form.

3.5 Conditions of Employment

Once a job offer has been extended, employment with the District is contingent upon completing certain requirements and documentation. Requirements may include, but are not limited to:

1. Medical Examinations

The District may require a post-offer medical examination by a health care provider (as defined by law) to verify that the candidate for employment is able to meet the requirements of the job. If the results of the examination would disqualify the individual from employment, the individual will be given an opportunity to submit independent medical opinions for consideration before a final decision is made.

2. Tuberculosis Testing

Employees who have direct contact with clients, must submit certification of negative TB status when they begin work. The cost of certifications will be paid for by the District.

3. I-9 Form

Federal Immigration laws require all employers to verify the identity of each applicant or employee and his or her legal right to work in the United States. Documentation of identity and the right to work and the completion of an I-9 form will be required after an offer of work is made, but before the new employee actually begins to work.

4. W-4/DE-4

Each employee must complete a withholding exemption certificate (IRS Form W-4 and California Form DE-4) at the time of hire. This information determines the amount of income taxes withheld from an employee's earnings. Any change in material information, such as marital status or number of exemptions must be reported. A statement of earnings and taxes withheld during each calendar year is provided to employees every January.

5. Fingerprinting

California Community Care Licensing requires all employees to be fingerprinted before starting work at the District. Fingerprints must be cleared by the Department of Justice and the Federal Bureau of Investigation before employment can commence. Any costs incurred will be paid for by the District.

6. Driver's Licenses

Employees in the Transportation Department who drive District owned vehicles as an essential function of their job, are required to have at a minimum a Commercial Class C License with passenger endorsement. Employees who use their personal vehicles for District business must hold a valid California Driver's license.

7. Insurance

Employees who drive personal or District vehicles for District business must submit evidence of current automobile insurance.

8. Drug and Alcohol Screening

Employees assigned to safety-sensitive positions and those who work in the District's Transportation department as Drivers will be required to pass a pre-employment alcohol and drug screening prior to performing any functions of the position. When applicable these same employees will participate in the District's Alcohol and Drug program, which requires periodic or random alcohol/drug screenings as defined in Federal Department of Transportation (DOT) regulations.

Any employee who is involved in an incident/accident while at work or in a District vehicle may be required to submit to a drug screening. Failure to submit to drug and/or alcohol screening when required to do so and at the time specified will subject the employee to disciplinary action up to and including termination.

9. CPR and First Aid Training

Employees who have direct contact with clients are required to be certified in Cardiopulmonary Resuscitation and First-Aid, and to attend refresher courses, as needed. Fulfillment of this requirement is mandatory for continued employment. Employees who work in the Adult Day Center must also be certified in Basic Life Support (BLS).

3.6 Orientation

Human Resources, along with assigned supervisor, will arrange and conduct each new employee's orientation. Normally, orientation sessions will occur during the first weeks of employment and will include information on the following:

- (a) Hours of work and attendance policy
- (b) District policies and procedures
- (c) Pay periods and paydays
- (d) Tax withholding and other payroll deductions
- (e) Benefit plan eligibility
- (f) Introductory period procedures and rules
- (g) Work rules and regulations
- (h) Leave and vacation policies
- (i) Performance evaluation procedures
- (j) Safety procedures
- (k) The District's Disaster Plan and Illness and Injury Prevention Plan

All employees will be provided with a copy of the District's Personnel Policy Manual at the beginning of their employment. Employees must sign a statement indicating they have read the Personnel Policy Manual, and that statement will be retained in the employee's personnel file. The District reserves the right to change any rules, procedures, policies or benefits at the discretion of the CEO and/or Board of Directors.

Supervisors are responsible for additional orientation and assurance that new employees complete all necessary paperwork.

3.7 Promotions and Transfers

Promotions and transfers, when available, offer an opportunity for professional growth. When a promotion or transfer occurs, The District shall observe the employee's work, attitude and relations with other staff and clients, and the employee will assess their desire to remain with the District or in the new position.

Promoted or transferred employees who fail to perform satisfactorily in their new positions, will be returned to their original jobs, if possible. If the job has already been filled, the District will attempt to find the employee a different position for which the employee is qualified, if one is available. There is no assurance that the new position will be at the same rate of pay.

Employees who cannot perform satisfactorily may be discharged at any time.

3.8 Performance Evaluations

Performance evaluations are an important part of the District's personnel practices. The evaluation process informs employees of their performance level in their assigned job duties, communicates expected standards of performance, and identifies areas where

improvement is needed. It is also used to discuss an employee's career development and possible growth opportunities within the District.

Performance evaluations will be conducted by the immediate supervisor. Employees will be allowed to see the evaluations, add their comments, sign the form, and receive a copy. The evaluation will become a part of the employee's personnel file. Employees who disagree with their performance evaluations may respond to their evaluation in writing within five (5) calendar days of receiving their performance evaluation. (Refer to page 11 of this Manual.)

3.9 Personnel Files

3.9.1 Confidential District Files

The District maintains a personnel file on each employee. Files are kept for at least seven years after separation of employment. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information they contain is restricted to protect employee privacy interests.

3.9.2 Notification of Changes

Each employee must promptly notify Human Resources of any changes in their contact and benefits information, including: mailing address; telephone number; persons to contact in emergency; and number and names of dependents.

3.9.3 Access to Applicant or Employee Medical Information

All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information shall be strictly limited to only those with a legitimate need to have such information for District business reasons, or if access is required by law, subpoena or court order. In the case of an employee with a disability, managers and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

3.9.4 Employee Access to Personnel File

- (a) Inspection of File: A current employee may inspect their own personnel file, at reasonable times and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect their personnel records one time per year. A current or former employee and/or their representative, who wishes to review their personnel file should make a written request to Human Resources. The inspection must occur in the presence of Human Resources or their designee and: (1) at a location where the employee works and at a time other than the employee's work time; or (2) at another agreed upon location without loss of compensation to the employee.

- (b) Copies: A current or former employee is entitled to receive a copy of their personnel records within 30 days after the employer receives a written request. A current or former employee who wishes to receive such a copy should contact Human Resources or their designee in writing. The District may charge a fee for the actual cost of copying.
- (c) Representative's Inspection: If the current or former employee wishes to have another person/representative inspect their personnel file, they must provide the person/representative with written authorization. Human Resources or their designee will notify the employee and/or representative of the date, time and place of the inspection in writing.
- (d) No Removal of File Documents: No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

3.9.5 Limitations on Access or Copying of Personnel File

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

4. WAGES, HOURS AND WORKING CONDITIONS

4.1 Employee Classifications

A number of different types of employees are employed by the District:

Regular Full-Time Employees: Regular full-time employees are defined as those employees who are regularly scheduled to work forty (40) hours or more each week on a continuing basis. Regular full-time employees are entitled to all of the benefits offered by the District for which they qualify.

Regular Part-Time Employees: Regular part-time employees are defined as those employees who are regularly scheduled to work fewer than forty hours each week on a continuing basis. Regular part-time employees are eligible for some of the benefits offered by the District, as expressly provided in these policies.

Temporary Employees: Temporary employees are defined as those employees who are hired to work for short-term assignments, either full-time or part-time. Short-term assignments generally are periods of six (6) months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits offered by the District, except those mandated by applicable law. Temporary employees may be converted to regular full-time or regular part-time employees, at the discretion of the CEO, at which time they may become eligible to earn District sponsored benefits.

All employees also belong to one of the categories below:

Non-Exempt Employees: Employees who are covered by the overtime provisions of the Fair Labor Standards Act ("FLSA") and applicable state wage/hour laws. Non-exempt employees are entitled to an overtime premium for overtime work in accordance with state and federal law.

Exempt Employees: Salaried employees whose work duties exempt them from the overtime provisions of the FLSA and any applicable state wage/hour laws.

You may change classifications only upon written notification by the District. There are no automatic conversions from one classification to another. Please speak to your supervisor or Human Resources if you have any concerns or questions about your classification.

4.2 Workweek and Schedule

The workday is a 24-hour period beginning at midnight. The work week begins on Sunday at 12:01 am and ends at midnight on the following Saturday.

4.3 Working Hours

The normal work schedule for full-time employees is 8:00 am – 5:00 pm, Monday through Friday. Employees interested in working a different schedule should discuss the possibility of such an arrangement with their supervisor. Supervisors may allow

employees to work flexible or alternative schedules where appropriate and convenient for the District, but will deny requests made by workers in jobs where alternative schedules would cause significant production, client service or administrative/operational issues.

4.4 Punctuality and Attendance

As an employee of the District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor.

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

If you are unable to report for work on any particular day, you must, under all but the most extenuating circumstances, contact your supervisor or, in their absence, contact the Program Director or Human Resources before the start of your work day.

If you fail to report for work without any notification to your supervisor, Program Director, or Human Resources and your absence continues for a period of three (3) days, the District will consider that you have abandoned your job and voluntarily terminated your employment.

4.5 Time Records

Time records are used as a means of accurately recording hours worked and calculating pay and must be completed by each non-exempt employee on a daily basis. The procedure for keeping track of time worked will be explained during orientation for new employees.

Time records showing any variations from an employee's regular schedule must be accompanied by a Request for Time Off Form, which explains absences such as vacation, sick leave (including medical appointments), and holidays.

Any errors on the timecard should be reported to the supervisor who will approve a change and forward the corrected time record to Human Resources. Altering or falsifying a timecard, or making entries on a timecard other than an employee's own timecard, will subject all employees involved to disciplinary action, up to and including termination.

The District rounds working hours to the nearest quarter hour. For example, if Employee A is due at 8:00 am and arrives at 8:07 am, the arrival time on their timecard is rounded to 8:00 am. If they arrive at 8:08 am, their timecard will be rounded to show an arrival time of 8:15 am. Employees arriving prior to the scheduled start of their workday are not to clock in or begin working any earlier than seven minutes before the assigned start of the workday, unless they obtain prior approval of their supervisor or a member of Human

Resources.

All exempt employees must submit a signed Attendance Report detailing absences of one day or more, which was taken for sick time or vacation. Such reporting in no way changes their status as exempt employees.

4.6 Meal and Rest Periods for Non-Exempt Employees

All non-exempt employees are entitled to periodic paid rest breaks during their workday. Your supervisor will advise you of the time and duration of your breaks, and you are expected to return to work promptly at the end of each rest break. Generally, you will be entitled to one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as two (2) hours). However, you are not entitled to a rest break if your total daily work time is less than three and a half (3 ½) hours. If you work more than six (6) hours and up to ten (10) hours in a workday, generally you should take one (1) rest break during the first half of your shift and one (1) rest break during the second half of your shift.

If you are a non-exempt employee and work more than six (6) hours in a work period, you are also entitled to an unpaid duty-free meal period of at least 30 minutes. If you work more than 10 hours, you are entitled to a second, unpaid meal period of at least 30 minutes. Your supervisor will advise you of the scheduling of your meal period. You must not perform any work during your meal period, and you must take at least 30 minutes completely off work.

If your total work period will not exceed six (6) hours, you may be able to waive the meal period if you do so in writing. Depending on the circumstances, you may also be able to waive a second meal period if you took the first one and if you waive the meal period in writing. Please contact Human Resources for additional information about meal period waivers.

All breaks and meal periods must be taken outside your regular work area. If for any reason you do not take the applicable rest and meal periods, you must notify your supervisor or Human Resources immediately.

4.7 Lactation Accommodation

The District will provide a reasonable amount of break time for nursing mothers to express breast milk. The break time shall, if possible, run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided, then the break time will be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

- (a) Be shielded from view and free from intrusion while being used to express milk;
- (b) Be safe, clean, and free of hazardous materials;
- (c) Contain a surface on which to place a breast pump and personal items;
- (d) Contain a place to sit; and
- (e) Have access to electricity needed to operate an electric battery-powered breast pump.

An employee occupying such private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

4.7.1 Lactation Accommodation Request

An employee may make a request for lactation accommodation, either orally or in writing, to Human Resources.

Following receipt of a request for lactation accommodation, the District will provide a timely written response to the employee in which the District will indicate if it is unable to provide the requested break time or a requested location for the purposes of expressing breast milk.

An employee who does not believe that the District is providing an appropriate lactation accommodation should immediately inform Human Resources.

An employee who does not believe that the District is providing an appropriate lactation accommodation as required by state law has the right to file a complaint with the California Division of Labor Standards Enforcement/Labor Commissioner.

4.7.2 Storage of Expressed Milk

Any employee storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such. No expressed milk shall be stored at the District beyond the employee's work day/shift.

4.8 Overtime for Non-Exempt Employees

Non-exempt employees shall be paid for all overtime hours worked in accordance with applicable legal requirements. Employees who qualify as Administrative, Executive, or Professional are exempt from overtime pay.

Except in cases of emergency, overtime must be approved in advance by the Program Supervisor or Officer overseeing the employee's department. It must also be recorded on the time record.

Overtime is calculated based upon time actually worked. Leave time does not constitute time worked.

4.9 Pay for Mandatory Meetings and/or Training

The District will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor.

You will be paid at your base rate of pay for time spent at meetings, lectures, and training programs under this policy and overtime as required by law.

4.10 Payment of Wages

4.10.1 Bi-weekly Payments

All employees of the District are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the last work day before the holiday. All time records must be submitted to the supervisor on the last day of the pay period so that wages may be accurately calculated.

4.11 Recruitment Referral Bonus

The District wants to recruit quality applicants. To do so, we encourage employees to refer qualified candidates to the District. If an applicant you refer is hired you will be paid a referral bonus of \$100 under the following terms and schedule:

- You will be paid only if the original employment application completed by the applicant contains your name as the referral source.
- The referred employee must successfully complete six (6) months of service.
- You must be currently employed by District when the referred employee completes six (6) months of service.

- If the applicant is referred by more than one employee, the referral bonus will be split equally among the referring employees and paid on the same terms as above.

4.12 Salary and Wage Adjustments

Increases are never automatic. Decisions concerning wages and salaries will be at the sole absolute discretion of the CEO.

4.13 Expense Reimbursements

Reimbursement of Business Expenses

The District will reimburse employees for all reasonable and prudent business expenses incurred in the course of business. The expenses must be approved by your supervisor, and may include air travel, hotels, meals, tips, cab fare, parking, rental vehicles, car mileage, and business supplies. Administration prearranges for air travel, hotels and shuttle service or car rentals.

With supervisor's approval, normal processing time for expense reimbursements is within ten (10) business days. Expense reimbursements are due to Accounting by the fifth of the month for the prior month's expenses. Forms that are incorrect or lack backup documentation will be returned and may have a longer processing time.

The District does not reimburse employees for finance charges assessed to their personal credit cards. Timely expense reimbursements are the responsibility of the employee to avoid finance charges.

If you have any questions regarding expense reimbursements or credit card policy, contact Administration.

4.14 Credit Card Policy

Credit cards will be issued to specific employees who either travel on a regular basis or have the need to frequently purchase supplies or services. Credit cards may be used only for legitimate, approved business of the District, subject to the following requirements:

- No personal items may be charged on the business credit card;
- All charges must be in line with travel guidelines or as approved by your supervisor or officer;
- Cash advances are not permitted; and
- Receipts are required for all expenses; exceptions are required to be explained in writing and signed.

4.14.1 Review of Monthly Statement

At the end of each billing cycle, Administration receives a monthly statement for each cardholder's transactions for the period. Administration reconciles the statement, verifies that all receipts are attached and matches the expenditure with an approved purchase requisition certifying that the transactions are business related. If documentation of a transaction listed on the monthly statement is not available, the cardholder must attach an explanation that includes a description of the transaction. All statements are required to be forwarded to accounting within ten (10) days.

4.14.2 Card Security

It is the cardholder's responsibility to safeguard the credit card and account number to the same degree that the cardholder safeguards their personal credit information. If the cardholder suspects that the card is lost or stolen, the cardholder must immediately notify the card issuer, their supervisor and Administration.

5. LEAVES OF ABSENCE

5.1 General Information

The District abides by all applicable state and federal leave of absence laws. In most cases, leaves of absence will be without pay. Leaves of absence are not automatic and documentation will be required. All requests for leaves must be made in writing and submitted to Human Resources. To ensure there are no delays in the review of your leave request, the request must include the reason for the leave and the estimated beginning and ending dates. The CEO will approve leave in compliance with applicable state and federal laws. If the leave is approved, appropriate forms must be completed.

Employees completing a leave for a medical reason must provide a doctor's release before they will be allowed to return to work. The District is unable to guarantee reinstatement following a leave of absence, although an effort will be made to make a suitable placement when the employee is able to return to work. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Extensions are not automatic, even when accompanied with a doctor's certification. They must be requested and approved.

Employees who fail to return to work at the end of a leave will be considered to have voluntarily resigned. Acceptance of other employment during a leave may result in discharge.

Employees become responsible for the full cost of their health insurance premium, including dependent coverage, on the first day of the calendar month following the exhaustion of all paid leave. (There is an exception for employees who take leaves under the California Family Rights Act ("CFRA"). See policies below.) The employee will continue to be responsible for payment of the premium for the duration of the approved leave. The employee's failure to pay the premium may result in the termination of insurance benefits.

While most leaves of absence are unpaid, employees will be required to use paid sick leave when the leave of absence is for medical reasons. Use of accrued vacation will be allowed at the discretion of Human Resources. Employees will cease to earn vacation benefits, paid sick leave, holiday pay, or any other employer-sponsored benefit for the duration of unpaid leave. Employees on paid status continue to earn vacation benefits, paid sick leave, holiday pay, or any other employer-sponsored benefit.

Employees who need leaves or who have questions about their eligibility for the various leaves of absence described here are encouraged to contact Human Resources. Misrepresenting reasons for applying for an unpaid leave of absence will result in disciplinary action, up to and including termination.

In addition to the general guidelines given above, different types of leaves require additional procedures, as explained below.

5.2 Sick Leave

Regular full-time employees accrue sick leave at the rate of one day per month, or twelve days per year. Regular part-time employees working 20 or more hours per week earn sick leave on a pro-rated basis based on the number of hours scheduled to work. Accrual begins on the date of hire. Employees begin to accrue sick leave benefits from their first day of employment, however, they may not take paid sick leave until the 90th day of employment (calendar days). With the exception of those employees on the “front load” accrual method (see below), sick leave may be accumulated from year to year with no maximum accrual limit.

5.2.1 Purpose for Sick Leave

Sick leave is paid leave from work that an employee may use for the following purposes:

- (a) Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; grandchildren; a sibling, or designated person (defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship) or
- (b) For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

5.2.2 Terms of Sick Leave

- (a) Accrual & Carryover for Different Categories of Employees:

- 1) Full time employees who are not temporary employees accrue sick leave of 3.6923 hours for each pay period or 12 sick days per year of paid status; part-time employees who are not temporary accrue sick leave in an amount prorated to the lower number of hours they work each calendar month in paid status. Accrued sick leave carries over from year to year. No accrual limit applies.
- 2) Part time employees working less than 20 hours (non-benefitted) receive 5 days or 40 hours of sick leave in a lump sum amount at the beginning of employment and then at the beginning of each calendar year by using the “front load” method. There is no carryover of unused sick leave to the following year.

- 3) A temporary employee who works 30 or more days within a year from the commencement of employment with the District, accrues one (1) hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment, but a temporary employee stops accruing sick leave once they have accrued 80 hours or ten (10) work days or shifts, whichever is greater.
- (b) Sick Leave Use: An employee may use accrued sick leave, in a minimum increment of two hours, beginning on the 90th day after the first day of employment with the District, subject to the limits and request provisions in this policy.
- (c) Sick Leave Request: To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by this policy without good reason, may result in the employee being treated as absent without leave.
- (d) Certification: The District may require that employees who are not part-time employees working less than 20 hours a week or temporary employees provide a physician's certification to support any absence that involves the illness of the employee or family member, if the employee has used 40 hours or five days of sick leave in a calendar year, or if the District suspects that there is an abuse of sick leave by the employee. All employees, including temporary, who use paid leave to address issues related to domestic violence, sexual assault, stalking, or other crimes and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.
- (e) Sick Leave on Separation from Employment: Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Unused sick leave may be converted to retirement service credits only as may be permitted under applicable retirement system laws and regulations;
- (f) Sick Leave Reinstatement: A temporary employee who works 30 or more days within a year from the commencement of employment with the District accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment but a temporary employee stops earning sick leave once they have accrued 80 hours or 10 workdays/shifts of such leave, whichever is greater.

Sick leave benefits may not be used to extend an employee's termination date. Sick leave is not earned while on any unpaid leave of absence for any reason and will not be paid to an employee who sustains an illness or injury, while on a leave of absence without pay.

The District reserves the right to require evidence of an illness or injury from a health care provider once the employee has used 5 or more days of paid sick leave, in order for sick leave benefits to be paid.

Employees who have exhausted all sick leave but are still unable to work due to a medical issue may use accrued vacation, but under no circumstances will the District advance sick leave.

5.3 Personal Leave

A personal leave of absence without pay may be granted at the discretion of the District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

5.4 Bereavement Leave

In the event of a death in the immediate family, regular full and part time employees who have been employed by the District for at least 30 days will be allowed up to five days of bereavement leave, to be taken within three months of the date of the family death. Three of the five days are paid time off; the remaining two days are unpaid, but an employee may use accrued vacation and/or sick time. The District may request documentation of the death upon a request for bereavement leave, in which case the employee must provide such documentation within 30 days of the first day of bereavement leave.

"Immediate family," is defined as current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in-law. Employees may be required to furnish evidence to support the leave. If additional time off is needed, accrued leave hours may be used with prior approval.

5.5 Pregnancy Disability Leave

5.5.1 Amount of Leave

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid leave for up to the number of hours she would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works

less than 40 hours per week will receive a pro rata or proportional amount of leave.

5.5.2 Notice & Certification Requirements

- (a) Notice: Requests for pregnancy disability leave must be submitted in writing with reasonable advance notice of the medical need for the leave. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to Human Resources.
- (b) Certification: The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth or a related medical condition; and (3) the estimated duration or end date of the leave.

5.5.3 Compensation during Leave

Pregnancy disability leaves are without pay. However, the employee must first use sick leave, if any. Once sick leave is depleted, the employee may elect to use vacation leave or any other accrued paid time off during the leave.

5.5.4 Benefits during Leave

- (a) Group Health Insurance: An employee on pregnancy disability leave may continue to receive any group health insurance coverage that was provided before her leave, beginning on the date the pregnancy disability leave begins and continuing for up to four months in a 12-month period, at the same level and under the same conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. The District may recover premiums it paid to maintain health coverage if an employee does not return to work following pregnancy disability leave, unless the reason for the failure to return is a circumstance beyond her control.
- (b) Sick and Vacation Leaves: Sick and vacation leaves do not accrue while an employee is on unpaid pregnancy disability leave.
- (c) Employee Status during Leave: The employee retains employee status during the leave. The leave is not a break in service for purposes of longevity or seniority under employee benefit plan. Benefits will be resumed upon the employee's reinstatement in the same manner and at the same levels as provided when the leave began, without any new qualification period, physical exam, or other qualifying provisions.

5.5.5 Reinstatement

- (a) Upon the expiration of pregnancy leave, the employee will be reinstated to her original or a comparable position, so long as it was not eliminated for a legitimate business reason during the leave.
- (b) If the employee's original position is no longer available, the employee will be assigned to a comparable, open position.
- (c) If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation in accordance with these Policies. (See Policy 5.8, Reasonable Accommodation and Interactive Process.)

5.6 Reproductive Leave Loss

In the event of reproductive loss, the District provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a "Reproductive Loss Event"

"Reproductive Loss Event" means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:

- "Failed Adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
- "Failed Surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
- "Miscarriage" means a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
- "Stillbirth" means a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
- "Unsuccessful Assisted Reproduction" means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event.

Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act (“CFRA”) leave, Pregnancy Disability Leave (“PDL”), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

If an employee experiences more than one Reproductive Loss Event within a 12-month period, the District will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.

Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, or vacation in order to provide for their compensation while on Reproductive Loss Leave.

The District will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the District will not disclose such information other than to internal personnel on a need to know basis, or as required by law.

5.7 Family and Medical Leave

The California Family Rights Act (CFRA) provide that a leave of absence may be granted to eligible employees for the following reasons:

- Upon birth, adoption, or foster care placement of a child (must be completed during the first year after birth of the child)
- To bond with a newborn,
- To care for the employee’s child, parent, or spouse with a serious illness or health condition,
- For the employee’s own serious illness or health condition,
- To address certain needs of a family member on active duty in the U.S. military.

In order to qualify for this leave, the employee must have completed one year of employment with the District and have worked at least 1250 hours during the twelve-month period immediately preceding the leave.

The maximum duration of a leave under the CFRA is twelve weeks in a “rolling” twelve-month period. In other words, each time an employee takes CFRA leave, the remaining leave entitlement would be any balance of the twelve workweeks which has not been used during the immediately preceding twelve months.

Employees who qualify for a leave under the CFRA will have their health insurance maintained as if the employee was still working for the first twelve weeks of the leave. The employee is responsible for any portion of the group benefit premium that covers their dependents or purchases a level of coverage above the basic coverage provided by

the District during the first twelve weeks of the leave. If the employee fails to return from the leave, the District may collect the cost of the employer-paid portion of the premium. If there is an authorized extension of the leave beyond twelve weeks, the employee may maintain health insurance at their own expense.

The employee who requests a leave to care for a seriously ill child, parent, or spouse (under CFRA, this includes domestic partner, sibling, grandparent and grandchild, sibling, or someone else with a blood or family-like relationship with the employee (i.e. designated person) must submit medical certification from the health care provider which indicates the estimated amount of time needed for care and a statement that the condition warrants the participation of the family member.

The District may obtain second and third medical opinions when the leave is for the employee's own serious health condition and the employee must provide documentation from a health care provider (as defined by law) that he/she is unable to work.

Employees will be reinstated to the same or equivalent job at the termination of the leave of absence unless the position has ceased to exist due to business reasons unrelated to the leave. The District may refuse reinstatement of highly paid employees (as defined by the law) if the reinstatement would cause substantial and grievous economic injury.

