



**NAPA COUNTY REGIONAL PARK &
OPEN SPACE DISTRICT**

Karen Turjanis
Director, Ward One

Tony Norris
Director, Ward Two

Brent Randol
Director, Ward Three

Dave Finigan
Director, Ward Four

Barry Christian
Director, Ward Five

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Monday, April 9, 2018 at 2:00 P.M.

Napa County Board of Supervisors Chambers, 1195 Third Street, 3rd floor, Napa, CA

General Information

Agenda items will generally be considered in the order indicated below, except for Set Matters, which will be considered at the time indicated. Agenda items may from time to time be taken out of order at the discretion of the President.

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the District Secretary. Requests for disability related modifications or accommodations, aids, or services may be made to the Secretary's office no less than 48 hours prior to the meeting date by contacting 707.259.8603.

Any member of the audience desiring to address the District on a matter on the Agenda, please proceed to the rostrum and, after receiving recognition from the President, give your name, address, and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the President.

State law requires agency officers (Directors and Officers) to disclose, and then be disqualified from participation in, any proceeding involving a license, permit, or other entitlement for use, if the officer has received from any participant in the proceeding an amount exceeding \$250 within the prior 12 month period. State law also requires any participant in a proceeding to disclose on the record any such contributions to an agency officer.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the NCRPOSD Office at 1195 Third Street, Suite 210, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code §§6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

1. Call to Order and Roll Call

2. Public Comment

In this time period, anyone may address the Board of Directors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the President. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

3. Set Matters

none

4. Administrative Items

- a. Consideration and approval of Certificate of Acceptance of trail easement assigned to the District by the Bay Area Ridge Trail Council for the Napa-Solano Ridge Trail, and authorization for the Board President and/or General Manager to execute and record related documents (affects APN # 045-370-001).
- b. Consideration and approval of an interim District employment policy manual.
- c. Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff.
- d. Review of the District Projects Status Report
- e. Receipt of monthly report for Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park.
- f. Discussion and potential decision regarding whether to pursue a measure for the November 2018 ballot that would provide dedicated funding for parks and open space purposes (oral report).

5. Announcements by Board and Staff

In this time period, members of the Board of Directors and staff will announce meetings, events, and other matters of interest. No action will be taken by the Board on any announcements.

6. Agenda Planning

In this time period, members of the Board of Directors and staff will discuss matters for possible consideration at future meetings. Other than to determine whether and when such matters should be agendized, no action will be taken by the Board on these items unless specifically noted otherwise.

7. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9)
Name of case: Raja Development Co., Inc. vs. Napa County Regional Open Space, Napa County Superior Court #17CV000211

8. Adjournment



STAFF REPORT

By: John Woodbury
Date: April 9, 2018
Item: **4.A**
Subject: Consideration and approval of Certificate of Acceptance of trail easement assigned to the District by the Bay Area Ridge Trail Council for the Napa-Solano Ridge Trail, and authorization for the Board President and/or General Manager to execute and record related documents.

RECOMMENDATION

Approve the Certificate of Acceptance for the Napa-Solano Ridge Trail easement from the Bay Area Ridge Trail Council, and authorize the Board President and/or General Manager to execute the necessary documents related to the assignment and assumption of the trail easement, as outlined below.

ENVIRONMENTAL DETERMINATION

The proposed action is exempt from 14 California Code of Regulations 15378 (State CEQA Guidelines) pursuant to Sections 15301 (existing facilities) and 15305 (minor alterations to land use limitations).

BACKGROUND

In 2004 the Bay Area Ridge Trail Council accepted the grant of a recreational trail easement over lands owned by John Tuteur and Mary Holman Tuteur, Trustees of the Tuteur Family Trust, and subsequently obtained a Use Permit for and constructed the approximately 1.5 mile Napa-Solano Ridge Trail loop trail. The donated trail easement also included four spurs off the main loop to allow for future extensions of the trail to the south and east of the Tuteur property, in the event the adjacent properties became available for public trail purposes. Both the landowner and the Ridge Trail Council intended to eventually turn the easement and trail over to Napa County or another local agency to maintain and operate.

Now that the District has completed the purchase of 709 acres of the former Kirkland Ranch, the Ridge Trail Council wishes to transfer their trail easement to the District. The landowners support the transfer. The Land Trust of Napa County, which holds an underlying conservation easement over the property in question, also concurs with the transfer.

Acceptance of the trail easement by the District is exempt from CEQA because (1) acceptance of easements is exempt pursuant to Section 15305 of the Public Resources Code and the Local CEQA Guidelines adopted by the District, and (2) construction of the loop trail was analyzed for environmental impacts and a mitigated negative declaration adopted as part of the County's Use Permit review in 2004. Emergency repairs to the loop trail, including an access route for trail building equipment, were conducted in late 2017 to repair damage caused by the October wildfires and CalFire activities, pursuant to the statutory exemption under CEQA for emergency projects (Section 15269 of the Public Resources Code). Any future trail construction will be subject to separate CEQA review.

The original easement called for the adoption of an Operation and Management Plan (OMP) to be approved by the landowner and easement holder, and concurred in by the holder of the underlying conservation easement. Many changes have occurred since the original OMP was adopted (including for example the fact that the loop trail has now been constructed, and the District now owns the property to the south). As a result, the OMP should be updated.

The following actions are needed to complete the transfer of the easement:

- (1) The District Board of Directors approve a Certificate of Acceptance for the easement to be conveyed by an Assignment and Assumption Agreement.
- (2) The District and the Bay Area Ridge Trail Council sign the Assignment and Assumption Agreement. The landowner consents to the assignment.
- (3) The District and the Bay Area Ridge Trail Council sign a Memorandum of Assignment and Assumption of Trail Easement and Agreement. This Memorandum is recorded.
- (4) The District and landowner sign and record an amendment to the Trail Easement and Agreement to correct the depiction of the trail easement and the boundaries of the property affected by the easement. The original easement incorrectly depicted the boundary of the property; this error was discovered by the District as part of its due diligence research associated with the District's purchase of the property to the south.
- (5) The District and the landowner sign a new Operation and Management Plan. The Land Trust of Napa County consents to the amended plan.

Copies of the above draft documents are available from staff upon request.

Skyline Park
State of California
APN # 045-360-001






Tuteur Family Trust
APN # 045-370-001

Suscol Headwaters Preserve
Napa County Regional Park
and Open Space District
APN # TBD

Exhibit B

Napa-Solano Ridge Trail Easement

Tuteur Family Trust Property
APN# 045-370-001
Prepared January 2018

-  Trail
-  Trail Corridor (100 ft wide)
-  Future Trail Corridor
-  Parcel Lines
-  Fencing (E)





STAFF REPORT

By: John Woodbury
Date: April 9, 2018
Item: **4.B**
Subject: Consideration and approval of an interim District employment policy manual.

RECOMMENDATION

Adopt an interim District Personnel Policies, Practices, and Procedures Manual.

ENVIRONMENTAL DETERMINATION

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND

At its February 2018 meeting the Board approved having the District directly hire temporary employees starting with the 2018 peak season, including Park Aides (redefined to include lifeguards) and extra help Park Steward Assistants, and authorized the use of outside legal counsel to assist with the process. The County Auditor and Human Resources Departments would continue to process the paperwork, but the temporary workers would be District employees rather than County employees. This change is expected to provide more flexibility and streamline the District's process for hiring temporary workers.

Since the District needs to start bringing on this season's temporary workers as soon as the beginning of May, staff has been working very hard to get all the necessary pieces in place. Most of the work is technical and procedural in nature. However, the Board needs to be involved in the adoption of a District personnel manual, since it addresses matters which are often discretionary in nature.

Staff has developed a draft employment policy manual using the policy manual adopted by the Napa Valley Transportation Authority as a template. NVTA's manual was used as the template because NVTA is similar to the District in terms of its working relationship to the County (NVTA hires its own employees, but the County processes their pay checks, financial transactions and other related paperwork).

The General Manager has retained Rybicki and Associates, a legal firm that specializes in employment matters, to review and advise on the draft manual. That review has started, but is not expected to be complete prior to this Board meeting. Given that the first temporary workers need to be hired and working prior to the May Board meeting, the General Manager recommends that the Board adopt the draft manual as interim policy, until legal review can be completed, at which point a final manual will be brought back to the Board for discussion and approval.

At this point only temporary employees (both variable and seasonal) are affected. There would be no significant change in salaries, benefits and working conditions for these workers (other than adding lifeguard duties to the scope of what Park Aides may work on). Once policies and procedures are fully developed and in place for temporary employees, staff will investigate the feasibility of transitioning full-time staff from being County employees to being District employees. That investigation could take six months or more because it involves health, retirement, and other benefits.

**Napa County Regional Park and Open Space District
PERSONNEL POLICIES, PRACTICES, AND PROCEDURES MANUAL**

CHAPTER 1 INTRODUCTION 6

 Section 1.1. Overview of Personnel Policies..... 6

 1.1.1 Statement of Policy..... 6

 1.1.2 Construction and Limitations..... 6

 1.1.3 Implementation of the Policies..... 6

CHAPTER 2 EMPLOYMENT STATUS..... 7

 Section 2.1. Definitions 7

 Section 2.2. Hiring Process..... 9

 2.2.1 Statement of Policy..... 9

 2.2.2 Personnel Request 9

 2.2.3 Employee Selection..... 9

 2.2.4 Placing Employee on the Payroll..... 10

 Section 2.3. New Employee Orientation..... 11

 2.3.1 Statement of Policy..... 11

 2.3.2 Content of Orientation 11

 Section 2.4. Probationary Period 12

 2.4.1 Statement of Policy..... 12

 2.4.2 Duration of Probationary Period 12

 2.4.3 Termination of Probationary Period..... 12

 2.4.4 Rejection of Probationer Following Promotion..... 12

 2.4.5 Effect of Leaves of Absence on Probationary Period 12

 Section 2.5. Job Classification 13

 Section 2.6. Job Descriptions 13

 Section 2.7. Assignment, Transfer, and Promotion 13

 2.7.1 Statement of Policy..... 13

 2.7.2 Temporary Assignments 13

 2.7.3 Probationary Period on Promotion 14

 2.7.4 Procedure When Employee Does Not Pass Probation on Promotion..... 14

 Section 2.8. RESERVED..... **Error! Bookmark not defined.**

 Section 2.9. Anti-Non-Fraternization Policy 14

 2.9.1 Statement of Policy..... 14

 2.9.2 Application of the Policy **Error! Bookmark not defined.**

 Section 2.10. Performance Evaluation..... 15

 Section 2.11. Resignation..... 16

 Section 2.12. Layoff..... 16

 2.12.1 Statement of Policy..... 16

 2.12.2 Layoff Order 16

 2.12.3 Notice..... 16

| | | |
|------------------|---|-----------|
| 2.12.4 | Reinstatement from Layoff | 17 |
| 2.12.5 | Benefits | 17 |
| Section 2.13. | Personnel Files | 17 |
| 2.13.1 | Statement of Policy | 17 |
| 2.13.2 | Employee Responsibility to Ensure Accuracy of Personnel Records | 17 |
| 2.13.3 | Duty to Provide Accurate Information | 18 |
| 2.13.4 | Access to Personnel Files | 18 |
| CHAPTER 3 | HOURS OF WORK AND COMPENSATION | 19 |
| Section 3.1. | Work Schedules | 19 |
| 3.1.1 | Work Schedules | 19 |
| 3.1.2 | Standard Work Schedule | 19 |
| 3.1.3 | Standard Work Week | 19 |
| 3.1.4 | Flex Time | 19 |
| Section 3.2. | Meal and Rest Breaks | 19 |
| 3.2.1 | Meal Breaks | 19 |
| 3.2.2 | Rest Periods | 20 |
| 3.2.3 | Meal and Rest Breaks May Not Be Combined or Postponed | 20 |
| Section 3.3. | Compensation | 20 |
| 3.3.1 | Statement of Policy | 20 |
| 3.3.2 | Wage Rates | 20 |
| 3.3.3 | Pay Schedule | 21 |
| 3.3.4 | Payroll Deductions | 21 |
| 3.3.5 | Updating Payroll Information | 22 |
| Section 3.4. | Timekeeping | 22 |
| 3.4.1 | Employees | 22 |
| 3.4.2 | Consequences of Falsifying Time Records | 22 |
| Section 3.5. | Overtime | 22 |
| 3.5.1 | Statement of Policy | 22 |
| 3.5.2 | Exclusion from Policy | 23 |
| CHAPTER 4 | STANDARDS OF CONDUCT | 24 |
| Section 4.1. | Equal Employment Opportunity | 24 |
| 4.1.1 | Statement of Policy | 24 |
| 4.1.2 | Employee, Supervisor and Management Responsibilities | 24 |
| Section 4.2. | Anti-Harassment/Discrimination Policy | 24 |
| 4.2.1 | Statement of Policy | 24 |
| 4.2.2 | Definitions | 25 |
| 4.2.3 | Zero Tolerance | 26 |
| 4.2.4 | Complaint and Investigation Procedure | 27 |
| 4.2.5 | Prohibition on Retaliation | 27 |
| 4.2.6 | Prevention | 28 |
| Section 4.3. | Mutual Respect and Courtesy Rule | 28 |
| Section 4.4. | Reasonable Accommodation | 28 |
| 4.4.1 | Statement of Policy | 28 |
| 4.4.2 | Conditions Covered By This Policy | 28 |

| | | |
|------------------|---|-------------------------------------|
| 4.4.3 | Examples of Reasonable Accommodation..... | 29 |
| 4.4.4 | Requests for Reasonable Accommodation..... | 29 |
| 4.4.5 | Medical Information | 30 |
| 4.4.6 | The Interactive Process..... | 30 |
| 4.4.7 | Miscellaneous Guidelines | 31 |
| Section 4.5. | Appearance, Conduct and Hygiene..... | 31 |
| 4.5.1 | Statement of Policy..... | 31 |
| 4.5.2 | Guidelines on Appearance, Conduct and Hygiene | 31 |
| Section 4.6. | Attendance and Punctuality..... | 32 |
| 4.6.1 | Statement of Policy..... | 32 |
| 4.6.2 | Reporting Requirements..... | 32 |
| 4.6.3 | Discipline..... | 32 |
| Section 4.7. | Secondary Employment | 33 |
| 4.7.1 | Statement of Policy..... | 33 |
| 4.7.2 | Notification and Approval..... | 33 |
| Section 4.8. | Causes for Discipline | 33 |
| 4.8.1 | Statement of Policy..... | 33 |
| 4.8.2 | Standards of Conduct..... | 34 |
| Section 4.9. | Discipline | 35 |
| 4.9.1 | Statement of Policy..... | 35 |
| 4.9.2 | Progressive Discipline | 35 |
| 4.9.3 | Administrative Leave | 36 |
| 4.9.4 | Procedures for Disciplinary Action of a Permanent Employee | 36 |
| CHAPTER 5 | HEALTH AND SAFETY ON THE JOB | 38 |
| Section 5.1. | Job Safety | 38 |
| 5.1.1 | Statement of Policy..... | 38 |
| 5.1.2 | Employee Responsibility | 38 |
| 5.1.3 | Injury Reporting | 38 |
| Section 5.2. | Workplace Violence Prevention..... | 38 |
| 5.2.1 | Statement of Policy..... | 38 |
| 5.2.2 | Employee Responsibilities | 38 |
| 5.2.3 | Conduct Prohibited By This Policy | 38 |
| 5.2.4 | Reporting Procedure..... | 39 |
| 5.2.5 | Corrective Actions..... | 39 |
| Section 5.3. | Alcohol and Drug Free Workplace | 40 |
| 5.3.1 | Statement of Policy..... | 40 |
| 5.3.2 | Definitions..... | 40 |
| 5.3.3 | RESERVED..... | Error! Bookmark not defined. |
| 5.3.4 | Prohibition on Possession, Use, Sale or Transport of Alcohol or Drugs..... | 41 |
| 5.3.5 | Reasonable Suspicion Testing..... | 41 |
| 5.3.6 | Search or Inspection of District Property for Illegal Drugs or Alcohol..... | 42 |
| 5.3.7 | Disciplinary Action | 42 |
| 5.3.8 | Drug and Alcohol Assistance Programs | 42 |
| Section 5.4. | Fitness for Duty | 43 |

| | | |
|---|--|-------------------------------------|
| 5.4.1 | Statement of Policy..... | 43 |
| 5.4.2 | Employee Responsibility | 43 |
| 5.4.3 | Pre-Employment Medical Examinations..... | 43 |
| 5.4.4 | Post-Employment Fitness for Duty Examinations | 44 |
| 5.4.5 | Confidentiality of Examination Records | 44 |
| Section 5.5. | Driving | 44 |
| 5.5.1 | Statement of Policy..... | 44 |
| 5.5.2 | Driver’s License Requirements | 44 |
| 5.5.3 | Good Driving Record | 46 |
| 5.5.4 | Compliance with Traffic Laws | 46 |
| 5.5.5 | Use of Seatbelts | 46 |
| Section 5.6. | Smoking..... | Error! Bookmark not defined. |
| CHAPTER 6 EQUIPMENT AND PROPERTY..... | | 47 |
| Section 6.1. | Use and Care of District Property | 47 |
| 6.1.1 | Statement of Policy..... | 47 |
| 6.1.2 | Damage or Loss of District Equipment | 47 |
| 6.1.3 | Key/Access Card Distribution..... | 47 |
| 6.1.4 | Personal Use of District Property..... | 47 |
| 6.1.5 | Personal Tools or Property | 47 |
| 6.1.6 | District Access to Property..... | 47 |
| 6.1.7 | Entry onto Private Property | 48 |
| 6.1.8 | Purchasing..... | 48 |
| Section 6.2. | Phones, Computers, and Other Electronic Equipment..... | 48 |
| 6.2.1 | Statement of Policy..... | 48 |
| 6.2.2 | Phone Usage for Personal Reasons | 48 |
| 6.2.3 | Internet Usage | 49 |
| 6.2.4 | Decorum of Communications..... | 49 |
| 6.2.5 | Installation or Duplication of Software..... | 49 |
| 6.2.6 | Discipline..... | 49 |
| Section 6.3. | District Vehicles..... | 49 |
| CHAPTER 7 TIME OFF AND LEAVES OF ABSENCE | | 52 |
| Section 7.1. | Holidays..... | 52 |
| 7.1.1 | Eligible Employees | 52 |
| 7.1.2 | Recognized Holidays | 52 |
| 7.1.3 | Personal Leave | 52 |
| 7.1.4 | Board Ordered Holiday | 53 |
| 7.1.5 | Holidays Occurring During Unpaid Leave | 53 |
| 7.1.6 | Working on Holidays..... | 53 |
| Section 7.2. | Vacation | 53 |
| 7.2.1 | Purpose | 53 |
| 7.2.2 | Eligibility..... | 53 |
| 7.2.3 | Accrual | 53 |
| 7.2.4 | Scheduling..... | 55 |
| 7.2.5 | Termination or Retirement from District | 55 |

| | |
|--|-------------------------------------|
| Section 7.3. Sick Leave | 56 |
| 7.3.1 Purpose | 56 |
| 7.3.2 Eligibility | 56 |
| 7.3.3 Accrual | 56 |
| 7.3.4 RESERVED..... | 56 |
| 7.3.5 Sick Leave for the Care of an Ill Family Member | Error! Bookmark not defined. |
| 7.3.6 Employee Notice, Communication, Verification | 57 |
| Section 7.4. Workers' Compensation Leave | 57 |
| 7.4.1 Purpose | 57 |
| 7.4.2 Sick or Vacation Leave Supplementation | 57 |
| 7.4.3 Accrual of Benefits during Leave | 57 |
| Section 7.5. Pregnancy Leave | 58 |
| 7.5.1 Purpose | 58 |
| 7.5.2 Covered Employees | 58 |
| 7.5.3 Leave Rights | 58 |
| 7.5.4 Pay and Benefits | 58 |
| 7.5.5 Employee Notice Obligations..... | 58 |
| 7.5.6 Medical Certification..... | 59 |
| 7.5.7 Other Forms of Pregnancy-Related Disability Accommodation..... | 59 |
| Section 7.6. Family and Medical Care Leave Act | 59 |
| 7.6.1 Statement of Policy..... | 59 |
| 7.6.2 Definitions..... | 59 |
| 7.6.3 Family and/or Medical Care Leave | 60 |
| 7.6.4 Status of Prior Policies | 64 |
| Section 7.7. Funeral and Bereavement Leave | 65 |
| 7.7.1 Purpose | 65 |
| 7.7.2 Conditions of Leave..... | 65 |
| Section 7.8. Jury Duty and Witness Leave | 65 |
| 7.8.1 Purpose | 65 |
| 7.8.2 Jury Duty Leave..... | 65 |
| 7.8.3 Witness Duty..... | 66 |
| Section 7.9. Military Leave..... | 66 |
| 7.9.1 Purpose | 66 |
| 7.9.2 Leave of Absence | 66 |
| 7.9.3 Employee Notice Requirements | 66 |
| 7.9.4 Pay and Benefits While On Leave | 67 |
| 7.9.5 Reinstatement..... | 67 |
| Section 7.10. Leaves of Absence without Pay—Accrual of Vacation and Sick Leave | 68 |
| Section 7.11. Outside Employment | 68 |
| CHAPTER 8 BENEFITS - RESERVED | 69 |

CHAPTER 1
INTRODUCTION

Section 1.1. Overview of Personnel Policies

1.1.1 Statement of Policy

The following employment policies, procedures and rules for the administration of employer/employee relations will be referred to as these “Personnel Policies and Procedures.” These Personnel Policies and Procedures are for the guidance of the management and supervisory staff and for employees of the District and their employee organizations.

