

# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Purpose of Board Policies

POLICY NUMBER: 1000

**1000.1** It is the intent of the Board of Directors of the Cameron Park Community Services District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Cameron Park Community Services District, said rules, regulations or legislation shall prevail.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

**1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to each Director and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

**1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

**1010.3** Copies of the proposed new or amended policy adoption shall be included in the agenda information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

**1020.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Cameron Park Community Services District.

**1020.2** Designated employees shall file statements of economic interests with the Registrar of Voters, County of El Dorado.

## **CONFLICT OF INTEREST CODE FOR CAMERON PARK COMMUNITY SERVICES DISTRICT**

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the CAMERON PARK COMMUNITY SERVICES DISTRICT. This Conflict of Interest Code supersedes all prior codes, which are hereby rescinded.

Designated employees shall file statements of economic interests with the code reviewing body, El Dorado County Registrar of Voters, who will make the statements available for public inspection and reproduction during normal business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. [Government Code Section 81008.].

### **Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations:**

#### **18730. Provisions of Conflict of Interest Codes.**

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest

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code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.; and



(C) The filing officer is the same both agencies.<sup>1</sup>

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

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<sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with the code reviewing body in lieu of filing separate and distinct statement, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

<sup>2</sup> See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the Deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

**(5.5) Section 5.5. Statements for Persons who Resign Prior to Assuming Office.**

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

**(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.**

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code, and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office with a date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. Section 18754.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

**(7) Section 7. Manner of Reporting.**

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure.

When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000)

(B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

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<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>5</sup> A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

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<sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

**(8) Section 8. Prohibition on Receipt of Honoraria.**

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing body of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b) and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

**(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$440~~ \$470.**

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subsections (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

**(8.2) Section 8.2. Loans to Public Officials.**

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course

of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

**(8.3) Section 8.3. Loan Terms.**

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.



3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

**(8.4) Section 8.4. Personal Loans.**

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

**(9) Section 9. Disqualification.**

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth Two Thousand Dollars (\$2,000.00) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made.

**(9.3) Section 9.3. Legally Required Participation.**

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

**(9.5) Section 9.5. Disqualification of State Officers and Employees.**

In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

**(10) Section 10. Disclosure of Disqualifying Interest.**

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

**(11) Section 11. Assistance of the Commission and Counsel.**

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. Sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

**(12) Section 12. Violations.**

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 to 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

NOTE: Authority Cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502, 89503 Government Code

## APPENDIX A

### PART I – DESIGNATED EMPLOYEES

The positions listed below constitute the list of designated positions required by the Cameron Park Community Services District Conflict of Interest Code. The individuals in the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Part II.

<b>Position</b>	<b>Disclosure Category</b>
Attorneys	6
Board Members	1-5
CC&R Compliance Officer	1-5
Finance/Human Resources Officer	1-5
General Manager	1-5
Parks Superintendent	1-5
Recreation Supervisor	1-5

### PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including but not limited to those services listed in Exhibit B attached hereto and incorporated herein by this reference.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to park and recreational, fire suppression and emergency medical services.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
  - a. Owners of interests in real property located within the District; or
  - b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.

5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial and banking services of the type utilized by the District, including but not limited to financial and/or banking institutions and/or investment vehicles that are of the type in which this District is empowered to invest its funds.
6. Attorneys shall disclose all sources of income, interests in real property and investments and business positions in business entities as set forth in disclosure categories 1 through 5 above.

Designation of Consultants Required to File Annual Form 700's.

At the present time the General Manager designates the District's General Legal Counsel as the consultant who is required to file an annual Form 700 since the services performed by District's General Legal Counsel may influence government decision-making by the District Board of Directors.

The services provided by the District's General Legal Counsel typically can involve a wide variety of issues encountered by the Board of Directors and often require the making of recommendations to the Board of Directors, which justifies the disclosure requirement.

## APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Irrigation equipment including but not limited to pipes, valves, fittings, pumps, motors, etc.
- Construction and building materials
- Fire protection equipment
- Refuse or recycled material collection and/or processing equipment and supplies
- Park maintenance equipment or supplies, playground equipment
- Engineering services
- Construction contractors
- Safety equipment and facilities including personal protective equipment
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Pesticides and herbicides
- Communications equipment and services
- Electrical equipment, including pumping equipment computer hardware and software
- Architectural services
- Custom farming services such as weed abatement, etc.
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies and brokerages
- Legal service providers
- Bank and trust companies
- Financial advisory firms

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Customer Service Standards  
POLICY NUMBER: 1025

The Cameron Park Community Services District (CPCSD) is committed to providing outstanding customer service to every individual, every day. CPCSD customers may include residents, visitors, businesses, other special districts, government agencies and employees within the CPCSD.

Providing excellent customer service is the responsibility of every employee working in the CPCSD, regardless of job classification. The following customer services standards are for employees to follow to ensure that the quality of service delivered to all of our customers meets or exceeds their expectations.

### **I. General Standards for all Customer Interactions**

- A. Customers have a right to expect CPCSD employees to be helpful, honest, respectful, pleasant, courteous, friendly, calm, well-trained, prepared and professional (both in attire and demeanor).
- B. CPCSD employees will:
  - 1. Endeavor to build rapport and trust with each customer
  - 2. Treat all customers in a fair manner
  - 3. Follow through on all commitments made to each customer
  - 4. Listen to customers' responses/questions, ask for clarification or additional information when necessary and provide clear, complete, accurate information/answers (with minimal use of business jargon)

### **II. Telephone/Voicemail**

- A. Return calls within 24 hours on regular business days, but no later than 48 hours under special circumstances.
- B. Own the call. Staff will listen, ask questions, if necessary, and understand the nature of the caller's request before transferring a call and inform callers to whom they are being transferred.
- C. When taking a message, ensure accuracy of name of caller, reason for call and return telephone number.



- D. Talk with a “smile.”
- E. Ensure voicemail message/greeting is kept current and changed to reflect planned time out of the office (vacation, work travel, etc.).
- F. Answer calls promptly, within three rings if possible.
- G. Ensure a person, not voicemail, will answer the telephone during normal business hours, if office is staffed.
- H. If a caller is on hold for an extended period of time, provide periodic updates to the caller.

### **III. Written Correspondence (Letters, Emails, Memos and Faxes)**

- A. Write effectively. Correspondence should be plain, clear and legible.
- B. Provide a timely response to emails (typically within 24 hours on regular business days) or an interim communication explaining the delay.
- C. Set up an automatic out-of-office notification for emails when leaving for vacation or an extended leave, including return date, alternate contact, etc.
- D. When sending an email to a public contact group (i.e., meeting agendas, newsletters, etc.), send it via blind copy to protect customer privacy.

### **IV. Face-to-Face Communication - Office**

- A. Contact/acknowledge customer who are waiting.
- B. Provide clear, concise information and direction.
- C. Provide resources and/or referrals as appropriate.
- D. Make sure they understand what the customer is asking for/wanting before directing them to a different person.
- E. Listen actively to each customer, observe body language, tone and reflect understanding.
- F. Be aware of own body language and tone.
- G. Dress professionally.
- H. Provide a comfortable place for customers to sit if waiting for a long period of time.

**V. Face-to-Face Communication – Field Personnel<sup>1</sup>**

- A. Wear photo identification or CPCSD logo or have business cards.
- B. Ask for customers' names during introductions.
- C. Explain the reason for visit.
- D. Provide customers with resources/contacts if not able to answer customers' questions.
- E. Be aware of customers' body language.
- F. Dress professionally but appropriately for the work being performed.

**VI. Financial Transactions**

- A. Fees may be paid using cash, check or credit card.
- B. Bills/statements shall be easy to read and understand.
- C. All financial transactions shall be accurate and payment information confidential.
- D. A receipt shall be provided for each transaction.