Employees must give reasonable, advance notice of the desire to take a family care and medical leave in circumstances where the need for such leave is foreseeable. Leave to accommodate planned medical treatment should be scheduled to avoid disruption in operations.

There are many additional guidelines which direct both the employer's and the employee's rights and responsibilities during a leave under the CFRA. Any individual requesting a leave of absence under these laws must contact Human Resources for additional information.

The District will administer this policy in accordance with the requirements of the state and federal laws regulating family and medical leaves. Accordingly, this policy will be interpreted and applied in a manner that conforms with all applicable legal requirements. Any leave of absence that is granted to an employee under this policy or any other policy for a purpose specified above shall be credited against the 12-week limits contained in this policy if and to the extent permitted by the state and federal laws.

5.8 Reasonable Accommodation and Interactive Process

5.8.1. Reasonable Accommodation

We recognize and support our obligation to reasonably accommodate employees and applicants for employment with disabilities or religious beliefs or practices who are able to perform the essential functions of their positions, with or without reasonable accommodation. The District will provide reasonable accommodation to any such

employee, unless doing so would impose an undue hardship on the District or its operations or the existence of a direct threat to either the health and safety of the employee requesting the accommodation or others. The District will provide employment-related accommodations to the following employees and applicants for employment include:

- (a) Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions; and
- (b) Employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider; and
- (c) Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- (d) Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

If you believe you need a reasonable accommodation, please discuss the matter with your supervisor or Human Resources.

5.8.2. Reasonable Medical Documentation of Disability

If the disability or the need for reasonable accommodation is not obvious, the District may require the individual requesting such accommodation to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the District will do the following: (1) explain the insufficiency of the documentation provided; (2) allow the employee or applicant to supplement the documentation in order to remedy the issue with the documentation provided; and (3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

5.8.3. Medical Certification Indicating the Need for a Reasonable Accommodation or Transfer Due to Pregnancy or Related Conditions

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, the District will provide the employee with notice of the need for a medical certification within two business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: (1) a description of the requested accommodation or transfer; (2) a statement describing the medical advisability of the accommodation or transfer due to pregnancy; and (3) the date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

5.8.4. Certification of Victim Status

An employee requesting a reasonable accommodation under this Policy may be required to provide the District with a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for the safety of the employee while at work.

The District may also request certification demonstrating the employee's status, or the employee's Family Member's status, as a Victim. Certification in any form described in section 5.10.3 of these Policies, shall be sufficient.

The District may request recertification of an employee's or an employee's Family Member's status as a victim of a Qualifying Act of Violence, or ongoing circumstances related to the Qualifying Act of Violence, as these terms are defined in Section 5.10.3 of these Policies, every six (6) months after the date of the previous certification.

5.8.5. Fitness for Duty Examination

Applicants

After the District extends a conditional offer of employment to an applicant, the District may require the applicant to submit to a fitness for duty examination that is job-related, necessary for efficient operations of the agency, and required of all applicants for the job classification. The District will notify an applicant or employee who is required to pass a medical and/or psychological examination of their right to obtain a second opinion at their expense and that he/she may submit such second opinions for consideration.

Current Employee

- (a) Human Resources may require an employee to submit to a fitness for duty examination in order to determine whether the employee has a disability and is able to perform the essential functions of their job when there is significant evidence of the following: The employee's ability to perform one or more essential functions of their job has declined; or
- (b) Could cause a reasonable person to question whether an employee is still capable of performing one or more of their essential job duties, or is still capable of performing those duties in a manner that does not harm themselves or others.

5.8.6. Role of Health Care Provider

The District may request the applicant's or employee's health care provider to conduct a fitness for duty exam on the applicant or employee, or may request a District-selected health care provider to do so at the District's expense. The District will allow an employee paid time off to attend the exam. The District will provide the health care provider with a letter requesting a fitness for duty examination and a written description of the essential functions of the job. The examination will be limited to determining whether the applicant

or employee can perform the essential functions of their position and any work restrictions and/or functional limitations that apply to the applicant or employee. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:

- (a) The applicant or employee has a disability within the meaning of the FEHA;
- (b) The applicant or employee is fit to perform essential job functions;
- (c) Workplace restrictions or functional limitations apply to the applicant or employee, and the duration of the work restrictions or functional limitations;
- (d) There are any reasonable accommodations that would enable the employee to perform essential job functions; and
- (e) The employee's continued employment poses a threat to the health and safety of themselves or others.

Should the health care provider exceed the scope of the District's request and provide confidential health information, without valid consent of the applicant or employee, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.

5.8.7. Authorization for Use of Medical Information

During the course of a fitness for duty examination, the District will not seek or use information regarding an employee's medical history, diagnoses, or course of treatment without an employee's written authorization.

Medical Information from the Employee or Applicant

If an employee or applicant submits medical information to the District from their own health care provider, Human Resources will not forward that information on to the health care provider who conducted the examination for the District, without the employee or applicant's written authorization.

Upon receipt of the written authorization, Human Resources will request the District-paid health care provider to determine whether the information alters the original fitness for duty assessment.

5.8.8. Interactive Process

When to Initiate the Interactive Process

Human Resources or designee will initiate the interactive process when:

- (a) An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);
- (b) The District otherwise becomes aware of the need for an accommodation through a third party (e.g., a doctor's note requesting an accommodation), or by observation of the employee's work;
- (c) The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, or other leave rights, but the employee and/or the employee's health care provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;
- (d) An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of her health care provider;
- (e) An employee with a physical or mental disability, regardless of cause, fails to return to work following pregnancy disability leave;
- (f) An employee-victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for their safety at work;
- (g) An employee requests an accommodation to address a conflict between religious belief, observance, or practice and any employment requirement; or
- (h) An employer is aware of the need for a reasonable accommodation for an employee or applicant's religious beliefs, observance or practices.

5.8.9. Interactive Communication

After the occurrence of any of the above-stated circumstances that trigger the need to conduct an interactive process meeting, Human Resources will promptly arrange for a discussion or discussions, in person or via conference telephone call, with the applicant or employee and their designated representative, (if any). The purpose of the interactive communications will be to discuss in good faith all feasible potential reasonable accommodations. Human Resources will document these communications in writing.

5.8.10. Determination

After the interactive process communications, Human Resources will review the information received, and determine: whether all available information has been reviewed; whether all potential accommodations that the applicant or employee has suggested have been considered; whether additional discussions with the applicant or employee would be helpful; whether the applicant's or employee's preferences have been taken into account; if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without harming themselves or

others; and if the accommodations would pose an undue hardship on District finances or operations. Human Resources or designee will inform the applicant or employee of their determination in writing. Human Resources or designee will use their discretion based upon the particular facts of each case.

5.8.11. Access to Medical Information Regarding Fitness for Duty

Medical records and information regarding fitness for duty, or the need for an accommodation, will be maintained separately from non-medical records and information. Medical records and information regarding fitness for duty and the need for accommodation will be accessible only by Human Resources, the District's legal counsel, first aid and safety personnel in case of emergency, and supervisors who are responsible for identifying reasonable accommodations. Medical records and information contained therein may be released pursuant to federal and state law.

5.9 Policy Against Harassment, Retaliation and Discrimination, Complaint Procedure

The District is committed to providing a work environment free of harassment, retaliation, and discrimination. District policy prohibits discrimination, sexual harassment and harassment based on race, color, religious creed, gender, marital status, registered domestic partner status, age (40 and over), national origin or ancestry, physical or mental disability, medical condition, reproductive health decision-making, sexual orientation, gender identity, gender expression, sex, genetic information, pregnancy (including childbirth or related medical conditions), military and veteran status, any combination of protected characteristics or any other class protected by federal, state, or local laws, regulations, or ordinances.

The District's harassment prevention policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District, including supervisors and managers, as well as interns, volunteers, vendors, customers, independent contractors and any other persons. It also prohibits harassment based on the perception that anyone has any of those protected characteristics or is associated with a person who has or is perceived as having any of those protected characteristics. The District has zero tolerance for any conduct that violates this policy. Conduct need not violate either federal or state law in order to constitute a violation of this policy.

Discrimination. The District prohibits treating a protected individual differently or adversely because of the individual's actual or perceived protected characteristics; because the individual associates with a person who is or is perceived to be a member of a protected classification; or because the individual participates in a protected activity as defined in this policy. Protected activity includes but is not limited to, the following activities: (1) making a request for an accommodation for a disability; (2) making a request for a accommodation for religious beliefs; (3) making a complaint under this policy; (4) opposing violations of this policy; (5) participating in an investigation under this policy.

Harassment Defined. “Harassment” as used in this policy includes disrespectful or unprofessional conduct based on any of the protected characteristics listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), graphic (such as offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (such as physically threatening another person, blocking someone’s way, etc.). Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees and individuals are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined. “Sexual harassment” as used in this policy may include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, or slurs based on any protected characteristic;
- Unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.

If you believe that someone has violated this policy, immediately bring your complaint to your supervisor or any other supervisor, the CEO, or Human Resources as soon as possible after the incident.

You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors **must** refer all harassment complaints to Human Resources or the CEO. The District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. To the extent permitted by law, the District will endeavor to keep the reporting employee’s concerns confidential.

All employees are expected to fully cooperate with District-initiated investigations to examine any perceived violation of this policy. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.

Upon completion of the investigation, the District will take appropriate corrective and

preventive action as appropriate.

No Retaliation. No one will be subject to, and the District prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such complaint, or cooperating in any way in the investigation of such complaint. Individuals found to have retaliated against an employee in violation of this policy will be subject to appropriate sanction or disciplinary action, up to and including termination. If you believe someone has violated this policy against retaliation, please contact Human Resources or the CEO.

The District encourages all employees and individuals to report any incidents of harassment, retaliation, and discrimination prohibited by this policy immediately so that complaints can be quickly and fairly resolved. Employees also have the right to report workplace harassment, retaliation, and discrimination to the Federal Equal Employment Opportunity Commission (“EEOC”) and the California Civil Rights Department (“CRD”). These administrative agencies provide a complaint process as well as certain legal remedies where the applicable agency determined that a violation of the law occurred. The nearest EEOC and CRD offices are listed on the internet. Employees may also check the posters that are located on the District’s bulletin boards for EEOC and CRD office locations and telephone numbers.

5.10 Domestic Violence/Sexual Assault Leave

5.10.1. Leave for Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes to Obtain Restraining Orders or Injunctive Relief

Any employee, including temporary employees, who is a victim of domestic violence, sexual assault, stalking, or other crime may take leave from work to obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child, if the employee provides advance notice of the need for leave. If advance notice is not feasible, the employee must provide any of the following certifications within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to use accrued time off.

5.10.2. Leave for Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes to Obtain Medical Attention or Counseling or Safety Planning

Any employee, including temporary, who is a victim of domestic violence, sexual assault, stalking, or other crime, may take leave from work to attend to any of the following: obtaining medical attention or psychological counseling; obtaining services from a shelter, program or crisis center; or participating in safety planning or other actions to increase safety, if the employee provides advance notice of the employee’s intention to take time

off for these purposes. If advance notice is not feasible, the employee must provide any of the following to the District within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to use accrued time off.

5.10.3. Certification of Victim Status

An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:

- (a) A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and
- (b) A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking.

Certification may be sufficiently provided by any of the following:

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

The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

5.11 Jury Duty and Witness Leave

Employees who are called for jury or witness duty will be allowed time off work to perform this civic duty. Any employee who is summoned to serve on a jury, or subpoenaed or ordered to be a witness, must notify their supervisor or Program Director as soon as possible.

Regular full and part-time employees will receive their regular rate of pay for each

workday missed, less the amount paid by the court, due to jury or witness duty for up to a maximum of three [3] days pay within a calendar year. Any time served by the employee beyond this three-day period shall be without pay unless the employee requests to be paid for accrued vacation time. Proof of attendance and the amount paid, or to be paid, must be provided before the payroll is completed for the pay period. Paid leave under this provision will be calculated on an hour-for-hour basis.

The employee should continue to report for work on those days or parts of days in excess of two hours from end of the employee's regular workday when excused from jury or witness duty, or when the duty does not conflict with the employee's schedule.

5.12 Military Duty and Leave for Military Families

The District complies with applicable state and federal law concerning leaves of absence for military service; sufficient advance notice must be given.

Eligible employees who qualify for a leave of absence under and who have a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Examples include:

- Making childcare, financial and legal arrangements to address a service member's absence.
- Attending counseling related to the service member's active duty,
- Attending official ceremonies and programs, including farewell or arrival arrangements.

Under certain circumstances, employees who qualify under and who need to care for an ill or injured covered service member may take up to 26 weeks of unpaid Caregiver leave during a 12-month period.

Questions regarding military service leave and military family leave may be directed to Human Resources.

The District will administer this policy in accordance with the requirements of the state and federal laws regulating family and medical leaves. Accordingly, this policy will be interpreted and applied in a manner that conforms with all applicable legal requirements. Any leave of absence that is granted to an employee under this policy or any other policy for a purpose specified above shall be credited against the 12 week and 26-week limits contained in this policy if and to the extent permitted by the state and federal laws.

5.13 Leaves for Spouses of Active Military Personnel

Under California law, employees who work an average of at least 20 hours per week and whose spouse is a member of the United States Armed Forces, National Guard or Army Reserve on active duty in an area of military conflict will be allowed to take up to 10 days of leave, without pay, when the employee's spouse is on leave from deployment during a

period of military conflict. This leave DOES NOT count against an employee's 12-week or 26-week leave entitlements under the CFRA.

Employees must provide notice to the District within two (2) business days of receiving official notice that their spouse will be on a leave from deployment. Employees must also provide written documentation to the District certifying that the military member will be on military leave from deployment. Employees may utilize accrued vacation during this leave.

5.14 Time Off for School Activities

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one (1) to twelve (12) may take time off for a school activity;
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of 40 hours each school year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If both parents are employed by the District, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor;
- Unless otherwise prohibited by law, the time off will be unpaid. However, employees may use accrued time for this purpose.

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work.

Child Suspension Leave

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel.

5.15 Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official state-sanctioned election, you may take off enough working time to vote. Such time off must be taken at the beginning or end of the regular working shift, whichever allows for more free time, and combined with the voting time available outside of working hours to a maximum of two (2) hours. When possible, provide your supervisor at least two (2) days' notice of your need for leave.

5.16 Time Off for Victims of Crime

5.16.1. Regarding Crime/Victim/Victim Family Member Court Attendance Leave

Any employee who is a victim of a crime may take leave from work to attend judicial proceedings related to that crime if the employee provides the District notice of the scheduled proceeding in advance. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, documentation from the District Attorney, victim's rights office, or court/governing agency that shows that the judicial proceeding occurred when the leave was used. An employee who is an immediate family member of such a crime victim, including: a registered domestic partner; the child of the registered domestic partner; spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; or stepfather of the crime victim is also entitled to leave from work to attend judicial proceedings relating to that crime. The leave is unpaid unless the employee elects to use accrued vacation, sick, or other accrued time off.

5.16.2. Regarding Crime Victim/Family Member Victims' Rights Proceedings Leave

Any employee who is a victim of a crime listed in Labor Code section 230.5(a)(2)(A), may take leave from work to appear in court to be heard at any proceeding in which the right of the victim is at issue, if the employee provides the employer reasonable advance notice. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, certification from a police report, a district attorney or court, or from a health care provider or victim advocate, that the employee was a victim of any of the crimes listed in Labor Code section 230.5(a)(2)(A). An employee who is a spouse, parent, child, sibling, or guardian of such a crime victim is also a victim who is entitled to this leave if the above notice or certification requirements are met. The leave is unpaid unless the employee elects to use accrued time off.

6. BENEFITS

6.1 Vacation

The District provides paid vacation benefits to regular full-time employees who work 40 hours or more per week and regular part time employees who work fewer than 40 hours but at least 20 hours per week. Vacation for eligible regular part time employees is prorated, based on the number of hours in the employee's regularly scheduled workweek as specified in the employee's personnel file. Eligible employees begin to accrue vacation benefits from their first day of employment, however, employees may not use accrued vacation benefits during their first 90 days of employment. For purposes of this policy, the words earn, accrue and accumulate mean the same.

Eligible employees earn paid vacation at the following rates:

Length of Employment	Days Earned per Month	Days off per Year
Hire through 4th year	0.83	10
5th through 9th year	1.25	15
10th year and thereafter	1.67	20

The Executive Management Team, those positions carrying the title of Officer, accrue paid vacation at the following rates:

Length of Employment	Days Earned per Month	Days off per Year
Hire through 4th year	1.25	15
5th year and thereafter	1.67	20

Maximum Accrual

Vacation leave may accumulate to a maximum of 240 hours for most employees and 320 for the Executive Management Team. If an employee's vacation balance reaches the maximum, the employee will cease to accrue additional vacation hours. Accrual will begin again once the employee uses vacation hours and the balance falls below the maximum accrual.

Employees who wish to schedule vacations must submit an advanced written request within a reasonable time period and must receive written approval from their supervisors, who in turn must notify a member of Human Resources, prior to taking the time off. Attempts will be made to accommodate employee's request; however, scheduling conflicts will be resolved for the benefit of the District. The District reserves the right to deny, schedule, or reschedule vacation for employees, where it deems such action appropriate.

6.2 Holidays

All regular full and part time employees who work twenty or more hours per week are eligible for holiday benefits. Holiday pay will be calculated on the number of hours in the employee's regular workday as specified in the employee's personnel file.

The District observes the following paid holidays:

- New Year's Day – January 1st
- Martin Luther King Jr's Birthday
- Presidents' Day
- Memorial Day
- Independence Day - July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Day before, or after Christmas, as designated by the CEO

The District will comply with declared disasters and days of mourning. Holidays that fall on a Saturday shall be observed on the preceding Friday. Holidays that fall on a Sunday shall be observed on the following Monday. If an observed holiday occurs while an employee is on paid vacation or sick leave, the holiday will be treated as a paid holiday and will not be charged against the employee's vacation or sick leave balance.

6.3 Health Insurance

The District makes various types of insurance available to regular full time and part time employees who are scheduled to work 20 or more hours per week on a continuing basis. Employees will become eligible for health insurance on the first day of the calendar month following their date of hire. Participation in the District's medical insurance program is voluntary. Employees must agree to pay any portion of the costs not paid by the District by means of a payroll deduction.

If an employee who is covered under the medical insurance plan changes to an ineligible status, coverage will end on the last day of the month that follows the date of the status change. If an employee changes from an ineligible to an eligible status, health insurance will begin on the first day of the first calendar month following the effective date of the status change.

The Plan provides a dollar allowance to eligible employees for their use in purchasing the various health insurance benefits offered by the District. If the total cost for coverage exceeds the allowance, the balance of the premium is the responsibility of the employee and will be deducted from their paycheck.

6.4 Optional Benefits Plan

The District benefit plan includes an “opt-out” provision for those employees who choose not to participate in the District’s health insurance program because they have other coverage. Employees desiring to take part in the opt-out plan will be required to provide proof of other health insurance coverage. Such employees have the option of receiving taxable wages in lieu of any medical health benefits. Payments made to employees under the opt-out provision will be subject to normal payroll taxes. The opt-out amount is prorated based on status hours of the employee.

6.5 Benefits Mandated by Law

6.5.1 Workers’ Compensation Insurance

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

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

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

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

Upon submission of a medical certification that an employee is able to return to work after a worker’s compensation leave, the employee under most circumstances will be reinstated to the same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a worker’s compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers’ compensation leave would have been laid off had they not gone on leave, or if the employee’s position has been eliminated or filled in order to avoid undermining the District’s ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee’s return depends on their qualifications for any existing openings. If, after returning from a worker’s compensation disability leave, an employee is unable to perform the essential functions of their job, due to a physical or mental disability, District’s

obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act (ADA).

1. Other Workers' Compensation Benefits

Employees who have work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under direction of the healthcare provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. The employee may use accrued time for such treatment.

2. Workers' Compensation Disclaimer Notice

The District or its insurance carrier may not be liable for payment of workers' compensation benefits for any injury which arises out of voluntary participation in any off-duty recreational, social or athletic activity which is not a part of work-related duties.

6.5.2 State Disability Insurance

Employees who are unable to work because of an illness or injury which is not related to the job may be eligible to receive State Disability Insurance (SDI). This benefit is paid for by the employee through payroll deduction. Eligibility information may be obtained by calling the State Employment Development Department (EDD).

6.5.3 Paid Family Leave (PFL)

You may be eligible for PFL wage replacement benefits, which are funded through payroll deductions (state disability tax) and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight (8) weeks when you need to take leave to care for a parent, child, spouse, or domestic partner who is seriously ill, or if you want time to care for your newborn child. The PFL program does not provide you with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit. For additional information, please contact Human Resources. If you are absent for a reason that qualifies you for PFL, you must use any accrued and unused time before receiving benefits, up to a maximum of two (2) weeks in a twelve (12) month period, unless otherwise prohibited by law.

6.5.4 Unemployment Insurance

Employees who are out of work through no fault of their own may be eligible to receive State Unemployment Insurance Benefits. The District may be responsible for the total monetary amount of this benefit. All inquiries should be directed to the Employment

Development Department (EDD).

6.5.5 COBRA

Employees of the District are eligible for a temporary extension of health coverage, at group rates, in certain instances where coverage under the plan would otherwise end, such as separation or reduction in hours. Additional information is contained in the COBRA Health Insurance Benefits Notice, which is available from Human Resources.

7. EDUCATION AND TRAINING

7.1 General Policy

The District recognizes that the skills and knowledge of its employees are critical to its success, and encourages personal development, through education, so that employees can maintain and improve job-related skills.

7.2 Eligibility

Regular full-time and regular part-time employees are eligible to receive training opportunities provided by the District. In order to constitute qualifying expenses, individual training must be related to the employee's current job duties, or a foreseeable future position in the District. The District has sole and complete discretion in determining whether a training relates to an employee's current job duties, or a foreseeable future position.

7.3 Types of Training Offered

The following categories of training are recognized:

7.3.1 Internal Training and Development

Internal Training and Development refers to any formal employee training or development program that is sponsored and conducted by the District. Such programs are designed and conducted to meet the job-related needs of District employees.

7.3.2 External Training and Development

External training and development refers to any formal employee training, seminar, or professional development activity sponsored, organized, or conducted by an agency or organization other than the District. External training and development may be approved when it supports organizational goals, enhances job performance, meets compliance requirements, or contributes to an employee's professional growth.

Completion Requirements

Employees approved to participate in external training are expected to attend all scheduled sessions and successfully complete any required coursework, assessments, or other program requirements. Upon completion, employees must provide Human Resources with copies of applicable certificates, continuing education units (CEUs), licenses, or other documentation of successful completion. When appropriate, employees may also be expected to share key learning outcomes, knowledge, or resources gained through the training with their team or department.

Record keeping

Human Resources will maintain records in accordance with State and federal record retention requirements, public agency audit and compliance standards, and District personnel file policies and procedures.

7.3.3 Career Related, Elective External Training and Education

External Training develops employee capabilities to support District operations, improve job performance, and maintain required professional certifications or licensing requirements. These training opportunities align individual growth with workforce development, succession planning, and high-quality public service delivery. Ultimately, external training is intended to enhance employee capabilities and strengthen the quality, effectiveness, and delivery of services to the public.

Employees may be considered for external training when the curriculum directly relates to their current duties, addresses a District-identified development need, or supports departmental and District-wide goals. Eligibility is also granted for mandated training required to maintain professional credentials or to provide the specific knowledge and skills necessary to fulfill anticipated future responsibilities.

7.3.4 Time Of Training Periods

Training periods may be conducted either during or after normal working hours. Training sessions conducted during normal working hours shall be arranged, so as to minimize interference with scheduled work. Nonexempt employees who participate in internal training or required external training after normal working hours will be compensated at their regular hourly rate and will receive overtime pay when applicable.

7.3.5 Approval And Reimbursement

External training and related expenses require prior CEO approval before authorization or payment. Approval is subject to the relevance of the training, organizational and employee development needs, applicable requirements, and availability of funds within the current fiscal year budget. An employee who wishes to request educational assistance shall obtain prior approval, in writing, from their supervisor. The request must include a description along with the dates of the training and the name and location of the institution offering the training. The request must indicate how it is related to the employee's present position, or to a position to which the employee may be assigned in the future. The request must state whether or not the employee will require time away from work to attend the training.

To request reimbursement of educational expenses, including registration and material fees, and other related fees, the employee must submit a "Claim for Reimbursement of Education and/or Travel Expenses" to Human Resources.

If the District has paid the training fees for an employee in advance of a training session and the employee does not attend or voluntarily resigns or employment is involuntarily terminated with the District, or does not satisfactorily complete the course, the employee will be asked to reimburse the District for the fees advanced.

If the District pays for training that results in a certification, credential, or license, the District may require repayment if the employee resigns or is terminated for cause within a specified period after training, consistent with applicable laws and the District's reimbursement policy.

8. DISTRICT PROPERTY

8.1. Use of Electronic Media

The District uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, internet, cell phones, and other electronic devices. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the District.

8.1.1. District Equipment or Resources

District equipment or resources is any District-owned or supplied item or resource, including, but not limited to: intellectual property (e.g., photographs, plans, drawings, formulas, customer lists, designs, formulas), vehicles, telephones, cell phones, pagers, tools, machines, supplies, copy machines, facsimile machines, desks, office equipment, computers (including hardware and software), file cabinets, lockers, Wi-Fi, internet, intranet, District network, data systems, routers, voice mail, servers, and email or voice mail communications stored in or transmitted through District electronic resources or equipment.