1.1.2 Construction and Limitations

The Personnel Policies and Procedures shall be subject to the following limitations, conditions, constructions, and interpretations:

- A. The District reserves the right to rescind, revise or supplement the Personnel Policies and Procedures at any time and from time to time.
- B. The Personnel Policies and Procedures do not constitute a contract with any employee.
- C. Employees who are appointed and serve “At Will” have the right to terminate employment with District at any time, with or without advance notice and with or without cause. District, as the employer, likewise has the right to terminate the employment of an At Will employee at any time, with or without advance notice and with or without cause. No one in the District other than the appointing authority, e.g. either the District Board of Directors or General Manager, may alter that At Will arrangement, or enter into an agreement for employment for a specified period of time, or make any agreement contrary to this provision. To the extent any Personnel Policies and Procedures set forth in this document are contrary to or inconsistent with the At Will status of an employee, such policies and/or procedures shall not apply to such employee.
- D. These Personnel Policies and Procedures supersede and replace any earlier policies, rules, regulations, handbooks, manuals, guidelines and practices relating to employment with the District.
- E. In the event any section or provision of this manual is declared invalid by a court of competent jurisdiction or is contradictory to any federal or state law or regulation, the remaining provisions shall not be invalidated and shall remain in full force and effect.

1.1.3 Implementation of the Policies

The General Manager is responsible for developing and amending the administrative procedures that provide the steps and guidelines for carrying out the policies contained

in this document. Administrative procedures, which could significantly affect employees or financially impact the District, will be referred to the Board of Directors for approval.

CHAPTER 2 EMPLOYMENT STATUS

Section 2.1. Definitions

For the purposes of these rules the following definitions shall apply:

Applicant: A person who has made a formal request on a prescribed form in order to qualify for District employment.

Appointment: The offer to a person, and his/her acceptance of a position in accordance with the provisions of these rules.

At Will: An employment relationship which either party (employer or employee) has the right to terminate at any time, with or without prior notice and with or without cause. This arrangement is called “employment At Will”. An At Will employee serves at the pleasure of the appointing authority (in the case of the General Manager, the appointing authority is the District Board of Directors; in the case of all other At Will employees, the appointing authority is the General Manager, unless otherwise appointed by the District Board of Directors). An At Will employee is not afforded probationary or permanent employee status. At Will employment status is defined as follows:

- a. Regular At Will employees include: the General Manager.
- b. All temporary employees are At Will.

Board or Board of Directors: The Board of Directors of the Napa County Regional Park and Open Space District.

Candidate: Any applicant who has been admitted to an examination.

Compensation: Any salary, wage, or other emolument paid to an employee for performing the duties of a position.

Continuous Employment: Employment uninterrupted from the date of appointment, except for authorized absence.

Demotion: A change from a position in one class to a position in a lower class.

Discharge: The termination of employment of an employee for disciplinary purposes.

District: Napa County Regional Park and Open Space District

GM: General Manager

Eligibility List: A list of names of candidates who have been qualified for a specific job.

Employee: Any person who occupies a position in the District service and receives compensation for services performed for the District.

Employee Representative: An individual who appears on behalf of the employee.

Examination: A test or group of tests to determine the fitness and relative ability of persons seeking employment or promotion.

Exempt Employee: An employee who is not subject to the overtime provisions of the federal Fair Labor Standards Act.

Human Resources Department: The employee(s) or contactor(s) selected by the General Manager to provide personnel-related services for the District, as provided for by the District's Personnel Policies and Procedures.

Layoff: An actual separation from District service, an involuntary permanent reduction in work hours, or a demotion in lieu of layoff.

Leave-of-Absence: Permitted absence from duty for a specified period of time.

Minimum Qualifications: Standards of education and experience, knowledge, skills and abilities, and personal and physical characteristics as are prescribed in the class specifications.

Position: A group of current duties and responsibilities assigned or delegated by competent authority requiring the full-time or part-time employment of one person.

Permanent Employee: The status of an employee who is lawfully retained in his/her position after the completion of the probationary period as provided in these rules. Permanent employees may be either full or part-time. Permanent employees accrue sick leave, vacation leave, and personal leave, and are eligible for health, retirement and deferred compensation benefits to the extent that they may be provided by the District.

Probationary: The status of an employee who has been certified and appointed as a probationary employee in accordance with these rules. Probationary status constitutes a trial period of one year of full employment and is to be considered part of the selection process. Employees receiving a promotion are also subject to a probationary period of one year. A probationary employee may be separated by the District from employment service at any time during the probationary period without right of appeal or hearing. Employees may also be subject to a performance related probationary period if employee performance is not meeting the job requirements of a position regardless of how long that person has been employed by the District. The length of a performance related probationary period is at the discretion of the supervisor and/or the General Manager.

Promotion: Changing from a position in one class to a vacant position in a higher class with a higher salary range without a break in service.

Re-employment Eligibility Lists: Lists established as a result of laying off probationary or permanent employees.

Regular Position: This includes all permanent employees, whether full or part time. All Regular Positions must be allocated by the Board as part of the approved budget for the District.

Resignation: Separation of an employee made at the request of the employee.

Salary Step Increase: An increase in salary of one step within the salary range prescribed for the class, based upon “satisfactory” or better performance during the first six months of employment as established through performance evaluation, unless initially appointed above the minimum step, and annual adjustments thereafter based upon “good” or better performance as established through performance evaluation until attainment of the top step of the salary range.

Separation: Any termination of employment.

State: The State of California.

Status: The condition of an employee's appointment, such as part-time, At Will, or probationary, permanent, or temporary.

Suspension: An enforced leave of absence without pay for disciplinary purposes.

Temporary Employees: Temporary Employees are employed for a temporary period (limited term) to perform a specific task, job or assignment. Such employees are not entitled to holiday pay and shall not earn vacation or personal leave. In addition, temporary employees shall not be entitled to participate in the District’s retirement program. Temporary employees serve At Will.

Termination: Ending the employment of an employee by the District.

Transfer: A change from one position to another in the same or similar class without any break in service. Such change in classes must have the same salary range and similar qualifications.

Vacancy or Vacant Position: Any unfilled allocated position in the District. A position shall be deemed vacant when it is not filled by an employee in the class to which the position has been allocated.

Section 2.2. Hiring Process

2.2.1 Statement of Policy

This process sets forth procedures to follow when filling position vacancies other than the General Manager. A vacancy occurs when a job opening will be filled by adding staff or by replacing an employee by either hiring an employee from outside the District or by transfer of an existing employee.

2.2.2 Personnel Request

A. Initiation

A request for personnel will be initiated by the General Manager when a vacancy is to be filled.

2.2.3 Employee Selection

A. Job Vacancy Posted

Job vacancies may be posted on appropriate District bulletin board(s) for the purpose of informing existing employees who may wish to submit an application.

B. Advertising

Job vacancies will be advertised as deemed best by the General Manager or his/her designee and, if necessary, listed with the California Employment Development Department.

C. Employment Application

All applicants, internal and external, will be required to complete an employment application for each vacancy to which they are applying. Employment applications are available in the District's central office and on the District web page.

D. Screening Applicants

The Human Resources department shall submit appropriate screening criteria and interview questions to the General Manager for approval. The General Manager, or his/her designee, will screen the applications to identify those that meet the criteria.

E. Interviewing

The General Manager, or his/her designee, and an additional panel of interviewers if appropriate, will interview employees and applicants that have been selected from the screening process. Interviewers not able to fairly assess the applicant due to a personal relationship or other reason will be disqualified from participating on the panel.

F. Documenting the Interview

During or immediately after each interview, each interviewer shall complete the Interview Rating Sheet, which is provided to assist in arriving at a final decision. Appropriate numerical values representing the degree of each evaluation factor, based on the interview, job-related experiences or skills, or other pertinent criteria depicting the candidate's qualifications, shall be entered on the Interview Rating Sheet form. The order of qualified candidates shall be from the highest to the lowest total point value.

G. Selection

The decision concerning which candidate to select rests with the General Manager.

H. Notification.

Once the decision to hire or promote has been approved, it will be the responsibility of the Human Resources department to notify the prospective employee of his/her acceptance (pending any required background check) and the unsuccessful applicants of their rejection.

2.2.4 Placing Employee on the Payroll

A. Duties of the General Manager or Designee:

1. The prospective employee will be given a conditional offer of employment conditioned upon the successful completion of a background check.

2. A background check may be conducted. If the prospective employee passes this part of the screening process, he or she may be required to take a medical exam
3. Upon successful completion of the background check and medical exam, both where and as required, the following steps will be taken:
 - (a) The General Manager, or his/her designee, will send an offer letter to the prospective employee, which must be signed and returned.
 - (b) A start date is coordinated with the Human Resources department.
 - (c) The prospective employee will be given an orientation interview covering the information identified in Section 2.3.2 of these Policies and Procedures.

Section 2.3. New Employee Orientation

2.3.1 Statement of Policy

All new employees will participate in a new employee orientation meeting with representatives from District administration and the employee's Supervisor.

2.3.2 Content of Orientation

The subjects that should be covered during such orientation, as applicable, include the following:

- Job description
- Workplace harassment policies/training
- Personnel Policies and Procedures
- Personnel records and files
- The probationary period and extension (applicable to rehires, promotions, and transfers, as well as for new hires (other than At Will hires).
- Wages and salaries
- Performance evaluation
- Safety
- Employee communications and office decorum
- General working conditions
- Organizational chart
- Group insurance programs if any
- Employee's retirement and deferred compensation plans if any
- Workers' Compensation medical and disability coverage
- Payroll forms such as W-4, automatic deposits, etc.
- Introduction to fellow workers
- Organization and purpose of the District
- Specific job duties, training and performance standards
- Attendance

- Other related policies and procedures applicable to the employee

Section 2.4. Probationary Period

2.4.1 Statement of Policy

The probationary period is the final and most important phase of the selection process and is used for assessing the performance, ability, conduct and fit of the employee in the position to which he or she is appointed. During the probationary period the employee may be separated by the District at any time and for any reason, with or without cause.

All appointments to regular positions, other than At Will appointments, are subject to the provisions of Section 2.4 and serving a probationary period.

2.4.2 Duration of Probationary Period

A probationary period shall be for one year for all subject employees, and shall begin on the first date of employment or promotion. An employee shall not attain regular full-time status in the new position until he or she has completed a probationary period of one year continuous service in that position.

The term “continuous service” as used in this section means a period of one year of work uninterrupted by a leave of absence. Where such interruptions occur, the District may extend the probationary period.

2.4.3 Termination of Probationary Period

Permanent status of the probationary employee shall begin after receipt of a “satisfactory” or better performance evaluation no sooner than the end of the probationary period.

A probationary employee may be separated by the District from service at any time during the probationary period without right of appeal or hearing.

2.4.4 Rejection of Probationer Following Promotion

For any employee who fails to satisfactorily complete the probationary period following a promotion, the provisions of Section 2.7.4, Procedure When Employee Does Not Pass Probation, shall apply.

2.4.5 Effect of Leaves of Absence on Probationary Period

An employee who is on leave of absence without pay during his/her probationary period may have the probationary period extended by his/her supervisor. The extension may be up to the amount of time of the leave without pay. The District shall notify the employee of the extension in writing prior to the end of the probationary period as provided in Section 2.4.2.

Section 2.5. Job Classification

It is recognized that the creation and/or redesign of job classifications for all Employees, including the establishment of duties and the qualifications required therefore, are exclusive functions of District management.

All positions are evaluated according to necessity, relative skills required to do the work, and in some case, the market. Positions that are similar in type of work, level of difficulty and level of responsibility are grouped together in the same class. All positions in the same class are treated alike in such matters as salary and minimum qualifications.

The General Manager and Human Resources will periodically review the work performed by employees to determine whether they are appropriately classified. If the duties of a position are found to have changed substantially, or the need for maintaining the position is at issue, the supervisor may recommend that the position be re-evaluated, reclassified, or abolished. Similarly, job descriptions will be prepared for any new positions which will be evaluated and classified according to their relative worth.

Section 2.6. Job Descriptions

Job descriptions define essential and other duties that an employee is required to perform in each classification as a condition of continued employment. They are not intended to limit the work which may be performed since other tasks may be assigned that are similar in nature or as needed.

Full job descriptions and salary ranges are available for review on the District web site.

Section 2.7. Assignment, Transfer, Promotion

2.7.1 Statement of Policy

While it is management's intent to schedule work and assign personnel in such a manner as to achieve maximum utilization of the respective employee's abilities, and while it is management's further intent to encourage an employee's progression upward in the same line of work, it is recognized that conditions which affect District's operations will require flexibility in work assignments to permit cross-training, to stabilize the workload and to respond to unanticipated circumstances. It is therefore also recognized that as conditions require, management will assign, and Management Employees and Non-Management Employees will perform, duties which may not be within the usual scope of classification responsibilities. It is the intent of the District to fill vacancies by internal promotion of qualified District employees when and if the combination of experience and competency makes an internal candidate the best choice for the District.

2.7.2 Temporary Assignments

If an employee is temporarily assigned to the full duties and responsibilities of a higher classification, he /she will be paid the higher rate for the entire period when working in

the higher wage classification. If assigned to a lower wage classification, the employee will not earn less than he or /she would normally earn in a pay period in his/her regular classification. Temporary assignments may not be for more than one year.

A temporary job classification assessment form must be submitted to and approved by the General Manager in advance.

2.7.3 Probationary Period on Promotion

Employees promoted to another position within the District shall serve a probationary period in the new position for the purpose of allowing the District to assess the employee's performance, ability, conduct and fit in the new position as provided in Section 2.4.2.

2.7.4 Procedure When Employee Does Not Pass Probation on Promotion

If the employee is unsuccessful in the new position, the following procedure will apply:

A. If a Vacancy Exists

The employee will be returned to his or her former position provided a vacancy still exists.

B. If a Vacancy Does Not Exist in the Former Position

1. The employee will be afforded the opportunity to compete in a vacancy for another position for which the District determines he or she is qualified.
2. If no other vacancy exists, or if the employee is unsuccessful in the bidding process for a vacant position, the employee may be laid off.

Section 2.8. RESERVED

Section 2.9. Non-Fraternization Policy

2.9.1 Statement of Policy

The District's policy is to hire, promote and transfer employees on the basis of individual merit and to avoid any hint of favoritism, conflict of interest, or discrimination in making such decisions.

2.9.2 Application of the Policy

In order to promote the efficient operation of the District and its business and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security and morale, and possible claims of sexual harassment, the following policies shall apply: Managers and supervisors are forbidden from dating or pursuing romantic or sexual relationships with employees whom they supervise, whether that supervision be direct or indirect. Managers and supervisors are likewise forbidden from managing, supervising or otherwise directing the work of immediate family members, spouses, or domestic partners.

Employees who violate these policies will be subject to discipline, up to and including discharge.

Section 2.10. Performance Evaluation

An employee serving a one year probationary period shall receive evaluations from their immediate supervisor at the end of six months and also prior to the completion of the employee's probationary period. If the employee's overall performance review at the end of the one year is at "Below Standards" or "Unsatisfactory", then that employee shall not pass probation. An employee may be released from employment upon failing probation. The performance evaluations for probationary employees are for informational purposes only, and do not affect the District's ability to separate probationary employees at any time, for any or no stated reason, as provided in Section 2.4.

Thereafter, evaluations for permanent employees shall be completed annually. Such evaluations shall be on forms and under procedures prescribed by the General Manager. Appraisal scores shall be, in descending order: Excellent, Good, Satisfactory, Below Standards, and Unsatisfactory.

Salary movement through the steps of a pay grade will be based on performance as follows. In each case part time employees will have the opportunity for a step increase when they reach the full time hour equivalent.

- At six months- a half step increase if employee's most recent overall performance review meets or exceeds "Satisfactory".
- At one year- a half step increase if employee's most recent overall performance review meets or exceeds "Satisfactory".
- Each year thereafter until the employee reaches the top salary step- a full step increase if employee's overall performance review meets or exceeds "Good".

Pay grade ranges are approximately 25% from beginning step to the top of the pay grade and will be established for each position by resolution of the Board of Directors. Once an employee reaches the top of their pay grade they will still be subject to annual performance reviews.

The pay grades will be adjusted annually and indexed to the Bay Area Consumer Price Index (CPI) for all Urban Wage Earners and Clerical Workers within Napa County.

The results of the performance evaluation shall be taken into account in the following ways:

1. A discretionary leave of absence will be granted only to an employee whose last evaluation was at least satisfactory.
2. The general record of service as well as specific and immediate disciplinary charges will be taken into account when disciplinary action against an employee is proposed and the discipline, if any, is assessed.

3. If a non-probationary employee receives an overall rating of “Below Standards” or “Unsatisfactory” that employee will be evaluated again within three months. Continued failure to meet performance expectations will lead to further disciplinary action up to and including discharge.

Section 2.11. Resignation

Any employee, other than the General Manager or At Will employees, wishing to leave service in good standing shall file with the District a signed written resignation giving at least two weeks notice of his/her intention to leave the service, unless the District consents to an earlier separation.

The written resignation shall be forwarded to the General Manager. The General Manager, or his/her designee, may request an exit interview with the separating employee.

Any employee who leaves service without so filing a written resignation shall have such fact entered in his/her service record and may, by action of the General Manager, be denied employment opportunities with the District in the future.

Section 2.12. Layoff

2.12.1 Statement of Policy

When it is necessary to reduce the working staff of the District for lack of work or lack of funds or for other causes outside of the worker’s control, the District shall determine the classes of positions in which the reduction is to be made and the number of positions to be affected, except that this Section 2.12 shall not apply to At Will employees. Reduction in staff within the designated classes of positions shall occur in the following order:

1. Employees who are probationary.
2. Part-time regular employees.
3. Full-time regular employees.

2.12.2 Layoff Order

The General Manager shall determine the employees to be laid off within a class of positions on the basis of an employee’s performance and/or special qualifications needed by the District.

2.12.3 Notice

The General Manager will give permanent employees notice of any reduction in staff at least two weeks prior to the effective date.

2.12.4 Reinstatement after Layoff

Full-time employees who are laid off will be given the right of first refusal in filling future vacancies in the position from which he/she was laid off for a period of one year.

2.12.5 Benefits

During periods of lay off, health care coverage remains available if premiums are paid by the employee in accordance with carrier regulations and limitations and COBRA/Cal-COBRA laws as applicable. Such benefit will be available for a period of time consistent with COBRA/Cal-COBRA.

Section 2.13. Personnel Files

2.13.1 Statement of Policy

The District maintains personnel files on all employees. The files contain confidential information such as job applications, resumes, documentation of performance, salary changes, benefit elections, and other employment records.

2.13.2 Employee Responsibility to Ensure Accuracy of Personnel Records

The accuracy of personnel records is essential for the proper handling of many items of great importance to employees, including the emergency notification of family, income tax deductions, insurance coverage, and other fringe benefits from the District. It is the employee's responsibility to keep the District updated on personal information so that the District may effectively handle those programs and tasks which are for the employee's benefit.

In order that the District may keep complete and current records, it is mandatory that the employee notify the District central office immediately whenever there is a change in any of the following employee information:

1. Address
2. Telephone Number (Note: As a condition of employment, it is necessary that the employee present a telephone number where they can be reached by their Supervisor directly without having to go through other parties.)
3. Person to notify in the event of an emergency.
4. Name, through marriage or otherwise.
5. Marital status
6. Number of dependents
7. Insurance beneficiary
8. Military Status

9. Driver's license number and date of expiration, as well as any suspension or cancellation of the license, for any employee who drives on public roads while on District business.

2.13.3 Duty to Provide Accurate Information

Any misrepresentations, falsifications, or material omissions by an employee on his or her employment documents may result in disciplinary action up to and including termination of employment.

2.13.4 Access to Personnel Files

An employee may request to review his or her personnel file by submitting a written request twenty-four hours in advance to the General Manager or his /her designee. If an employee disagrees with any item contained in his or her personnel file, the employee may add a document containing his or her version of the disputed item.

CHAPTER 3
HOURS OF WORK AND COMPENSATION

Section 3.1. Work Schedules

3.1.1 Work Schedules

New employees will be advised of their work schedules when they commence employment with the District. From time to time, it may be necessary for the District to change employee work schedules. Employees are expected to cooperate with these changes and are expected to arrange their personal schedules to comply with their assigned work hours.

3.1.2 Standard Work Schedule

The standard work schedule for full-time employees is forty hours. The standard hours and/or days of a standard work schedule may be altered upon request by the supervisor and with approval of the General Manager. ALTERNATE WORK SCHEDULES (9-80's AND 4-10's) may be authorized by the General Manager and approval of such will be placed in the employees personnel file.

3.1.3 Standard Work Week

The Standard workweek is a seven-day period beginning at 12:00 a.m. on Wednesday and ending at 11:59 p.m. on Tuesday.

3.1.4 Flex Time

"Flex time" occurs where an employee varies his or her regularly scheduled start or end time. It is confined to a normal work week as defined above.