8.1.2. Appropriate Use Only—No Misuse

Employees may only use District equipment or resources in compliance with District policies. Except as authorized by this policy, employees are expected to avoid any use or communication which is unrelated to District business, destructive, wasteful, or illegal. The District has discretion to restrict or rescind employee access to District equipment or resources. The following are examples of misuse of District equipment or resources:

- (a) Any use that violates applicable law and/or District policies, rules or procedures;
- (b) Exposing others to material which is offensive, harassing, obscene or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment;
- (c) Any use that may create or further a hostile attitude or give offense on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law;
- (d) Communication of confidential District information to unauthorized individuals within or outside of District.
- (e) Unauthorized attempts to access or use District data or break into any District or non-District system;
- (f) Theft or unauthorized transmission or copying of paper or electronic files or data;

- (g) Initiating or sustaining chain/spam letters, e-mail or other unauthorized mass communication;
- (h) Misrepresentation of one's identity for improper or illegal purposes;
- (i) Personal commercial or business activities (e.g., "for sale" notices, personal ads, etc.)
- (j) Transmitting/accessing obscene material and/or pornography;
- (k) E-Commerce;
- (l) Online gambling;
- (m) Installing or downloading unauthorized software or equipment;
- (n) Violating terms of software licensing agreements; and
- (o) Using District equipment or resources to access and/or use dating web resources, personal social media, or games of any type.
- (p) Any unauthorized access to District equipment or resources, including: using keys, key cards or key fobs; using or disclosing the username or password of another person or employee to gain access to their email or other electronic resources; or making District equipment or resources available to others who would otherwise have no authorized access.
- (q) Using District equipment or resources to speak on the District's behalf without authorization.

8.1.3. District Email Address Must be Used for District Business

The District's email system is an official communication tool for District business. The District establishes and assigns official email addresses to each employee as the District deems necessary. Employees must send all District communications that are sent via email to and from their official District email address. Employees are prohibited from using their private email address when communicating District business via email. Should an email related to District business be sent to an employee's personal email account, the email should be immediately forwarded to the employee's District email account and responded to accordingly.

8.1.4. Incidental Personal Use of District Communications Equipment Permitted

Employees may use District telephones, cell phones, internet access, and e-mail for incidental personal communications provided that the use:

- (a) Is kept to a minimum and limited to break times or non-working hours;
- (b) Does not interfere or conflict with District operations or the work performance of any District employees.
- (c) Allows the employee to more efficiently perform District work;
- (d) Is not abusive, illegal, inappropriate, or prohibited by this policy (for example, no social media use, no electronic dating, no gaming); and
- (e) Clearly indicates it is for personal use and does not indicate or imply District sponsorship or endorsement.

8.2. Parking

Employee parking is available at no cost to the employee. Employees may park their vehicles in designated areas, if space permits. The District is not responsible for any loss or damage to employee vehicles or contents while parked on District property.

8.3. Housekeeping

The District is committed to providing a safe, healthy, and professional work environment for all employees and visitors. Maintaining workplace cleanliness is a shared responsibility that reflects our professional standards and ensures mutual respect. Employees using common areas, such as lunchrooms, lockers, and restrooms are expected to keep them in a clean, sanitary condition. Every employee is expected to keep their personal workstation orderly and to leave shared amenities in a clean, sanitary condition. All food, snacks, and beverages must be stored exclusively in designated breakrooms or kitchen areas. Employees shall not store perishable food items inside or on top of personal desks or workstations.

Personal Workstations

All employees must maintain a clean, organized, and professional workspace. Files, equipment, and personal items must be stored neatly at the end of each workday.

Shared Common Areas

To maintain a safe and sanitary environment, employees must clean up after themselves when using shared spaces, including:

- Lunchrooms & Breakrooms: Wipe down counters, clean up spills, and manage personal food items.
- Conference/Classrooms: Remove meeting materials, erase whiteboards, and push in chairs.
- Restrooms: Report any maintenance issues to facilities immediately.

Waste Disposal

All trash, recyclables, and food waste must be disposed of immediately in the designated office bins to maintain hygiene and prevent odors.

8.4. Employers Right to Inspection

No Expectation of Privacy

The District periodically and without prior notice, monitors, reviews, accesses, or retrieves data from its equipment or resources, including electronic communications and content contained in or transmitted through District networks or electronic resources. Employees must provide the District with the employee's username or password for any District issued equipment or resource. The existence of passwords or delete functions does not restrict the District's access. As a result, District employees have no expectation of privacy in their use of any District equipment or resources.

Desks, offices, computers, cellular phones, District-owned vehicles, and safety gear are the property of the District. These items must be kept clean and in working condition. The District reserves the right to inspect the contents of all District property including, but not limited to, desks, offices, vehicles, and computers, without notice to the employee and/or in the employee's absence, and/or upon separation.

Voicemail, email, and the internet are intended for business purposes only. The District reserves the right to listen to voice mail messages and to access e-mail and internet contacts to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

The District will keep a record of all passwords and codes used and reserves the right to change, reassign or override any such password system. Passwords and codes are the property of the District.

For security reasons, employees are discouraged from bringing items of a personal nature or of value to work. The District accepts no responsibility for personal items that are lost, stolen or damaged at work. Any items, including purses, backpacks, lunch bags, etc., which are brought on the District premises may be searched by an authorized designee.

8.5. Personal Use of District Cell Phone

All employees are expected to follow applicable state and federal laws or regulations regarding the use of cell phones at all times. Employees who are charged with traffic violations resulting from the unlawful use of District-issued cell phones, will be solely responsible for all liabilities that result from such actions.

Employees in possession of District equipment such as cellular phones are expected to

protect the equipment from loss, damage, or theft. Loss of District cell phones should be reported to your supervisor or IT immediately.

8.6. Use of District Equipment

The District provides you with the equipment necessary to do your job. You should contact your supervisor if you believe you do not have access to adequate District equipment.

All District property, including, but not limited to, desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephone, cellular telephones, copy machines, other specialized equipment, and vehicles—must be used properly and maintained in good working order.

Return of District Property

All District property in the employee's possession must be returned prior to separation, including keys, key fobs, identification cards, equipment, credit cards, gas cards, cell phones, and any other District equipment.

9. EMPLOYEE CONDUCT

9.1. Standards of Conduct

The District expects its employees to use good judgment, perform well, and follow established rules, procedures, and policies. Employees may be disciplined for, including but not limited to, any of the following causes of discipline:

1. Possessing, consuming, or being under the influence of unlawful drugs, narcotics or intoxicants while on District property, or reporting to work under the influence of alcohol or any unlawful drugs
2. Theft or unauthorized removal, destruction, or damage to property of coworkers, clients, or the District.
3. Excessive absenteeism, tardiness, or any absence without notice,
4. Poor performance,
5. Breach of confidentiality,
6. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace,
7. Insubordination, other disrespectful conduct, lack of cooperation, and/or failure or refusal to perform assigned functions.
8. Submitting false or misleading information, for the purpose of attaining employment, such as false information on criminal records statement,
9. Abuse, or inconsiderate treatment of clients, staff, or members of the public,
10. Recording another employee's time, falsifying or destroying timekeeping records,
11. Gossip, criticism or attitude, which contributes to reducing the morale of clients or employees,
12. Sleeping while on the job,
13. Fighting or threatening violence in the workplace,
14. Making or receiving excessive personal phone calls or text messages on District time,
15. Smoking in prohibited areas,
16. Violating the District's policy against unlawful harassment,
17. Use of profanity,
18. Acting in conflict with the interests of the District, or
19. Other behaviors which may be construed as misconduct.

9.2. Code of Ethics

The District maintains strict standards for complying with its legal and ethical obligations. The District holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or a violation of the organization's policies or rules, the employee must immediately report the matter to Human Resources. This obligation to report includes, but is not limited to, observations or knowledge regarding the following:

- Release or disclosure of confidential information relating to employees, Board members, or customers;

- Using employees, materials, equipment, vehicles, computers, furniture, or other assets of the District for any unauthorized purpose;
- Involvement in any business activity, transaction or relationship which could reasonably be interpreted by others as illegal or unethical conduct or in conflict with the District's interests;
- Any conflict of interest for personal gain;
- Mistreatment or abuse of District employees, clients, visitors, or volunteers;
- Violation of the District's policy against unlawful discrimination and/or harassment.

Employees should not hesitate to report any information regarding observation or knowledge of wrongdoing without fear of reprisal or retaliation. Reports may be made anonymously. The District will treat such information as confidential to the extent that it can do so. Failure to fulfill an employee's responsibilities under this policy may result in disciplinary actions, up to and including termination.

9.3. Confidentiality

As part of your responsibilities at the District, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including, but not limited to, customer lists, client information, or computer processes will be considered and kept as private and confidential records of the District. These records may only be used in performing work for the District and must not be divulged to any third party without the direct written authorization of the CEO.

If you leave employment with the District for any reason, we ask that you continue to treat as private and privileged any such sensitive information. The District will pursue legal remedies for unauthorized use or disclosure of sensitive, confidential information.

9.4. Disciplinary Action

The District retains full discretion in determining and defining unacceptable employee conduct.

The purpose of any disciplinary action is to correct deficiencies in an employee's performance, attitude or relations with staff, clients, or members of the public; to ensure improvement to meet appropriate standards, and to correct a violation of the District's policies.

It is the policy of the District that employees who do not meet performance expectations or who violate District rules or policies will be subject to disciplinary action as determined by the supervisor in consultation with Human Resources and the CEO. The individual circumstances, nature of the offense, and the employee's prior work record shall be used among other factors to determine the appropriate action to be taken.

While the District attempts to notify employees when their performance or behavior is unsatisfactory, no formal system of warning or progressive discipline is required and the District may elect to discharge any employee for any reason at any time (Refer to the At-

Will Employment policy.)

Disciplinary actions shall not be limited to, but may take one of the following forms: oral reprimand, written warning, demotion, suspension with or without pay.

9.5. Changes in Work Status

Transfer – Upon recommendation by Human Resources and approval by the CEO, an employee may be transferred at any time from one position to another position or have their work hours changed at any time. Changes in hours may also be part of a reorganization, restructure, or disciplinary plan by the District.

Promotion – It is the District's preference to promote from within when filling job vacancies although this may not always be possible due to legal requirements and the levels of education and other qualifications required for many positions. An employee's past performance, qualifications, potential abilities, and job experience are important factors that are considered in the selection of employees for promotion.

Demotion – The CEO may demote an employee for disciplinary purposes, reorganization, economic reasons, or when it is deemed that the employee is better suited to another position.

Discharge – An employee may be discharged at any time with or without cause, warning, or advance notice.

Layoff – If for economic, reorganization or other reasons, it becomes necessary to implement a reduction in the number of District employees, factors such as job classification, length of continuous service, ability and fitness to perform the required work, and past employment with the District, will be considered in determining which employees will be affected.

Resignation - When an employee leaves voluntarily, the District requests that at least two weeks notice be given in writing. Four weeks for Managers, Directors, and Officers. Although this is not required, it is requested to assist the District in locating a replacement prior to an employee's separation. An employee who fails to provide such advance notice may be considered ineligible for rehire.

The District may exercise its right to accelerate the effective date of the resignation and the final date of employment. Therefore, the District reserves the right to recognize the termination date as any date it chooses, between the date the resignation is submitted, and the date designed by the employee as the last day of employment.

9.6. Drugs and Alcohol in the Workplace

See District's Alcohol and Drug Policy 3200 attached hereto as Appendix A.

9.7. Citations

Employees who drive on District business are responsible for paying for their own citations and parking tickets. In addition, they must report immediately to Human Resources all citations, DUI's or anything which might affect their ability to drive.

9.8. Outside Employment

9.8.1. No Outside Employment Without Prior Approval

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with their District duties, functions, responsibilities, or that of the department in which they are employed at the District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from Human Resources or their designee prior to undertaking any outside employment as described in this policy

9.8.2. Authorization and Appeal Process

- (a) Written Request: Any employee who wants to undertake a paid outside employment, activity, or enterprise must submit a written request to Administration. The written request must include: (1) the work hours and/or time required; (a) job title or the nature of the activity; (3) the work location; and (4) the supervisor, manager and name of the employer or activity.
- (b) Analysis and Decision: Administration will determine if the outside employment, activity, or enterprise is compatible with the employee's employment at the District. If Administration determines such activity is compatible, or would be if any conditions or restrictions applied, they will authorize the activity and specify the conditions/restrictions in writing, give the employee the outside employment authorization, and place a copy of the written authorization in the employee's personnel file.

9.8.3. Prohibited Outside Activities

An employee's outside employment, activity, or enterprise may be prohibited if it:

- (a) Involves the use for private gain or advantage of District time, facilities, equipment, and supplies, or the badge, uniform, prestige, or influence of the District or employment at the District;
- (b) Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee would be required or expected to render in the regular course of their District employment;
- (c) Involves the performance of an act in other than their capacity as a District employee which act may later be subject directly or indirectly to the control,

inspection, review, audit, or enforcement by such employee or the department by which employed; or

- (d) Involves time demands that would render the employee's performance of their regular District employment less efficient or dangerous to the employee.

9.8.4. Changes in Outside Employment Status

The employee must promptly report in writing to Human Resources any of the following changes that may occur during the year of an authorized outside employment: the outside employment ends; or the authorized employment changes as to the number of work hours, location, or types of duties.

9.8.5. Revocation/Suspension of Outside Employment Authorization

Any outside employment authorization may be revoked or suspended during the year it is granted under the circumstances listed below. An employee may appeal the revocation or suspension as provided in this policy.

- (a) The employee's work performance declines; or
- (b) An employee's conduct or outside employment conflicts with the conditions of the outside work authorization or is incompatible with the employee's work for the District.

9.8.6. Use of District Equipment Prohibited

Under no circumstances may an employee use any District equipment, vehicles, tools, supplies, machines, or any other item that is District property while an employee is engaged in any outside employment, activity or enterprise.

9.9. Solicitation and Distribution

9.9.1. No Solicitation During Work Hours or District Offices

District employees or officers may not solicit or receive political funds or contributions to promote the passage or defeat of any ballot measure that would affect working conditions during the working hours of its officers and employees, or in District offices.

9.9.2. No Targeted Solicitation of District Officers or Employees

Officers or employees of the District, or candidates for elective office of the District, may not directly or indirectly solicit political contributions from other officers or employees of the District unless the solicitation is part of a solicitation made to a significant segment of the public which may incidentally include officers from and employees of the District.

9.9.3. No Political Activity in Uniform

No District employee or official shall participate in political activities of any kind while in a District uniform or other District-issued clothing.

9.9.4. No Political Activity on District Property or Work Hours

District employees and officials are prohibited from engaging in political activity during working hours or on District property.

9.10. Use of Personal Cell Phones

Use of a personal cell phone to receive or make calls while driving for the District is strictly prohibited. If your job assignment requires that you keep your cell phone (District issued or otherwise) turned on while you are driving, you must use a hand-free device and safely pull off the road before conducting District business.

All employees must limit use of cell phones while in the Adult Day Center. No employee will be permitted to use a personal cell phone if it distracts them or others from work. In cases of emergency, family members may call Administration who will immediately contact the employee.

Employees in the Transportation department are allowed to use 2-way radios while driving as long as they are in compliance with safety rules and state laws.

9.11. Personal Telephone Calls

The District telephone lines are intended for business use. Making and receiving personal calls during the workday should be kept to a minimum. No personal long-distance or toll calls are to be charged to the District's phone.

9.12. Smoking

The District is committed to a philosophy of good health and a safe workplace. Therefore, in keeping with this philosophy, smoking is not permitted inside District offices or vehicles, any work areas, or at functions sponsored by the District. The District maintains compliance with Camarillo City Ordinance #1053 which forbids smoking, vaping or use of other e-cigarettes within 25 feet of all office building entrances and any operable window.

9.13. Dress Code and Other Personal Standards

9.13.1. Dress and Grooming Standards

The District's professional atmosphere is maintained, in part, by the image that employees present to clients. Therefore, employees should utilize good judgment in determining their dress and appearance and avoid clothing which can create a safety hazard. All clothing must be consistent with a professional environment. It must also be appropriate for the type of work being performed and take into account the expectations

of clients being served.

1. The following general guidelines apply to all employees:

- Practice good hygiene and arrive at work clean and well groomed;
- Clothing must be neat, clean, and in accordance with District policy;
- Hair must be neat, clean, and well groomed;
- Tattoos are permitted to be shown if they do not depict inappropriate, profane or offensive graphic imagery or text. Face tattoos are generally not permitted. Any questions regarding the interpretation of this requirement shall be decided in favor of conservative standards;
 - Exceptions for face tattoos include tattoos of cultural traditional significance (e.g. Indigenous/Native communities, religious) and will be addressed on a case-by-case basis)
- Nails must be neat and clean;
- Apparel and grooming, including jewelry and hats, should not distract from, or interfere with the performance of work duties or constitute a safety hazard;
- Earrings are permitted, however, no visible type of jewelry piercings through the nose, tongue, or other body parts may be worn while on duty.
- Use of scented products (such as perfumes, after-shave, or colognes) is to be minimized in order to avoid adverse reactions by other employees, clients or customers.

2. Appropriate dress for office employees includes the following:

- Collared dress or polo shirts, professional tops, sweaters, blouses, cardigan sets, jackets, blazers;
- Pants, slacks, or denim (on designated days);
- Dresses or skirts;
- Shoes (tennis shoe or dress shoe).

3. Appropriate dress for employees who wear District uniforms (consult with supervisor for information specific to each department):

- Activity Leaders are required to wear scrubs;
- Senior Nutrition and Transportation employees may be provided with District logo apparel;
- Uniforms must be neat and clean for the entire work shift and should only be worn during scheduled working hours;
- In all cases where uniform items are supplied, it is the employee's responsibility to maintain the item or ask for a replacement if it is worn/damaged;
- Safe and practical footwear should be worn at all times.

4. Clothing that is not permitted at work includes:

- Clothing that is tattered, frayed, or disheveled looking, low-riding, baggy or ripped, sweat pants, leggings, track suits, overalls, or shorts;
- Clothing that is short, strapless, low cut, sheer, cropped, halter, backless, spaghetti straps, or that is tight, revealing, or exposes an employee's torso or undergarments.

5. Prohibited footwear includes:

- Flip flops;
- Clogs;
- Stiletto heels; and
- High platform shoes or other footwear which could create a safety hazard, such as open toe and no straps on back of heel to secure foot in place.

All employees are issued identity badges and are asked to wear them. Employees who come into direct contact with clients, or who represent the District in the community are required to wear identity badges at all times.

Any District employee who is deemed improperly dressed will be sent to Human Resources and may be directed home to change. Non-exempt employees will have time charged to their accrued paid leave balance or taken as a leave without pay. Repeated incidents of inappropriate dress will lead to disciplinary action, including written warnings and possible termination.

9.13.2. Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that they do not feel capable of handling, the supervisor, manager, director or officer should be notified immediately.

9.13.3. Professionalism

Customers, clients, and vendors, are to be treated courteously and given proper attention at all times. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

10. SAFETY AND HEALTH

10.1. Accidents and Injury Reporting

Every employee is responsible for safety. Employees will receive a copy of the District's Injury and Incident Prevention Program and are responsible for full compliance. To achieve the goal of providing a safe workplace, everyone must be safety conscious. Any unsafe or hazardous condition should be reported immediately to a supervisor, Human Resources, or the CEO. Every effort will be made to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, the CEO and/or Human Resources must be notified immediately. If neither is available, the employee must report the injury to any Officer and/or Director. The Incident Review Committee will conduct an immediate investigation of the incident and evaluate what action is to be taken.

Should it be determined that medical attention is necessary, the employee will be advised to see a physician as soon as possible. In the event of a medical emergency, 911 will be called. The District will notify the employee's emergency contact.

Employees should provide documentation to Human Resources as soon as possible whether the health care provider allows a return to work, or orders that the employee is disabled and unable to work.

Failure to report accidents or work-related injuries can result in a violation of legal requirements, may lead to difficulties in processing insurance and benefit claims, and may also result in disciplinary action.

10.2. Confidentiality of Medical Information

The results of District employees' medical examinations and alcohol and drug screenings will be treated as confidential, with the following limited exceptions:

- Supervisors may be informed of any restrictions on a disabled employee's job duties and of any reasonable accommodations that must be made.
- In the event of a medical emergency, an employee's medical records may be released, in whole or in part, to emergency personnel as appropriate. The decision to release such information will be made by Human Resources and/or CEO.
- An employee's medical records may be released when required by a government agency, subpoena, administrative procedure, law enforcement agency or when determined to be in the best interest of the District.

10.3. Employees Who Are Requested to Drive

Reference District Travel Policy

Employees who are required to drive a District vehicle or their own vehicles on District business will be required to show proof of their current valid driving license and current

effective insurance coverage. Yearly proof of insurance is also required.

The District may participate in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job. The District may ask for your consent to access these records. If you have driving responsibilities, you must inform the District within 24 hours if your driver's license has been suspended or revoked or if your liability insurance has been canceled or modified in any manner.

The District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage.

Employees who drive their own vehicles on District business will be reimbursed at an agreed upon reimbursement rate.

If you need to use your cellular phone or another electronic device while driving, please find a parking space or designated "pull off" area first. If stopping or pulling off the road is not practical, please exercise caution. You must use a "hands-free" device anytime you use a cellular phone while driving for work-related purposes. You may not use a cellular phone or any other electronic communication device to write, send, or read a text-based communication while driving for work-related purposes.

10.4. Ergonomics

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

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact Human Resources.

10.5. Recreational Activities and Programs

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

10.6. Security

The District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits; report any suspicious persons or activities to your supervisor or Human Resources.

Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. It is suggested that valuables not be brought on District premises. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities.

10.7. Workplace Violence Prevention

10.7.1. Workplace Violence

“Workplace violence” is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

- (a) Threats or acts of physical harm directed toward an individual or their family, friends, associates, or property;
- (b) The destruction of, or threat of destruction of District property or another employee’s property;
- (c) Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay;
- (d) Striking, punching, slapping, or assaulting another person;
- (e) Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
- (f) Harassing or threatening phone calls;
- (g) Surveillance;
- (h) Stalking; and
- (i) Possessing a weapon(s) during work hours unless the District issues the weapon(s) for performance of the job. “Weapon” is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

10.7.2. Incident Reporting Procedures

- (a) Employees must immediately report to their supervisor or Program Director whether they have been a victim of, or have witnessed, workplace violence.

The supervisor or Program Director will immediately report the matter to Administration.

- (b) Human Resources or their designee will document the incident, including the employee names(s), date/time, location, incident description, witness names and statements, description of unidentified parties, description of the act(s) and/or behavior arising from the incident, action taken, and provide any other relevant information regarding the incident.
- (c) Human Resources or designee will take appropriate steps to provide security, such as:
 - 1. Placing the employee alleged to have engaged in workplace violence on administrative leave, pending investigation;
 - 2. Asking any threatening or potentially violent person to leave the site; or
 - 3. Immediately contacting an appropriate law enforcement agency.

10.7.3. Investigation

Administration will see that reported violations of this policy are investigated as necessary.

10.7.4. Prevention

Each Program Director has authority to enforce this policy by:

- (a) Training supervisors and subordinates about their responsibilities under this policy.
- (b) Assuring that reports of workplace violence are accurately and timely documented and addressed;
- (c) Notifying Administration and/or law enforcement authorities of any incidents;
- (d) Making all reasonable efforts to maintain a safe and secure workplace;
- (e) Maintaining records and follow up actions as to reports of workplace violence; and
- (f) Seeking a temporary restraining order on behalf of an employee

10.8. Emergency Plan

The District shall maintain a First-Aid and Emergency Plan as part of its overall safety and injury and illness and prevention plans.

11. IF YOU LEAVE US

11.1. Leaving the District

You are free to leave the District at any time, with or without a reason and with or without notice. Likewise, the District also has the right to terminate your employment at any time, with or without a reason and with or without notice.

We anticipate that your association with us will be pleasant. However, should you find it necessary to leave us, we ask that you provide your supervisor with as much advance notice of your departure as you can. Your thoughtfulness will be appreciated. The District may decide to accelerate your resignation date.

All District property must be returned to the District on the last day of employment including, but not limited to, cell phones, keys, key fobs, credit cards, security cards, computer usb devices, tools, and manuals.

11.2. Employee References

All requests for references must be directed to Human Resources. No other supervisor or manager is authorized to release references for current or former employees.

The District will disclose only the dates of employment and the title of the last position held by former employees. If you authorize the disclosure in writing, the District will also inform prospective employers of the amount of salary or wage you last earned.

12. CONFIRMATION OF RECEIPT

12.1 Confirmation of Receipt

I acknowledge that I have read and received a copy of the District's Personnel Policy Manual and understand that it contains information on the District's policies, procedures, rules and benefits, as well as my obligations as an employee. I take responsibility for familiarizing myself with the material in this document.

I agree to abide by the contents of these policies and understand that the employer may change, supplement, or rescind any of the policies, benefits, or practices described here at its sole discretion, with or without advance notice.

I further acknowledge and agree that my employment with the District is at-will. Accordingly, the District may terminate the employment relationship at any time, with or without cause or advance notice; and I have no right to appeal the District's decision to terminate my employment. The At-Will nature of the employment relationship cannot be modified, unless done so in a written agreement signed both by the President of the Board of Directors and by me.

I will read and abide by the District's policies. If I have any questions about these or other policies contained here, I will ask my supervisor for clarification.

Employee's Signature_____

Date _____

(Please return to Human Resources)

APPENDIX A



ALCOHOL AND DRUG POLICY 3200

Adopted August 20, 2026

ALCOHOL AND DRUG POLICY 3200

I. POLICY STATEMENT

Substance abuse has been found to be a contributing factor to absenteeism, substandard performance, increased potential for accidents, poor morale and impaired public relations. The Camarillo Health Care District (District) is therefore committed to maintaining a drug free environment to protect employees, passengers, and the public. All employees must be free of job impairing substances when reporting for duty and subject to duty. With this objective in mind, the District has established the following Policy with regard to the use, possession, sale, manufacture, distribution or dispensation of alcohol or drugs.

The District has a vital interest in providing its employees with safe and healthful working conditions and providing its riders and the public with high quality public service that is effective, safe and efficient. The District will not tolerate any alcohol or drug use that may affect job performance or pose a hazard to the safety and welfare of the employee, the public, other employees, or the District.

This Policy complies with the Federal Transit Administration (FTA) regulations that mandate urine testing and breath alcohol testing for Safety-Sensitive Employees and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens. In addition, Congress enacted the Drug-Free Workplace Act of 1998 (DFWA) which required the establishment of drug-free workplace policies and the reporting of certain drug related offenses to the FTA. This Policy incorporates those federal requirements and any other provisions as required by applicable law.

II. APPLICABILITY

This Policy applies to all District employees, except where specifically stated that it applies only to employees in Safety-Sensitive Positions or Non- Safety-Sensitive Positions. An employee who violates this Policy is subject to disciplinary action up to and including, termination. Visitors, vendors, and contractors are governed by this Policy while on District premises and will not be permitted to conduct business, or remain on District grounds, if found to be in violation of this Policy.

III. RESPONSIBILITIES

Employees: at all levels are responsible for reading, understanding and adhering to this Policy. All employees shall receive a copy of this Policy.

Supervisors/Managers/Directors: will be held strictly accountable for the consistent application and enforcement of this Policy. Any Supervisor/Manager/Director who knowingly disregards the requirements of this Policy shall be subject to discipline up to and including termination.

Human Resources Designee: Any employee desiring to discuss any aspect of the District's Alcohol and Drug Policy, should contact the Human Resources Designee, 3639 E. Las Posas Road, Suite 117, Camarillo, CA 93010. The Human Resources Designee is designated by the Chief Executive Officer.

IV. DEFINITIONS USED IN THIS POLICY

The following phrases have specified meanings when used in this Policy:

- A. Alcohol Misuse:** occurs when an employee arrives at the work site with alcohol in their system or the odor of alcohol on their breath; consumes a beverage containing alcohol while on duty, or subject to duty; or during meal or rest breaks; or is late to work, or absent from work, due to the consumption of alcohol.
- B. BAC:** Blood Alcohol Concentration, the amount of alcohol in the bloodstream as a percentage.
- C. BAT:** Breath Alcohol Technician
- D. Contract Service Provider:** A company or agency which provides mass transportation services under contract to the Ventura County Transportation Commission (VCTC).
- E. DHHS:** U.S. Department of Health and Human Services
- F. DOT:** U.S. Department of Transportation
- G. Evidential Breath Testing (EBT) Device:** A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurements Devices."
- H. FTA:** Federal Transit Administration
- I. Illegal Drug:** any drug which (a) is not legally obtainable; or (b) is legally obtainable, but has not been legally obtained, or is not being used for its prescribed purposes.
- J. Legal Drug:** any drug prescribed by a physician for the employee, or any over-the-counter drug which has been legally obtained, which is being used for the purpose for which it has been prescribed or manufactured. A drug which is legally obtainable, but has not been legally obtained, or is not being used for its prescribed purposes is an illegal drug, not a legal drug under this Policy.
- K. Medical Review Officer (MRO):** A licensed physician appointed by the District who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an employee's positive alcohol and/or drug

test result and determine whether the employee has passed the test. The MRO will also determine (when the District requests such a determination) whether an employee who is taking a legal drug(s) may work while under the influence of such drug(s).

- L. Non-Safety-Sensitive Position/Employee:** Any position/employee that is not a “Safety-Sensitive Position,” as defined below.
- M. Positive Alcohol Test:** The presence of alcohol in a body at a concentration of 0.02 or greater, as measured by an Evidential Breath Testing (EBT) Device.
- N. Positive Drug Test:** Any urine that is chemically tested (screened and confirmed) which shows the presence of controlled substances and is verified by the MRO.
- O. Safety-Sensitive Position/Employee:** Any position/employee that performs or will perform a “safety-sensitive function” as defined in 49 C.F.R. § 655.4. Safety-sensitive functions are:
- operation of a revenue service vehicle, whether or not such vehicle is in revenue service;
 - operation of a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
 - controlling dispatch, or movement of a revenue service, or equipment used in revenue service;
 - maintaining (including repairs, overhaul and rebuilding) revenue service vehicles, or equipment used in a revenue service; and
 - carrying a firearm for security purposes.

A list of specific Safety-Sensitive Positions is incorporated into this Policy as Attachment C.

- P. Substance Abuse Professional (SAP):** Unless otherwise noted, a District-authorized licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or a certified addiction counselor, with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.
- Q. Under the Influence:** The use of any alcoholic beverage or any illegal drug or substance, or the misuse of any prescribed drug, in any manner and to a degree that impairs the employee’s work performance or ability to use District property or equipment safely.

V. DRUG FREE AWARENESS PROGRAM

To assist employees to understand and to avoid the perils of alcohol and drug abuse, the District shall make an on-going educational effort to help prevent and eliminate alcohol and drug abuse that may affect the workplace.

The Drug Free Awareness Program includes the display and distribution of informational material and informs employees about:

- The dangers of alcohol and drug abuse in the workplace
- The consequences of alcohol and/or drug use on personal health, safety, and the work environment
- The manifestation and behavioral cues that may indicate alcohol and/or drug abuse
- The District's Drug and Alcohol Policy
- The availability of treatment and counseling
- Possible sanctions for violating this Policy

VI. ON-THE-JOB USE, POSSESSION, SALE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

A. Alcohol

The possession, consumption or sale of any amount of alcoholic beverage while at work, on-call, or on District property is prohibited for all employees.

Safety-Sensitive Positions

Employees in a Safety-Sensitive Position are prohibited from performing or continuing to perform safety-sensitive functions while having a BAC of 0.04 or greater.

Employees in a Safety-Sensitive Position shall not consume alcohol within four (4) hours of reporting to work or during the hours that they are subject to duty. Employees in a Safety-Sensitive Position shall not consume alcohol for eight (8) hours following an accident, or until they submit to the post-accident drug and alcohol test, whichever occurs first.

Non-Safety-Sensitive Positions

Alcohol in an employee not in a Safety-Sensitive Position while performing District business, or while on District property, is prohibited to the extent that such alcohol may have a material, adverse effect on the safety of that

employee, co-workers, riders, or members of the general public, the employee's job performance, the safe, efficient operation of the District's facilities, or the District's image.

B. Legal Drugs

The use or being under the influence of a legal drug by any employee, while performing District business or while on District property, is prohibited to the extent that such use or influence may have a material, adverse effect on the safety of the employee, co-workers, riders, or members of the public, the employee's job performance, the safe and efficient operation of the District's facilities, or the District's image.

Additionally, an employee must receive authorization from the Human Resources Designee prior to taking any legal drug which may cause drowsiness or which may otherwise impair to any extent the employee's ability to safely and efficiently perform their job. To obtain such authorization, an employee is required to:

- Have their doctor complete and sign a Medical Authorization Regarding Prescription and Over-the-Counter Drugs form (see Attachment A). The employee must provide their doctor with a copy of the employee's job description.
- Attach a copy of the prescription or bottle label with the employee's name to the above form.
- Submit the above form to the Human Resources Designee within 48 hours of taking the legal drug.

The Human Resources Designee may authorize the employee to work while under the influence of a legal drug upon receipt of a fully completed and signed authorization form which states to the District's satisfaction that the employee will not be impaired in the performance of their duties. However, the District retains the right not to authorize an employee to take a legal drug while on duty or to revoke any previous authorization, despite the submission of a completed authorization form, if the MRO so advises.

The District, in its discretion, may request the MRO to issue an independent decision as to whether an employee may work while under the influence of a legal drug. The District may request such an independent decision, which will be binding on the employee, at any time and to any employee who is working or intends to work while under the influence of a legal drug. In making such an independent determination, the MRO is not bound in any way by the opinion of the employee's personal physician and may require the employee to submit to a physical examination by a District-selected physician to ensure that the drug does not impair job performance.

If the MRO determines that an employee should not work while under the influence of the legal drug, or if the employee fails to obtain authorization to take such drug from the Human Resources Designee in accordance with these provisions, the employee may be required to take a leave of absence or comply with other action determined by management, and may be subject to discipline.

C. Illegal Drugs

The use, sale, purchase, offer to sell or purchase, transfer, possession, manufacture, distribution or dispensation of an illegal drug by an employee while in a District facility or on District property or while performing District business or performing contracted services for the District is strictly prohibited.

No employee shall bring drug paraphernalia, which is used in the storage, concealment, injection, ingestion or consumption of illegal drugs onto District premises or property.

The use and ingestion of illegal drugs or metabolites is prohibited at all times, whether on or off duty. However, pursuant to Government Code section 12954, the District will not discriminate or take adverse action against employees for their use of cannabis off the job and away from the workplace or because a drug test indicates the presence of nonpsychoactive cannabis metabolites, such as Cannabidiol (CBD), in their system, unless the employee is in the building and construction trades or the employee was hired for a position that requires a federal government background investigation or security clearance in accordance with state or federal regulations. Notwithstanding the foregoing, the District maintains the right to maintain a drug-and-alcohol-free workplace, and as set forth herein, employees cannot use, be impaired by, or possess cannabis while working for the District.

VII. ALCOHOL AND DRUG TESTING

The District shall conduct alcohol and drug testing when warranted by circumstances including, but not limited to, the information in paragraph VII, section C, D, and E of this Policy, or as may be required by applicable law or regulations. Accordingly, a positive alcohol or drug test administered under this Policy is a violation of this Policy and will result in disciplinary action, up to and including termination.

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing (EBT) device operated by a qualified Breath Alcohol Technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A confirmed alcohol concentration of 0.02 or greater will be considered a positive test and a violation of this Policy. The testing procedure is described in Attachment B.

Drug testing is a two-stage process utilizing a urine specimen. First, a screening test using an

immunoassay technique is performed. If it is positive for one or more drugs, a confirmation test is performed for each identified drug using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis. The testing procedure is described in Attachment B.

The drugs or classes of drugs to be tested are as follows:

- Cannabis (except for non-psychoactive cannabis metabolites as set forth above)
- Cocaine
- Amphetamines/methamphetamine
- Phencyclidine (PCP)
- Opiates (Morphine, Codeine, Heroin)

Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be subject to discipline up to and including termination. Any employee who is unable to provide the required volume of breath without a valid, verified medical reason, who does not report to the collection site in the time allotted, or leaves the scene without valid reason before tests have been conducted, will be considered to have refused the test and shall be subject to discipline up to and including termination.

The privacy of the employees shall be protected at all times. The District will adhere to all standards of confidentiality regarding employee testing.

A. Pre-Employment and Transfer to a Safety-Sensitive Position Testing

The District will conduct pre-employment physical examinations and alcohol and drug testing as a condition of employment after a job offer is made but before the employee begins working. The District will also conduct pre-employment physical examinations and alcohol and drug testing as a condition of transfer to a Safety-Sensitive Position.

An individual will not be hired or transferred unless the individual passes an alcohol and drug test administered in accordance with this Policy. If an applicant does not pass an alcohol and drug test, they must wait twelve (12) months before reapplying and then must present evidence of completion of an alcohol and/or drug rehabilitation program, which is acceptable to the District before they are eligible to apply.

B. Testing at Time of DMV Re-Certification or Annual Physical Examination for a Safety-Sensitive Position

For Safety-Sensitive Positions, the District will require an alcohol and drug test as part of an employee's DMV re-certification examination, or for any Safety-

Sensitive Employee who is not required to be DMV certified, at their annual physical examination, as applicable.

C. Reasonable Suspicion Testing

The District will require an alcohol and drug test of any employee who is reasonably suspected of violating this Policy including but not limited to any employee suspected of possessing, using, or being under the influence of an illegal drug, a legal drug if such use would violate this Policy, or alcohol while on duty, on-call, or on District property. Examples of reasonable suspicion include but are not limited to the following:

- Physical signs and symptoms consistent with prohibited substance abuse, or misuse of alcohol, including, but not limited to, odor of alcohol, slurred or altered speech, lack of coordination, body odor, red or watery eyes, unkempt appearance, unsteady gait, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, or tremors.
- Plausible evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
- Occurrence of a serious or potentially serious industrial accident that may have been caused by the employee's use of alcohol or drugs.
- Fights (to mean physical contact), assaults, and flagrant disregard or violation of established safety, security, or other operating procedures.

D. Post-Accident Testing

An employee who either contributed to or cannot be completely discounted as a contributing factor to an accident involving a District-contracted vehicle, whether or not on District business, may be administered an alcohol and drug test at the discretion of the District.

An employee who either contributed to or cannot be completely discounted as a contributing factor to an accident involving a District-contracted revenue service vehicle, whether or not on District business, or a District-contracted vehicle which: (1) resulted in death or physical injury requiring treatment by a medical treatment facility; (2) resulted in property damage, will be required to take an alcohol and drug test.

A decision as to whether to administer an alcohol and drug test after an accident will be made by the Chief Executive Officer, Chief Administrative Officer, Human Resources or their designees, and based on the best information available at the time. Following an accident, the employee(s) shall be tested immediately, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. Any employee who leaves the scene of the accident, without prior authorization, will be considered to have refused the test and may be subject to disciplinary action up to and including termination.

E. Return-to-Duty/Follow-Up Testing

Generally, an employee may be terminated for any violation of this Policy. However, in the event an employee is suspended or placed on a leave of absence for a violation of this Policy, they may not return to work until they pass an alcohol and drug test. If an employee is suspended or placed on leave of absence, the MRO will determine when the employee may return to duty.

Employees in Safety-Sensitive Positions must also be evaluated by the substance abuse professional to determine whether the employee has followed the recommendation of the substance abuse professional including participation in a rehabilitation program prior to returning to work following a violation of this Policy. Payment for substance abuse professional evaluations and services shall be the employee's responsibility.

F. Random Testing for Safety-Sensitive Positions

Only those employees who perform or whose job description includes the performance of safety-sensitive functions will be subject to random, unannounced testing using a computer-based random number selection method, in accordance with FTA regulations. Random testing may include an alcohol test, a drug screen, or both. Each such employee shall have an equal chance of being selected and shall remain in the pool even after being tested. Random testing will be administered at random times during the day to avoid predictability, but only while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

After notification by the MRO of a confirmed or verified positive drug test result and/or refusal to test because of adulteration or substitution, an employee may request that an additional test be conducted at a different DHHS-certified laboratory specified by the District. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample. The employee's request must be made to the MRO within seventy-two (72) hours of notice of the initial results.

All costs for the employee-requested testing, including the transportation of the split specimen to the secondary laboratory, shall be paid by the employee. The second test will be a test only for the presence of the prohibited substance(s) in the specimen.

G. LIST OF BEHAVIORS THAT CONSTITUTE A REFUSAL TO TEST

The following behaviors constitute a test refusal. A test refusal may be grounds for disciplinary action up to and including termination.

1. Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the employer;
2. Failure to remain at the testing site until the testing process is complete;
3. Failure to provide a urine specimen for any required drug test;
4. Failure to permit the observation or monitoring of the specimen collection when required to do so;
5. Failure to provide a sufficient amount of urine when directed and there is no adequate medical explanation for the failure;
6. Failure to take a second test when directed to do so by the employer or collector;
7. Failure to undergo a medical examination when directed to do so by the MRO or employer;
8. Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
9. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process; and,
11. Admit to the collector or MRO that you adulterated or substituted the specimen.

VIII. OFF-THE-JOB INVOLVEMENT WITH ALCOHOL OR DRUGS

Off-the-job use of alcohol or illegal drugs, which results in an employee being under the influence of alcohol or drugs while on duty, is considered "on-the-job" use of alcohol or drugs and will be treated accordingly.

IX. CONVICTION OF A DRUG-RELATED OFFENSE

Conviction of a felony or a misdemeanor for use, offer to sell, purchase or obtain, possession, sale, manufacture, distribution or dispensation of illegal drugs, or for abuse of legal drugs, may be grounds for disciplinary action up to and including termination.

Employees must notify their immediate supervisor within five (5) working days of any arrest or conviction of a criminal drug statute (whether a felony, or a misdemeanor) and any arrest or conviction of a criminal statute relating to alcohol, including but not limited to, driving under the influence. Failure to do so is grounds for disciplinary action up to and including termination.

“Conviction” shall be construed to be a determination of guilt of the accused by a court, including a plea of guilty or *nolo contendere*, regardless of sentence, grant of probation, or otherwise.

X. INSPECTIONS

When there is reason to believe that an employee or group of employees may be in possession of alcohol or illegal drugs on District property, the employee(s) is/are required, as a condition of employment, to submit to reasonable inspections of clothing, personal containers, purses, lunch boxes, briefcases or other containers while on District property. As a condition of employment, refusal to consent to an inspection, upon appropriate request by the District, may result in disciplinary action up to and including termination. An inspection must be authorized by Human Resources.

The District has the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture, District vehicles, and other places under the common control of the District and employees. No employee has any expectation of privacy in any District building, property, or communications system except as otherwise provided by law.

XI. DISCIPLINARY ACTION FOR VIOLATIONS OF POLICY

Violation of any portion of this Policy may result in disciplinary action up to and including termination.

A. Failure to Pass Pre-Employment Alcohol and/or Drug Test

An applicant whose test results are positive for alcohol or illegal drugs will not be hired.

B. Failure to Pass Transfer, Reasonable Suspicion, Post Accident, or Random Alcohol and/or Drug Test

Federal Transportation Administration (FTA) Requirements:

A Safety-Sensitive Employee, who has a positive alcohol or drug test, shall be immediately removed from duty.

District Requirements:

Employees transferring into a Safety-Sensitive Position, who fail an alcohol/drug test, shall not be allowed to transfer into that position.

An employee in a Safety-Sensitive Position whose test results are positive for alcohol or illegal drugs will be discharged. Positive alcohol and drug test results for any employee, not in a Safety-Sensitive Position, will be reviewed on a case-by-case basis to determine the appropriate level of discipline, which may include discharge.

C. Failure to Pass Drug or Alcohol Test at Time of DMV Re-Certification or Annual/Bi-Annual Physical Examination for Safety-Sensitive Positions

A Safety-Sensitive Employee who has a positive alcohol or drug test shall be immediately removed from duty and shall be subject to discipline up to and including termination.

XII. CONDITIONS OF EMPLOYMENT

Compliance with the District's Alcohol and Drug Policy is a condition of employment for all employees, as described above. Failure or refusal of an employee to cooperate fully, or follow any prescribed course of substance abuse treatment, may lead to disciplinary action up to and including termination.

XIII. RESERVATION OF RIGHTS

The District reserves the right to interpret, change, or rescind this Policy in whole, or part, without notice.

Nothing contained in this Policy alters an employee's status. For "at-will" employees, the employee remains free to resign their employment at any time and for any or no reason and the District retains the right to terminate the employee at any time, for any reason, without notice as applicable.

For further information, contact Sonia Amezcua, CAO at 805-388-1952 X 125.

ATTACHMENT A

**MEDICAL AUTHORIZATION REGARDING PRESCRIPTION AND OVER-THE-COUNTER DRUGS
(Part I)**

I, _____, am aware of the job duties of
(Physician's Name)

_____ at the Camarillo Health Care District. I
(Employee's Name)

have prescribed for the above named employee the medication(s) listed below.

It is my opinion, that, if taken in accordance with the above directions, the medication should not materially impair the employee's ability to perform their job competently and safely.

Name of Medication: _____

Dosage: _____

Instructions for Use: _____

Duration to be Taken: _____

(Physician's Name Printed)

(Physician's Signature)

(Physician's Telephone Number)

(Date)

(Over)

**MEDICAL AUTHORIZATION REGARDING PRESCRIPTION AND OVER-THE-COUNTER DRUGS
(Part II)**

To be Completed by Employee:

I hereby authorize the Camarillo Health Care District to obtain information from my physician about this prescription or over-the-counter drug. I understand that it is my obligation to inform the District of any medication I intend to take, for review and determination of my eligibility for work.

(Employee's Signature)

(Employee's Social Security Number)

(Employee's Name Printed)

(Date)

Employee must attach a copy of prescription instructions, prescription label, or medication instructions, to this form at the time this form is filed with the Human Resources Designee.

To be Completed by the Human Resources Department:

Review of Multiple Medications: _____

Approved: _____

Not Approved: _____

Date/Time Received: _____

Initials: _____

ATTACHMENT B

ALCOHOL AND CONTROLLED SUBSTANCES TESTING PROCEDURES AND POLICY

I. INTRODUCTION

The Camarillo Health Care District (District) shall implement and enforce the following procedures for alcohol and controlled substance testing, including transportation workplace testing as set forth in 49 CFR Part 40. These procedures include, but are not limited to, the following information. In all cases of Safety-Sensitive Employee alcohol and controlled substance testing, the requirements of 49 CFR Part 40 shall be followed.

II. CONTROLLED SUBSTANCES TESTING

A. Applicable Drugs:

1. Employees subject to controlled substances testing shall be tested for the following substances:
 - Cannabis (except for non-psychoactive cannabis metabolites, such as Cannabidiol (CBD))
 - Cocaine
 - Opiates
 - Amphetamines
 - Phencyclidine (PCP)
2. Although the specimen will not be analyzed specifically for adulterant, the lab may conduct adulteration checks (PH, specific gravity or creatinine). The test may be cancelled if adulterants are detected. The lab is permitted to check for adulterants as per Federal Department of Transportation (DOT) guidelines.

B. Specimen Collection Procedures:

1. The collection shall take place in a secure location to prevent unauthorized access during the collection process.
2. The specimen shall be kept in sight of the employee and the collection site person until it is sealed and ready for shipment.
3. Employees shall have individual privacy when providing a specimen except when:

- a. The employee presents a specimen that is outside the accepted temperature range and they refuse to have an oral body temperature measurement, or the body temperature measurement varies more than 1 degree C or 1.8 degree F from the specimen temperature.
- b. The collector observes the employee attempting to adulterate or substitute the specimen.
- c. The employee's last provided specimen was determined to be diluted.
- d. The employee has previously had a verified positive test.

In a and b above, the employee must provide a specimen under direct observation. In c and d above, the employer may require a direct observation collection.

- 4. The following specific procedures will be followed during the collection process:
 - a. The employee must submit identification to the collector. The collection shall not proceed until a positive identification is made.
 - b. The employee will not be required to undress, or to change into an examination gown. Only outer garments should be removed, i.e., jackets, etc.
 - c. The donor shall be required to wash their hands prior to urination, and shall not have access to any water source until the specimen has been collected.
 - d. A bluing agent shall be added to the toilet bowl and the donor may flush the toilet only after releasing the specimen to the collector.
 - e. The specimen must be at least 45 ml to be acceptable.
 - f. The collector must measure the specimen temperature within four (4) minutes of urination to determine sample acceptability.
- 5. If the donor cannot provide a sufficient volume of urine, they shall remain at the collection site and be provided not more than twenty-four (24) ounces of fluids to drink. The donor shall have a period of up to two (2) hours to produce an acceptable sample. If the donor is unable to produce a sample without a valid medical reason, the District may consider the circumstances to be a refusal to test.
- 6. The specimen shall be divided into two (2) parts. The collector shall pour 30 ml of urine from the specimen bottle into a second specimen bottle, to be used as the primary specimen. The remainder of the urine, at least 15 ml, shall be poured into another container to be used as the split sample.

7. Both samples shall be shipped in a single shipping container with the appropriate chain of custody forms.
8. The collector and donor must be present together to complete the following process.
 - a. Seal and label the specimen bottle
 - b. Donor initials the bottle label or seal
 - c. The chain of custody forms must be signed and dated
9. If an employee refuses to cooperate with the collection process, the collector shall notify the employer representative and note the non-cooperation on the custody and control form.

C. Split Sample – Applicable Only to Safety-Sensitive Positions

1. If the test results of the primary specimen is positive, the employee may request that the MRO direct that the split specimen be analyzed.
2. The split sample analysis will be conducted by a DHHS-certified laboratory who will analyze the sample for presence of the drug(s) for which a positive result was obtained in the primary sample.
3. If the result of the test of the split sample fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation to the District.
4. After the MRO notified the employee of a positive result for the presence of a drug(s) in the primary sample, the employee has up to seventy-two (72) hours to request analysis of the split sample.
5. All costs associated with the analysis of the split sample shall be the responsibility of the employee.

D. Negative Dilute – Applicable Only to Safety-Sensitive Positions

Dilute Negative Drug Tests (49 CFR 40.197): If the District is informed that a negative test is dilute, the following guidelines apply:

- A retest is required for all random, post-accident, reasonable suspicion, return to duty and follow up testing. The second test will be the test of record.
- If the second test is reported as negative and dilute, it will be treated as

a negative test.

- If an employee declines to take a retest, it will be considered a refusal to test.

III. ALCOHOL TESTING

A. Testing Procedures

1. The test shall take place in a secure location that affords visual and aural privacy to prevent unauthorized persons from seeing or hearing test results.
2. When an employee enters the testing location, the BAT will require the employee to provide positive identification. The test shall not proceed until positive identification of the employee is made.
3. An individually sealed mouthpiece shall be opened in view of the employee and then attached to the testing unit.
4. The employee shall be required to blow forcefully into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
5. The employee shall be shown the result both on the testing unit and the recording form. The employee shall verify both results are the same. If a result printed by the testing unit does not match the displayed result, the BAT shall declare the test invalid.
6. If the result of the screening test is less than 0.02 breath alcohol concentration, no other testing will be conducted.
7. If the result of the screening test reflects an alcohol concentration of 0.02 or greater, a confirmation test shall be performed.
8. Prior to conducting the confirmation test, the employee may not eat, drink, or place anything in their mouth. If possible, the employee should not belch during the waiting period. The confirmation test shall be conducted no less than fifteen (15) minutes and no more than twenty (20) minutes from the screening test. The fifteen (15) minutes waiting period is provided for the employee's benefit. This time period allows for the dissipation of any mouth alcohol, thereby helping to prevent an artificially high reading.
9. In the event the screening and the confirmation test results do not match, the confirmation results will be considered the final results.
10. If the employee refuses to sign the breath alcohol testing form or fails to provide an adequate amount of breath without a valid medical reason, the District may determine the circumstance to be a refusal to test.