Flex time for employees is subject to prior approval by the General Manager. Prior written approval from the General Manager shall be obtained no later than the conclusion of the previous work shift.

Management and Supervisory employees are expected to be on duty at the times they can most efficiently discharge those tasks relative to supervising their employees and interacting with other District personnel and members of the public. If this is at a time other than normal business hours they can notify the General Manager and have their normal duty hours changed to so reflect.

Section 3.2. Meal and Rest Breaks

3.2.1 Meal Breaks

Employees shall take an unpaid 30 or 60 minute meal break. Where staffing coverage necessitates schedule predictability, such meal break shall be scheduled at approximately the same time every workday.

3.2.2 Rest Periods

Employees are permitted one paid 15-minute rest period for each four (4) hour work period. Where staffing coverage necessitates schedule predictability, these breaks should be scheduled at approximately the same time every workday.

3.2.3 Meal and Rest Breaks May Not Be Combined or Postponed

Rest and meal periods are provided so the employees may rest, obtain nourishment and rejuvenate during the workday. Employees may not combine rest periods or add them to meal breaks. Nor may employees postpone their rest or meal periods to the end of the workday in order to leave earlier.

Section 3.3. Compensation

3.3.1 Statement of Policy

As a public entity, the District is committed to rendering the highest level of service possible at a fair and reasonable cost. The District's ability to achieve this objective is affected by a number of factors, one of which is the quality performance of District employees. In order to attract and retain highly competent employees, promote continuous superior performance, and give full recognition to District financial constraints, the following criteria will be considered in establishing employee compensation:

1. The impact of compensation on the cost of services, the ongoing financial health of the District, and overall operational cost.
2. Compensation paid for similar work in other public and private organizations.
3. The general and specific performance of employees.
4. Status of the labor force, economic conditions, recruitment and retention experience, and other factors influencing the maintenance of a stable and efficient work force.

The General Manager or his/her designee shall develop an annual Salary and Benefits package for submission to the Board each year. The schedule shall set forth the positions approved by the Board, together with proposed salary ranges and employee benefits, for the upcoming fiscal year beginning July 1. Salary ranges and employee benefits are to be reviewed and considered by the Board for adjustment for each fiscal year as part of the budget adoption.

3.3.2 Wage Rates

Employees will be paid within the salary range established for their job classification. A list of job classifications and applicable salary rates is maintained in the District's central office. From time to time, should the General Manager find that the salary range for an individual classification is not competitive with comparable local agencies, the General

Manager may complete a salary survey with comparable local agencies and bring a revised salary scale based on said survey to the Board of Directors for their review and approval. For purposes of this section, comparable local agencies shall be: Marin County, the Marin Municipal Water District, Sonoma County, the Sonoma County Agricultural Preservation and Open Space District, Solano County, and the Santa Clara County Open Space Authority.

Annually, District-wide salary rates may be adjusted to reflect inflation, deflation or other cost of living changes. The Bay Area Consumer Price Index (CPI) for all Urban Wage Earners and Clerical Workers within Napa County as published at the time of the General Manager's development of the recommended annual Salary and Benefits package shall be referred to in considering the possible adjustment of salary rates. Nothing herein shall constitute an implied or specific agreement by District to grant cost of living increases or as to the amount of any such increase. The purpose of this provision is to provide a framework for the development of the annual Salary and Benefits package that is subject to review and approval by the Board.

3.3.3 Pay Schedule

Wages will be paid on a bi-weekly basis. Wages will be paid within fourteen calendar days following the end of the pay period. If paid by check in lieu of direct deposit, such paychecks not picked up by 4:00 p.m. on payday will be mailed.

3.3.4 Payroll Deductions

An employee's earnings and payroll deductions are shown on a check stub with the employee's paycheck. The check stub should be examined and retained for personal records.

The District will make the following deductions from an employee's earnings:

A. Mandatory Deductions

1. Federal Income Tax (Withhold Tax)
2. State Income Tax
3. State Disability Insurance (S.D.I.)
4. Garnishments/Wage Attachments
5. Social Security if any
6. Retirement deductions, if any

B. Employee Authorized Deductions

1. Employee deferred compensation contributions
2. Medical and dental insurance contributions

3. Jury duty payments to an employee who was provided paid time off for jury service
4. Other Deductions Agreed Upon in Writing by the Employee and permitted by law.

3.3.5 Updating Payroll Information

During the course of employment, changes affecting payroll status will probably occur from time to time. Examples are changes in marital status, name change due to marriage, changes in number of dependents and changes required to adjust an excessive or insufficient tax withholding situation. Questions concerning these changes should be directed to the Human Resources department.

Section 3.4. Timekeeping

3.4.1 Employees

A. Time Sheet

Each employee is responsible for preparing an individual time sheet weekly. The employee should accurately record regular and authorized overtime hours worked and leave usages. Time sheets must also show all of the following for each job performed during the week:

1. Work locations.
2. Job or task number category.

B. Submission of Time Sheets

Each employee must electronically submit his or her time sheets, verifying its accuracy, and have the time sheet reviewed and approved by his/her supervisor, unless the General Manager authorizes an alternative method of submitting time records. Employees are expected to submit their time sheets promptly as directed by the General Manager, or his/her Designee.

3.4.2 Consequences of Falsifying Time Records

Falsification of time sheets will result in disciplinary action up to and including discharge.

Section 3.5. Overtime

3.5.1 Statement of Policy

From time to time, overtime work may be necessary to complete a work assignment or tend to the public's needs. Overtime must be required by and authorized by the General Manager. All employees will be expected to work overtime under specific circumstances which shall be defined by the General Manager. Refusal to work, after requested to do so under those circumstances, will be grounds for disciplinary action.

3.5.2 Exclusion from Policy

For purposes of determining entitlement to overtime pay under the federal Fair Labor Standards Act (FLSA), employees will be either classified as exempt or non-exempt based upon the nature of their duties. Exempt employees, such as management positions, are not entitled to overtime pay.

3.5.3 Overtime Pay

An employee who works overtime shall be compensated at a rate of one and one half (1 ½) times the employee's standard hourly rate in cash or, at the employee's discretion, compensatory time off. Employees may elect to be compensated in cash or compensatory time off for any overtime worked and must make the election on the time card for the pay period in which it was worked.

Unless otherwise provided below, overtime is defined as any time actually worked in excess of forty (40) hours in an employee's standard workweek. For employees on an alternate work schedule (including four (4)-ten (10) and nine (9)-eighty (80) schedules), overtime is defined as any time actually worked in excess of an employee's standard work day in a consecutive twenty-four (24) hour period or forty (40) hours in an employee's standard workweek.

An employee who works more than the normal number of workdays during a normal workweek based on their assigned work schedule shall receive overtime compensation provided that the employee was not absent from work for more than one normal work day in that workweek due to vacation, compensatory time, holiday, sick leave, any other paid leave or a combination thereof.

Overtime pay must be approved in advanced by the General Manager prior to performing the work.

CHAPTER 4
STANDARDS OF CONDUCT

Section 4.1. Equal Employment Opportunity

4.1.1 Statement of Policy

The Napa County Regional Park and Open Space District is an equal opportunity employer. The District does not discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on an applicant's or employee's race, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, marital status, domestic partner status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity), age (over 40), sexual orientation, political affiliation, veteran's status, or any other characteristic protected by federal, state, or local law.

The District subscribes to all federal and state laws that are intended to protect the right and opportunity of all persons to seek, obtain and hold employment without discrimination or abridgment because of the foregoing characteristics.

4.1.2 Employee, Supervisor and Management Responsibilities

All employees are charged with the responsibility of furthering equal employment opportunity by identifying and reporting incidents of discrimination. District managers and supervisors are further required to ensure that principles of equal employment opportunity and non-discrimination are followed with regard to recruitment, hiring, placement, promotion, transfer, demotion, layoff, termination, pay and other forms of compensation, training and general treatment of employees during employment.

In any instance where an employee believes that this policy has been violated, that employee is encouraged to consult with the District's General Manager, or if the alleged violator is the General Manager, District Counsel or the President of the Board of Directors with the assurance that no reprisals (retaliation) or otherwise adverse action will be taken against the employee.

Section 4.2. Anti-Harassment/Discrimination Policy

4.2.1 Statement of Policy

The District is committed to providing a work environment free from harassment and discrimination as defined by this policy. District policy prohibits discrimination, sexual harassment and harassment because of race, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, marital status, domestic partner status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity), age (over 40), sexual orientation, political affiliation, veteran's status, or any other characteristic protected by federal and state law. All such harassment and discrimination is prohibited. Persons protected from harassment and discrimination

under this policy includes job applicants, employees and independent contractors. Applicants, employees or independent contractors are protected from harassment that is perpetrated by District officials, managers, supervisors, employees, and by non-employees when the harassment occurs in the course of District work. Employees or contractors who violate this policy will be subject to disciplinary action, up to and including termination.

4.2.2 Definitions

A. “Discrimination”

For purposes of this policy, discrimination may occur by either:

1. Treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon race, age, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender or self-identified gender.
 - a) “Sex” is defined as including, but not limited to pregnancy, childbirth, or medical conditions related to such pregnancy, as well as one’s gender (see California Government Code, section 12926(p)).
 - b) “Gender” is defined as including a person’s sex, gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth (see California Penal Code, section 422.56).
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. “Harassment”

Conduct which constitutes harassment in violation of this policy includes, but is not limited to:

1. Making or using derogatory comments, slurs, jokes or epithets which are related to an individual’s race, religion, gender, self-identified gender, sex, or are based on any other identified protected category, as set forth in section 4.2.2.A.1. above, or are otherwise deemed inappropriate.
2. Assaulting, touching, impeding or blocking movement, making derogatory gestures, or any physical interference with normal work movement which is motivated or related to an individual’s protected status as set forth in section 4.2.2.A.1, above.
3. Displaying derogatory posters, letters, poems, graffiti, cartoons or drawings that involve or relate to an individual’s protected status as set forth in section 4.2.2.A.1, above.

4. Sexual harassment as defined in section 4.2.2.C, below.
5. Retaliation against an employee, or person who provides services to District pursuant to a contract or other covered individual who:
 - a) Files or responds to a bona fide complaint of harassment or discrimination; or
 - b) Acts as a witness or otherwise cooperates in the investigation of a harassment or discrimination complaint; or
 - c) Serves as an investigator in processing complaints of harassment or discrimination.

C. Sexual Harassment

1. For purpose of this policy, sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:
 - a) Submission to, or rejection of, such conduct is used as the basis for employment decisions that influence or affect an individual's career (such as promotions, salary, employment conditions or other aspects of a career development); or
 - b) Such conduct unreasonably interferes with an individual's job performance;
 - c) Creates an intimidating, hostile, or offensive work environment.
2. All of the conduct described in 4.2.2.B. (1)-(3), above, when it is of a sexual nature; or
3. Deliberate, repeated or unwelcome sexual advances, offering employment benefits in exchange for sexual favors or making or threatening reprisals after a negative response to sexual advances.

Sexual harassment can occur between employees of the opposite or same sex. It is prohibited for males to sexually harass females or other males, and for females to sexually harass males or other females.

4.2.3 Zero Tolerance

The District maintains a zero tolerance stance regarding violations of this policy. This means that serious cases of employee harassment, discrimination, or retaliation related to a complaint made pursuant to this policy will lead to immediate dismissal by the General Manager.

Conduct of the nature prohibited by this policy will be considered misconduct and may subject an offending employee to disciplinary action even if the conduct does not rise to the level of legally actionable harassment, discrimination, or retaliation.

4.2.4 Complaint and Investigation Procedure

Employees and contractors should not wait until a situation becomes severe or pervasive or impairs their work performance before reporting harassment or discrimination. The District's goal is to prevent harassment and, if it does occur, to stop it at the earliest opportunity.

If the employee believes that he/she has been harassed or discriminated against under this policy, or if the employee believes he/she has witnessed harassment or discrimination, the employee should inform his/her supervisor, or the General Manager of the District as soon as possible after the incident. The complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors or management employees who are aware or have been notified of any alleged incident of harassment or discrimination must immediately refer all such complaints or reports to the General Manager.

If the General Manager is the accused harasser, the employee can report the harassment/discrimination to District Counsel and/or the President of the Board of Directors. If the employee does not feel comfortable reporting the incident to his/her supervisor or the General Manager he/she may report the incident to any other supervisory or management employee or the President of the Board of Directors.

Whenever the District is made aware of a complaint or report of harassment/discrimination under this policy, the District will conduct an immediate, thorough, and objective investigation of the situation. Cooperation with such investigations is required of all employees and contractors.

If the District determines that harassment/discrimination prohibited by this policy has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to have engaged in prohibited harassment/discrimination will be subject to appropriate disciplinary action, up to and including termination.

In addition to the foregoing methods of complaint, an applicant, employee or contractor may choose to file a harassment/discrimination complaint with the California Department of Fair Employment and Housing at <http://www.dfeh.ca.gov> or the federal Equal Employment Opportunity Commission at <http://www.eeoc.gov/>.

4.2.5 Retaliation Prohibited

The District strictly prohibits retaliation against any applicant, employee, or contractor who complains of harassment or discrimination or participates in any manner in an investigation into workplace harassment/discrimination. Examples of retaliation prohibited by this policy include the following:

- Disciplining a complainant or rejecting a complainant for employment because it is believed the allegation of harassment is untrue or the allegation of harassment/discrimination is not supported by subsequent

findings of an investigation, unless the complainant is found to have knowingly falsified information;

- Subjecting complainants or witnesses to materially adverse employment decisions because of their participation in a workplace harassment/discrimination complaint or investigation;
- Ostracizing or demonstrating hostility to a complainant or witnesses because of their participation in a workplace harassment/discrimination complaint or investigation.

If the District finds that any employee, including a supervisor or manager, has engaged in retaliation, he or she shall be subject to disciplinary action, up to and including discharge.

4.2.6 Prevention

Prevention is the best method for avoiding harassment, discrimination and retaliation. Supervisory and managerial employees are charged with the responsibility of taking steps to prevent harassment/discrimination and retaliation from occurring in the workplace. Failure to take appropriate action to prevent and/or correct harassment/discrimination or retaliation shall be deemed a violation of this policy and shall subject the offender to disciplinary action up to and including discharge. If the General Manager is the harasser, the employee can report the harassment/discrimination to District Counsel and/or the President of the Board of Directors who will investigate the complaint in the same manner that the General Manager would investigate complaints filed by other employees. If the employee does not feel comfortable reporting the incident to his/her supervisor, or the General Manager, he/she may report the incident to any other supervisory or management employee or the President of the Board of Directors.

Section 4.3. Mutual Respect and Courtesy Rule

It is the District's philosophy and practice to treat one another with respect and courtesy. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Section 4.4. Reasonable Accommodation

4.4.1 Statement of Policy

In furtherance of the District's policy to provide equal employment opportunity, the District will provide reasonable accommodation to allow people with physical or mental disabilities to apply for employment and perform their jobs.

4.4.2 Conditions Covered By This Policy

A. Disability

The term "disability" means:

1. A physical or mental disorder or condition that limits one or more of the major life activities of such individual; or
2. A record of disorder or condition; or
3. Being regarded as having such a disorder or condition.

B. Conditions Excluded

Individuals who currently use drugs illegally are not protected by the disability laws and do not have rights to reasonable accommodation. This includes people who use prescription drugs illegally. However, persons who no longer use drugs illegally and have either successfully completed a supervised drug rehabilitation program, or are currently participating in a supervised rehabilitation program, or desire to voluntarily enter and participate in such a program do have protection as provided under applicable disability laws.

4.4.3 Examples of Reasonable Accommodation

Each request for an accommodation will be evaluated on a case-by-case basis. Reasonable accommodation may include:

- Making existing facilities used by employees readily accessible to and usable by individuals with disabilities;
- Job restructuring or modified work schedules;
- Acquisition or modification of equipment or devices;
- The provision of qualified readers or interpreters;
- Appropriate adjustment or modifications of examinations, training materials or policies; and/or
- Reassignment to a vacant position.

4.4.4 Requests for Reasonable Accommodation

To request reasonable accommodation under this policy, an applicant or employee must submit a written statement to the General Manager which indicates the general nature of the physical or mental disability and identifies his or her abilities and functional limitations with respect to the job limitations of the disability. The statement should also request reasonable accommodation because of the limitation(s) caused by the disability. The applicant or employee shall assist the District in determining if and what reasonable accommodation might be provided by identifying:

1. Any special methods, skills or procedures which would enable him or her to perform tasks or functions that he or she otherwise might not be able to perform because of his or her disability;
2. The potential accommodations the District might make that would enable him or her to perform the essential functions of the job, properly and

safely, including special equipment, changes in the physical layout of the job or other accommodation; and

3. Any equipment aids or services that the applicant or employee is willing to provide and utilize that the District is not required to provide.

If the applicant or employee requires secretarial or other assistance in preparing the request due to his or her disability, such assistance will be provided upon request.

4.4.5 Medical Information

An applicant or employee who identifies himself or herself as having a disability and who requests reasonable accommodation will be required to provide documentation, including medical documentation, sufficient to establish the existence of the physical or mental disorder or condition, the limitations caused by the condition, and the need for accommodation.

Any information obtained regarding the medical condition of the applicant or employee will be collected and maintained on separate forms, in separate medical files, and treated as a confidential record. Such confidential information may be released as follows:

1. To inform the supervisors and managers of the disabled employee regarding any restrictions on the work or duties of the employee or accommodations necessary;
2. To inform first aid and safety personnel, when appropriate, if the disability may require emergency treatment;
3. To respond to requests from governmental officials investigating compliance with the disability laws; and
4. To workers' compensation offices and second injury funds as required by law or for insurance purposes under certain conditions for those who establish, sponsor or administer health or life insurance benefit plans.

4.4.6 The Interactive Process

The Interactive Process can begin in a number of ways. However, unless the disability or the need for accommodation is obvious, it is the responsibility of the employee to inform the supervisor or the General Manager that an accommodation is needed in order to perform the essential job functions. However, the duty to provide a reasonable accommodation may arise even when no request is made, e.g., when the supervisor, General Manager, or Human Resources becomes aware of the disability, whether or not there is a request by the employee for a reasonable accommodation. Once the need for reasonable accommodation becomes known, the District, by and through the employee's supervisor, or General Manager and Human Resources department will engage in the Interactive Process, which includes, but is not limited to:

1. Review of the essential functions of the position;

2. Engagement in an interactive dialogue with the employee to ascertain the precise job related limitations imposed by the employee's disability and how those limitation would be overcome with reasonable accommodation;
3. In consultation with the employee, identification of the potential reasonable accommodations and assess the effectiveness each would have in enabling the employee to perform the essential functions of the position;
4. Consideration of the preference of the employee to be accommodated regarding an alternative employment reassignment; and
5. Selection and implementation of the reasonable accommodation most appropriate for the District in collaboration with the employee's input.

4.4.7 Miscellaneous Guidelines

1. Reasonable accommodation does not negate requirements for good job performance, successful completion of assigned training, adherence to generally accepted standards of behavior and adherence to supervisory instructions.
2. An employee with a disability who is reassigned to a vacant, lower classified position as an accommodation will receive the lower salary of that position.
3. If the essential job functions and/or duties of a position occupied by an employee with a disability are expanded, revised or modified, the conditions and procedures stated shall apply to any evaluation of the employee's ability to perform the essential functions of the changed, revised or modified position and the District's determination whether reasonable accommodation can be provided.
4. An employee who has a question regarding the application of the policy and procedure should contact the General Manager.

Section 4.5. Appearance, Conduct and Hygiene

4.5.1 Statement of Policy

District employees often come into contact with the public, which judges the quality of the District service by the appearance and behavior of its employees and has the right to expect appropriate clothing, neat appearance, good manners, and service. Therefore, District employees will be expected to adhere to the following guidelines.

4.5.2 Guidelines on Appearance, Conduct and Hygiene

1. All employees are expected to exercise good hygiene and be well groomed.

2. Employees must dress in a manner that is professional, functional, and affords them safety from unnecessary risk of injury.
3. When, on occasion, employees have to deal with discourteous persons, it is especially important for them to maintain their friendly attitude. Continuing courtesy on the part of employees will do much to promote an excellent relationship between the District and the community.

Section 4.6. Attendance and Punctuality

4.6.1 Statement of Policy

In order to offer high quality service, the District's operations must be appropriately staffed. Absenteeism and tardiness cause undue burdens on co-workers and impede the service the District provides to the community. Therefore, regular attendance and punctuality are job requirements for all employees of the District.

4.6.2 Reporting Requirements

1. Employees are expected to report to work on time and ready for duty at the time prescribed.
2. Employees may not leave work without prior supervisory approval during working hours or prior to the end of a scheduled work time.
3. Employees who foresee the need to be absent, tardy, or leave early from work should notify their supervisor of the anticipated absence as far in advance as practicable and obtain approval for such absence.
4. An employee who will be absent or late to work must notify their supervisor prior to the start of the employee's shift. This process must be repeated daily unless the employee is on an approved leave of absence. An employee must keep their supervisor informed of when he or she plans to return to work. An employee who does not return to work from a leave of absence on the approved date shall be deemed absent without leave (AWOL) and may be subject to automatic discharge.
5. An employee who is physically unable to provide notice of an absence prior to the start of the employee's work day must provide notice as soon as practicably possible.
6. Absences, including tardiness, must be accurately reported on time sheets in 15 minute increments. Employees who are tardy will not be paid for the time they are absent.

4.6.3 Discipline

Failure to provide a supervisor with advance notice of an absence or late arrival for work, frequent or prolonged absenteeism or tardiness, or falsification of time records may result in disciplinary action up to and including discharge.

Employee absences which are protected by law (e.g., military leave, workers compensation leave, family medical leave, “kin care” leave, pregnancy disability and other approved disability leaves, witness or jury duty leave, voting leave, court appearances for crime victims, and leave for certain school activities) shall not be counted in determining whether the employee is meeting job requirements for attendance.

Section 4.7. Secondary Employment

4.7.1 Statement of Policy

The District expects its employees to devote full attention to their District responsibilities during regularly scheduled work hours. The District will not tolerate any secondary employment which interferes in any way with the performance of duties for the District including, but not limited to, the following:

1. Actual conflict in hours of employment;
2. Being tired or unfit for duty because of outside employment;
3. Where the secondary employment creates an actual or apparent conflict of interest in regard to District employment.

4.7.2 Notification and Approval

Full-time employees, as well as part-time regular employees who work a 30 or more hour per week schedule with the District, must notify the District of all secondary employment. Any such employees who engages in after or before hours work at a secondary job must accomplish the following:

1. Receive the written permission of the General Manager prior to accepting secondary employment. In the case of the General Manager he/she must receive authorization from the Board of Directors;
2. When requested by the General Manager, obtain from the secondary employer a waiver of liability for the District;
3. It is incumbent on the employee to make it clear to the secondary employer that he, the employee, is not performing any duties as a representative of District;
4. Once approval is granted by the General Manager, immediately notify the General Manager if the secondary employment poses an actual or potential conflict with regards to the employee’s District employment.

Section 4.8. Causes for Discipline

4.8.1 Statement of Policy

The purpose of this policy is to establish standards of conduct and work performance for employees that are consistent with the efficient and effective delivery of public services.

When conduct or job performance does not meet these standards, the District will endeavor to provide employees with a reasonable opportunity to correct the deficiency in the District's sole judgment.

4.8.2 Standards of Conduct

The standards set forth below are intended to provide employees with notice of what is expected of them and provide examples that may lead to disciplinary action, up to and including discharge. This list is not meant to be exhaustive or all inclusive, but rather it is a set of examples of unacceptable behavior for which disciplinary action could result

1. Poor performance; unsatisfactory work quality or quantity;
2. Neglect of duty, including sleeping on the job;
3. Insubordination;
4. Excessive absenteeism or tardiness;
5. Unexcused absences, failing to properly report absences, or leaving work early without permission;
6. Failure to keep supervisor aware of employee's whereabouts during duty time when availability may be required;
7. Misuse of or damage to District tools, vehicles, equipment, or other property;
8. Moving violations or accidents in a District vehicle;
9. Violation of safety rules or practices;
10. Falsifying, altering or making a material omission on employment, medical, financial, payroll, timekeeping, or other District records;
11. Performing non-District work during work hours;
12. Dishonesty;
13. Special treatment or favoritism of one customer over another;
14. Use or being under the influence of alcoholic beverages, marijuana, or illegal drugs while on the job or other violation of the drug and alcohol policy, but not including responsible consumption of alcoholic beverages in conjunction with District events where alcohol is served;
15. Violation of the anti-harassment or discrimination policies;
16. Fighting, engaging in violent or threatening behavior or other conduct in violation of the District's workplace violence policy;
17. Discourteous treatment of the public or other employees, as defined by the Mutual Respect and Courtesy Rule (Section 4.3);
18. Conviction of a crime that reflects unfitness for the employee's position or unfitness to work around the District's employees, property or the public;

19. Other failure of good behavior during or outside of duty hours which is of such a nature that it causes discredit to the District and his or her employment; and
20. Other violation of District policies or rules.

Section 4.9. Discipline

4.9.1 Statement of Policy

The purpose of this policy is to establish procedures for the discipline of employees; *other than At Will or temporary employees*. When the job performance or the conduct of a probationary or permanent employee falls below standards set by the District, including the Standards of Conduct set forth in Section 4.8, then depending on the severity of the misconduct or performance problem, the District may take disciplinary action, up to and including discharge.

4.9.2 Progressive Discipline

The District will endeavor to afford the employee with an opportunity to improve when dealing with performance or conduct problems. Different types of discipline may be utilized as determined appropriate in the sole discretion of the District and discipline need not adhere to a sequential order of progressive discipline. Types of discipline may include: verbal or written warnings, written reprimands, suspension without pay, demotion and discharge.

A. Suspension without Pay

For more severe violations or continued, uncorrected performance or misconduct problems, an employee may be suspended without pay. Where suspension without pay is recommended for a permanent employee, the employee will have the right to a Skelly meeting and a post-disciplinary appeal.

B. Demotion

The District may impose a demotion to a position having a lower salary range for disciplinary purposes. A disciplinary demotion may be utilized for continued, uncorrected performance deficiencies. Where demotion is recommended for a permanent employee, the employee will have the right to a Skelly meeting and a post-disciplinary appeal.

C. Discharge

Discharge will be considered for severe violations, failure to respond appropriately to prior performance improvement plans, and/or multiple disciplinary infractions in a short period of time. Where misconduct is severe and egregious, immediate discharge may be imposed. Where discharge has been recommended for a permanent employee, the employee will have the right to a Skelly meeting and a post-disciplinary appeal. The discharge will be documented in the personnel file.

4.9.3 Administrative Leave

In cases involving alleged severe employee misconduct, or where the presence of the employee may interfere with the investigation into the employee's alleged misconduct, or where the interests of public or workplace health and safety or the District's business operations may be jeopardized by the employee's presence, the General Manager may place the employee on paid administrative leave pending an investigation into the circumstances. During such administrative leave, the employee will be required to be available by telephone to the District during regular business hours and to promptly respond to requests for information by the District. The employee should not enter District premises during administrative leave without permission by the General Manager.

4.9.4 Procedures for Disciplinary Action of a Permanent Employee

Where discipline of a permanent employee involves disciplinary actions that result in loss of salary or change in employment status (such as suspension without pay or demotion or discharge), the following provisions shall apply:

A. Notice of Proposed Discipline

The employee's supervisor shall inform the employee in writing of the proposed disciplinary action, which shall not be effective until at least five days from the date the notice of proposed action is served on the employee. This notice shall include a copy of the charges and the reasons for the proposed disciplinary action. This notice shall also include a copy of all relevant documents upon which the proposed disciplinary action is based. The notice shall advise the employee of his/her right to respond to the proposed action either in writing or to hold a meeting to respond (Skelly meeting). Notice may be served on the employee by either U.S. mail or personal delivery. Notice by U.S. mail shall be deemed served five days after deposit with the U.S. postal service.

B. Skelly Meeting

The employee may request a meeting to respond to the proposed disciplinary action. The meeting shall be held with the appropriate manager. Following the meeting or employee's written response, the General Manager or manager shall determine whether to proceed, modify, or set aside the proposed disciplinary action.

C. Notice of Discipline

The employee shall be informed in writing of the final disciplinary action. A copy of the Notice of Discipline shall be placed in the employee's personnel file. This notice shall include a copy of the charges, the reasons for disciplinary action, and provide the effective date of the action. This notice shall also include a copy of all relevant documents upon which the disciplinary action is based. The notice shall advise the employee of his/her right to appeal the disciplinary action. Notice may be served on the employee by either

U.S. mail or personal delivery. Notice by U.S. mail shall be deemed served five days after the date of deposit with the U.S. postal service.

D. Right to Appeal

Within five days of service of the Notice of Disciplinary Action, a permanent employee may request to appeal the disciplinary action in writing to the General Manager. An employee may only appeal a disciplinary action that results in loss of salary or change in employment status. The General Manager, or General Manager's designee, shall serve as the hearing officer for the disciplinary appeal. The hearing officer shall make findings based upon the written statement of the charges and upon information presented at the hearing, both oral and in writing. The hearing officer shall determine whether there is just cause for the discipline and whether the discipline is appropriate. The hearing officer may approve, modify, or withdraw the disciplinary action. The hearing officer shall notify the manager of his/her determination in writing. The hearing officer's decision is final and binding.

CHAPTER 5
HEALTH AND SAFETY ON THE JOB

Section 5.1. Job Safety

5.1.1 Statement of Policy

The Board of Directors desires to maintain a safe place of employment for District employees, and to that end District management will make all reasonable provisions necessary for the safety of employees in the performance of their work.

5.1.2 Employee Responsibility

It is the obligation of employees to become familiar with the provisions of the District Safety Manual and the Illness and Injury Prevention Program and to work accordingly. Further, employees are required to report to their supervisor all unsafe conditions encountered during the course of their work.

5.1.3 Injury Reporting

Prompt Reporting

All employees of the District are covered by Workers Compensation Insurance and any injury or disability arising out of and in the course and scope of employment, however slight, shall be reported by the injured employee to their supervisor as promptly as possible following its occurrence.

Section 5.2. Workplace Violence Prevention

5.2.1 Statement of Policy

The District is committed to the safety and security of its employees, customers, and visitors to its workplace. The District has a policy of zero tolerance for violence in the workplace. To prevent workplace violence, the District will address behavior that suggests a propensity for violence even prior to any violent behavior occurring.

5.2.2 Employee Responsibilities

The District expects its employees to employ civility and mutual respect for all persons encountered in the course of District business including co-workers, customers, and visitors. Any employees who engage in violent or threatening behavior in the workplace will be subject to disciplinary action, including discharge.

5.2.3 Conduct Prohibited By This Policy

“Violence,” “violent behavior” and “threatening behavior” includes, but is not limited to the following conduct:

- Fighting, shoving, pushing, choking, inflicting physical harm on another person, or other battery or assault.

- Intimidating, menacing, harassing, or stalking another person.
- Making verbal threats to physically harm another person or persons, whether joking or not.
- Possession of any weapon or firearm on District premises, during work hours, or while conducting District business, unless related to and required by their work duties, as determined and authorized by the employee's supervisor.
- Intentionally damaging the property of another.
- Other behavior that suggests a propensity towards violence including belligerent speech, yelling, excessive arguing or swearing, offensive or threatening gestures, or a demonstrated pattern of refusal to follow policies and procedures.

The District will not tolerate these behaviors by its own employees or by third persons when such behavior is directed at District employees in the course of their work.

5.2.4 Reporting Procedure

Everyone has the responsibility to prevent violence in the workplace. Employees are encouraged to report any incident that may be a violation of this policy to a District manager or supervisor as follows:

A. Emergencies

Where an injury has occurred or it appears to an employee that there is an immediate danger of injury, the employee should call 911 immediately for help. Personal safety is the first priority. The employee should inform his or her supervisor or the General Manager as soon as possible.

B. Non-Emergencies

In all other cases where an employee is aware of any conduct that violates this policy, the employee should immediately report it to his or her supervisor or the General Manager.

5.2.5 Corrective Actions

All reports of workplace violence will be taken seriously and dealt with promptly. Any person who engages in violent or threatening behavior shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation. Employees who violate this policy will be subject to firm disciplinary action, up to and including discharge. In appropriate cases, the District may also seek temporary protective or restraining orders to keep offending individuals away from District facilities or employees.

The District will not tolerate retaliation or intimidation against any employee who makes a report of workplace violence or participates in an investigation of such a complaint.

Section 5.3. Alcohol and Drug Free Workplace

5.3.1 Statement of Policy

The District has a vital interest and obligation in maintaining safe, healthful and efficient working conditions for its employees and in providing services safely to the public. Except as specifically provided herein, employee possession of and/or being under the influence of drugs or alcohol on the job are inconsistent with these interests and obligations. This policy and procedure establishes the rules, rights and obligations of all employees and District contractors regarding the use, possession, sale, or transport of alcohol and drugs on District property or while conducting District business.

5.3.2 Definitions

A. Legal Drug

A legal drug includes prescribed drugs and over the counter drugs, which have been, under California law, legally obtained and are being used for the purpose for which they have been prescribed or manufactured.

B. Illegal Drug

An illegal drug includes any drugs and drug synthetics which have not been legally prescribed or obtained, such as: stimulants, depressants, hallucinogens, narcotics, volatile substances, and any substance by which its nature alters normal physical or mental functions.

C. Under the Influence

For purposes of this policy and procedure, “under the influence” means that employee performance is affected by a drug or alcohol or combination of both in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional medical opinion, a scientifically valid test, and in some cases such as alcohol or marijuana, by management opinion.

D. District Property

District Property includes lands owned, leased or upon which the District has a right-of-way, buildings, facilities, vehicles, equipment, parking lots, and District owned property used by employees such as lockers, desks, cabinets, etc.

E. Reasonable Suspicion

Reasonable suspicion is a belief based on objective and documented facts or evidence sufficient to lead a reasonable, prudent person to suspect that an employee is under the influence of alcohol or drugs so that the employee’s ability to perform the duties of the job is impaired, or so that the employee’s ability to perform his/her job safely is reduced.

5.3.3 RESERVED

5.3.4 Prohibition on Use of Alcohol or Drugs

A. Illegal Drugs, Marijuana, and Alcohol

Using or being under the influence of illegal drugs, marijuana, or alcohol by any employee while on the job or while conducting District business is prohibited. Reporting to work under the influence of illegal drugs, marijuana, or alcohol is also prohibited. The only exception is the responsible use of alcohol at a District event where alcohol is served, provided the use does not in any way impair employee performance, as solely determined by the employee's supervisor or the General Manager.

B. Notification of Criminal Drug Conviction

Any employee who is convicted of or pleads guilty or no contest to a drug-related crime occurring in the workplace must immediately report such conviction or plea to the General Manager.

C. Legal Drugs

Excepting marijuana, which is addressed at 5.3.4.A, above, the use of or being under the influence of any legally obtained drug by any employee while on the job, on District property, or while conducting District business is prohibited to the extent that such use or influence may affect the safety of the employee, co-workers, the public, the employee's job performance, or the safe and efficient operation of the District. An employee may continue to work even though under the influence of a legal drug if the employee's supervisor has determined, after consulting with the General Manager and the employee's doctor that the employee can work safely. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by management.

D. Notification

An employee must notify his/her supervisor before commencing work when taking any medication or drug, prescription or nonprescription, which may interfere with safe and effective performance of duties and/or the operation of District equipment.

5.3.5 Reasonable Suspicion Testing

When a supervisor/manager has a reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee may be directed to take a drug and alcohol test. The facts and circumstances of the supervisor's/managers reasonable suspicion shall be documented in writing and provided to the employee. The General Manager must approve the employee's referral for a drug and alcohol test.

A. Conduct of Test

All drug or alcohol tests shall be conducted by a reputable laboratory of the District's choice.

B. Valid Prescriptions

An employee shall have the right to provide, within 24 hours of the drug or alcohol test, a valid prescription for any medication or drug which may be identified during the test. The prescription must be in the employee's name and be prescribed by a licensed physician prior to the drug or alcohol test.

C. Refusal to Take Test

An employee who refuses to submit to a drug and alcohol test that has been approved by the General Manager, shall be relieved from duty without pay, and if intoxicated or physically or mentally impaired, be taken to his/her place of residence. Refusal to take a test under this policy will subject the employee to disciplinary action, up to and including discharge.

5.3.6 Search or Inspection of District Property for Illegal Drugs or Alcohol

Employees have no expectation of privacy in District-owned equipment, including desks and cabinets. The General Manager may search or authorize the search of desks, cabinets, and other District owned equipment. The General Manager may authorize the search or inspection of District-owned lockers for drugs or alcohol whenever there is reasonable suspicion.

5.3.7 Disciplinary Action

Violations of the provisions of this policy and procedure will result in disciplinary action, up to and including discharge.

5.3.8 Drug and Alcohol Assistance Programs

A. Voluntary Assistance

The District encourages employees to voluntarily seek outside assistance for drug or alcohol abuse problems prior to the need for District action. Employees are invited to use the Employee Assistance Program (EAP) if such a program has been contracted for by the District. Administration also maintains a list of approved drug and alcohol abuse agencies and facilities, and a request may be made to the General Manager for assistance. Such requests will be held in strict confidence to protect the rights, privileges, benefits, and family of the employee. An employee's decision to seek assistance from an outside rehabilitation agency or facility will not be used as the basis for disciplinary action.

B. Seeking Assistance After Alcohol or Drug Related Misconduct

It is the responsibility of an employee to seek assistance before drug and alcohol problems lead to disciplinary action. Once a violation of this policy occurs, subsequently entering into a rehabilitation program will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

Section 5.4. Fitness for Duty

5.4.1 Statement of Policy

In furtherance of the District's goal to maintain a safe, healthful and productive environment, all employees reporting for work and during times when they are paid subject to call shall be fit for duty. "Fit for duty" means the ability to perform all required physical and mental tasks associated with the employee's job duties to a satisfactory level and without endangering self, others, or property.

5.4.2 Employee Responsibility

No employee shall report to work while unfit or remain on the job after becoming unfit (for any reason) to perform his/her job duties. Failure of an employee to comply with this requirement may result in disciplinary action, up to and including discharge.

5.4.3 Pre-Employment Medical Examinations

The General Manager may identify job classifications within the District that will require a pre-employment medical examination. Finalists for these positions will receive a conditional offer of employment that is contingent upon the candidate successfully passing a pre-employment medical examination. The purpose of the pre-employment medical examination is to determine if the candidate is fit to perform the duties of the job for which he or she is being considered.

A. Notice

All employment applicants for these positions will be informed of the medical testing requirements prior to receiving the conditional job offer. Usually, notice will be given in the job announcement and during the interview process.

B. Consent

Finalists who receive a conditional offer of employment will be asked to sign a consent form confirming their voluntary participation in these tests as a prerequisite to consideration for employment. A candidate who refuses to submit to any or all of these tests will not be considered for employment for the position for which he/she has applied.

C. Examination

All examinations will be performed by or at the direction of a physician designated by the District. The attending physician will determine if the candidate for employment is capable of performing all duties of the job as required by the job description and physical requirements checklist.

D. Examination Results

A candidate who is deemed unfit or unable to perform the duties of the job as a result of the medical examination will be informed of the results of the examination. The candidate may provide medical evidence that he/she is physically fit and able to perform the duties of the job, which will be considered before a final determination is made.

5.4.4 Post-Employment Fitness for Duty Examinations

If a supervisor/manager has a reasonable cause to believe that an employee is physically or mentally unfit to perform the duties of his/her job, the supervisor/manager may recommend that the employee to submit to a fitness-for-duty examination. The General Manager shall have the authority to approve the recommendation.

A. Reasonable Cause

Reasonable cause means that the supervisor/manager believes that the employee's ability to perform the functions of the job is impaired or that the employee's ability to perform his or her job duties safely is reduced, and that the supervisor's belief is based upon observations or evidence that has been documented.

B. Examination

Any such examination will be performed by or at the direction of a physician designated by the District. The attending physician will determine if the employee is capable of performing all duties of the job as required by the job description and physical requirements checklist.

C. Examination Results

If the examining physician determines that the employee is fit for duty, the employee shall be released to return to work. If the examining physician determines that the employee is not fit for duty, the physician shall notify both the employee and the General Manager. The employee will not be permitted to return to work until he/she is released by the physician. One or more subsequent fitness-for-duty examinations may be required in order to determine that the employee is fit to return to work.

5.4.5 Confidentiality of Examination Records

All documentation of pre-employment and fitness for duty medical examinations will be maintained in confidential and secure medical files, separate from applicant hiring files and separate from employee personnel files.

Section 5.5. Driving

5.5.1 Statement of Policy

Observation of the law and safe driving practices shall be the top priority of all employees assigned to drive a District vehicle or who operate a personal vehicle in the performance of District business.

5.5.2 Driver's License Requirements

All employees who operate a District vehicle (not including equipment which is not driven on public roads, such as golf carts), or who operate a personal vehicle in the performance of District business, must possess and carry a valid, current California Driver's License of the proper class (and endorsements) for the vehicle operated.

A. Employee Responsibilities

1. Employees are responsible for maintaining a valid, current California driver's license of the proper class and endorsements before operating a District vehicle or driving a personal vehicle on District business. Any employee who operates a District vehicle or a personal vehicle in the performance of District business without a valid, current California Driver's License will be subject to disciplinary action up to and including discharge.
2. Employees who drive District vehicles or drive a personal vehicle on District business must notify their supervisor immediately in writing when their driver's license has expired or been suspended or revoked.

B. District Responsibilities

1. Managers shall notify the General Manager when they have notification that an employee's driver's license has expired or been suspended or revoked.
2. The General Manager shall not allow an employee with an expired, suspended or revoked driver's license to operate a District vehicle or a personal vehicle on District business.
3. It is the responsibility of District supervisors and managers to see that all employees are properly licensed for any vehicles they are to drive on District business.

C. Effect of Failure to Maintain Valid, Current Driver's License

Where the employee's applicable written job description requires driving a District vehicle or a personal vehicle on District business, and an employee fails to maintain a valid, current California Driver's License, the employee may be disqualified from such employment and terminated.