B. Inability to Provide Adequate Breath:

1. If the employee fails to provide an adequate amount of breath, they shall provide the District with an evaluation from a licensed physician, who is acceptable to the District, concerning the employee's medical ability to provide adequate breath.
2. If the physician determines there is a valid medical reason precluding the employee from providing adequate breath, then the employee's failure shall not be deemed a refusal to test.
3. If the physician is unable to determine a valid medical reason, the employee's failure to provide adequate breath shall be considered a refusal to test.

ATTACHMENT C**SAFETY-SENSITIVE POSITIONS**

The following District positions are considered "safety-sensitive" and are therefore subject to the District's Drug and Alcohol Policy:

All persons employed by the District as Drivers, Dispatchers, or in supervisory positions in the Transportation Department.

Record of Review History

[illegible]



SECTION 6

BOARD ACTION ITEM 6-B

PEPRA RESOLUTION OF INTENTION

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
CAMARILLO HEALTH CARE DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To include the Public Employees' Pension Reform Act language.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved



Certification of Governing Body's Action

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

_____ of the
(governing body)

(public agency)

on _____.
(date)

Clerk/Secretary

Title



SECTION 6

BOARD ACTION ITEM 6-C

NOVEMBER 2026 NATIONAL FAMILY CAREGIVERS MONTH RESOLUTION 26-17

RESOLUTION NO. 26-17**In Recognition of National Family Caregivers Month**

Resolution of The Board of Directors
Camarillo Health Care District
Camarillo, California

WHEREAS, November is the month where we take time to recognize, praise and support the millions of people who dedicate their time and lives, often unpaid, to care for a family member in need; and

WHEREAS, family caregivers face challenges and health emergencies, juggle priorities, and can suffer isolation and depression as they care for loved ones; and

WHEREAS, while family caregiving may be a labor of love, it can exact a heavy toll on the caregiver; physically, mentally, and financially, with many caregivers putting their own health and financial security at risk for the sake of their loved one; and

WHEREAS, more than eight in ten Americans say caregiving for a loved one is “the new normal”; and

WHEREAS, Camarillo Health Care District embraces a guiding principle of recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training and support; and

WHEREAS, Camarillo Health Care District therefore stands in unity with family caregivers in celebration of National Caregivers Month, and is proud to offer a broad array of services through the award-winning Caregiver Center; and

WHEREAS, the Caregiver Center is a federally designated family caregiver resource center that received the nation’s top award in caregiving in 2017 from Former First Lady Rosalynn Carter through her Rosalynn Carter Institute for Caregiving;

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors, does hereby recognize November of 2026 as National Family Caregivers Month.

ADOPTED, SIGNED, AND APPROVED this 22nd day of October 2026.

Neal Dixon, MD, President
Board of Directors
Camarillo Health Care District

Attest: _____
Lydia Dixon, PhD, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss

I, **Lydia Dixon**, Board of Director of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 26-17 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 22nd day of October 2026, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Lydia Dixon, PhD, Clerk of the Board
Board of Directors
Camarillo Health Care District



SECTION 8

REPORTS

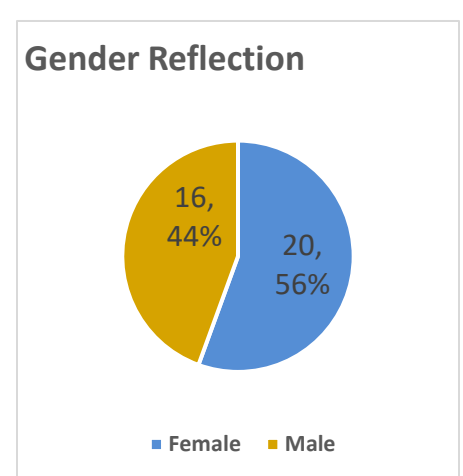
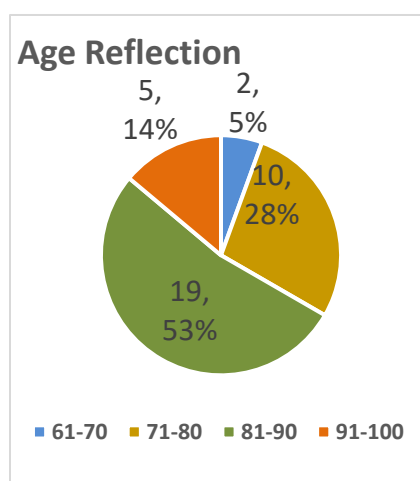
MEMORANDUM

DATE: September 30, 2026
TO: Blair Barker, Chief Executive Officer
FROM: Mary Ann Ratto, Adult Day Center Director
SUBJECT: **September Monthly Report**

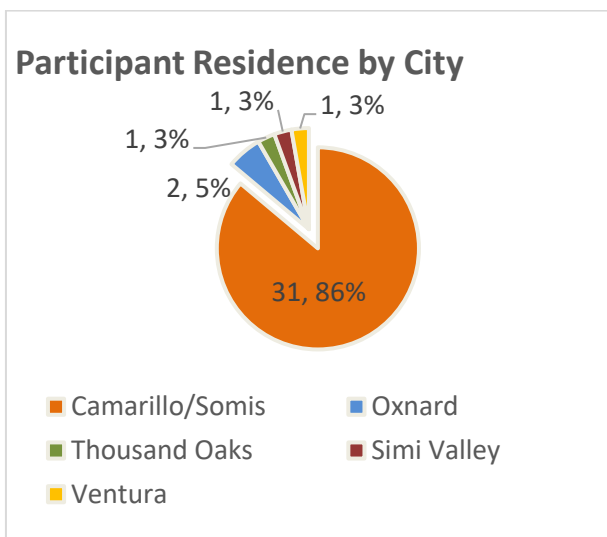
PROGRAM DESCRIPTION

Since 1983, Camarillo Health Care District has operated a state-licensed Adult Day Center (Center) for adults (age 18+) with cognitive impairment and other special needs. The Center provides a compassionate, engaging environment where participants may enjoy meaningful activities that promote dignity and respect. Customized schedule options include full day, half day, multiple or single days in a week, with transportation options.

PROGRAM QUICK VIEW

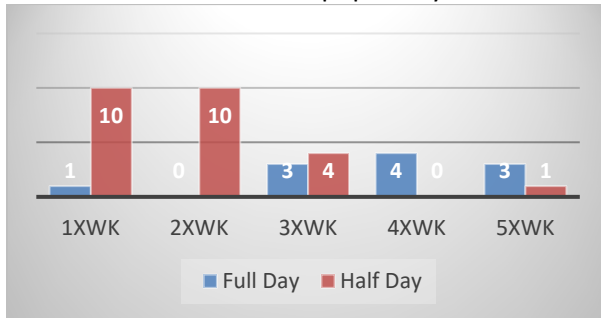


Total Clients:	36
Current average age:	86
Current oldest:	100 (fe)
Current youngest:	62 (fe)



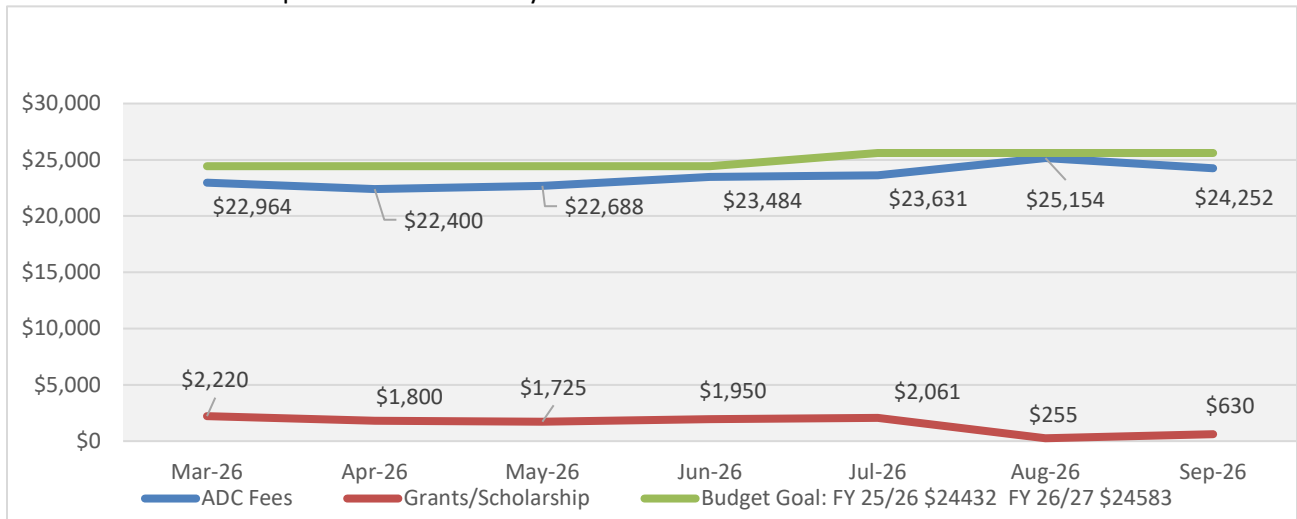
Attendance: number of days/weeks

The District's Community Care license is for a maximum of 40 clients, present at any given time during the 9am-3pm service day, with staffing ratios of 8:1. It is important for staffing ratios to monitor attendance at all times, and this chart reflects the ways a day's attendance can vary. Of note in the chart below is the current popularity of clients attending one and two half days, each week.



Program Revenue

Revenue remained steady throughout the spring months, followed by consistent growth throughout the summer. Revenue is expected to hold steady into the fall season.



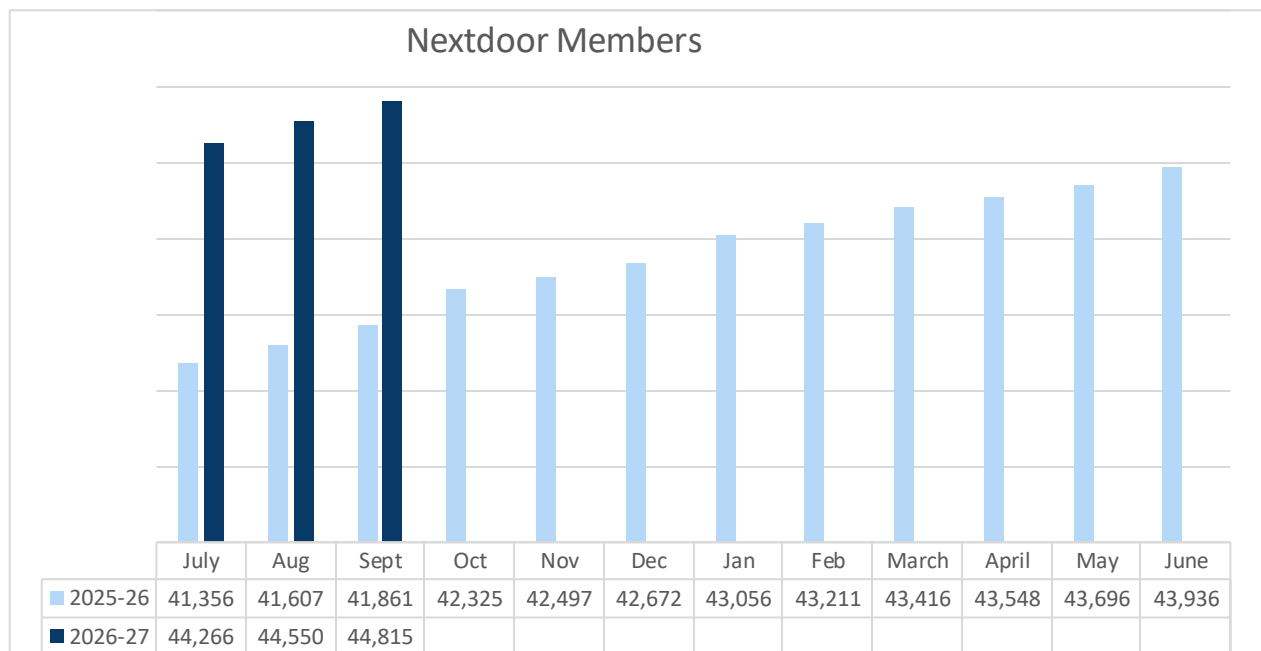
MEMORANDUM

DATE: Oct. 9, 2026
TO: Blair Barker, CEO
FROM: Michelle Rogers, Community Services Manager
SUBJECT: *Monthly Program Report: September 2026*

PROGRAM DESCRIPTION – Social Media

Community Education & Outreach focuses on developing, producing and facilitating the various educational and outreach platforms of Camarillo Health Care District, including:

- highlight classes, services, programs and departments, and posting consistently
- boost brand awareness by creating original content
- share timely and varied posts to create a dynamic social media portfolio
- curate, like and comment on content that aligns with mission; follow/like local agencies
- maintain a pulse on community conversations to help expand audience
- increase community engagement by asking and answering questions, hosting polls, and sharing our own thought leadership pieces that initiate and inform conversations.



NEXTDOOR (8/2022)

NextDoor is the only social media platform that is and can be defined by District boundaries. Our District is made up of 125 neighborhoods.

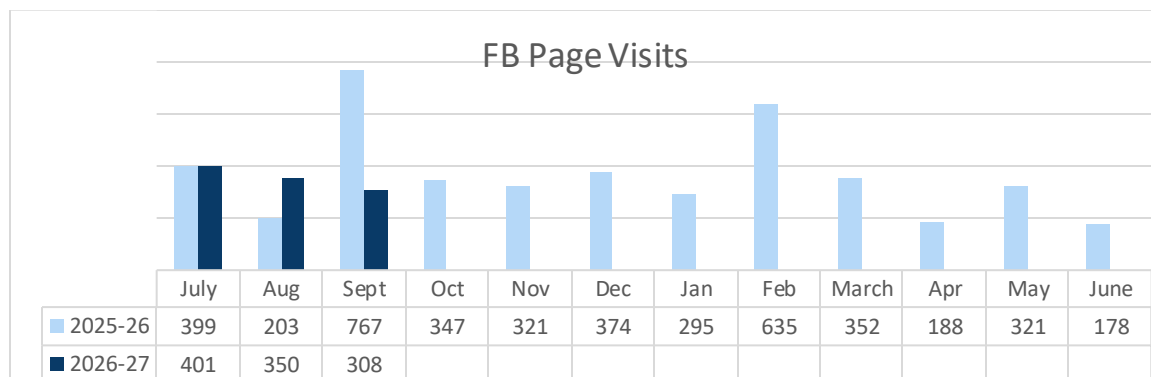
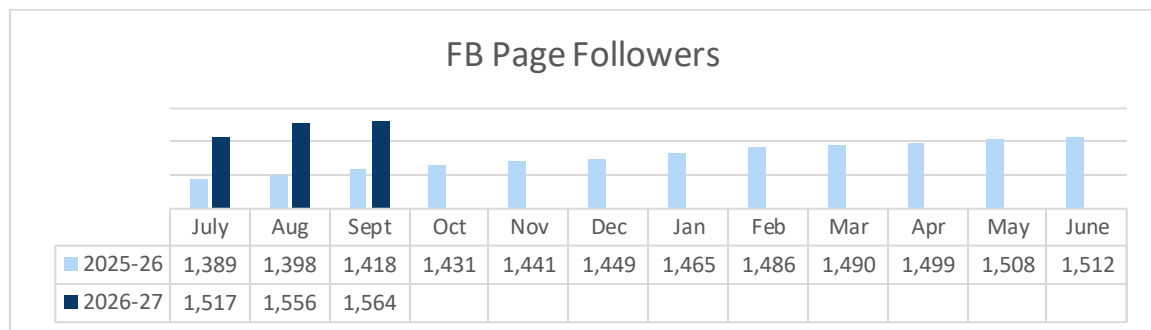
- As of September 2026, there were 44,815 members in the geographic area we reach in Camarillo and Somis.
- 12,528, total impressions in September, up 370 from August.
- 97 total interactions, up 2 from last month.

- **Impressions** are the number of times a post is seen (may include multiple views by the same people); **Interactions** include likes and comments.
- MOST IMPRESSIONS: Seven staff members recognized (1,407 impressions).
- MOST POPULAR: Seven staff members recognized (24 reactions; 1,407 impressions).

FACEBOOK

34% of our FB audience lives in Camarillo; 92% are ages 35-65+ and the majority are women at 87%.

- PAGE VISITS: last 30 days, 308 visits, down 11%; last 90 days, 131,500 views, up 25%.
- HIGHEST REACH: Staff recognition, 947 reach.
 - **Reach** is the number of people who saw any post at least once.
 - **Impressions** are the number of times a post is seen and may include multiple views of the post by the same people.
- HIGHEST INTERACTIONS: Latest podcast episode, 31 interactions.
 - **Interactions** are number of reactions, comments, shares and saves on a post.



Facebook Page Visits are dramatically impacted by paid advertising (boosts) on Facebook. Spikes can be seen in months we run employment ads on Facebook.

X (formerly called Twitter)

There were 29 re-posts, 36 likes, 828 post impressions and an engagement rate of 7.9% for the month.

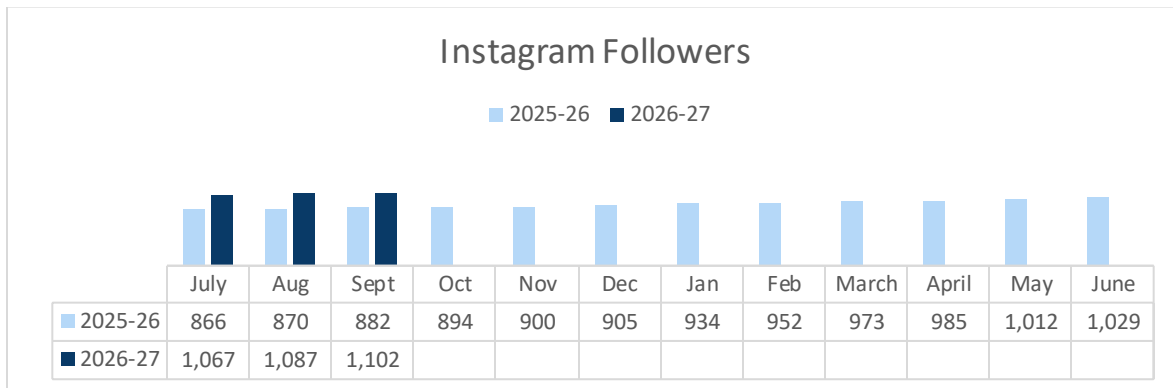
Engagements are clicks, retweets, replies, follows and likes; **Impressions** are the number of times a user saw the tweet; **Engagement rate** is the number of engagements divided by the total number of impressions. An engagement rate of 1-3% is considered “excellent.”

- TOP TWEET: Digital Bridge Program, with 53 impressions and 2 engagements.
- HIGHEST ENGAGEMENT: Fall Prevention Forum, with 4 engagements.
- TOTAL FOLLOWERS: 533

INSTAGRAM

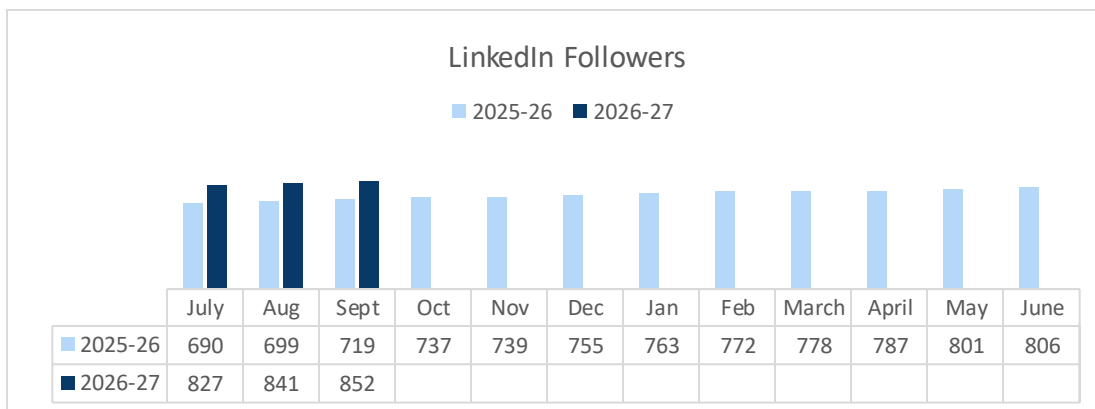
Instagram 90-day reach, 16,300; monthly 10,200.

- HIGHEST REACH: Staff recognition, 173 people.
- HIGHEST LIKES ON A POST: Staff attend Future of the Region Conference, 13 likes.
- TOTAL MONTHLY VIEWS: 26,347.
- PROFILE VISITS: 180, up 58%.
- TOTAL FOLLOWERS: 1,102



LINKEDIN (4/2022)

- 2,238 post impressions, up 48% in the last month.
 - **Impressions** are content viewed or displayed in a feed.
- MOST IMPRESSIONS: Fall Prevention Forum participation, 68 impressions.
- HIGHEST VIEWS: Hiring drivers; 43 views.
- MOST REACTIONS: Adult Day Center; 4 reactions.
- Search appearance up 68%, post impressions up 48% and page visitors up 88%.



YOUTUBE (6/2022)

- Posted 55 videos since inception.
- 152 subscribers, up 2 from last month
- 353 views for the month; 9.4 hours of watch time.
- 88,025 views since inception, up 353 views this month.
- MOST VIEWED VIDEO (Lifetime): Care-A-Van Transportation Services; 70,618 views.
- SECOND MOST VIEWED VIDEO (Lifetime): Virtual tour of Adult Day Center; 3,359 views.
- TOP VIDEO OF THE MONTH: Tour of Adult Day Center, 184 views.

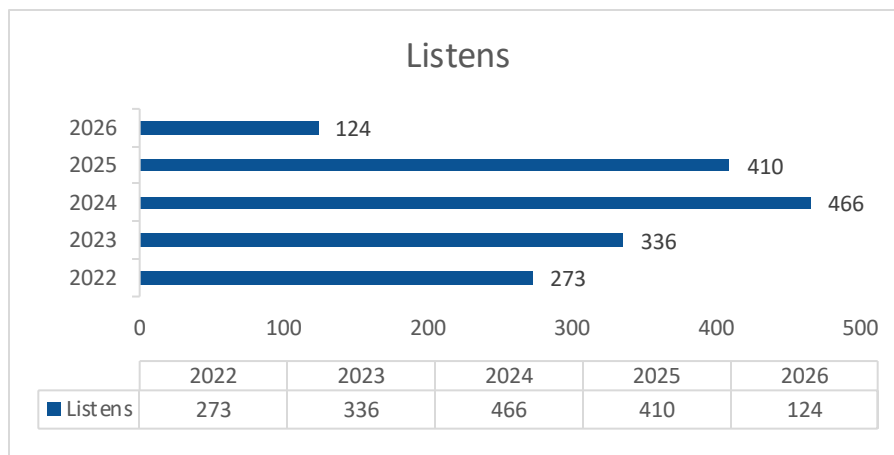
TikTok (4/2022)

- Posted 132 videos in the last four years, with 145,000 total views since inception and 4,552 “likes.”
- 950 views in September and 15 likes
- 21,000 views in the last year with 245 likes
- 534 followers total
- MOST POPULAR ALL-TIME: Tortoise rescued from Palisades Fire visits Dos Caminos Plaza: 20,200 views and 1,759 likes.
- SECOND MOST POPULAR ALL-TIME: A Glimpse into the Adult Day Center: 10,300 views and 392 likes.
- MOST RECENT MOST POPULAR: Adult Day Center musician Phil: 169 views and 7 likes.
- MOST RECENT: Funday in the Adult Day Center: 132 views and 2 likes.

SOUNDCLOUD (podcast) (5/2022)

(SoundCloud is the platform used for the District’s podcast which shares health and caregiver journeys, and true, first-person stories about life, love and learning.)

- 19 “Stories from the Heart” episodes.
- 1,609 all-time “listens.”
- 27 “likes.”



EMERGING SOCIAL MEDIA

The social media landscape is always evolving and we watch trends to ensure we have a presence where our audience is on their preferred platforms. Some may be on Facebook or prefer Instagram, or use both. Others may have left X (formerly Twitter) for Threads or BlueSky, or joined Clapper as an alternative to TikTok. We now have a presence on all three platforms, so we don’t miss anyone on social media with our messaging.

THREADS (7/2023): a Meta (Facebook/Instagram) product offered as an alternative to X, formerly Twitter, with the same functions: post words, photos, videos and links. Debuted in July 2023.

- 187 followers
- 227 views for September
- 33 posts for September
- 34 interactions this month, up from 11

NOTE: Views and reach both dipped compared to last period, but interactions jumped more than 3x and were entirely from our followers.

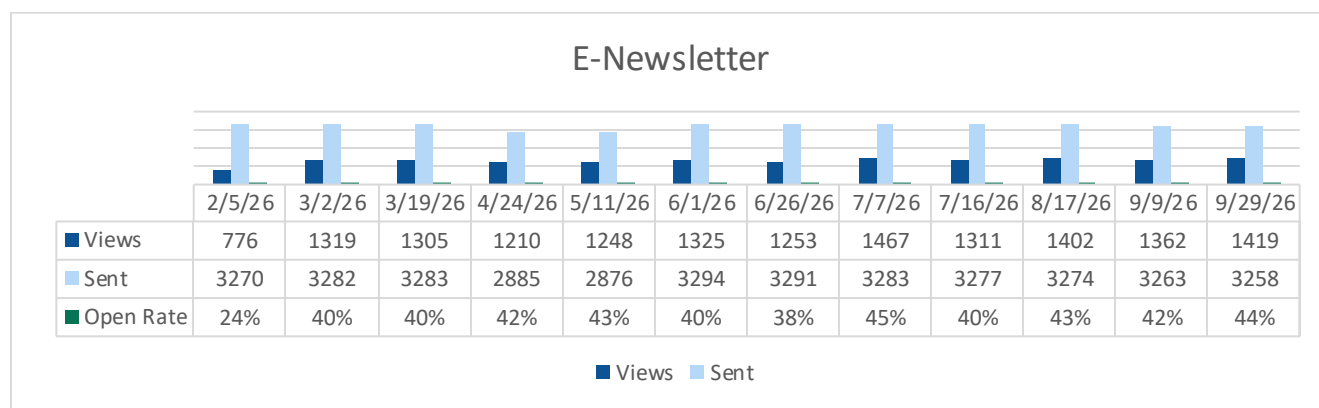
CLAPPER (3/2023): an American-owned alternative to TikTok, sharing short videos to communicate messages. It has many of TikTok's features, including filters, effects and music options.

- We have shared 11 videos since inception in March 2023 featuring our Adventures in VR classes, Digital Bridge appointments, Adult Day Center craft activity, Love on a Leash (animal therapy), Adult Day Center activity ring toss, magic table activity, ADC overview of activities, innovation award and 50 Plus Expo. These videos have 21,077 views and 702 likes in total, and we have 689 followers.

E-Newsletter *(launched June 2, 2022)*

Since the launch of the e-newsletter in June 2022, a total of 65 newsletters have been sent. The open rate has been averaging 40%, which is considered a "top-tier score"; marketing experts say average open rate should be 15-25%.

- **Newsletter Sept. 9, 2026**
 - "September is Falls Prevention Month"
 - 3,263 people received the e-newsletter
 - 1,362 opened and viewed it
 - 42% open rate (average open rate is 15-25%)
- **Newsletter Sept. 29, 2026**
 - "You are cordially invited"
 - 3,258 people received the e-newsletter
 - 1,454 opened and viewed it
 - 45% open rate (average open rate is 15-25%)

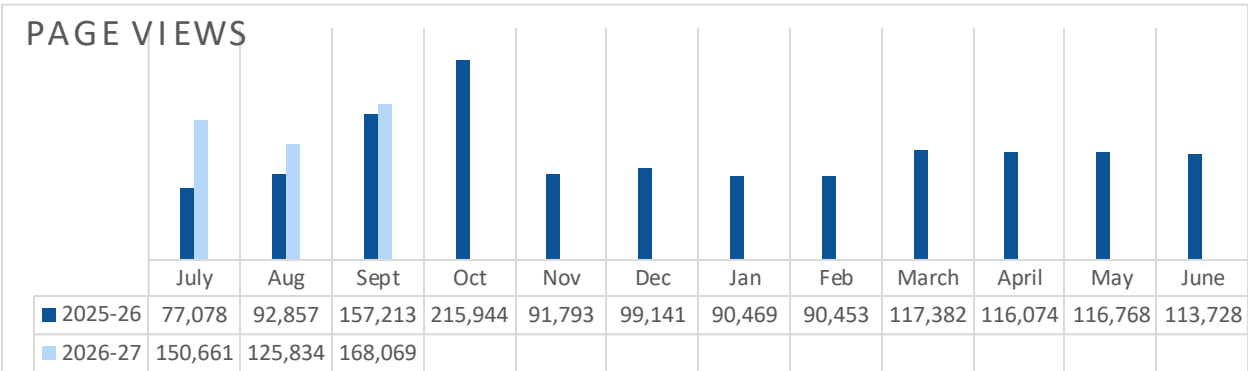


Note: February's newsletter numbers may be a glitch or low views because it was in video format.

Website

September: 168,069 views; average 124,693 views/month

YOY growth: September 2026 shows an increase in views over September 2025 of 10,856 (up 7%)



Note: September 2025 and 2026, and October 2026 are record-breaking months.

Google Business Profile Report

In September, 91 people sought directions to our campus via Google, up from 74, and 1,238 people viewed our business profile during a Google search, an 11% decrease over last year. We’ve had 267 business profile interactions, up from 218, including calling or seeking directions from Google.

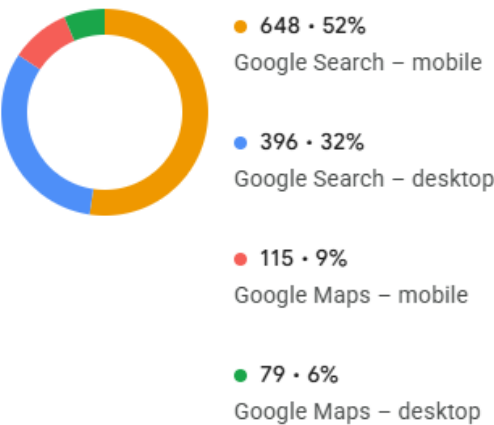
1,238

👁 People viewed your Business Profile

📉 -11.4% (vs Sep 2025)

Platform and device breakdown

Platform and devices that people used to find your profile



MEMORANDUM

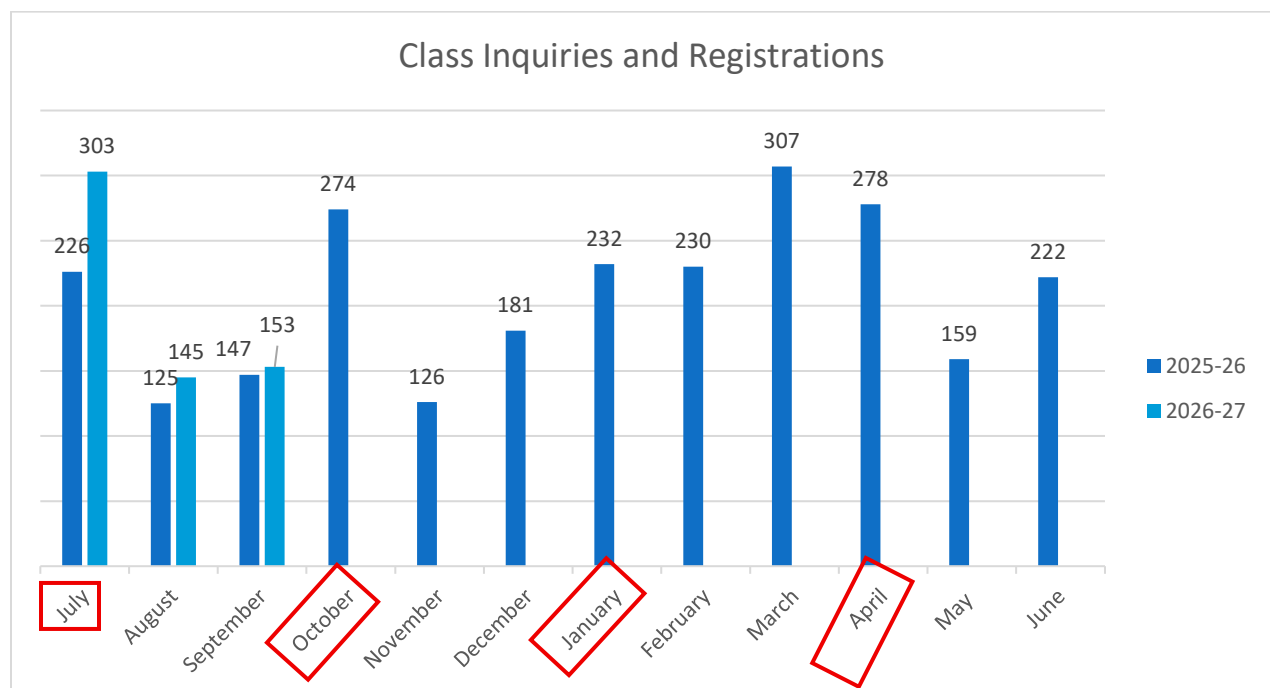
DATE: Oct. 9, 2026
TO: Blair Barker, CEO
FROM: Michelle Rogers, Community Services Manager
SUBJECT: Monthly Program Report: September 2026

PROGRAM DESCRIPTION – Facility Activity and Usage

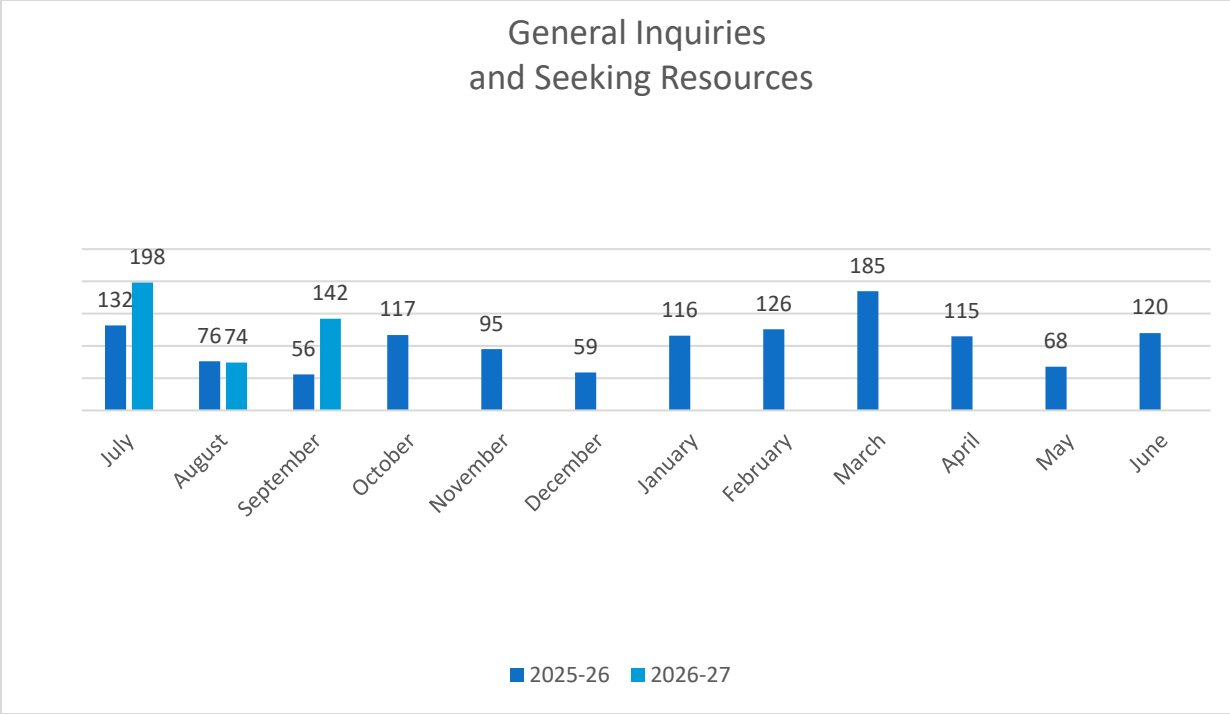
The Facilities Department focuses on providing and maintaining a safe, clean, and inviting environment that facilitates the presentation and delivery of District services, customer service, reception, and professional hospitality.

Overview of guest interactions

Typically, we see a surge in activity, including phone calls and in-person visits, in the month the District's magazine is published and mailed. The charts below show spikes in class inquiries and registrations in the first month the magazine is mailed out quarterly to District households. This illustrates what a valuable and powerful tool our printed magazine is in promoting our classes, programs and services.

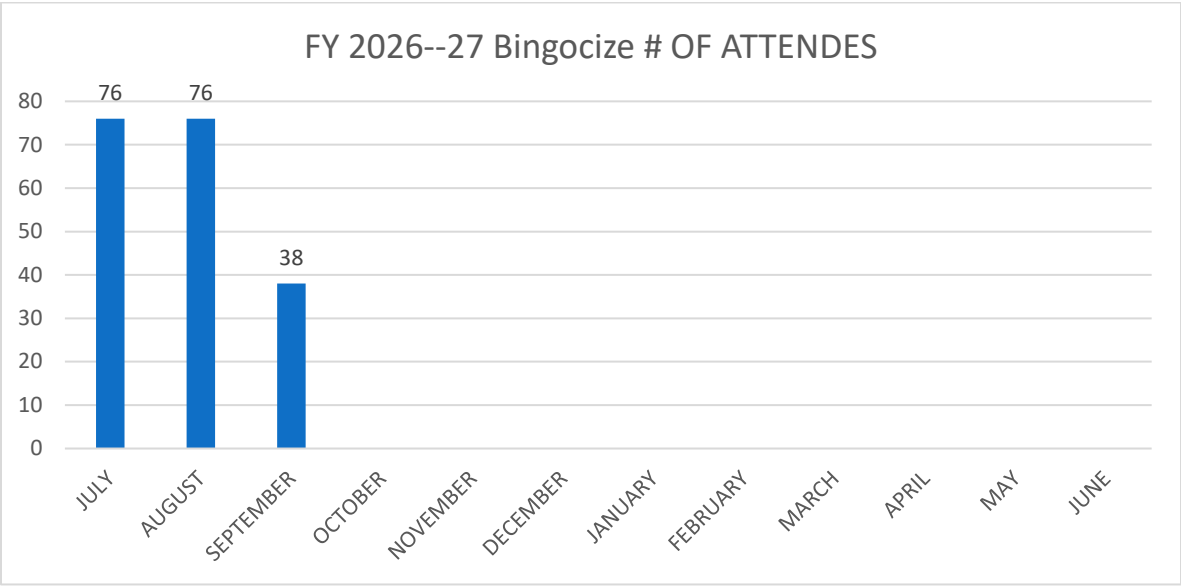


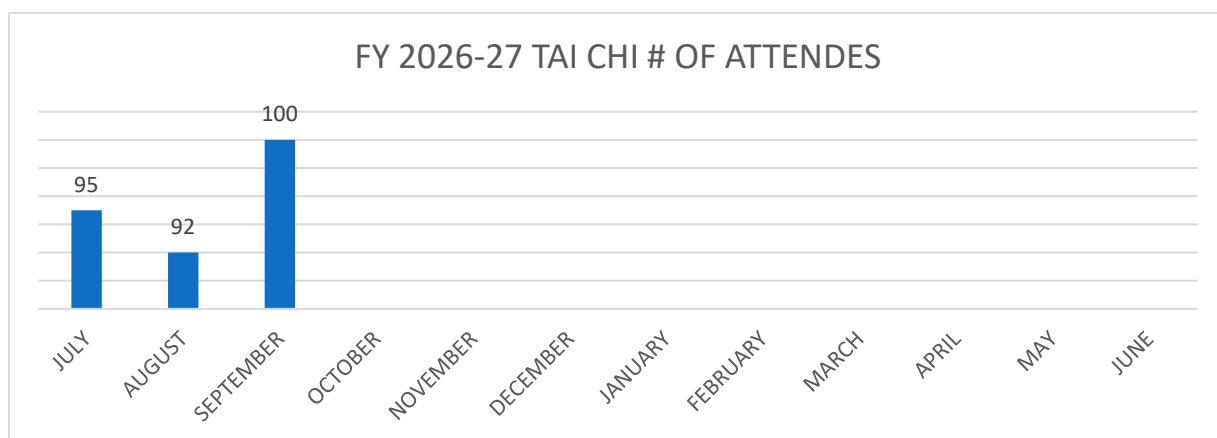
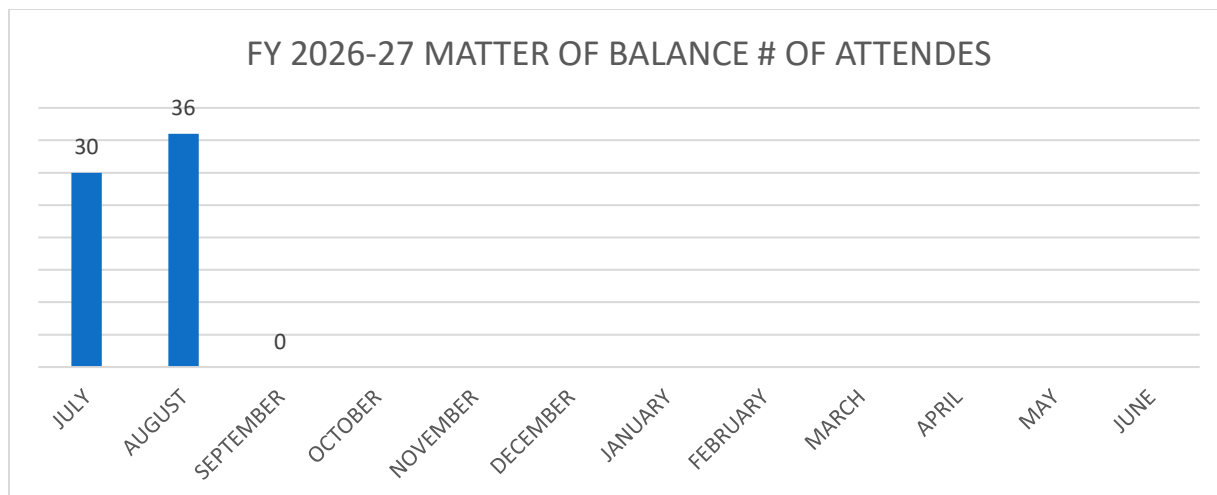
Noteworthy: March 2026 magazine was delivered early on March 23, leading to an upward swing at the end of the month. So far this fiscal year, there has been a slight uptick in volume of inquiries and registrations.



Facility Use - Classes

The District offers classes that are designed to help individuals manage ongoing health challenges, live better with chronic illnesses, improve cognition and reduce fall risks, connect and thrive in a digital world, uplift mood through socialization and feel better about their overall well-being. Bingocize, Matter of Balance and Tai Chi resulted in **2,063 visits** to the District in fiscal year 2024-25 and **2,029 visits** in FY 2025-26. So far this fiscal year, we’ve had **543 visits**.



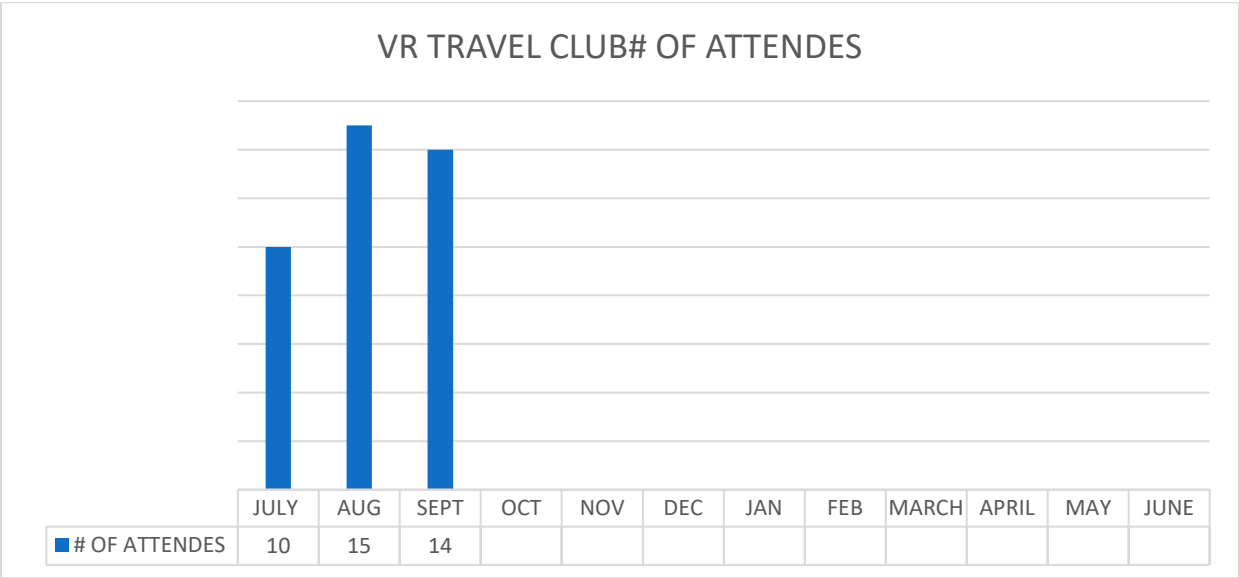
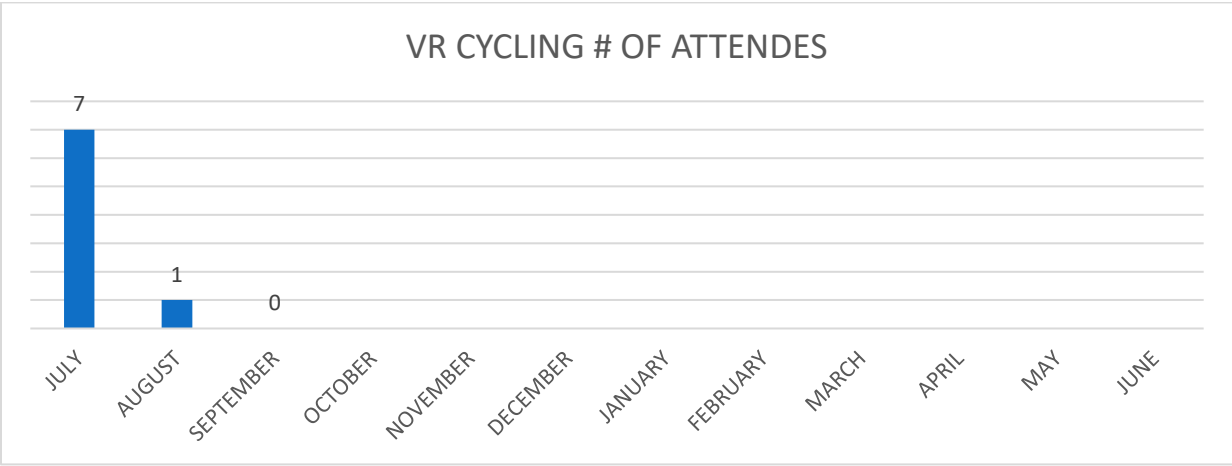
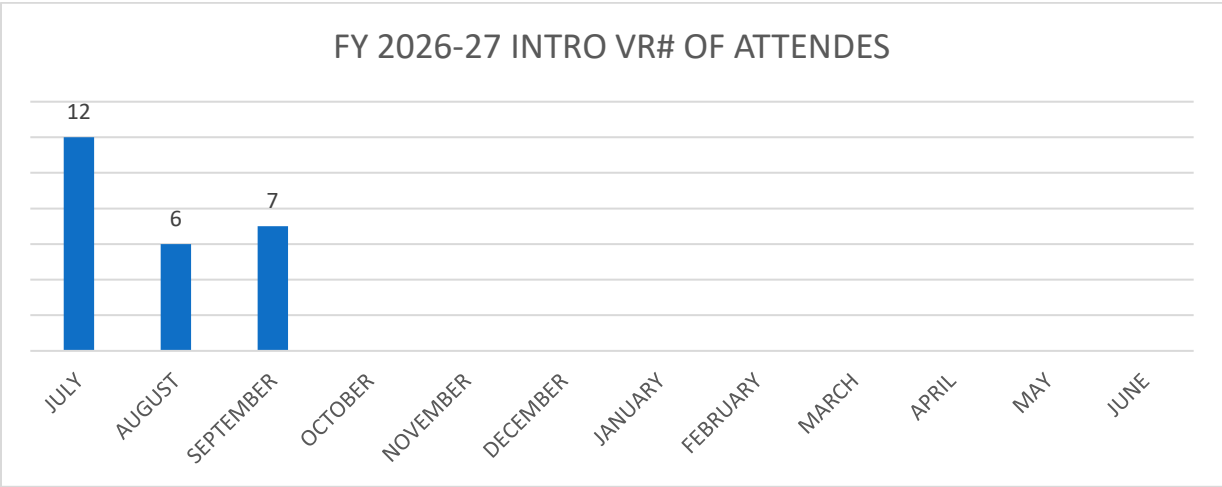


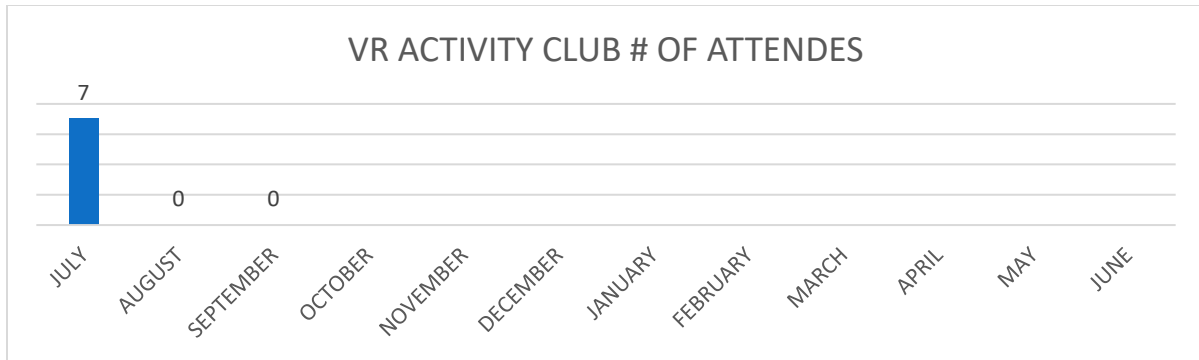
Digital Literacy Classes

The District offers classes to help individuals improve their digital literacy, helping them to connect with family, friends, organizations, government, businesses and brands. These classes include Social Media Basics, Digital Scrapbooking, Google Slides, Facebook/Instagram Stories and the newly added iPhone Tips & Tricks. Eight classes in the 2024-25 fiscal year resulted in **99 visits** to our campus. In addition, **106 people** received hands-on help through our Digital Bridge Program in fiscal year 2024-25. In FY 2025-26, Digital Literacy classes produced **79 visits** to our campus and an additional **112 visits** for Digital Bridge. So far this fiscal year, we've had **33 visits** for Digital Literacy classes and **30 visits** for Digital Bridge.

Adventures in Virtual Reality Program

Adventures in VR has generated approximately **1,172 visits** to our campus in the last four years and we have facilitated classes at Leisure Village and other senior communities in Camarillo. These immersive experiences help combat social isolation through small-group gatherings and discussions, and improve digital literacy. Participants must take the required introductory level before advancing to intermediate, resulting in higher participation in intro level classes. The new VR Travel and Activity clubs are offered as a series, resulting in more visits from the same individuals as they get to know each other over four weeks. VR resulted in **382 visits** to our campus in FY 2024-25 and **320 visits** FY 2025-26. In addition, our Pedaling the Planet VR Program, aided by a CDBG from the city, reached **127 participants** off site at senior communities throughout Camarillo in FY 2025-26. So far this fiscal year, we've had **79 visits** for VR.