D. Reasonable Accommodation of Disabled Employees and Applicants

Where driving is a requirement for a particular position, an applicant or employee who does not possess a valid, current California Driver's License because of a disability may be eligible for reasonable accommodation. For example, if driving is a non-essential function of a particular position, the driving function may be reassigned as a reasonable accommodation for the disabled worker or applicant. If driving is an essential function of the employee's position, other accommodation such as reassignment to a different position may be feasible. Each situation will be addressed on a case by case basis. Requests for reasonable accommodation should be addressed to the General Manager.

E. DMV Automatic Pull Notice

For employees who drive a District vehicle or who drive a personal vehicle on District business, the District may obtain periodic reports from the

Department of Motor Vehicles that reflect actions and activities on an employee's driver's license record. These reports will be forwarded to the employee and his or her manager for review and "initialing off" that it is true and accurate by both the manager and the employee. Afterwards, the Pull Notice is placed in the employee's personnel file.

5.5.3 Good Driving Record

Every employee authorized to drive a District vehicle or drive a personal vehicle while on District business must maintain an overall driving record that does not have an adverse influence on the District's insurance rates or otherwise create an unacceptable liability risk to the District. The District may at the time of employment, or from time to time thereafter, obtain a copy of an employee's driving record to assess the employee's suitability to drive.

5.5.4 Compliance with Traffic Laws

Employees driving District vehicles or driving personal vehicles while on District business must be familiar with and obey the State Vehicle Code. Such drivers must also obey local traffic rules, traffic control signs, posted speed limits and parking restrictions. Failure to do so will subject the employee to disciplinary action, up to and including discharge.

5.5.5 Use of Seatbelts

Seatbelts shall be worn by all occupants of District vehicles and by employees operating personal vehicles while on District business. The use of seatbelts is the law.

Section 5.6. Tobacco Use

In keeping with the District's intent to provide a safe and healthful work environment and in compliance with state and local law, tobacco use in District facilities or vehicles is strictly prohibited. Tobacco use is allowed only on authorized breaks and lunch breaks, and only outside of work facilities in allowed locations so as not to disrupt District operations. For the purposes of this policy, District facilities do not include District-owned residences leased for personal use. Employees who use District facilities as a member of the public, and not as an employee, shall be subject to the same rules that apply to the general public.

CHAPTER 6
EQUIPMENT AND PROPERTY

Section 6.1. Use and Care of District Property

6.1.1 Statement of Policy

The District provides its employees with the use of tools, equipment, property and facilities that are necessary for the performance of their work. Employees are expected to exercise care in the use of District property and to use such property only for authorized District business. Misuse or negligence in the care of District property may result in disciplinary action. District property issued to an employee must be returned at the time an employee terminates employment or when the employee's supervisor requests its return.

6.1.2 Damage or Loss of District Equipment

Employees must promptly report to their supervisor all damage to or loss of District equipment. Lost or broken tools, equipment and other gear will be replaced by the District, but excessive loss or breakage will result in the employee being subject to disciplinary action.

6.1.3 Key/Access Card Distribution

Keys/Access Cards to District locks are issued only to employees and other authorized individuals. Each key/Access Card is numbered and issued by the District to a specific individual. Exchanging keys/Access Card, giving keys/Access Cards out, or copying keys/Access Cards is expressly prohibited and may lead to disciplinary action.

6.1.4 Personal Use of District Property

District tools, vehicles, equipment and facilities are provided for use on District business only. Personal use of District property is prohibited.

6.1.5 Personal Tools or Property

The District will provide all tools and equipment reasonably required to perform the assigned work. The use of an employee's personal tools, vehicle or other equipment is not required.

To deter theft or damage to personal property, employees are discouraged from bringing any personal property into the workplace and should not leave any personal belongings of value in the workplace. The District assumes no responsibility for loss or damage to the personal property of an employee.

6.1.6 District Access to Property

The District retains full title and control, including the right of inspection, over equipment, property and facilities provided for employee use. Employee privacy rights do not extend to work-related conduct or the use of District facilities, District owned equipment or property. All offices, work areas, desks, file cabinets, files, computers, data storage

devices remain the property of the District. Therefore, any agent or representative of the District can inspect these items or areas at any time, with or without prior notice.

6.1.7 Entry onto Private Property

All employees shall make a diligent attempt to contact property owners prior to entry upon private property when performing maintenance and repair tasks. Each employee is responsible for immediately reporting to the District any damage to private property, buildings, trees, crops, fences, pipelines or other damage caused as a result of District work or operations or the use of District equipment.

6.1.8 Purchasing

All purchasing of materials and services must adhere to the District's adopted Purchasing and Procurement Manual.

Section 6.2. Phones, Computers, and Other Electronic Equipment

6.2.1 Statement of Policy

The phone, voicemail and computer systems are District property. District phones, radios, computers and other electronic equipment (copiers, fax machines, District-provided smart phones, etc.) should be used for District business purposes only. The District reserves the right, in its sole discretion, to access these systems, including employee voicemail, e-mail and data stored on computers, at any time. Any personal or personally confidential activities should be conducted at home on personal equipment, not at work.

This Policy is also intended to notify employees that all District Information Systems and their contents are not confidential or private. That is, all data, including any that is stored electronically or printed as a document, is subject to audit, review, disclosure, and discovery. **Such data may be subject to disclosure pursuant to the Public Records Act (California Government Code Section 6250 et. seq.). Therefore, there is no expectation of privacy in the use of the District's Information Systems.**

The District reserves the right to access and monitor employee use of the District's Information Systems as well as any stored information created or received by employees with the District's Information Systems. The reservation of this right is to ensure that the District's Information Systems are used securely and appropriately in an ethical and lawful manner.

6.2.2 Phone Usage for Personal Reasons

While it is understood that the use of the District's telephones for personal reasons is occasionally necessary, this privilege must not be abused. Such conversations should be limited to exigent situations and must be kept brief. Personal toll calls are not to be charged to the District.

6.2.3 Internet Usage

Access to the Internet is provided for the benefit of the District and its employees in the performance of their work. It allows employees to connect to information resources around the world. Employees are responsible for seeing that the Internet is used in a productive, work-related manner.

The Internet shall not be used for personal gain, solicitation of non-District business, or advancement of individual views. Employees may not use District-provided Internet service to access sexually explicit or other material that would run afoul of the District's anti-harassment policy, nor to access gambling or gaming sites, or similarly inappropriate information.

Personal usage of the Internet must be kept to a minimum and during employee break or lunch time.

6.2.4 Decorum of Communications

Employees must conduct themselves professionally and in a businesslike manner when using District telephones, radios, voicemail, or e-mail systems. Employees are prohibited from using District telephones, radios, voicemail or e-mail systems in any way that is disruptive or offensive to others including, but not limited to, transmitting information derogatory of other employees, sexually explicit information, racial or ethnic slurs, or anything else that may be construed as harassment or disparaging of others. No messages shall be transmitted under an assumed name. Users may not attempt to obscure the origin of any message.

6.2.5 Installation or Duplication of Software

Employees may not add or install personal software programs on District computers without District approval. Further, the District prohibits illegal duplication of software and its related documentation. Employees may only use software contained on District computers according to the District's software licensing agreement.

6.2.6 Discipline

Violations of any aspect of this policy may result in disciplinary action up to and including discharge.

Section 6.3. District Vehicles

6.3.1 Statement of Policy

The District may provide employees with use of District-owned vehicles for performance of their duties. Observation of safe driving practices shall be the top priority of all persons assigned a District vehicle, as well as proper care of District equipment.

6.3.2 Operator Qualifications

Every driver of an District vehicle must have a valid and current California driver's license for the type of District vehicle driven and must be authorized by the applicable District management employee to drive an District vehicle.

Every authorized District driver must maintain an overall driving record that does not have an adverse influence on the District's insurance rates or otherwise create an unacceptable liability risk to the District. Conviction for driving under the influence, careless or reckless driving, or any similar moving offense of parallel gravity, whether or not in a District vehicle and whether or not on duty, may be the basis of termination of status as authorized driver.

6.3.3 Compliance with Law

All drivers must comply with all applicable motor vehicle laws when driving a District vehicle. Failure to do so will subject the employee to disciplinary action, up to and including discharge.

6.3.4 RESERVED

6.3.5 Limitations on Use of Vehicles

The following rules shall apply to the use of all District vehicles:

- A.** District vehicles shall only be used for official District business. When an employee uses a District vehicle in any other manner, that employee shall be deemed to be not on official District business.
- B.** District vehicles shall only be driven by employees or officers of the District. With the approval of the General Manager, District vehicles may be used by non-employees, such as volunteers, consultants, or independent contractors, when it is determined to be in the best interest of the District.
- C.** District vehicles shall not be used to transport large personal items or for private towing or hauling of personal belongings or property of others.
- D.** Seat belts shall be worn by all occupants while riding in or operating District vehicles. The use of seat belts is the law.
- E.** The use of cellular phones and smart phones is prohibited while driving District owned vehicle(s), unless the phones are hands-free, the use complies with all laws, and the use is necessary for District business (such as use of a map program for wayfinding purposes).
- F.** All District personnel are required to keep their assigned District vehicles in a clean and safe operating condition at all times. No modifications, changes, additions, addition of any accessory, custom part or the removal of any factory or District item on any District vehicle shall be permitted without the express approval of the General Manager.
- G.** Each driver of an District vehicle will be responsible for calling any needed repairs or adjustments on his or her vehicle to the attention of appropriate

District staff. Each driver will be responsible for verifying that his or her vehicle has proper and functioning brakes, lights, windshield wipers, etc.

- H.** All District personnel are required to report damage and defective District equipment as soon as possible after detection to ensure that damaged items or potentially damaged items are repaired and that service schedules are not exceeded.
- I.** Each employee will be responsible for immediately reporting to the General Manager any accident in which he or she is involved as a driver of a District vehicle. The employee will further prepare a detailed report of the accident, which report is to be submitted directly to the General Manager or designee. This includes any accidents while on District duty in a private vehicle.
- J.** All District personnel shall lock and secure District vehicles when left unattended.
- K.** District personnel involved in auto accidents should not volunteer information or admit liability, but merely respond as necessary to uniformed officers. They should request that their supervisor or the General Manager notify police or call for medical assistance at the scene when necessary.
- L.** Authorized Passengers:
 - 1. Adults on District business, including District volunteers, are permitted to ride in District vehicles.
 - 2. Any individual who is not participating in District business is not permitted in District vehicles.

CHAPTER 7
TIME OFF AND LEAVES OF ABSENCE

Section 7.1. Holidays

7.1.1 Eligible Employees

Permanent District employees are eligible for paid holidays as described herein.

7.1.2 Recognized Holidays

Eligible employees are entitled to the following holidays off with pay:

January 1 (New Year's Day)

The third Monday in January (Martin Luther King Jr.'s Birthday)

February 12 (Lincoln's Birthday)

The third Monday in February (Washington's Birthday)

The last Monday in May (Memorial Day)

July 4 (Independence Day)

The first Monday in September (Labor Day)

November 11 (Veterans Day)

The fourth Thursday in November (Thanksgiving Day)

The day following Thanksgiving Day

December 24 (Winter Holiday)

December 25 (Winter Holiday)

- (1) When a recognized holiday falls on a Saturday, the day immediately preceding shall be deemed to be the paid holiday. When a recognized holiday falls on a Sunday, the next day shall be deemed to be the paid holiday.
- (2) Permanent part-time employees shall receive the same holidays as regular, full time employees on a pro-rata basis, proportional to full-time employment

Holidays will be paid at eight (8) hour increments.

7.1.3 Personal Leave

Permanent employees shall also receive twenty hours of personal leave each fiscal year which may be used for personal reasons. Personal leave has no cash value and must be used during the fiscal year in which it is received or it is deemed forfeited. Those hired after the fiscal year begins will receive a pro rata share of personal leave time based on the number of pay periods remaining in the fiscal year.

Permanent part-time employees shall receive personal leave on a pro-rata basis, proportional to full-time employment.

7.1.4 Board Ordered Holiday

The Board of Directors may from time to time declare additional paid holidays or half-day holidays at their sole discretion, and the granting of any such holiday shall not constitute a precedent for continued granting of such holiday or holidays.

7.1.5 Holidays Occurring During Unpaid Leave

Employees will not receive holiday pay for holidays that occur during an unpaid leave of absence from the District, or when the employee is on unpaid leave either the work day before the recognized holiday or the work day after the recognized holiday.

7.1.6 Working on Holidays

Temporary employees may be scheduled to work on holidays and would receive regular pay as they are not eligible for holiday pay.

FLSA non-exempt regular employees who are scheduled to and actually work on a holiday will be compensated at the time and a half overtime rate of pay for all time worked on such days. Standby shall not be construed as time worked.

FLSA exempt regular employees who are scheduled to and actually work on a holiday may, with prior approval from the General Manager, accrue flex-time or compensatory time-off at the time and a half rate for hours worked. Standby shall not be construed as time worked.

Section 7.2. Vacation

7.2.1 Purpose

District provides vacation to eligible employees for the purpose of rest, relaxation, and reinvigoration.

7.2.2 Eligibility

Permanent full-time employees are eligible to receive vacation benefits. Permanent part-time employees shall accrue vacation leave on a pro-rata basis, proportional to full-time employment. Vacation begins to accrue from the date of hire. A probationary employee may begin to take vacation after the first six (6) months of an employee's probationary period.

7.2.3 Accrual

A. Accrual Rates

Every permanent, full-time employee shall accrue vacation leave, in accordance with the permitted maximums as provided in the schedule below. An employee shall not accrue vacation in excess of the permitted maximums. The General Manager shall give

employees a reasonable opportunity to utilize such vacation within the year so as not to exceed the maximum accrual vacation leave accruals.

| Years of Continuous District Service* | Hours of Vacation Accrued/ Pay Period | Maximum Accrual for Years of Continuous Service |
|---------------------------------------|---------------------------------------|---|
| Date of Hire through Year 3 | 3.8 hours | 480 maximum hours |
| Year 4 through 9 | 4.8 hours | 480 maximum hours |
| Year 10 through 14 | 6.2 hours | 480 maximum hours |
| Year 15 through 19 | 7.2 hours | 480 maximum hours |
| 20 or more years | 8.0 hours | 600 maximum hours |

* *For purposes of the above table, continuous service with the County of Napa immediately prior to transfer to District employment shall be credited to Years of Continuous District Service where said employee was contracted to the District by the County of Napa at the time of initial adoption of this manual.*

1. An employee’s new vacation accrual rate will be effective on the first day of the pay period following the anniversary date of the year referenced in the above schedule.
2. Each employee may, with approval of the General Manager, take vacation privileges as earned and in accordance with the provisions of this manual.
3. No person shall be permitted to work for compensation for the District in any capacity during the time of his/her paid vacation from District service.
4. Vacation leave does not accrue during periods of unpaid leave from the District or when an employee is on short or long-term disability, unless an employee is on worker’s compensation leave, in which case, vacation continues to accrue.
5. Every permanent employee shall be allowed to cash-out up to 40 hours of accrued vacation time once a calendar year provided the employee uses at least 40 hours of vacation leave during the calendar year in which the surrender of management leave occurs. and has a total of 80 hours of accrued leave time remaining in their vacation, holiday, and compensatory time off leave banks after the cash out.

B. Management Employees

Full-time Management Employees of the District shall receive the following:

1. Eighty hours of management leave credited at the beginning of each fiscal year. The right to surrender up to sixty hours of management leave each year and be paid for same in cash at their current hourly rate; provided, however, that the management employee has used a minimum of forty

hours of vacation or management leave during the calendar year in which the surrender of management leave occurs.

2. In the case of Management Employees who were not employed by the District at the time of their appointment, but were previously employed by a city, county, special District, state or federal government agency, the vacation accrual rate shall be the rate of vacation leave approved by the General Manager; providing, however, this rate shall not exceed the rate of vacation leave accrual the Employee enjoyed at the Employee's last place of public employment nor shall it exceed 8.0 hours per pay period.
4. The right to accumulate a maximum of 600 hours of vacation leave; the Employee may not earn any further vacation time while accrued, unused vacation remains at this maximum.

7.2.4 Scheduling

A. Notice

Vacation shall be scheduled with the General Manager, with due regard for the wishes of the employee and with particular regard for the needs of the District.

Vacations of five consecutive days or more must be scheduled a minimum of two weeks before the date of departure. Vacations of five consecutive days or less must be scheduled at least one week before departure. Under special circumstances, the General Manager may waive these notice requirements.

All vacation requests shall be submitted in writing on the designated District form.

B. Intervening Holidays

A holiday falling within a vacation shall not be counted as a day of vacation.

7.2.5 Termination or Retirement from District

Accrued but unused vacation at the time of an employee's termination or retirement shall be administered as follows:

A. Termination

If an employee terminates employment with the District, voluntarily or involuntarily, and has accrued and unused vacation, he or she shall be paid for accrued unused vacation.

B. Retirement

An employee who retires and has accrued and unused vacation may elect either of the following options:

1. Continue to work until the date of retirement and be paid for accrued and unused vacation; or
2. Discontinue working and take accrued and unused vacation time that would extend from last day worked up to the date of retirement.

If option (2) is selected, deductions from vacation pay will be the same as if the employee is actually on the job and health care coverage will continue to be provided under various group programs through the exhaustion of vacation time.

Section 7.3. Sick Leave

7.3.1 Purpose

The District provides paid sick leave in order to prevent a loss of earnings that may be caused by illness or injury. Paid sick leave is not intended to provide additional paid time off for reasons unrelated to injury or illness.

7.3.2 Eligibility

All employees are eligible for paid sick leave. Sick leave begins to accrue from the first day of employment.

7.3.3 Accrual

Each employee shall accrue 3.8 hours of sick leave for each full eighty hour pay period. There is no limit to the amount of sick leave an employee can accrue. Sick leave does not accrue during periods of unpaid leave from the District or when an employee is on short or long-term disability status, unless an employee is on worker's compensation leave, in which case, sick leave continues to accrue.

No sick leave shall be paid prior to it being accrued.

Sick leave accrued and unused is forfeited upon termination of employment. For vested employees, accrued and unused sick leave balances can be used to credit retirement health benefits if so provided for by the District contract with CalPERS.

Part-time employees shall accrue sick leave on a pro-rata basis, proportional to full-time employment.

7.3.4 RESERVED

7.3.5 Sick Leave for the Care of an Ill Family Member

An employee may use their accrued and available sick leave benefits, up to a maximum of fifty hours per calendar year, for the care of their ill spouse, registered domestic partner, child, parent, parent-in-law, grandparent, grandchild, and sibling.

The requirements of 7.3.6, below are fully applicable to the Family Sick Leave allowed by this number.

For purposes of this Article, "spouse" means a partner in marriage as defined in California Family Code Section 3000; "registered domestic partner" means a partner in a domestic partnership as defined in Family Code Section 297; "child" means a biological, foster or adopted child, a stepchild, a legal ward, a child of a person standing in loco parentis, or a child of a registered domestic partner; "parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian; "parent-in-law: means a biological, foster, or adoptive parent, a stepparent, or a legal guardian of the spouse or domestic

partner; “grandparent” means the biological foster, adoptive grandparent, or a step grandparent; “grandchild” means a biological, foster or adopted grandchild, a step grandchild or grandchild of a domestic partner; and “sibling” means biological, foster, or step sibling.

7.3.6 Employee Notice, Communication, Verification

An employee shall contact his or her supervisor by telephone prior to the employee’s starting time each day when absent due to illness or injury. Employees must follow this procedure every day of illness or injury, except in the case of a pre-approved leave of absence.

The General Manager or his/her designee may request an employee furnish a licensed physician’s certificate as proof of illness, indicating the length of time the employee was, or can expect to be, off work if the following criteria are met: An employee requesting sick leave, who has already used six days of sick leave in the given calendar year; and in the opinion of management, the employee is abusing or has abused sick leave privileges.

Employees on an approved leave of absence who do not return on their scheduled return date and who have failed, in advance of the return date, to obtain an agreed extension of leave from their supervisor or the General Manager, will be considered to have voluntarily abandoned employment and subject to separation from District employment.

Section 7.4. Workers’ Compensation Leave

7.4.1 Purpose

District employees are eligible for benefits under the Worker’s Compensation Laws of the State of California for injury or illness arising out of or in the course and scope of employment. Where such injury or illness necessitates an employee’s absence from work, an employee shall remain on paid status as provided herein.

7.4.2 Sick or Vacation Leave Supplementation

When an employee is off work due to an industrial injury, accrued sick leave or vacation pay may be paid for the first three (3) days. Thereafter payments made by Worker’s Compensation may be supplemented up to base wage entitlement of that employee to the extent that accumulated sick leave is available and, when authorized by the employee, vacation days.

7.4.3 Accrual of Benefits during Leave

During the time an employee is on “paid status” while absent from work by reason of injury or illness covered by Worker’s Compensation, he or she shall continue to accrue all benefits. For the purposes of this section, “paid status” shall include that period of time during which the District coordinates benefits; i.e., that period of time during which sick leave and vacation days are used to supplement employee earnings.

If worker's compensation leave is converted to long term disability leave, once vacation and sick leave balances are depleted, health, dental, vision, and life insurance premiums will be paid entirely by the employee. In addition, while the employee is on long term disability status, vacation, holidays, and sick leave accruals will no longer accrue.