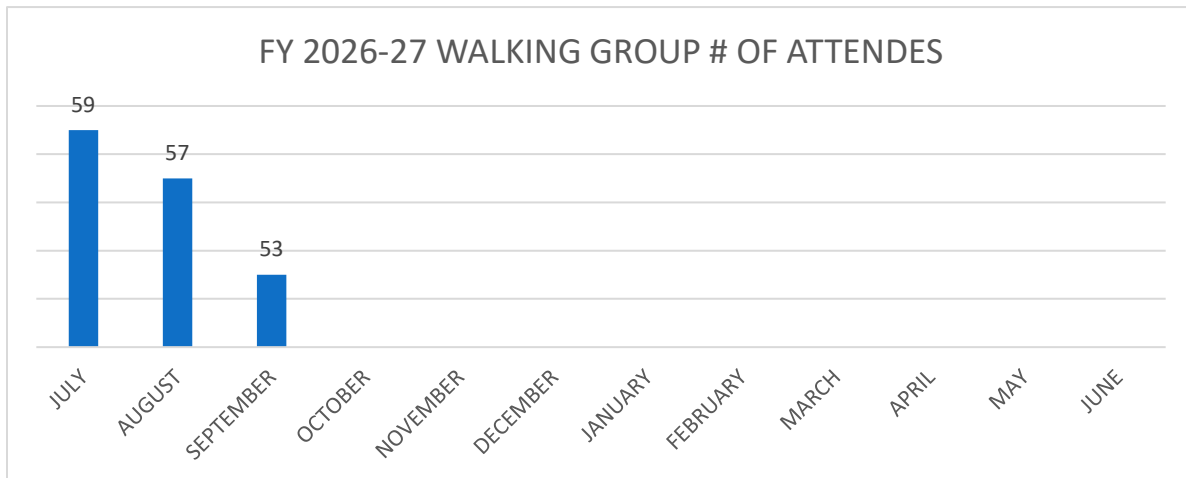




VR Activity Club was introduced in April 2025

Walking Group

The District hosts a twice weekly Beginners Walking Group. Generally, 3 to 12 people participate as a drop-in activity, walking up to 2 miles and meeting afterward for a cup of water and conversation. This activity offers exercise, as well as social interaction and connection. During the 2024-25 fiscal year, Walking Group resulted in **536 visits** to the District and **673 visits** in FY 2025-26. So far this fiscal year, we've had **169 visits**.



BALANCEfit Program

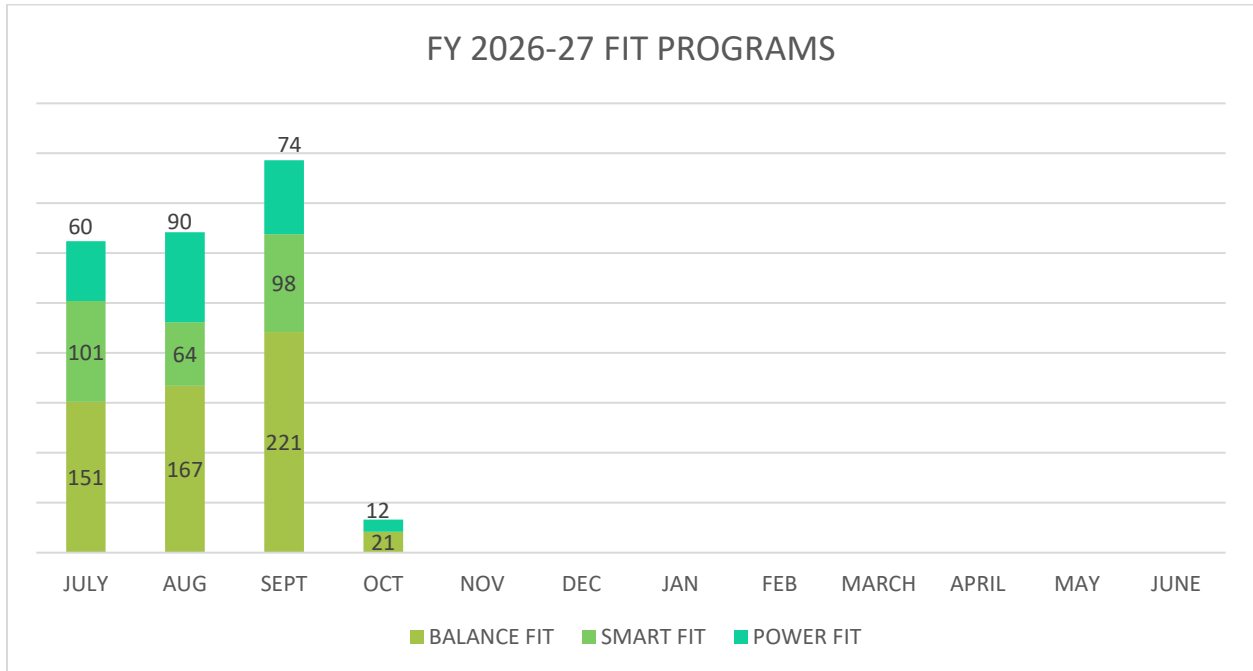
The District's BALANCEfit Program has been in place for five years, offering one-on-one training for individuals to help improve their cognition and reduce their risk of falls. Games are focused on various cognitive and physical skills. During the 2024-25 fiscal year, individuals who enrolled in this twice-weekly, eight-week program made **2,333 visits** to our campus to participate and **1,996 visits** in FY 2025-26. So far this fiscal year, we've had **539 visits**.

POWERfit Program

The District's POWERfit Program, combining additional rounds of BALANCEfit games with the use of resistance bands to help strengthen the upper body, launched in October 2023. Individuals who enrolled in the twice-weekly, four-week program made **632 visits** to our campus to participate in the 2024-25 fiscal year and **770 visits** in FY 2025-26. So far this fiscal year, we've had **224 visits**.

SMARTfit Program

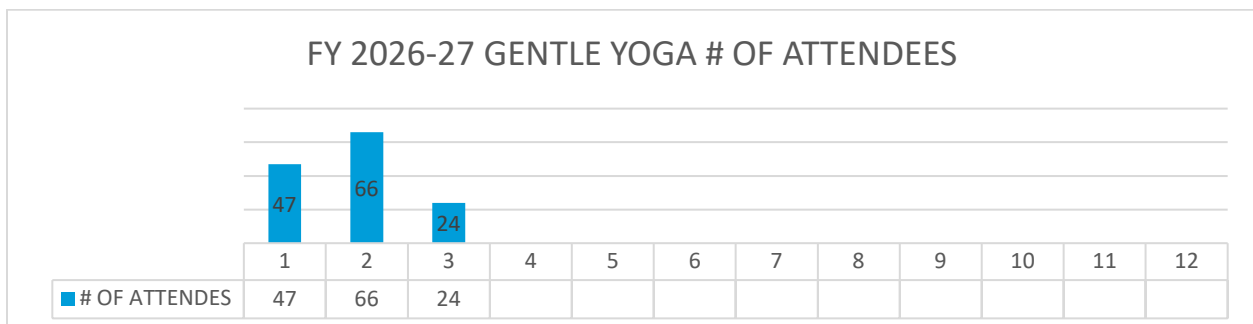
The District's SMARTfit Program, which is physical and cognitive training disguised as fun games, launched in January 2024. It's designed to deliver preventative and rehabilitative solutions to cognitive functions as well as motor functions. Individuals who enrolled in the twice-weekly, six-week program made **725 visits** to our campus to participate in FY 2024-25 and **1,072 visits** in FY 2025-26. So far this fiscal year, we've had **263 visits**.



Noteworthy: We have surpassed the number of POWERfit and SMARTfit appointments we had YOY.

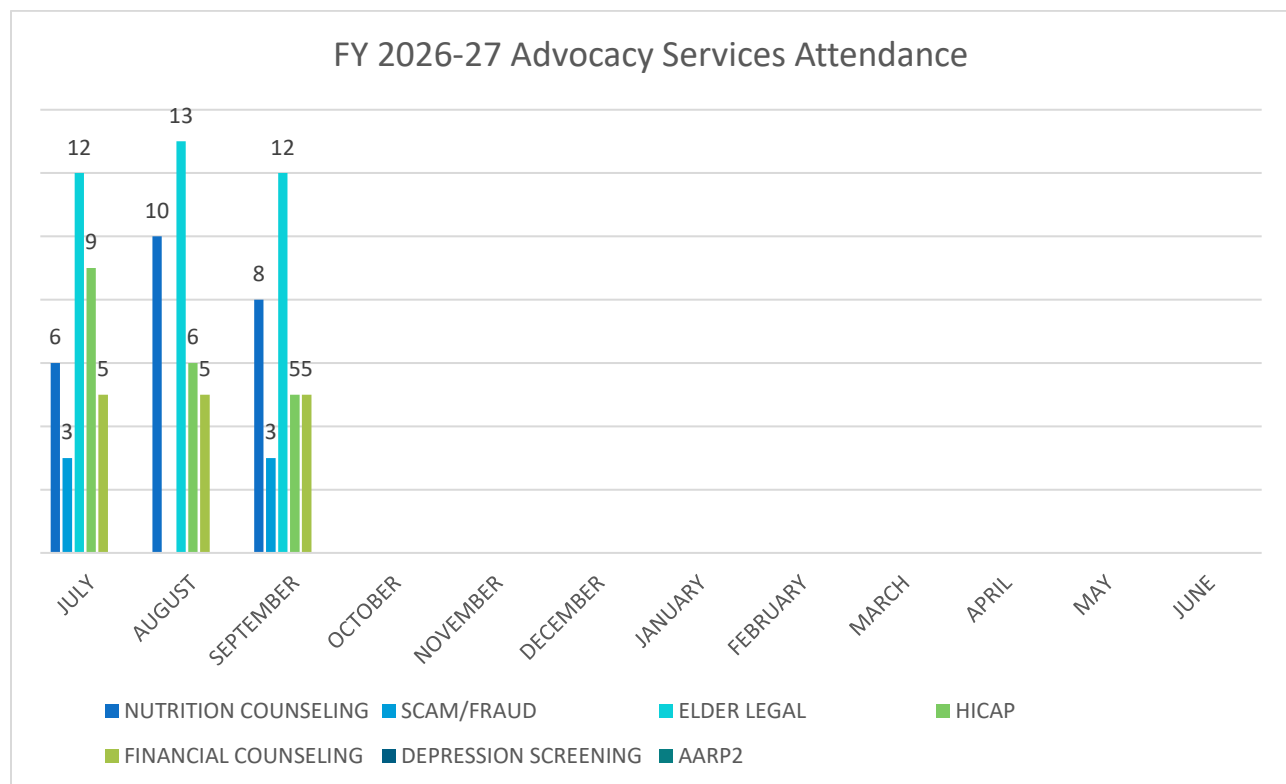
Gentle Yoga

Instructor Mikal Rogers returned to teach Gentle Yoga in 2023 after taking a break during the pandemic. In fiscal year 2023-24, her classes resulted in **293 visits** to our campus. Based on feedback from participants, she added a morning series that started in March 2024. Combined, her afternoon and morning classes resulted in **600 visits** to our campus in FY 2024-25 and **512 visits** in FY 2025-26. In July and August, we had **137 visits**.



Advocacy Services

The District hosts Elder Legal Services, Financial Services, Nutrition Counseling, Scam/Fraud Intervention Coaching and February-March the seasonal AARP TaxAide Program. These services are offered at no cost and are facilitated by local experts who volunteer their time. In total, Advocacy Services resulted in **579 visits** to our campus in FY 2024-25 and **598 visit** FY 2025-26. So far this fiscal year, we've had **102 visits**.



Note: Elder Legal Services is offered weekly; HICAP and Nutrition Counseling are bi-monthly, Financial Counseling and Scam/Fraud Intervention are monthly. HICAP counseling pauses October-December. AARP TaxAide is seasonal.

In addition, the Brain Injury Support Group holds bi-weekly meetings on our campus. In fiscal year 2024-25, the support group resulted in **199 visits** to our campus and **463 visits** in FY 2025-26. So far this fiscal year, we've had **103 visits**.

Al Anon's meetings are held weekly on our campus. Added in September 2025, the group meeting has resulted in **244 visits** to our campus in FY 2025-26. So far this fiscal year, we've had **106 visits** to our campus.

Special Presentations

The District hosts presentations throughout the year. Eight medical presentations in the 2024-25 fiscal year brought **197 people to our campus**. In FY 2025-26, we hosted Medicare presentations and Open Enrollment by HICAP/VCAAA, resulting in **75 visits**. Off campus, we held our "Stories from the Heart" event at Camarillo Public Library, connecting with **70 people** in November 2025, and Family Caregiver Symposium at the Ventura County Office of Education, connecting with **104 people** in December 2025. FY 2025-26 had five medical presentations that resulted in **112 visits** to our campus. So far this fiscal year, one medical presentation has resulted in **16 visits** to our campus.

Facility Rentals

The District offers some limited rental use of meeting and classroom space for mission-aligned opportunities in health education, training, health and wellness screenings, and community gathering purposes. Rental space is limited with priority given to District programs, services, classes; advocacy partners; and Board and committee meetings. Fees are based on room capacity.

FY 2026-27 Classroom Rentals	Event date	Rev recorded	Attendees	Revenue
BIC Room Rental	7/21/26	7/16	10	70.00
BIC Room Rental	8/18/26	7/16	10	70.00
BIC Room Rental	9/15/26	7/16	10	70.00
CMH (Skin Cancer Screenings)	8/7/26	5/26	24	240.00
Dr. Saranya Reghunathan (ENT)	9/18/26	5/18	16	160.00
Dr. Eileen Higham (Metriq Health)	11/3/26	7/31		100.00
Dr. Mariam Rangwala (neurology)	11/5/2026	8/12		credit
BIC Room Rental	9/4/2026	9/3	3	70.00
TOTAL			73	\$780

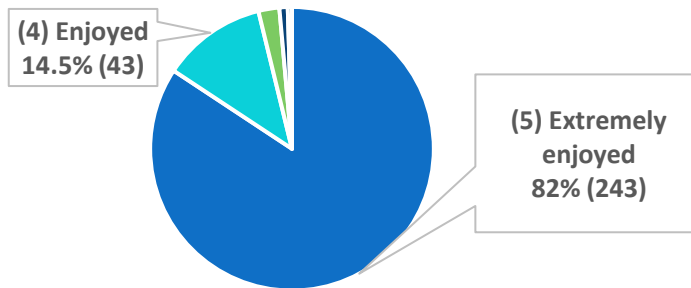
Ongoing Survey

Each class participant receives a survey to describe their experiences at the District. In general, respondents are:

- Between age 60-89
- 75% percent are female.
- 75% are from Camarillo.
- 57% heard of the District through our magazine.
- 35% are first-time clients.

Most responded that after their visit they **“felt strengthened and empowered,”** “had a **“renewed sense of well-being,”** **“felt more knowledgeable about community resources”** and **“felt entertained and energized.”** The charts below represent 297 responses since January 2024.

How would you rate your overall satisfaction with your recent experience?

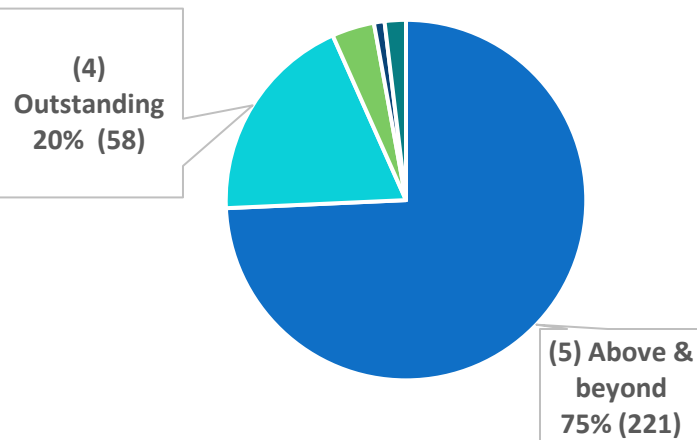


- (5) Extremely enjoyed
- (4) Enjoyed
- (3) Adequate
- (2) Could do better
- (1) Strongly disliked

RATING SCALE

- 1 = Strongly disliked
- 2 = Could do better
- 3 = Adequate
- 4 = Enjoyed
- 5 = Extremely enjoyed

Did the service meet your expectations?

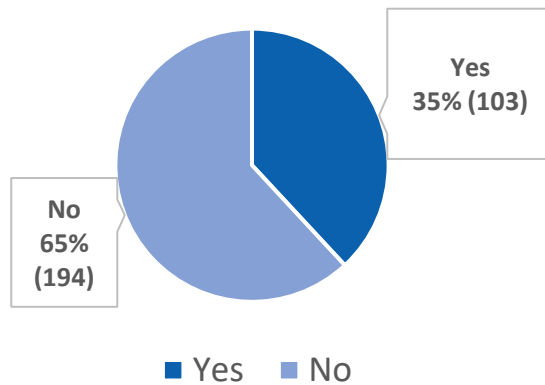


- (5) Above & beyond
- (4) Outstanding
- (3) Met expectations
- (2) Somewhat
- (1) Not at all

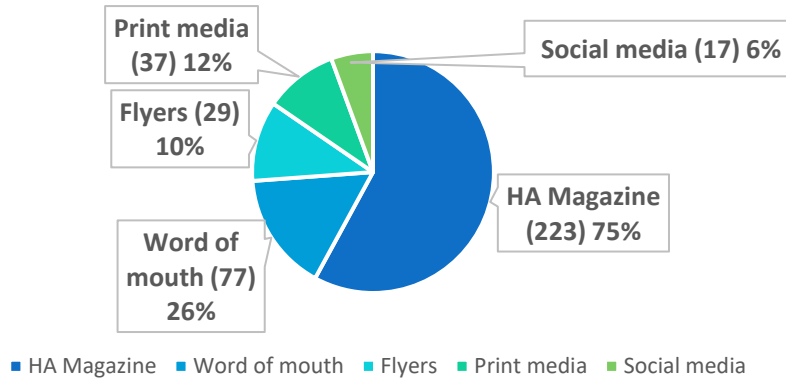
RATING SCALE

- 1 = Not at all
- 2 = Somewhat
- 3 = Met expectations
- 4 = Outstanding
- 5 = Above and beyond

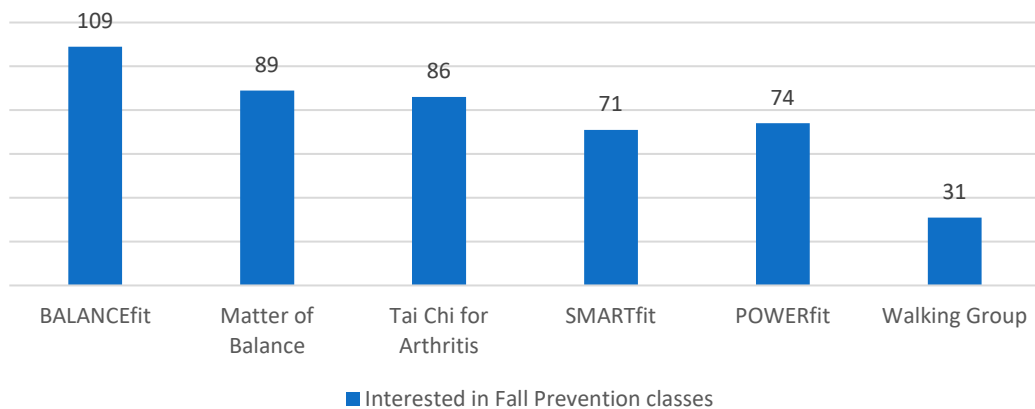
Is this your first visit to CHCD?

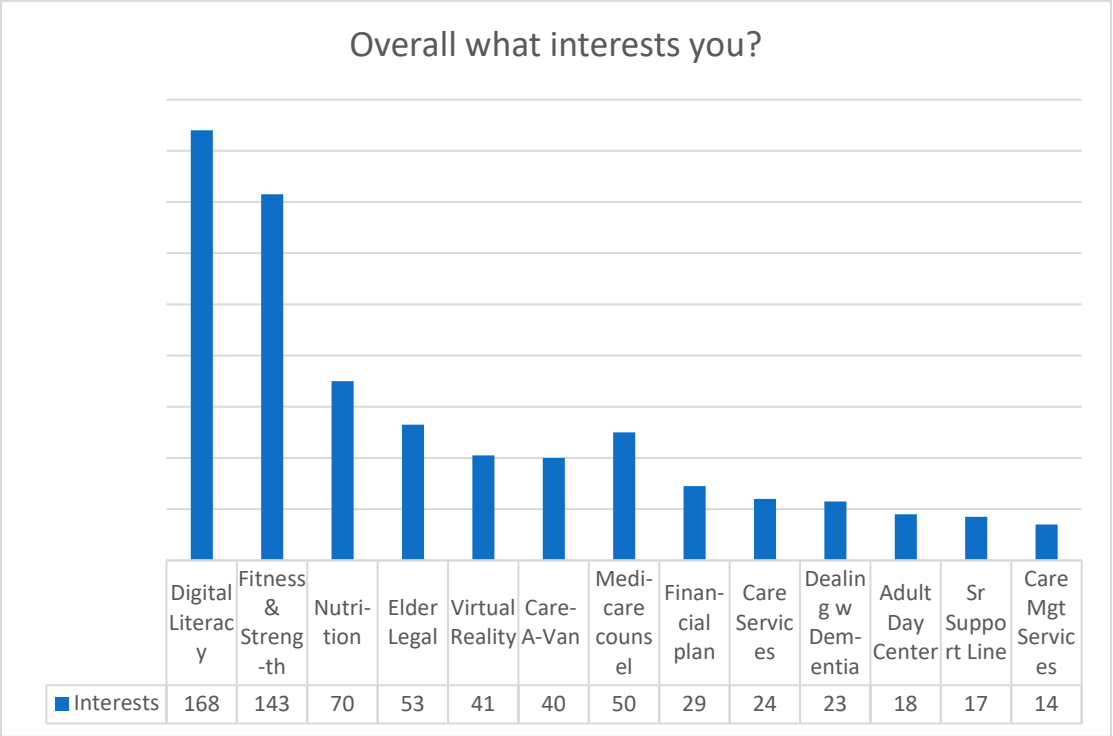
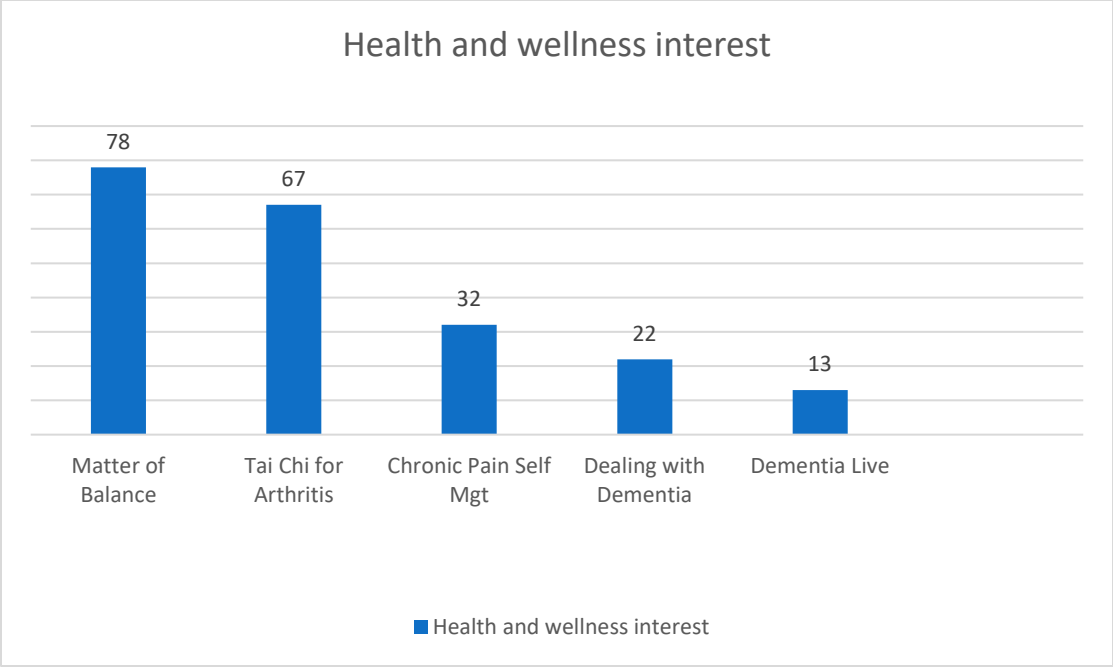


How did you learn about the District?



Fall prevention interest





**Includes all data since inception in January 2024.*

MEMORANDUM

DATE: Oct. 9, 2026
TO: Blair Barker, CEO
FROM: Michelle Rogers, Community Services Manager
SUBJECT: Community Outreach / Events – April-July 2026

PROGRAM DESCRIPTION – Community Outreach and Education

SUMMARY: In fiscal year 2024-25, the District reached approximately **2,700 individuals through outreach at eight community events** and through off-site classes. In the 2025-26 fiscal year, we reached more than **3,120 individuals at 20 community events**. So far this fiscal year, we've reached **334 individuals at five community events**. This kind of outreach is important as it humanizes the District as staff serve as the face of the organization and make personal connections with individuals we serve. Information about our classes, programs and services are shared during these engagement opportunities, which boosts brand awareness and brings more people to our campus to take advantage of our offerings, helping us fulfill our mission. These outreach efforts are also another opportunity for us to promote what we do on social media, providing content for posts that reach people who may not have attended. Below are the most recent outreach efforts since the last report.



Sept. 3, 2026

California Government and Disability Summit

Crown Plaza Hotel in Ventura

50+ people

Community Services manager Michelle Rogers spoke to about 50 people, mostly local, county and state government workers about the District's programs, services and classes. A few were very interested in passing on our information to their clients or partnering in some way. Passersby also stopped by our table, located between Aloha and Moofish restaurants outdoors, to inquire about our offerings and discuss services that could benefit their loved ones.