Section 7.5. Pregnancy Leave

7.5.1 Purpose

In an effort to further equal employment opportunity for women, employees who become disabled by pregnancy, childbirth or related medical conditions may be entitled to job-protected leave or other reasonable accommodation as provided by California's Pregnancy Leave Law.

7.5.2 Covered Employees

An employee is disabled from working due to pregnancy, childbirth, or a related medical condition in the following circumstances:

- Inability to work at all because of pregnancy or childbirth
- Inability to perform one or more essential functions of the employee's job without undue risk to the female, the successful completion of the pregnancy, or other persons
- Suffering from severe morning sickness
- Needing to attend pre-natal care appointments

7.5.3 Leave Rights

A covered employee is entitled to up to four months of leave during any period in which the employee is actually disabled. Such leave may be taken in a single block of time or on an intermittent basis or reduced leave schedule. This leave is in addition to, and does not run concurrent with, any leave the employee may be eligible for under the California Family Rights Act.

At the conclusion of an approved pregnancy disability leave, the employee will be restored to her original position or a comparable position in accordance with law.

7.5.4 Pay and Benefits

Pregnancy disability leave under this policy is unpaid. However, a covered employee may use accrued sick or vacation leave or other accrued time off to cover absences caused by a pregnancy-related disability.

Leave taken under this policy does not constitute a break in service for the employee.

7.5.5 Employee Notice Obligations

Whenever the need for leave is foreseeable, a covered employee must give the District thirty (30) days advance notice of the need for leave. Covered employees should make

reasonable efforts to schedule any necessary medical treatment so as not to disrupt the operations of the District. The District may deny leave where such notice is not provided.

When the need for leave is not foreseeable, covered employees must provide notice of the need for leave as soon as practicable.

7.5.6 Medical Certification

An employee requesting such leave will be required to provide a medical certification from her health care provider verifying the disability, the date it commenced, and its probable duration.

Upon return to work, the employee will be required to provide a return-to-work certificate from her health care provider stating that she is able to resume the duties of her position.

7.5.7 Other Forms of Pregnancy-Related Disability Accommodation

An employee disabled by a pregnancy-related condition may also be eligible for a temporary transfer to a less strenuous or hazardous position or other form of accommodation. Requests for accommodation should be directed to the employee's Supervisor or the General Manager.

Section 7.6. Family and Medical Care Leave Act

7.6.1 Statement of Policy

This policy describes the circumstances and conditions under which an employee may take family care and medical leave as provided under the Federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). This policy is meant to be read together with the FMLA (29 U.S.C. 2601 et seq.) and the CFRA (Government Code Section 12945.2) and the regulations adopted to implement them, all as they are now written or may hereafter be amended. This policy is separate and distinct from any other leave policies or procedures. The benefits accorded by these separate policies shall not be combined or otherwise construed as one policy.

7.6.2 Definitions

- A. "Family and Medical Care Leave"** means leave, whether paid or unpaid, taken by an employee on account of:
 1. The birth of a child of the employee.
 2. The adoption or foster care placement of a child by the employee.
 3. The serious health condition of a child, parent or spouse of the employee.
 4. The serious health condition of the employee which makes the employee unable to perform the duties of the employee's position.
- B. "Child"** means a biological, adopted or foster child, a stepchild, a legal ward or child of a person in loco parentis who is either under 18 years of

age or a dependent adult. A dependent adult is a person who is over 18 years of age and is incapable of self-care because of a mental or physical disability.

- C. **"Health Care Provider"** means a person holding a physician's and/or surgeon's certificate or an osteopathic physician's and/or surgeon's certificate who directly treats or supervises the treatment of the serious health condition, or any other person determined to be capable of providing health care services under the FMLA/CFRA.
- D. **"Parent"** means a biological, foster or adoptive parent, a stepparent or legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. Parent does not include a parent-in-law.
- E. **"Serious Health Condition"** means an illness, injury, impairment or physical or mental condition which involves either:
 - 1. Inpatient care in a hospital, hospice or residential health care facility; or
 - 2. Continuing treatment or supervision by a health care provider of more than three consecutive days; or
 - 3. Continuing treatment or supervision by a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated would likely result in an incapacity for more than three consecutive days.
- F. **"Spouse"** means a partner in marriage as defined in Family Code Section 300. It does not include unmarried persons living together, but does include persons who are legally married who do not live together. For the purposes of this policy, spouse is further defined as a registered domestic partner as specified in California Family Code Section 297.
- G. **"Employment in the Same or Equivalent Position"** means employment in a position that has the same or equivalent duties and pay that can be performed at the same or similar geographic location as the position held prior to the leave.

7.6.3 Family and/or Medical Care Leave

Except as hereafter provided, any employee with at least 12 months of service with the District, who has at least 1250 hours of service during the previous 12-month period, may take up to 12 weeks of family care and medical leave during a 12-month period with a guarantee made at the time leave is granted that the employee will be able to return to the same or equivalent position.

- A. For this purpose, "12 month period" means the 12 months immediately preceding the date an employee takes family care and medical leave.

- B. Pregnancy disability leave taken by an employee will not be considered when counting the amount of leave an employee may take pursuant to this policy.
- C. While on leave under this policy, an employee will continue to be covered by the District's group health insurance to the same extent that coverage is provided while the employee is working.
- D. If an employee fails to return to work after the designated period of leave or when the leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave under this policy, or because of circumstances beyond the employee's control.
- E. Leave under this policy may be granted on an intermittent basis (i.e., leaves taken in separate blocks of time due to a single qualifying reason) or a reduced work schedule to accommodate an employee qualifying for leave under this policy. An employee may take leave under this policy on an intermittent basis for his/her own serious health condition or for the serious health condition of a qualifying family member when it is shown to be medically necessary.
- F. Conditions for use of Family/Medical Care Leave:
 - 1. Notice of Leave. If the need for leave is foreseeable, an employee must provide the District with reasonable advance notice. For this purpose, "reasonable advance notice" means thirty (30) days' written notice, if practicable.
 - 2. Scheduling Leave. If the need for leave is foreseeable due to a planned medical treatment or supervision, the employee must make a reasonable effort to schedule it to avoid disruption of District operations.
 - 3. Medical Certification for Family Care Leave. A request for leave to care for a child, spouse or parent who has a serious health condition must be supported by a certificate of a health care provider which includes all of the following:
 - a) The date on which the health condition commenced;
 - b) A statement as to whether a serious health condition of a family member exists:
 - i. However, the employee need not (but may, at the employee's option) identify the serious health condition involved (i.e., diagnosis).

- ii. Failure to disclose the nature of the serious health condition may give the District reason to doubt the validity of the certification.
 - c) The probable duration of the condition;
 - d) An estimate of the time the employee needs to care for the individual;
 - e) A statement that the condition requires family participation to provide care during the period of treatment or supervision of the individual requiring care.
4. Medical Certification for Employee's Own Serious Health Condition. A request for leave for an employee's own serious health condition must be supported by a certificate of a health care provider which includes all of the following:
- a) The date on which the serious health condition commenced;
 - b) A statement as to whether the employee is unable to perform the essential functions of his or her normal position:
 - i. However, the employee need not (but may, at the employee's option) identify the serious health condition involved (i.e., diagnosis).
 - ii. Failure to disclose the nature of the serious health condition, may give the District reason to doubt the validity of the certification.
 - c) The probable duration of the condition.
5. Use of Accrued Leave:
- a) Vacation/Comp Time: An employee who takes family/medical care leave must use all of their accrued compensatory time off, if any, and then and all of their accrued vacation in excess of 80 hours.
 - b) Sick Leave: An employee who takes family/medical care leave may only use accrued sick leave as provided in the applicable under California law.

G. Limits on Family and Medical Care Leave

The District may refuse to allow family and medical care leave if:

- 1. The employee fails to furnish the District adequate medical documentation which satisfies the requirements under this policy or the FMLA or CFRA.

2. If both parents of a child are employed by the District, the District will not limit the family care leave for the birth, adoption or foster care placement of their child to a combined total leave of twelve (12) weeks in a 12-month period.

H. Challenge to Medical Certification

1. When the District doubts the validity of a medical certification submitted by an employee, it may require the employee to obtain at District expense the opinion of a second health care provider designated and approved by the District regarding any of the information in the original certification. Such second health care provider may not be one employed by the District on a regular basis.
2. If the opinion of the second health care provider differs from the first, the District may require the employee to obtain at District expense, the opinion of a third health care provider, designated or approved jointly by the District and the employee, concerning the information in the original certification. The opinion of the third health care provider will be final and binding on the District and the employee.

I. Employee's Obligation to Periodically Report on His/Her Condition

An employee on family or medical care leave may be required to periodically report on his or her status and intent to return to work. This will avoid any delay to reinstatement when the employee is ready to return to work.

J. Status of Employee Benefits While On Leave

1. Status of Employee. An employee on family/medical care leave retains employee status, and the leave does not constitute a break in service for purposes of longevity, seniority, or any employee benefit plan. For purposes of layoff, recall, promotion, job assignment, and seniority related benefits, an employee who returns from leave will have no less seniority than the employee had when the leave commenced.
2. Health Insurance. Except as hereafter provided, during family/medical care leave, the District will continue to offer the employee, and pay its share of the premium for, health insurance for up to twelve (12) weeks at the same level and under the same terms and conditions as coverage was provided while the employee was actually working for the District; provided that, if an employee fails to return from leave for reasons other than the continuation, recurrence, or onset of the employee's own serious health condition or other circumstances beyond the employee's control, the District may recover the premiums paid by the District on behalf of the employee.

3. Other Benefits. During family/medical care leave, an employee will continue to be entitled to participate in employee health plans for any period during which coverage is not provided as required in Section 7.6.3.J.2 above, employee benefit plans, including life, short-term or long-term disability or accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose.

K. Return from Family and/or Medical Care Leave

1. The District may deny reinstatement of an employee from family and medical leave to the same or equivalent position where:
 - a) The employee refuses to return on the date agreed upon; or
 - b) As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement; or
 - c) The same or equivalent position has been eliminated for legitimate business reasons unrelated to the employee's family/medical care leave, in which case the employee will have the rights accorded in the layoff provision of the applicable District policy.
2. Reinstatement of Key Employees: The District may deny reinstatement of an employee from family and/or medical care leave to the same or equivalent position where:
 - a) The employee is among the highest paid 10% of the District's salaried employees; and,
 - b) Reinstatement would cause the District serious and grievous economic harm; and,
 - c) The employee was notified at the outset of leave that reinstatement could be denied.

7.6.4 Status of Prior Policies

This policy supersedes and replaces all other policies on the same subject. The District reserves the right to amend this policy whenever it is appropriate to conform to state and federal laws, rules and regulations.

Section 7.7. Funeral and Bereavement Leave

7.7.1 Purpose

The District provides bereavement leave for its employees in the event of a death in the employee's family in order to handle family affairs and attend the funeral.

7.7.2 Conditions of Leave

A. Amount

An employee may take up to five days of sick leave (one of which shall be the date of the funeral) for the purpose of making necessary arrangements and attending the funeral.

An additional limited amount of time off to attend funeral services outside the State of California may be authorized with pay under special circumstances. The General Manager is vested with full discretion to evaluate the circumstances and make the determination.

Attendance at funerals requiring absences of more than five days may be charged to accrued vacation or personal leave accounts.

B. Covered Family Members

Leave shall be afforded under this policy for the death of the employee's spouse, child, mother, father, registered domestic partner, grandparent, grandchild, brother, sister, the corresponding step-relationship, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

C. Deceased Employees

In deference to the memory of a deceased colleague, a limited amount of time off to attend funeral services may be authorized with pay under special circumstances. The General Manager is vested with full discretion to evaluate the circumstances and make the determination.

Section 7.8. Jury Duty and Witness Leave

7.8.1 Purpose

The District encourages its employees to perform their civic duty to serve on a jury panel or as a subpoenaed witness and provides leave for such purposes as described herein.

7.8.2 Jury Duty Leave

A. Full-time Permanent Employees

Time off without loss of pay of up to four (4) weeks shall be granted to full-time employees called for jury duty. Such employees who are required to serve on jury duty shall be paid the difference between their regular pay and the amount of the jury fee received for such duty. For the purpose of this calculation, the jury fee does not include any mileage allowance. Should jury duty extend beyond four (4) weeks, the employee will receive unpaid leave for the duration of the jury service. The employee may elect to use accrued

vacation, compensatory time off, personal leave, or floating holiday leave to cover the remainder of the jury service.

B. Part-Time and Temporary Employees

Part-time and temporary employees will be granted time off without pay for jury duty service. These employees may elect to use accrued leave to cover the jury service.

C. Notice Requirements

All employees are required to provide their supervisor with reasonable advance notice of jury duty. Employees must provide their supervisor with a copy of their jury summons prior to the commencement of jury duty leave.

D. Return to Work

All employees released from jury duty prior to the end of a scheduled work day must report back to work within two (2) hours after being released from jury duty, unless there is less than two (2) hours remaining in the employee's work day at the time of release.

7.8.3 Witness Duty

All employees will be allowed time off without pay to appear in court as a witness pursuant to a valid subpoena or other court order. The employee must provide his or her supervisor with reasonable advance notice of the witness duty. Further, the employee is required to provide his or her supervisor with a copy of the subpoena or court order requiring the employee's attendance. The employee may elect to use accrued vacation, personal, or management leave to cover the time away from work.

All employees who are subpoenaed by court to appear in their capacity and scope as a representative of the District shall be allowed time off with pay for such witness duty.

Section 7.9. Military Leave

7.9.1 Purpose

The District provides appropriate military leaves of absence, benefits and reinstatement rights to members of the military consistent with the provisions of the California Military and Veterans Code and the federal Uniformed Services Employment and Reemployment Rights Act.

7.9.2 Leave of Absence

Any District employee who is a member of the United States armed forces, the National Guard, the Naval Militia or the reserve corps is entitled to an unpaid leave(s) of absence for ordered military duty including active military training, inactive duty training, encampment or exercises.

7.9.3 Employee Notice Requirements

Employees must provide advance written or verbal notice of the need for military leave unless to do so is impossible or unreasonable. Generally, an employee should present

their service papers to their supervisor as soon as they receive them. Employees should use their best efforts to arrange inactive duty or annual trainings at a time that is mutually convenient to the employee and the District.

7.9.4 Pay and Benefits While On Leave

A. Pay

Where the employee has been employed by the District for at least one year prior to the start of the leave, the first 30 calendar days of military leave will be paid. No minimum length of service is required to receive 60 calendar days of pay for a member of the National Guard who is called to active duty during a declared emergency. Paid military leave shall not exceed 30 calendar days in any fiscal year.

After the first 30 calendar days, military leave will be unpaid. Any employee may, at his or her option, elect to use accrued vacation or floating holiday time to cover periods of unpaid military leave.

B. Health Care Coverage

For leaves with duration of 30 days or less, the District will continue the employee's health care coverage on the same terms as if the employee was working.

For leaves longer than 30 days, the employee may be eligible to continue health care coverage for self and dependents at the employee's own expense for up to 24 months. Employees returning from leave longer than 30 days will be restored to health care coverage upon their return to work without a waiting period.

C. Seniority

Any employee who takes military leave retains his or her original seniority date and all other seniority-based benefits as if continuously employed.

Employees on military leaves will not accrue any vacation or sick leave during periods of unpaid military leave.

Time spent on military leave will be counted as time worked for purposes of determining eligibility for family and medical leave.

7.9.5 Reinstatement

The District will adhere to the applicable federal or state law that is most beneficial to the employee in determining reinstatement rights.

Generally, employees must provide timely notice of their intent to return to work after military service. An employee returning from military leave will be reinstated to employment in the position he or she would have held had there been no interruption for military service, if qualified. If reasonable efforts to so qualify the employee fail, he or she will be returned to the position held at the beginning of the leave, if qualified.

Reinstatement may be denied if the employee receives a dishonorable or other disqualifying discharge, fails to timely request reemployment, or the District's circumstances have so changed to make reemployment impossible or unreasonable.

Section 7.10. Leaves of Absence without Pay–Accrual of Vacation and Sick Leave

An employee taking leave without pay shall earn vacation leave and sick leave during the week in which the leave of absence occurs according to the following weekly schedule. Such vacation leave and sick leave shall be calculated to the nearest tenths as shown in the chart below:

| HOURS OF LWOP | PERCENTAGE OF ACCRUAL |
|----------------------|------------------------------|
| 2 – 3.9 | 90 |
| 4 – 7.9 | 80 |
| 8 – 11.9 | 70 |
| 12 – 15.9 | 60 |
| 16 – 19.9 | 50 |
| 20 – 23.9 | 40 |
| 24 – 27.9 | 30 |
| 28 – 31.9 | 20 |
| 32 – 35.9 | 10 |
| 36 – 40.0 | 0 |

Section 7.11. Outside Employment

The District forbids employees on a leave of absence, other than military leave, from holding outside employment during such leave. Employees who violate this policy will forfeit any leave of absence and will be deemed to have voluntarily terminated their employment and separated from the District.

CHAPTER 8
BENEFITS - RESERVED



NAPA COUNTY REGIONAL PARK &
OPEN SPACE DISTRICT

STAFF REPORT

Date: April 9, 2018
Item: **4.C**
Subject: Receipt of report on expenditures, encumbrances, donations, and grants approved by District staff

RECOMMENDATION

(1) Receive the report.

BACKGROUND

Section III.A.(7) of the District By-laws authorizes the General Manager to bind the district for supplies, materials, labor, and other valuable consideration, in accordance with board policy and the adopted District budget, up to \$25,000, provided that all such expenditures are subsequently reported to the Board of Directors. Section III.A.(8) of the By-laws authorizes the General Manager to apply for grants and receive donations, subject to reporting such actions to the Board of Directors.

Attached is a report showing all District expenditures for March 2018.

In addition to these expenditures, the General Manager has authorized the following contracts using his signature authority:

Agreement 18-02 with Rybicki Associates for employment legal services

PARKS & OPEN SPACE DISTRICT - MARCH 2018 EXPENSE REPORT

General Admin Dept - 85000-00

| Date | Journal Line Description | Name | Monetary Amount |
|------------|-----------------------------|---------------------|-----------------|
| 03/01/2018 | Constant Subscription | JOHN WOODBURY | \$ 563.50 |
| 03/01/2018 | Google apps Feb & Mar | JOHN WOODBURY | \$ 60.00 |
| 03/12/2018 | Clamp on Pallet Forks | JOHN WOODBURY | \$ 110.88 |
| 03/13/2018 | 2018 Open Roads Sponsorship | NBC UNIVERSAL, LLC | \$ 5,000.00 |
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ 5,712.20 |
| 03/20/2018 | Sterno, trail cams | CJ YIP & ASSOCIATES | \$ 783.22 |
| 03/20/2018 | DOJ Clearance C Cahill | CHRISTOPHER CAHILL | \$ 89.00 |
| 03/20/2018 | Food for volunteers | CJ YIP & ASSOCIATES | \$ 220.94 |
| 03/20/2018 | Sterno, trail cams | CJ YIP & ASSOCIATES | \$ 4.31 |
| 03/21/2018 | February 2018 Invoice | 6539 CONSULTING | \$ 2,405.05 |
| 03/27/2018 | February 2018 Invoice | CJ YIP & ASSOCIATES | \$ 5,515.62 |

Moore Creek Dept - 85010-00

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------------|------------------------------|-----------------|
| 03/01/2018 | Port a potty 2/1-28/18 | JOHNNY ON THE SPOT | \$ 162.38 |
| 03/06/2018 | Old Man's Beard Trail | FOREST TRAILS ALLIANCE | \$ 19,995.00 |
| 03/06/2018 | February 2018 Invoice | HERITAGE SYSTEMS, INC. | \$ 367.67 |
| 03/12/2018 | Maintenance supplies Feb. 2018 | CENTRAL VALLEY BUILDERS | \$ 25.02 |
| 03/12/2018 | PG&E 1/21/18-2/20/18 | PACIFIC GAS & ELECTRIC CO | \$ 740.73 |
| 03/12/2018 | PG&E 1/23/18-2/21/18 | PACIFIC GAS & ELECTRIC CO | \$ 92.08 |
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ 3,043.77 |
| 03/20/2018 | Food for volunteers | CJ YIP & ASSOCIATES | \$ 75.59 |
| 03/20/2018 | Service call for alarm | MCCOLLUM GENERAL ENGINEERING | \$ 367.65 |
| 03/26/2018 | March 2018 Invoice | HERITAGE SYSTEMS, INC. | \$ 367.67 |
| 03/27/2018 | February 2018 Invoice | CJ YIP & ASSOCIATES | \$ 1,262.17 |

OHMT Dept - 85010-01

| Date | Journal Line Description | Name | Monetary Amount |
|------------|------------------------------|---------------------|-----------------|
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ 340.84 |
| 03/20/2018 | Lock, cement & gate supplies | CJ YIP & ASSOCIATES | \$ 91.46 |
| 03/20/2018 | Food for volunteers | CJ YIP & ASSOCIATES | \$ 67.12 |
| 03/27/2018 | February 2018 Invoice | CJ YIP & ASSOCIATES | \$ 585.02 |

NRBT Dept - 85010-02

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|---------------------|-----------------|
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ 199.49 |
| 03/27/2018 | February 2018 Invoice | CJ YIP & ASSOCIATES | \$ 265.26 |

Camp Berryessa - 85010-03

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|-------------------------------|-----------------|
| 03/12/2018 | PG&E 1/22/18-2/20/18 | PACIFIC GAS & ELECTRIC CO | \$ 9.86 |
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ 152.25 |
| 03/20/2018 | Garbage | BERRYESSA GARBAGE SERVICE AND | \$ 52.00 |

NRER - 85010-05

| Date | Journal Line Description | Name | Monetary Amount |
|------------|--------------------------|---------------------|-----------------|
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ 281.25 |

| | | | | |
|------------|------------------------------|---------------------|----|--------|
| 03/13/2018 | PARK170118 01/09/18-02/28/18 | ALDEA INC | \$ | 400.00 |
| 03/27/2018 | February 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 131.54 |

State Park - 85010-08

| Date | Journal Line Description | Name | | Monetary Amount |
|------------|--------------------------------|-------------------------------------|----|-----------------|
| 03/01/2018 | Monitoring fees Feb. 2018 | ADVANTAGE TOTAL PROTECTION | \$ | 40.00 |
| 03/01/2018 | Monitoring fees Feb. 2018 | ADVANTAGE TOTAL PROTECTION | \$ | 40.00 |
| 03/01/2018 | PG&E 1/11/18-2/12/18 | PACIFIC GAS & ELECTRIC CO | \$ | 1,164.01 |
| 03/01/2018 | PG&E 1/11/18-2/11/18 | PACIFIC GAS & ELECTRIC CO | \$ | 34.72 |
| 03/01/2018 | PG&E 1/12/18-2/12/18 | PACIFIC GAS & ELECTRIC CO | \$ | 198.40 |
| 03/01/2018 | PG&E 1/12/18-2/12/18 | PACIFIC GAS & ELECTRIC CO | \$ | 10.51 |
| 03/01/2018 | PG&E 1/11/18-2/11/18 | PACIFIC GAS & ELECTRIC CO | \$ | 68.16 |
| 03/01/2018 | PG&E 1/12/18-2/13/18 | PACIFIC GAS & ELECTRIC CO | \$ | 665.28 |
| 03/01/2018 | PG&E 1/11/18-2/12/18 | PACIFIC GAS & ELECTRIC CO | \$ | 173.29 |
| 03/01/2018 | Maintenance supplies | STEVES HARDWARE | \$ | 111.67 |
| 03/01/2018 | Winter dinner deposit. | NAPA VALLEY STATE PARKS ASSOCIATION | \$ | 400.00 |
| 03/01/2018 | Anniversary event 2/7/18 | NAPA RIVER INN | \$ | 454.79 |
| 03/01/2018 | Pumped bathroom 2/15/18 | MONTELLI CONSTRUCTION INC | \$ | 605.00 |
| 03/07/2018 | Heartland credit card fees-WFB | | \$ | 45.16 |
| 03/07/2018 | 2/5-10 Mileage | JOHN WOODBURY | \$ | 55.05 |
| 03/12/2018 | Garbage pickup Feb. 2018 | UPPER VALLEY DISPOSAL | \$ | 879.46 |
| 03/12/2018 | Ashes pickup Feb. 2018 | UPPER VALLEY DISPOSAL | \$ | 336.78 |
| 03/12/2018 | Phone internet communications | TPX COMMUNICATIONS | \$ | 640.40 |
| 03/12/2018 | Maintenance supplies Feb. 2018 | CENTRAL VALLEY BUILDERS | \$ | 436.24 |
| 03/12/2018 | Brush chipper rental | CENTRAL VALLEY BUILDERS | \$ | 357.50 |
| 03/13/2018 | January 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 145.71 |
| 03/16/2018 | February 2018 Invoice | SANDY JONES | \$ | 1,435.00 |
| 03/16/2018 | PARK170518 02/2018 Expenses | SANDY JONES | \$ | 99.71 |
| 03/16/2018 | Bale Mill At&t 1/28-2/27 | AT&T | \$ | 17.62 |
| 03/19/2018 | February 2018 Invoice | JONATHAN EHLERS | \$ | 425.00 |
| 03/20/2018 | Yamaha service | PARRIOTT MOTORS | \$ | 526.48 |
| 03/20/2018 | SD card, blade kit, name tags | CJ YIP & ASSOCIATES | \$ | 34.45 |
| 03/20/2018 | SD card, blade kit, name tags | CJ YIP & ASSOCIATES | \$ | 139.95 |
| 03/20/2018 | Supplies | CASH & CARRY | \$ | 19.83 |
| 03/20/2018 | Bale Grist Bakery Supplies | KEITH GIUSTO BAKERY SUPPLY LLC | \$ | 396.93 |
| 03/20/2018 | SD card, blade kit, name tags | CJ YIP & ASSOCIATES | \$ | 102.00 |
| 03/20/2018 | Bandanas for State Park | CJ YIP & ASSOCIATES | \$ | 2,508.68 |
| 03/27/2018 | February 2018 Invoice | CJ YIP & ASSOCIATES | \$ | 369.18 |

Suscol Headwaters - 85010-09

| Date | Journal Line Description | Name | | Monetary Amount |
|------------|--------------------------|------|----|-----------------|
| 03/22/2018 | Tuteur Loop Trail | | \$ | 22,200.00 |

Plan of Projects Status Report

09-Apr-18

| Name of Project Description | Status |
|--|---|
| Amy's Grove Planning and permits for public use of Amy's Grove | The District will hold a community scoping session later in 2017, with the timing dependent on when background surveys are complete and the adjacent Enchanted Hills Camp is available to host the meeting. A botanist and an archaeologist have been put under contract to do an initial planning survey for the property. The archaeological survey has been completed and did not find evidence of native American activity. The botanical survey has been completed and submitted for review. Staff is engaged in ongoing conversations with neighboring property owners which may ultimately result in changes to or even an expansion of the property; formal park planning and filing for a County use permit awaits completion of those discussions. Much of Amy's Grove burned in the 2017 fires, but the damage appears to be limited. |
| Bay Area Ridge Trail Tuteur Loop Assignment of Tuteur Loop Ridge Trail easement from the Bay Area Ridge Trail to the District | The Bay Area Ridge Trail Council obtained a donated easement from the Tuteur family and constructed a section of Bay Area Ridge Trail adjacent to Skyline Park. The Council and the property owner wish to transfer this easement to the District. Staff has reviewed with Mr. Tuteur the results of our survey for the Soscol Headwaters acquisition and together have arrived at a common understanding of property boundaries. Tuteur has agreed to modify the trail easement, as part of the transfer of the easement to the District, to reflect the actual property boundaries. Staff flagged the proposed new trail alignment with Mr. Tuteur on January 12, 2016. A surveyor was engaged to place boundary markers and prepare a legal description for the trail easement; this contract was cancelled before completion because questions arose about the location of the County line in this area, and Tuteur is seeking another surveyor who has the capacity to address the County line question. In June 2017 the SPCA Board unilaterally decided to regulate access on the River to Ridge Trail through constructing and staffing a new guard shack, gate, and cyclone fencing at the eastern end of the trail. The guard shack, gate and cyclone fence on the R2R Trail was removed in late November 2017. Nearly all of the backcountry at Skyline Park burned in the 2017 fires. In December 2017, Forest Trails Alliance completed District-funded fire remediation trail work on the Tuteur Loop and the Loop is now accessible from Suscol Headwaters and the Suscol Knob. Staff continues to work with the Ridge Trail Council, the Tuteur Family Trust, and the Land Trust of Napa County to transfer to the District the trail easement that was donated to the Council from Tuteur. |
| Bay/River Trail -- American Canyon to Napa An 8+ mile recreational trail generally following the Napa River and interior levees of associated wetlands. Phase 2-B--Pond 10 to Soscol Ferry Road | The design for the public crossing of the SMART tracks has been completed, and SMART, NRCA and the PUC have verbally agreed to allow the railroad crossing. A biological survey for the Fagan Marsh area has been completed, based on the results, DFG has indicated they do not want the trail alignment to follow the levee on the north side of Fagan Marsh. District staff is reviewing the feasibility of an alternative alignment. In August 2017 City of American Canyon staff met with District staff to discuss strategies for completing the trail. |
| Berryessa Estates Acquire 480 acres next to Berryessa Estates from BLM at no fee through their Recreation and Public Purpose Act procedure. Would connect Lake Berryessa Estates to the District's Spanish Valley holdings. | The District in 2009 applied to BLM for a no-fee transfer of this property to the District for the no-fee transfer of this property; while this transfer has received conceptual approval by BLM staff, the formal approval has been delayed because of property title issues between BLM and BOR. The District has completed the donation to the District of a small, 0.2 acre property that provides critical access to the northeast corner of the property. In 2015 Reclamation said they have done their work to clear up the title issue and it is now up to BLM to finish the transfer. BLM thought they would complete their work by the end of 2015, but this did not happen, and a new date for completion has not been set. BLM's timeline has been extended because BLM has determined that not only these but other federal lands in the same general area also need to have their revocation process completed, and they wish to resolve all at the same time. At a meeting on April 14, 2016, the new Superintendent for the Ukiah District of BLM committed to completing the transfer. Because of staffing changes at BLM, as of March 2018 no progress had been made. |

Berryessa Vista
Planning, stewardship and expansion of this wilderness park.

Volunteers working with the District have completed detailed GIS mapping showing all existing roads, creek crossings, vista points and potential campsites. Continuing damage by off-road vehicles trespassing on the property was noted. The District sent a letter to all property owners in that area introducing the District, explaining the deed restriction prohibiting off road vehicles, and asking for their cooperation. Since then there has been less observed damage, although the problem is not resolved. Staff was planning on installing a gate to restrict OHV access, but this has proven infeasible. No other work is anticipated until Lake Berryessa Trail planning is completed, as that is a key step in gaining overland access to the property. In 2014 the Land Trust acquired an 80 acre inholding between District and BLM land, based on a District Board action in November 2014 agreeing to acquire the property from the Land Trust at a later date when funding is available. District and Land Trust staff in April 2016 placed a camera on the property in an attempt to identify the off-road vehicle and motorcycle users who have been causing some damage to the property. Staff has been monitoring the cameras since spring 2016 and has noted a small decrease in illegal off road vehicle use. No riders have been identified, though staff will continue to monitor the cameras.

Camp Berryessa

Redevelopment of former Boy Scout Camp into a 64 bed group/environmental education camp with 8 tent cabins, 2 covered group activity centers, a canoe/kayak dock, a central amphitheater and campfire ring, and a shower and composting toilet restroom facility.

A grant for \$50,000 to help with construction was provided by the Mead Foundation, together with a \$1.7 million grant from the State Coastal Conservancy. Construction of Phase I, which includes beds for up to 64 campers was completed in June 2016. Jim Hankes, a Bureau of Reclamation maintenance employee and life-long Berryessa resident has moved his park unit trailer onto the property and become our first volunteer camp host. Tuleyome, the BOR, and Forest Trails Alliance are very close to completing the new North End Trail, running from +/- Camp Berryessa to the north end of the Lake, approximately 7 miles each way. It's a wonderful amenity to Camp Berryessa and to the Lake. In early October, 2017 Caltrans delivered (at no cost to the District) the disassembled and individually numbered pieces of a former Monticello Road stone arch bridge to Camp Berryessa for our eventual use somewhere. From April through June 2018 the Camp is booked virtually every weekend.

(The) Cove at Mt. Veeder

Reconstruction of campground and trails

The Cove was severely burned in the October 2017 fires, since then staff has been working on cleanup. A forester inspected the trees in late November 2017 to determine how many will need to be removed as hazards. Most of the trees in The Cove are dead or will be soon and will need to be removed before the camp can be reopened. Staff hiked most of the property in early January and confirmed that fire damage is severe and extensive. In early February the County Wildlife Commission toured the Cove to inspect fire impacts and discuss ways in which they might direct funding to fire recovery efforts County-wide. Staff is working with a forester to develop a plan for salvage logging after the rainy season is over to (a) remove hazardous dead trees in the campground area and (b) in the process also repair/improve the access road into the site. The Napa Girl Scout troops have already undertaken a number of projects to help restore the Cove, including new signage and rehabbing the campfire circle. Installation can, however, only happen once salvage logging is complete.

District Non-profit Foundation
Organize a non-profit foundation to raise funds for District projects

The District Board has approved the goals, objectives and basic structure for a non-profit foundation to assist the District with fundraising. Director Turjanis in early 2015 began the process of preparing articles of incorporation and identifying potential Board members, but plans have been postponed to ensure what the District does is coordinated with fundraising efforts of other organizations.

Lake Hennessey North Shore Trails

Would open up several miles of existing dirt access road, and construct approximately 1 mile of new single track trail, into a loop trail system on the north side of Lake Hennessey, and connecting to the planned Moore Creek Open Space Park trail system.

In November, 2009 the Napa City Council directed city staff to work with the District to finalize an agreement for the proposed Hennessey trails. The District approved a Mitigated Negative Declaration on February 14, 2011. A final lease agreement and operations plan was approved by the District Board in August 2012, and by the City Council in September 2012. Work was completed on the connector trail to Moore Creek in June 2013. Lake Hennessey North Shore Trails formally opened with a ribbon cutting on October 18, 2014. The Sam the Eagle Trail was completed in April 2015 and, in staff's opinion, turned out wonderfully. Forest Trails Alliance donated a hand carved wooden trail sign that was installed at the northern terminus of the new trail. District staff patrol the North Shore several times a week. District staff and volunteers installed the Harold Kelly bench in early June 2015 and constructed a short ADA-compliant access trail to it on July 11, 2015. The County Wildlife Conservation Commission awarded the District a +/- \$2,000 grant to fund installation of an interpretive birding trail developed in partnership with Napa Solano Audubon along the north shore of the lake, signage was installed in May 2015. A new bench along the shoreline was dedicated to former Director Harold Kelly on October 22, 2015. Napa Marble and Granite installed (well, carved) new trail signage for the Shoreline and Sam the Eagle trails in early September 2017. A new trail ("Old Man's Beard Trail") was completed in February 2018. An extension of this trail to continue to the top of the unnamed peak in the Lake Hennessey Unit and connect to the existing Hennessey Vista Trail is planned for late 2018 or early 2019.

Moore Creek Park Development

Development of open space park on 673 acres acquired by the District adjacent to City of Napa watershed lands at Lake Hennessy to protect habitat, provide recreational trails, and overnight camping facilities.

The park opened on June 30, 2013. The eastern boundary survey and fencing project was completed June 2014. Construction of the Valentine Vista Trail was completed by the Forest Trails Alliance in April 2014. With the help and support of the County Fire Department and County communications technicians, the District has installed an emergency communications radio and antenna at the Ranch House (which has neither landline nor cellular phone service). The next big project is the construction of the Madrone Trail, a roughly 2 miles footpath on the western side of Moore Creek canyon north of the ranch house. In February and March volunteers helped flag and brush the first part of the Madrone Trail. A VO-CAL event with approximately 100 volunteers gathered May 15-17, 2015 to continue this construction. In April we purchased an ATV for use at Moore Creek Park and other facilities, primarily with funds granted by the Wildlife Conservation Commission. The Pruett's, our new volunteer caretakers, moved in to the ranch house in late August, 2015. A dozen volunteers worked on the Madrone Trail on October 3 and 4, 2015, constructing a set of steps and a few hundred feet of new trail. The septic system for the gate house had to be pumped out in November 2015, at which time a collapsed leach field pipe was noted; this was repaired in late December. In January 2016 the District contracted with a new company to provide both high speed internet and phone service to the ranch house to improve safety and emergency response capabilities, as well as make the caretaker's life less isolated. Installation was completed in February 2016. Moore Creek experienced significant creek bank erosion next to the staging area in the 2017 winter storms; with assistance from the County Flood Control District the bank has been stabilized with willow plantings. The owner of the property just north of Moore Creek Park has approached the District about donating a trail easement or fee title ownership to facilitate a trail connection between Moore Creek Park and Angwin. The property owner to the east of Moore Creek filed suit in June 2017 claiming the District owed additional money for the boundary survey and fence separating his property from ours. District Counsel has filed three demurrers seeking dismissal of the suit; the judge has twice ruled in the District's favor but gave the plaintiff the opportunity to amend their complaint; there has not yet been a decision on the latest District demurrer. The "Dry Foot" Trail, including three small stone arch bridges, was completed in late January; this trail parallels the Moore Creek Trail but bypasses three stream crossings.

Montesol West

Acquisition of 1,254 acres west of Highway 29 north of Robert Louis Stevenson State Park

The District has the opportunity to purchase 1,254 acres west of Highway 29 adjacent to Robert Louis Stevenson State Park for a price of \$200,000. The area's conservation values have already been protected through an easement negotiated by the Trust for Public Land and now held by the Land Trust of Napa County. Purchase of fee title will permit the area to be used for public recreation. The District is preparing a Habitat Conservation Program grant application with assistance from TPL. A public presentation to the Middletown Area Town Hall was made on August 10, 2017, and to the Middletown Area Merchants Association on August 15 and September 14, 2017. With assistance from the Trust for Public Land, the District submitted a grant application to the State Habitat Conservation Fund for the remaining \$200,000 needed to complete the acquisition. A decision on the grant application is expected in May of 2018.

Oat Hill Mine Trail

Various improvements to the historic Oat Hill Mine Road

The District is continuing to work with Tuleyme on a project to clean up the Twin Peaks and Corona Mines. In the hopes this may enable the District to safely open the northern Oat Hill Mine Trail for public use. Staff and volunteers in February 2013 to did a comprehensive evaluation of erosion issues on the trail, and experts from the RCD joined staff for another evaluation in early April. The City of Calistoga and Caltrans have restarted discussions about constructing a roundabout at the intersection of Highway 29 and Silverado Trail; the District is tracking these discussions to ensure that whatever design as adopted will provide adequate and safe access to the Oat Hill Mine Trail. The Bay Area Ridge Trail did some cleanup and minor improvements in late October 2013 to the staging area, and the lower 4 miles of the OHMT was dedicated as part of the Ridge Trail on November 10, 2013. The 40 acre Randy Lee Johnson property donation was completed in December 2014. Volunteers made drainage improvements on the trail in late January 2015 and work parties to install drain dips to control erosion were held in January and April of 2016. A PG&E contractor attempted to drive an ATV up the OHMT in early June, and ended up going over the side and into a gully. They promptly removed the vehicle and repaired the trail damage. A team of 20+ volunteers spent a Saturday in December 2016 constructing and repairing water bars on the Oat Hill Mine Trail. In late July 2017 we placed our annual deer season advisory closure signs on the Trail. The first 1.3 miles of the trail was bulldozed as a result of CalFire efforts to suppress the October 2017 wildfires; one volunteer work party has already spent a Saturday remediate the damage, but more is needed. CalFire had agreed to come back to do more remediation, but subsequent fires in Southern California diverted their staff to help fight those fires. District staff and volunteers in February 2018 replaced the gate at the Calistoga trailhead that had been damaged by Califire's fire fighting efforts.

Rector Ridge/Stags Leap Ridge Trail

Construction of staging area and 6+ miles of Ridge Trail climbing east from Silverado Trail near Rector Creek.

CEQA on this project was completed several years ago--staff has prepared a draft update to the Negative Declaration due to the passage of time since the original approval. The project concept has been approved by the District Board, and was positively viewed by the Veterans Home administration. However, Veterans Home staff had been having difficulty figuring out what approval process is needed, because of ongoing discussions at the state level about the appropriate roles and future programs for the Veterans Home, and then key management staff at the Veterans Home retired in November 2010, so progress was delayed pending the filling of their vacant positions. The District will restart the process when other priorities are under control.

Skyline Park

Permanent protection of Skyline Park

Three past legislative efforts to authorize sale to the County failed due to unrelated disagreements between the state legislature and administration. Separately, the County in September 2009 approved a new park overlay zone and an updated Master Plan for Skyline Park. A fourth legislative effort by Assembly member Evans in 2010, sponsored by Napa County and supported by the District, was approved by the legislature and signed by the Governor. The County and state General Services agreed on an appraisal process for determining the fair market value purchase price, the County retained an appraiser acceptable to the State, and a draft appraisal was prepared. In late April 2012 the state indicated they did not accept the value as determined by the appraisal and negotiations stalled. A Draft EIR was released in late September 2013 for the proposed expansion of the adjacent Sycamore Quarry. The District Board approved comments on the DEIR at its October 2013 meeting. The Final EIR was released in November of 2014; the Planning Commission certified the EIR on October 21, 2015. On October 22, 2015, the State applied to the county to rezone Skyline Park by removing the Skyline Wilderness park Combining District overlay, which would make it easier for the State to sell for development and at a higher price. The Planning Commission certification for the quarry expansion was appealed to the Board of Supervisors by two organizations. The District in February 2016 submitted two letters to the Board of Supervisors, one requesting the setback between the quarry and the park be protected through a permanent conservation easement, and the other expressing support for the changes to the quarry project that were recommended by the County Planning Department, with additional protection for Pasini Ridge. In April 2016 the District presented its position to the Board of Supervisors at the public hearing for the project. The Board of Supervisors rejected the appeals and approved the quarry expansion in July 2016. Legislation introduced by Senator Wolk in January 2016 stalled when the State announced it was opposed to any sale of Skyline Park to the District until completion of a state planning process for future health and welfare services.