Sept. 25, 2026

Fall Prevention Forum

Leisure Village, Recreation Center

55 people

Fall Prevention coordinator Mikaela Northrup, Community Services manager Michelle Rogers and Care Services Director Asa Vaughn-Burnett staffed a table at the Fall Prevention Forum “Stay Strong, Stay Steady, Stay Independent” put on by Trauma Services and held at Leisure Village. The event was part of Ventura County’s Fall Prevention Program, Ventura County Medical Center and Ventura County Fire Department. It featured guest speaker Dr. Davidi Araujo, and included a panel discussion, talks by a nutritionist and physical therapist, and a Tai Chi demonstration. Our staff interacted with everyone in the room as



attendees visited each of the vendors to gather information about programs, services and classes. Most were familiar with the Camarillo Health Care District and commented on how pleased they are with the District and they feel fortunate there is a health care district in their community.



Sept. 26, 2026

50-Plus Expo

Pleasant Valley Recreation & Parks

200+ people

Community Services manager Michelle Rogers staffed a booth at Pleasant Valley Recreation and Park District's annual 50 Plus Expo. The event attracted a couple hundred people and featured 29 vendors, from hospice and in-home health care services to medical offices and businesses that specialize in services for older adults. The District's booth was busy the entire time as people spoke to us about our programs, classes and services. We shared flyers promoting our upcoming CARE Connect Wellness event, our survey for the Strategic Plan, as well as fall prevention classes, Caregiver Center, transportation services and more. Many remarked that they were familiar with the District and taken advantage of our classes or had loved ones who attended our Adult Day Center.

UPCOMING

Oct. 16, 2026

Leisure Village Health and Wellness Fair

Leisure Village, Recreation Center

300+ people expected

Oct. 28, 2026

Halloween Event

Pleasant Valley Recreation & Parks

500+ people expected

Oct. 29, 2026

CARE Connect Wellness Event

Camarillo Health Care District

100+ people expected

Nov. 5, 2026

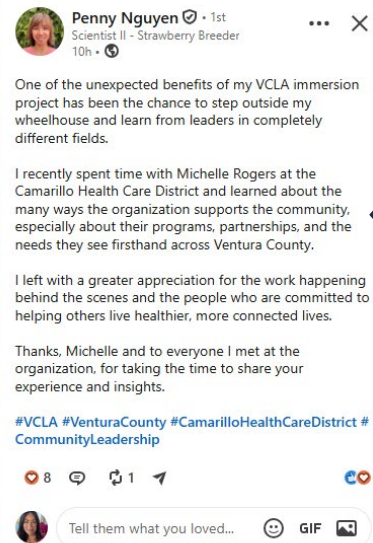
Ombudsman 45th Anniversary

Crowne Plaza, Ventura
100+ people expected

Promotion: Advertising, Articles and Listings

- Camarillo Acorn Ads
 - Aug. 22, 2026: Healthy Aging ad
 - Sept. 12, 2026: Healthy Aging ad
 - Oct. 10, 2026: Healthy Aging ad
- Ventura County Reporter
 - Aug. 6, 2026: 6 listings
 - Aug. 13, 2026: 9 listings
 - Aug. 20, 2026: 9 listings
 - Sept. 10, 2026: 13 listings
 - Sept. 17, 2026: 13 listings
 - Sept. 24, 2026: 15 listings
 - Oct. 1, 2026: 13 listings

SHOUT-OUTS/MENTIONS





ACHD

ASSOCIATION OF CALIFORNIA
HEALTHCARE DISTRICTS

INFO HUB LOGIN



[ABOUT ACHD](#) | [ABOUT HEALTHCARE DISTRICTS](#) | [ADVOCACY](#) | [EVENTS](#) | [ACHD NEWS](#)
[MEMBER SERVICES AND TOOLS](#) | [CERTIFICATION](#) | [SPONSORSHIP](#) | [INFO HUB LOGIN](#)

7:00 AM-4:00 PM: Registration

7:30 AM-8:30 AM: Breakfast

8:30 AM-9:00 AM: Welcome & State of the Association. Presented by Cathy Martin, ACHD.

9:00 AM-10:00 AM: **Thriving & Leading in the Age of AI** with Keynote Speaker *Michelle Gielan* – Presented by our eminent sponsor, *Beta Healthcare Group*

As artificial intelligence rapidly transforms the workplace, leaders have an unprecedented opportunity to embrace change with confidence. Michelle Gielan will share science-backed strategies to help healthcare district leaders build optimism, resilience, and adaptability—turning disruption into a catalyst for innovation, stronger leadership, and lasting success.

10:00 AM-10:15 AM: Morning Break

10:15 AM-11:45 AM: Anchored in Communities: District Best Practices Breakout Session 1

- District BP A: (Grossmont) Building More Health Literate Communities: The Healthcare District's Role
- District BP B: (Camarillo) Storytelling: Helping to connect, heal and inspire



10:15 AM-11:45 AM: Anchored in Communities: District Best Practices Breakout Session 2

- District BP A: (Desert) Bridging the Gaps: A Strategic Partnership Model to Improve Vision Care Delivery
- District BP B: (Del Puerto) Navigating Growth: A 50-Year Health Care District Strategy

District Best Practices Session 1: Thursday, October 7, 10:15 – 11:45 am

Session Title: Storytelling: Helping to Connect, Heal and Inspire

Time: 11:00 – 11:45 am

Location: San Carlos 1

Presenters: Blair Barker, Chief Executive Officer & Michelle Rogers, Community Services Manager, Camarillo Health Care District

Session Description: Inspire, empower and connect your community through the power of the spoken word. Camarillo Health Care District's podcast and live storytelling show, *Stories from the Heart: Inspiring Tales of Life, Love and Learning*, elevates diverse, local voices while creating community connection, building empathy, and providing emotional and social support to family caregivers and individuals facing, living with or healing from health challenges.

Learn how the District developed its storytelling initiative and discover how your organization can use podcasting and live storytelling to strengthen community connections and enhance communication. Attendees will receive practical guidance on creating a podcast and making it available on streaming platforms, along with best practices for storytelling coaching, show production and promotion.

This session will also explore how storytelling can boost brand awareness, create meaningful engagement opportunities, and help healthcare districts promote their programs and services while sharing authentic stories that connect, heal and inspire.



Posted to **Subscribers of Camarillo Health Care District**

Like

Comment

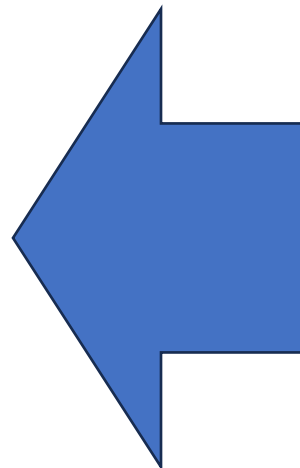
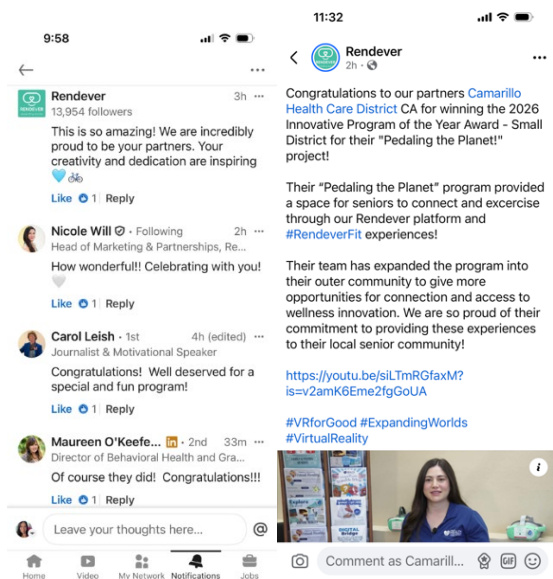
Share

22 reactions

2 comments

Neenie N. · 5d · Dara
Congratulations Lovely Ladies!!! AND, Thank You for ALL that you do for our Camarillo Community! You ALL are the GREATEST!!!
3 Helpful Reply

Julie R. · 10h · Modesto
CHCD is the best resource ever! Thank you for ALL the ways you serve Camarillo citizens. Stellar!! 🌟



September 2026 Report

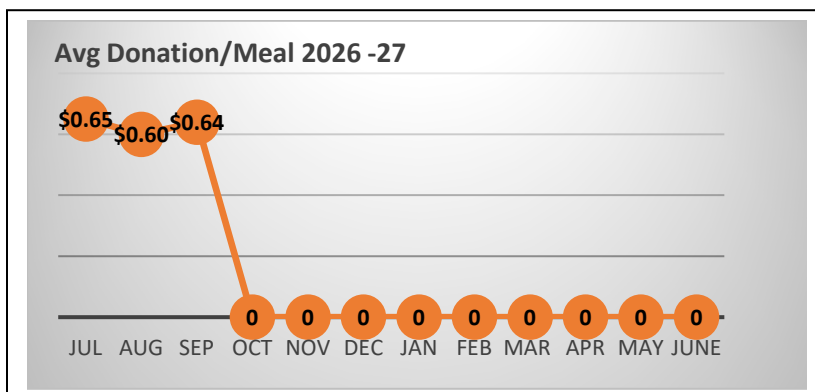
Date: October 5, 2026
To: Blair Barker, CEO
From: Asa Vaughn-Burnett, Care Services Director
Natalia Vdovicheva, Senior Nutrition Coordinator
Monthly Program Report: **September 2026**

The Senior Nutrition Program (SNP) provides supplemental nutrition for Camarillo area residents aged 60 and over through the Ventura County Area Agency on Aging's (VCAAA) nutrition grant program, in efforts to enhance physical, mental, and emotional well-being. Home Delivered Meals (HDM) are delivered to homebound seniors who are unable to procure or prepare their own meals, and include fresh fruit, dairy and grain products as supervised by VCAAA registered dietician. Up to 5 meals/week are delivered in a bundle once each week.

The District began administrating the operational arm of the Senior Nutrition Program in April 2005, under grant funding from the Ventura County Area Agency on Aging (VCAAA). In FY 2006/07, the City of Camarillo approved funding support for the Home Delivered portion of Senior Nutrition. VCAAA manages the food procurement part of the program, while the District provides the operational and logistical support of implementation. Since the District's participation in this program, more than 690,000 meals have been delivered.

	Aug 2026	Unduplicated Clients FYTD
New clients	+18	*232
Disenrolled Clients	-8	
Net Loss/Gain	+10	

**May include clients currently on hold*



There is no charge per funding agreement but a \$4.00 per meal contribution is suggested by VCAAA.

TOTAL MEALS DELIVERED (cumulative)		VCAAA Funding	VCAAA meals granted	% program split	City Funding (HDM only)	City CBDG CV3 Funding (HDM only)
Program began April 1, 2005		\$27,602				
Total meals served FY 2005-2006	34,382	\$52,099				
Total meals served FY 2006-2007	28,234	\$84,468			\$32,000	
Total meals served FY 2007-2008	27,332	\$79,978			\$32,000	
Total meals served FY 2008-2009	26,168	\$82,424			\$35,000	
Total meals served FY 2009-2010	27,132	\$82,259			\$37,000	
Total meals served FY 2010-2011	22,598	\$84,166	25,700	62% HDM 38% Cong	\$37,000	
Total meals served FY 2011-2012	15,936	\$69,536	23,710	62% HDM 38% Cong	\$37,000	
Total meals served FY 2012-2013	12,941	\$60,800	20,075	96% HDM 4% Cong	\$37,000	
Total meals served FY 2013-2014	19,452	\$52,572	18,600	97% HDM 3% Cong	\$37,000	
Total meals served FY 2014-2015- (HDM+C)	23,036	\$52,572	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2015-2016 (HDM+C)	22,799	\$55,942	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2016-2017 (HDM+C+ ARCH)	23,148	\$69,660	22,320	93%HDM 7% Cong	\$37,000	
Total meals served FY 2017-2018 (HDM+C+ARCH)	25,396	\$69,375	22,500	97%HDM 3% Cong	\$37,000	
Total meals served FY 2018-2019 (HDM+C)	29,883	\$73,750	24,000	98% HDM 2% Cong	\$37,000	
Total meals served FY 2019-2020 (HDM+C)	39,719	\$84,375	27,500	96%HDM 4% Cong	\$37,000 + \$7500	
Total meals served July 2020- June 2021 (HDM + Cong.)	77,228	\$96,058	30,250	96%HDM 4% Cong	\$37,000	
FYTD Total meals served July 2021 - June 2022 (HDM + Cong.)	49,689	\$96,058	30,250	96% HDM 4% Cong	-	\$50,000
FYTD Total meals served July 2022 – June 2023 (HDM + Cong.)	52,766	\$96,058	30,250	96% HDM 4% Cong	-	\$50,000
FYTD Total meals served July 2023 – June 2024 (HDM)	50,064	\$186,660	51,000	100% HDM	-	\$50,000
FYTD Total meals served July 2024 – June 2025 (HDM)	43,119	\$204,733	45,000	100% HDM	\$40,000	-
FYTD Total meals served July 2025 – June 2026 (HDM)	37,586	\$410,000	42,444	100% HDM	\$50,000	
FYTD Total meals served July 2026 – June 2027 (HDM)	10,016	\$410,000	42,444	100% HDM		
TOTAL cumulative meals	698,624					

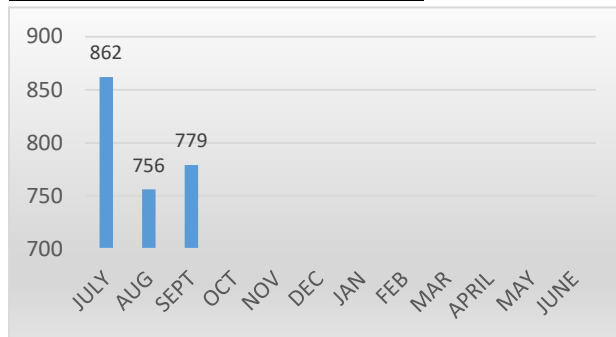
NEW CLIENTS

Referral Source	# of clients
Friend/Neighbor/Family	7
Acorn	-
Walk-in	-
Website/Social Media	2
District Magazine	1
Health Care Provider: APS/Hospital/Doctor/SWrkr	6
VCAAA	-
Previous Client	2
Internal District referral	-
CCOA referral	-
Hospice	-
OASIS Catholic charities	-
Project HOPE	-
TOTAL	18

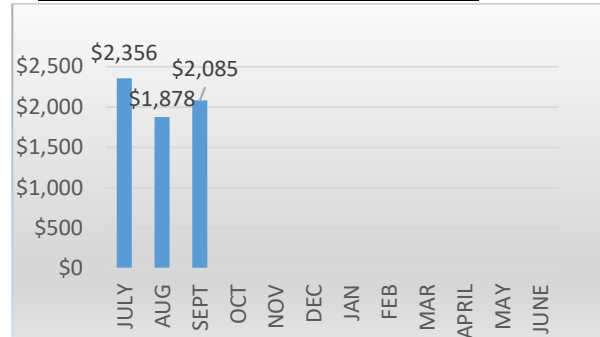
CANCELLATIONS

Reason Given	# of clients
No longer requires services	3
Family/Caregiver now providing meals	
Moved in with family	-
Moved into care facility	1
Moved to alternate program	
No longer meets criteria	-
Health improved: able to cook	-
Dietary restrictions	1
Relocation out of service area	1
Deceased	2
On hold for extended time	-
TOTAL	8

Clients Served per Month 2026-27



Donations Rec'd per Month 2026-27



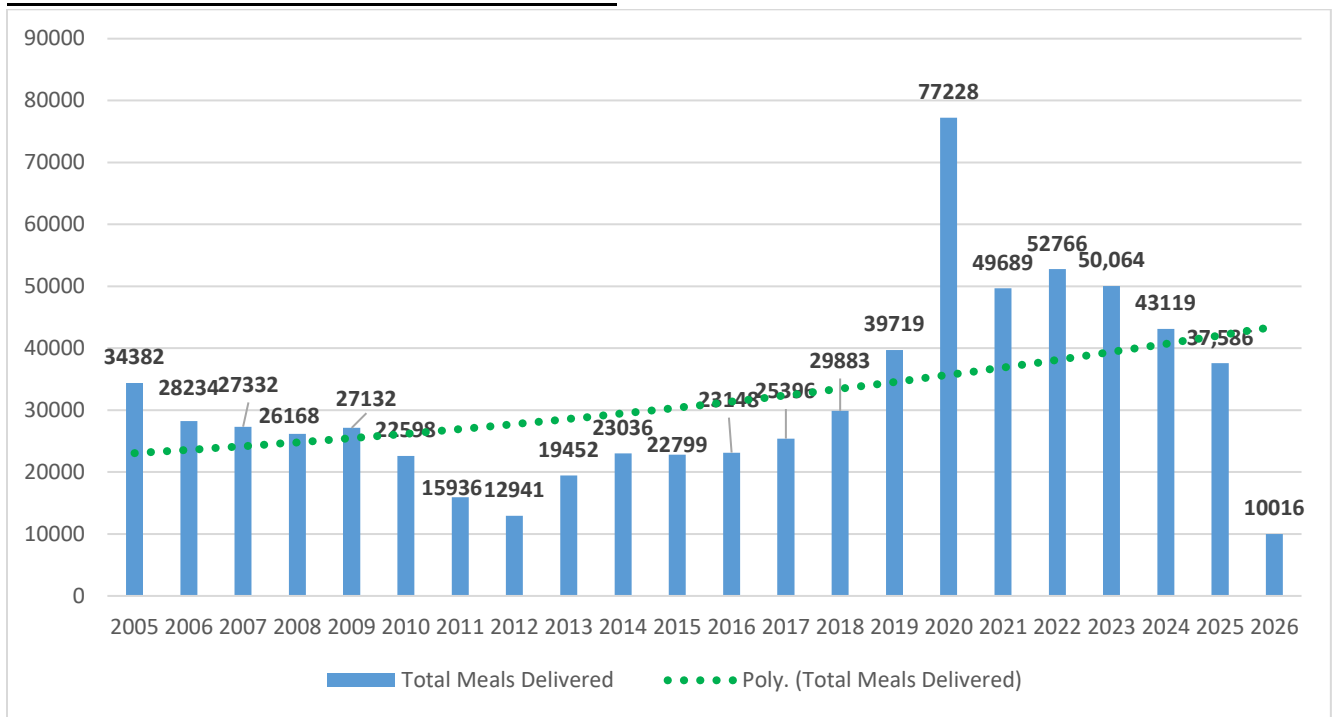
*client count is duplicated count as clients receive meals each week.

** Meals served per month change if clients are on hold or meals are returned.

Total Meals Delivered/Month 2026-27



Total Meals Delivered: Multi-Year View



MEMORANDUM

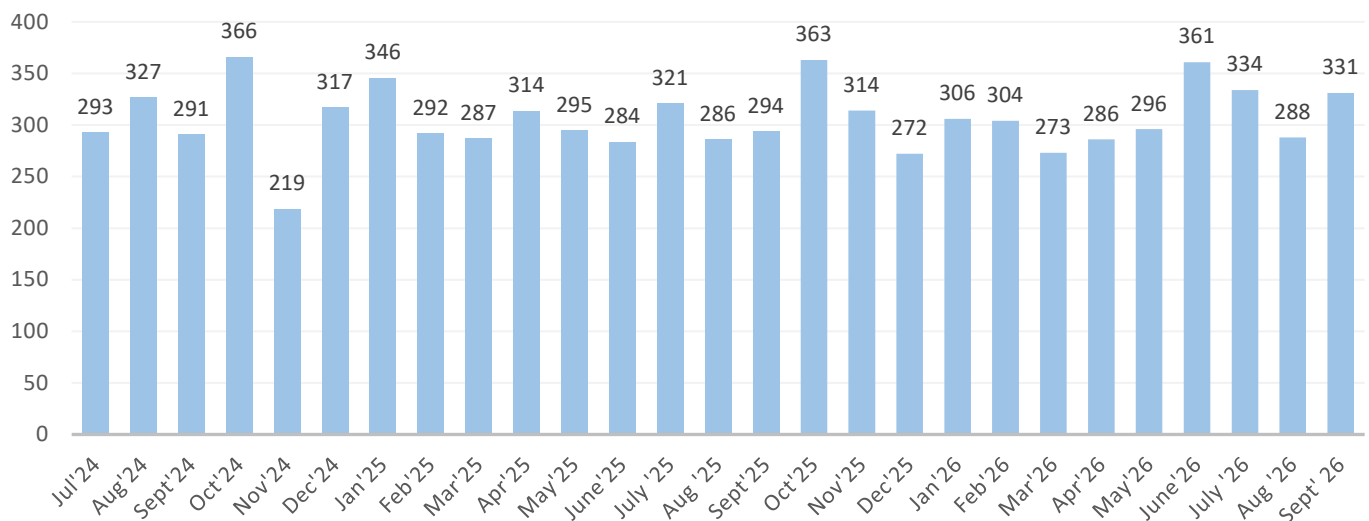
DATE: October 9th, 2026
TO: Blair Barker, Chief Executive Officer
FROM: Brandy Collymore, Office Manager
SUBJECT: *September 2026 Monthly Report*

PROGRAM DESCRIPTION

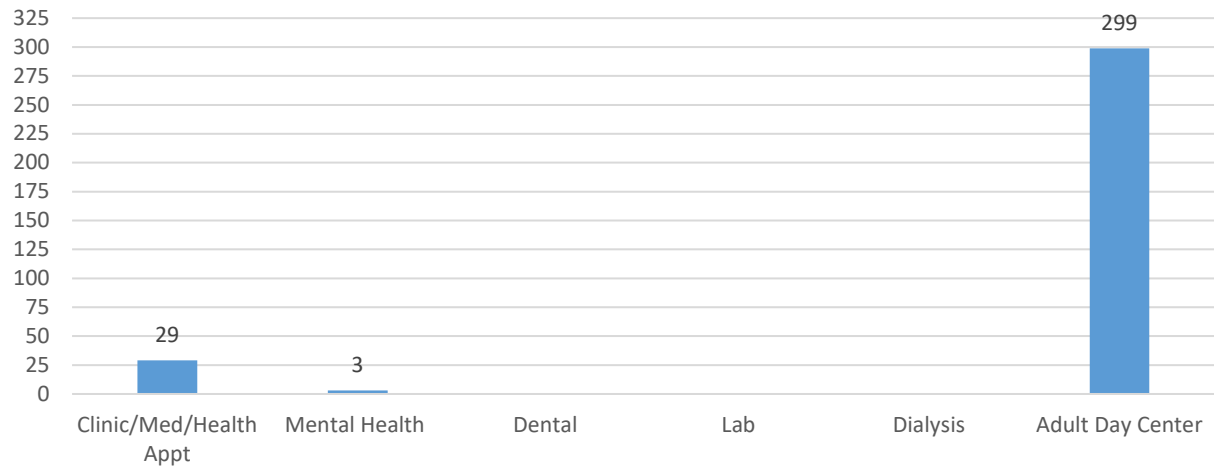
Camarillo Health Care District provides door-through-door transportation for non-emergency medical appointments and other activities of daily living, including to and from District programs, throughout Ventura County. Drivers are trained in CPR and First Aid, and have additional sensitivity training in transporting frail, elderly cognitively challenged and mobility-challenged riders. Vehicles are equipped with hydraulic lifts to accommodate wheelchair clients, oxygen canisters, and other assistive mobility devices.

Rides originate in the service area and can be provided to destinations throughout Ventura County, and to Kaiser in Woodland Hills. Transportation services remain available with proper capacity, safety and spread mitigation limits.

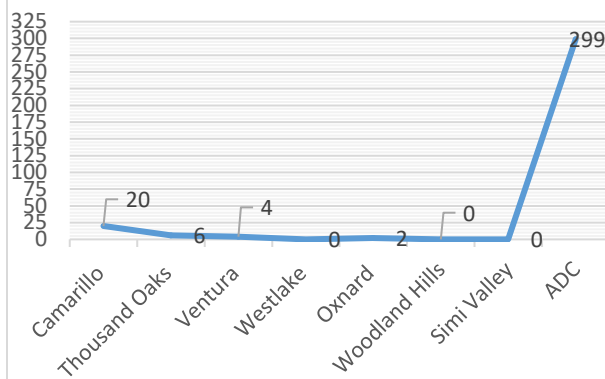
Total Rides per Month



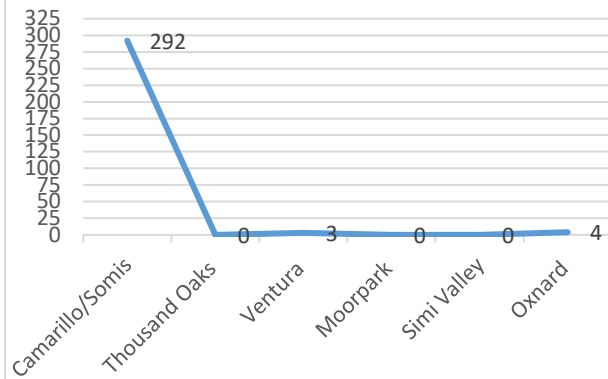
Cause or Reason for Ride



Ride Destinations



Adult Day Ride Destinations





SECTION 9

FUTURE MEETINGS AND EVENTS

BOARD OF DIRECTORS MEETINGS

VCSDA Meeting - PVRPD	November 3, 2026 – 5:30 p.m.
Executive Committee: N. Dixon/Feinberg	November 9, 2026 – 12:30 p.m.
Regular Full Board – Annual Board Leadership	November 19, 2026 – 8:30 a.m.
Regular Full Board	DARK
Executive Committee: TBD	January 19, 2027 - 12:30 p.m.
Finance Committee: TBD	January 28, 2027 – 10:00 a.m.
Regular Full Board	January 28, 2027 – 11:30 a.m.