Smitlle Creek

Planning and permits to open this 411 acre holding for public use

The District completed purchase of this property in December 2015. The next step is to conduct resource surveys, complete CEQA, and obtain permits. A botanist was retained in early 2016 to do a reconnaissance level survey of plant resources as the first step in planning for the property, his report was received in January 2017, the report describes the property as one of the best locations in the County for native grasses. US Geological Survey has requested permission to place a seismic monitoring station on the property, staff has worked with them to identify an appropriate location. In July 2016 the placement request was submitted to the Wildlife Conservation Board (WCB) for concurrence, which as the provider of the grant to acquire the property has the right to review such changes. WCB approved the request in August. An access agreement with USGS is before the District Board for approval at the September 2016 meeting. A group of 20+ people from Tuleyome were given a hiking tour of the property in December 2016, as a way to build interest in the property and build a pool of volunteers to help with restoration and improvement of the property. On March 4 2017, Tuleyome volunteers brushed the Iron Mountain trail (in the Cedar Roughs Wilderness, but accessed via Smitlle Creek.) A volunteer clean-up project tentatively scheduled for November 4, 2017 was postponed due to the need to focus on fire remediation elsewhere.

Spanish Valley, Crystal Flats, and Stone Corral

Planning for open space donated by Bob and Evalyn Tincher

Staff met with key community leaders from Lake Berryessa Estates on February 6 and March 6, 2011. A public session was held April 21st at the Pope Valley Farm Center. The District took possession of the properties on January 1, 2012. The District in October 2012 granted an easement across the District's Stone Corral property to resolve one of the clouds on the title to this land. Staff met with the LBEPQA Board many times in 2011-2013 to discuss use of the Crystal Flats and Stone Corral areas. District staff prepared a draft agreement between the District and the Association, which the Association has informally rejected. The well serving Spanish Valley was repaired in November 2013. The District also sealed up an abandon dry well bore discovered on the property. A group of boy scouts GPS'd old ranch roads and 4-wheel drive tracks on the Spanish Valley. A contract for archaeological surveying (a required part of the CEQA process) was completed by Tom Origer and Associates in June, 2014. Staff completed a preliminary survey of the Spanish Valley access road in late July 2012 and, while legal access to the property has been established, it does not appear that the existing road is located within the Spanish Valley Trail easement. Staff discussed purchasing the affected property, but the landowner wanted more than staff believed the property would be appraised for. In February 2013 several no trespassing signs were installed in response to some evidence of illegal OHV use. The Crystal Flats sign was immediately removed and the lock on the gate removed; a more secure temporary lock has been installed, and staff is researching a new gate that will exclude ATVs and motorcycles while allowing hikers, bicyclists and equestrians. The District is partnering with Tuleyome to investigate and come up with the trail alignment connecting Spanish Valley to the Pope To Putah Trail on BLM land which is under construction by Tuleyome. An abandoned trailer in Spanish Valley was removed in July 2014 at no cost to the District using an abandoned vehicle program administered by the County. The Butts Canyon fire did not reach District property, but CDF graded several emergency roads and firebreaks through Spanish Valley. CDF did some remediation work after the fire. The Board in March 2015 adopted interim policies for the Crystal Flats and Stone Corral holdings regarding hunting, shooting, fires and motorized vehicle use. The District in 2015 reimbursed the Lake Berryessa Estates Property Owner's Association for half the cost (~\$4,000) for pruning hazardous trees in the small campground within the Crystal Flats property. In late March 2017 staff met with the Association President to talk about potentially splitting the cost of new automatic gates to better control access to Putah Creek within the District's Stone Corral and Crystal Flats holdings. In late April 2017 the General Manager authorized using the \$5,000 in restricted funds available to these holdings to help pay for the new gates. In late May District staff met with biologists and lands specialists from the Land Trust to discuss controlled burns and other preservation management options in Spanish Valley. The District and Land Trust have begun the process of developing a backup conservation easement that would be held by the Land Trust to provide additional protection for the property. In March 2018 the Property Owners Association approached the District to get authorization for them to involve the sheriff when faced with trespass by unauthorized people and vandalism of the gates that controls access.

Suscol Headwaters Preserve

Improvements to Suscol Headwaters Preserve

Having completed purchase of the Preserve in November, 2017 the District now needs to make improvements required by funders, acquire a Napa County Use Permit, and make improvements necessary to open and operate the eventual park. Improvements needed to satisfy funders include the construction of a California red legged frog (CRLF) breeding pond and various habitat improvements focused on, but not exclusively in, the pond area. Improvements necessary to open and operate the eventual park include in the planning and construction of a trail network, design and installation of signage, and the potential future construction of a parking lot and trailhead improvements off-property to the south on or near Highway 12 in Jameson Canyon. On July 1st 2015 the board of the Napa Sanitation District approved an easement option agreement which may allow us to construct a trail and trailhead parking lot on their Kelly Road sprayfield property. Alternate off-site options are also being pursued. A portion of the property, mostly in Phase II, burned in the October 2017 firestorm; some trees were killed, and a perimeter grazing fence was destroyed, but otherwise damage was not catastrophic.

State Parks

Operate Bothe-Napa Valley State Park and the Bale Grist Mill State Historic Park

The District, with assistance from the Napa Valley State Parks Association took over management of the parks on April 1, 2012. Since then the District has obtained permits and done improvements to the pool, installed 7 yurts, instituted recycling in the campground and day use areas, pumped all septic system tanks twice, repaired the historic Wright House for use as a rental property, restored 5 cabins, constructed a new shower/toilet facility, and made a large dent in the backlog of deferred maintenance. District efforts to pass legislation allowing the sale of grain from the Bale Mill were unsuccessful. The District has de facto also taken on responsibility for Robert Louis Stevenson State Park, funding repairs to the Silverado House, working with State Parks to get a caretaker into that house to prevent vandalism. In 2014 the District started the process of extending the District's 5 year Operating Agreement and including RLS in the agreement; approval of that new agreement is still pending. The existing OA expired on March 31, 2017; the District is now operating the parks on a month-to-month basis until State Parks can complete the new agreement. State Parks was supposed to have a revised draft of the OA available for District review by the end of August 2017, but as of September 6 had not done so. Nearly \$270,000 in gifts, grants and pledges have been obtained to assist with improvements at the parks. The District is working with the Vine Trail on the proposed alignment of the Vine Trail through Bothe. The hiring for the 2 full-time Park Steward Assistant positions was completed in early June 2017. On August 7 we received a resignation letter from Rob Grassi, our acting park manager. Rob's last day was September 8, 2017. In early February we hired Jason Jordan as the District's first Park Steward, his portfolio includes managing the two, soon to be three, Napa Valley State Parks under our care.

Vallejo Lakes

Possible purchase of 1100 acres of surplus Vallejo Water District lands, of which 200 acres are located in Napa County, and Lake Curry which is entirely in Napa County

Discussions between the District, the Land Trust of Napa County, the County of Solano and the Solano Land Trust indicate a common desire to work together to purchase this property adjacent to Skyline Park. The City Council of the City of Vallejo has officially authorized staff to pursue surplussing of the property. The City of Vallejo has hired an appraiser to prepare an estimate of the property's fair market value, but this has not yet been released. The District GM, together with the County of Solano EO, in February 2012 each sent letters to the City of Vallejo formally expressing interest in the property and requesting notification per state law of any planned surplussing of the property. Sale of the property by the City has been delayed because of complications related to questions about how best to supply water to residents in Green Valley. The Trust for Public Land has expressed interest in assisting with the purchase of this area. Staff from the District and its partners met with the Vallejo City Manager in April 2014; the surplussing process has become more complicated and the City does not anticipate any action in the near future, but meanwhile the City Manager appears open to working with us to figure out a mutually beneficial outcome. Staff had a very interesting meeting with City of Vallejo water division staff and a tour of Lake Curry in late May. The Lake Curry property can only be described as a jewel, and the City of Vallejo would clearly like to divest it. District staff is presently exploring a broad array of options. The Solano County Board of Supervisors has meet in closed session to discuss the Lake Curry property. A meeting with Solano County representatives took place January 27, 2017. Solano County is seriously investigating the feasibility of acquiring the lakes and managing their water supplies; as part of this investigation they are also looking at the feasibility of partnering with the District to manage public recreational access.

A Class I bicycle/pedestrian path extending from Calistoga to the Vallejo Ferry Terminal sponsored by the Vine Trail Coalition, of which the District is a participating member.

The District has entered into an MOU with the Vine Trail Coalition to provide assistance as requested by the Coalition in receiving funds, preparing plans and environmental documents, constructing and operating the trail. The District, the Bay Area Ridge Trail, the San Francisco Bay Trail and the Vine Trail Coalition have prepared a joint Case Statement for the combined trail network for fundraising purposes. The District on February 5, 2010 submitted an appropriations request for FY 2011 to Senator Feinstein, and a similar request to Congressman Thompson on February 26, 2010 on behalf of the Vine Trail Coalition. The District in April 2013 approved and sent a letter of support for the City of Calistoga's request for a grant from the Coastal Conservancy to plan the trail through Calistoga. The Board President in early June 2014 sent a letter of support for a Vine Trail Federal "Tiger" grant to help construct the section of trail between Yountville and Napa. The District continues to coordinate with the Vine Trail on plans to route the Vine Trail through Bothe-Napa Valley State Park. A joint Vine Trail/Ridge Trail dedication event was held at Bothe on July 27, 2014. In March 2015 the Vine Trail initiated discussions with district staff about the possibility of the District providing maintenance for the entire Vine Trail. Syar Industries in March 2015 entered into an agreement with Napa Pipe and the Vine Trail to provide an easement for the trail connection between Napa Pipe and Kennedy Park. The cities and the county have for now decided that each entity will maintain the section within their jurisdiction, rather than paying into a common fund for common maintenance. District staff joined with Vine Trail and State Parks staff in October 2016 to discuss the Vine Trail route through Bothe-Napa Valley State Park; the solution that State Parks is willing to accept will add an estimated \$600,000 to the cost of the Vine Trail. On behalf of the District, the GM in January 2017 wrote a letter of support for their application for funding from NVT.A.

Completed Projects

- Amy's Grove Donation of 50 acres along Dry Creek and Wing Creek The donation of approximately 50 acres of open space from the Chamberlain family to the District closed in December 2015.
- Bay Area Ridge Trail Realignment Amendment to the proposed alignment of the Bay Area Ridge Trail extend north to the Cat Hill Mine Trail In December of 2012 the Bay Area Ridge Trail Council approved the proposed realignment of the Ridge Trail through Napa County as requested by the District.
- Bay/River Trail -- American Canyon to Napa Phase I Phase One--Eucalyptus Drive to Green Island Road Constructed approximately 5 miles of Class I bicycle and pedestrian path in the vicinity of American Canyon along the Napa River was completed in April 2012, in partnership with the City of American Canyon, Department of Fish and Game and Napa Vallejo Waste Management Authority. A formal opening ceremony was held June 2, 2012.
- Phase Two-A Pond 10 DFW surfaced the existing levee with gravel and opened the gate to the public in spring 2015.
- Phase Three--Socol Ferry Road to Napa Pipe Completed construction in spring of 2015 of 0.7 miles between Socol Ferry Road and the Napa Pipe property in the Napa Valley Corporate Park. The contractor will need to return in the summer of 2015 to reapply stabilizer in those spots where it didn't set up due to cold and wet weather.
- Berryessa Peak Trail Obtain right of way and construct trail to provide public access to extensive federal lands on Blue Ridge and to Berryessa Peak Obtained donated trail easement from the Ahmann family to close gaps between existing public lands on Blue Ridge. A Negative Declaration and Use Permit hearing was approved December 16, 2009 by the County Planning Commission. An Operations and Management Plan has been approved by the property owner and the District. BLM's biologist inspected the alignment on September 17, 2011. There have been volunteer trail building work parties have been held numerous times between 2011 and the present, and the trail is now done except for signage and a fence crossing. District staff met with Fish and Game on June 15, 2012 to discuss signage at the trailhead on DFG property, and in November 2012 submitted signage language for DFG review. Staff contacted DFG (now DFW) in February of 2013, again in early April, and again in late summer to determine the status of their review. In January 2014 DFW staff responded with an alternative entry sign design, and accepted our fence stile design. Volunteers installed the fence stile in March 2014. DFW installed the trail sign in late June 2015, though the sign copy is missing some information required by the trail easement that the trail uses after leaving DFW property. See attached picture. Staff has prepared two new signs to be placed at the termini of the private land trail easement that clearly state the rules for using the easement; these were installed by volunteers in late December 2015.
- Berryessa Vista Acquisition Purchase of 224 acres from the Land Trust of Napa County for use as a public park completed in early 2008 using State Prop 12 funds.
- Cedar Roughs/Smitlle Creek Acquisition of 443 acres providing public access to Cedar Roughs from Smitlle Creek Day Use Area Purchase of the property closed in December 2015.
- Connolly Ranch Construction of patio, restrooms and cooking facilities completed in 2008 using State Prop 12 funds.
- The Cove at Mt. Veeder Acquisition of a 160 former Girl Scout Camp The acquisition of The Cove was completed in December 2017.
- Historic ROW Analysis Study to determine location and status of historic road Rights-of-Way and their value as non-motorized recreational trails Staff has completed a comprehensive review of historic rights-of-way, and is now focusing attention on those which have greatest potential.
- Linda Falls Conservation Easement Conservation easement accepted in spring 2008 from Land Trust of Napa County to provide additional protection for this 39 acre property, which is owned by the land trust
- Linda Falls Conservation Easement Expansion of conservation easement to cover all of the property at Linda Falls owned by the Land Trust of Napa County The District previously obtained a conservation easement on one of several parcels owned by the Land Trust of Napa County. The land trust desired to expand this conservation easement to include all of the land trust's holdings at Linda Falls. The purpose is to provide an additional layer of protection for the property. This is a continuation of a long-term project for the district and land trust to hold easements over each other's properties to protect against unforeseen circumstances that could threaten the conservation values of the properties. The District Board approved acceptance of the easement at its October 2016 meeting, and the easement was finalized and recorded in December 2016.

Master Plan Development

The Master Plan for 2008-2013 was approved in January 2009

Master Plan Update
 First scheduled update to the Master Plan adopted in January 2009
 Board adhoc committee appointed. Methodology for doing update has been agreed upon. Project was delayed due to competing demands on staff time (primarily the effort to keep Napa's state parks from closing. A draft update has been prepared by staff working with the Board ad hoc committee for the Master Plan update, and released by the Board at the April 9, 2012 meeting for public comment. The plan update was adopted by the Board at its June 2012 meeting.

Milliken Reservoir Trails and Picnic Area Feasibility Study
 Would construct approximately 3 miles of Bay Area Ridge Trail plus additional feeder and loop trails, along with a staging and picnic area
 The feasibility study has been completed, and accepted by the Board of Directors. The Napa City Council in November, 2009 approved city staff recommendation to hold off on the Milliken Reservoir trails project until the Hennessey trail project is up and running.

Moore Creek Open Space Park
 Acquisition of 673 acres in the Moore Creek Watershed completed in December 2008.

Napa River Ecological Reserve Improvements
 Parking area paved, and rock barrier installed to control vehicular access in 2007. Trash enclosure constructed and entry signs restored by volunteers in 2008. Deteriorated kiosk removed in 2008. The District in July 2008 assumed the County's role in managing the preserve under the joint management agreement with DFG. A new maintenance contract with the non-profit organization Options 3 was started in January 2009. The old deteriorated information kiosk, which had become a serious eyesore, was removed in November 2008.

Napa River Ecological Reserve Restoration
 This multi-year project resulted in the removal of the bulk of the invasive teasel that had taken over the 5 acre meadow at the entrance to the Reserve, and the construction of a short native plant interpretive trail. Work was done by volunteers, students, and paid contractors. In doing this work, several thousand students received a day of environmental education about native and invasive plants and riparian ecology.

Napa River Flood Control Easement
 Conservation easement accepted by District in 2007 to facilitate Flood District project and grant funding

Newell Preserve Improvements
 Provide on-site water supply for group campground for cattle
 As part of the arrangement with the land trust on the District's purchase of Berryessa Vista, the land trust was willing to use some of the proceeds from the transaction to fund a well pump and distribution system at the Preserve. However, the first well drilled by the City of American Canyon came up dry. The City has dropped plans for digging any more test wells.

Oat Hill Mine Trail
 The Oat Hill Mine Trail was formally opened in May of 2008, after a major volunteer work party doing signage installation, brush removal and erosion control.

Oat Hill Mine Trail
 Transfer of 40 acre parcel from BLM
 The District in 2008 applied to BLM for a non-fee transfer to the District of a 40 acre parcel at Maple Springs on the Oat Hill Mine Trail; this application is pending. Staff met with BLM in February 2011 to discuss how to speed up this transfer; another meeting with the same topic was held August 5, 2011. The District is still waiting on BLM to process the application. BLM in April 2016 indicated they did not want to transfer this parcel, so the District's application will be dropped.

River to Ridge Trail Enhancements
 Installation of animal silhouettes along the entryway fence illustrating the types of birds and mammals that can be found in the area completed by Eagle Scout candidate in 2008. In November 2008 five Valley Oak trees were planted at the Highway 221 entrance to the trail with the assistance of a volunteer from CNPS.

River to Ridge Trail
 Deeds accomplishing the adjustment in property boundaries between Syar and the State have been recorded.

River to Ridge Trail Entrance Enhancements
 Lot line adjustment to legalize River to Ridge Trail as constructed (it currently encroaches on improve its appearance.

River to Ridge Trail
 A new information kiosk was installed at the entrance in December 2008 as part of a Boy Scout project. Several Live Oak seedlings were donated by CNPS and have been planted at the entrance to improve its appearance.

River to Ridge Trail
 Correct drainage problems to trail can be used year-round. Two volunteer work weekends in March and April and two more in May of 2010 were organized by the District to clear brush, improve drainage, and surface about 300 feet of the trail with quarry fines to control problems with mud. Volunteers completed additional work in August 2011.

Skyline Park Road and Trail Improvements
 Erosion control work on Lake Marie Road, and paving of campground loop road, completed in 2007 using State Prop 12 funds.

Skyline Park Concessionaire Agreement Renewal
 District staff negotiated renewal of concessionaire agreement on behalf of the County. The renewal involved changes to the fee schedule and amendments to and approval of subagreements with three non-profit partner organizations.

Skyline Park Trail Improvements

Major volunteer event to reroute and repair trails

Staff worked with SPCA and V/O-CAL to sponsor a weekend work party on October 15-17, 2010. Approximately 110 volunteers worked to reroute and repair trails experiencing serious erosion problems. SPCA is donating \$1,000 toward expenses.

Skyline Park Facility Improvements

Partner-sponsored improvement include a second greenhouse and a covered equestrian arena.

The proposals for a second greenhouse and a covered arena were approved by the Department of General Services and by the County Board of Supervisors. The sponsors of these projects are now raising funds for implementation.

South Napa Wetlands Habitat Area

Transfer to the District those wetlands owned by the Napa County flood control district between the Napa River, Highway 29 and Newport Drive for use as habitat and nature-based recreation.

Transfer was approved in concept by the flood control district, and Park District staff prepared the first draft of a transfer agreement. Subsequently, attorney's for the flood district concluded it would be better from their perspective for the flood district to retain ownership of the property, due to their ongoing maintenance obligations.

Suscol Headwaters

Acquisition of 709 acres of the former Kirkland Ranch

The acquisition was completed in November 2017.

Trinchero Open Space Acquisition

Donation of 3,400 acres of open space to the District by Bob and Evalyn Trinchero

The donation was completed on December 29, 2010. A related granting of an access easement to the Lake Berryessa Resort Improvement District was completed in mid-January 2011.

Wild Lake Ranch

Assist land trust with planning and possible joint management.

The District participated in the development of a strategic plan for the property, together with other public lands in the area, that was led by the Land Trust of Napa County. The land trust has decided, at least for the near term, to manage the Wildlake-Duff property itself.

Bothe-Napa Valley State Park/Bale Mill Report

March 2018

- As mentioned in previous reports, State Parks continues to do ADA-related construction in the park.
 - Handrails are being constructed and decomposed granite is being laid down for walkways around the native garden.
 - Combo building #2 renovations continue.
 - Construction on Visitor Center restroom is underway.
 - Trail construction by the State Park Trail Crew on the history trail/cemetery has stalled due to staffing issues. A larger crew of 11 is now onsite to continue work and regain momentum.

- The Environmental Education team is planning a new Dia Del Nino event on April 29th at the park. The event will include games, nature talks, arts and crafts and other activities centered around engaging the Latino community in outdoor education.

- The Napa Valley Trail Marathon, organized by Envirosports Inc. was held in the park on March 17th- Runners enjoyed the wet trail conditions with no major medical incidents.

- The family from the Chiles' Grist Mill donated a bed stone to add to the Bale Museum collection on March 14th. Staff organized a small ceremony for the family that was well received. The Calistoga Tribune and St. Helena Star both ran a story of the donation.

- A living History Workshop was held on March 18th at the Mill. Staff and volunteers learned from presenters on period specific clothing and interpretive techniques.

- The initial mowing and vegetation management push has been completed around the park in time for the spring break spike in visitation.

- The pool and pool area have been cleaned and staff is looking at a new filter system to improve efficiency and operation.

- There were 5 school field trips that visited the mill in the month of March.