**VII. Website and Public Information**

- A. The CPCSD website shall be user friendly and contain accurate and up-to-date information.
- B. Advance notice of meetings shall be posted timely and in compliance with the Brown Act.
- C. Rooms in the Community Center shall be properly identified.

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<sup>1</sup> Field Personnel includes Parks staff, Recreation staff, Covenants, Conditions & Restrictions (CC&R) staff and staff working at special events.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Public Complaints  
POLICY NUMBER: 1030

**1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

**1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

**1030.3** The method of resolving complaints shall be as follows:

**1030.3.1** The individual with a complaint shall first discuss the matter with the Department Head with the objective of resolving the matter informally.

**1030.3.2** If the individual registering the complaint is not satisfied with the disposition of the complaint by the Department Head, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

**1030.3.3** If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

**1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Claims Against the District  
POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

### 1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate division manager. The division manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;

- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form [*attached hereto as Appendix A*].

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Claims Committee [*standing board committee assigned to review claims of this nature*] describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Claims Committee. The Claims Committee shall review the claim and receive input from staff in closed session [*qualifies as "anticipated litigation" under the Brown Act*]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed \$3,000, or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed \$3,000, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session [*"anticipated litigation"*] of a regular or special meeting. Action to accept or reject the claim shall be taken in open session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible (currently \$10,000), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

#### **1040.2 Property (Vehicles and Unsecured Property) Damage Claims**

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

#### **1040.3 Property Damage Claims On District Form**

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

*The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.*

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

#### 1040.4 Account Adjustment Requests [*APPROPRIATE FOR UTILITY-TYPE DISTRICTS*]

The General Manager, or the Finance Division Manager [*Business Manager, Chief Financial Officer, Treasurer or other appropriate position title*] in his/her absence, is authorized to adjust a customer's water service [*sewer, garbage, electricity, etc.*] account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, etc. [*or other type of abnormal account cost*], subject to the following conditions:

- (a) the customer requests the account adjustment in writing;
- (b) a similar request has not been made within the past 12 months; and,
- (c) the account shows no record of being delinquent for more than 60 days during the past 24 months.

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# Cameron Park Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Public Records Act Response Procedures  
**POLICY NUMBER:** 1050

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. [Special District] adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

1050.1 All requests for public records shall be in writing on a form approved by the District, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office.

1050.2 Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
  - Copies shall be provided at a cost of ten cents (\$.10) per page, and the General Manager may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five (5) or more years old.
  - A request for more than one (1) report or statement or report and statement at the same time will be considered as a single request.



- A request for a copy of an identifiable written public record or information produced therefrom, or a certified copy of such record, shall be accompanied by payment of a fee in the amount of ten cents (\$.10) per page if the copy is no larger than 8½" x 11". If the size of the copy of the record is in excess of 8½" x 11", a request for such copy shall be accompanied by payment of a fee in the amount fixed by the General Manager, provided that the amount so fixed shall not be more than ten cents (\$.10) times the number of 8½" x 11" pages into which each copied sheet could be divided if so desired. The cost for records made available in an electronic format shall be determined by the General Manager.

1050.3 Notwithstanding the other provisions of the CPCSD's Public Records Act Response Procedures Policy, public records requested pursuant to the Political Reform Act of 1974 (Government Code § 81000 et seq.), shall be open for public inspection and reproduction during regular business hours, and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.

1050.4 No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.

1050.5 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

1050.6 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

**POLICY TITLE:     Public Contributions**  
**POLICY NUMBER:  1060**

Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The Finance Division Manager will provide a receipt for said donation and include the District's tax identification number thereon.

Donations must be clearly marked as such. Deposits by a property owner with a service account will be assumed to be a payment toward their account's unpaid balance, or payment in advance of billing in the event the account does not have an unpaid balance, if the deposit is not clearly marked as a being a donation for a specific public purpose.

By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**\* POLICY GUIDE SERIES - 3000 OPERATIONS\***

**POLICY TITLE: NAMING OF DISTRICT PARKS AND FACILITIES**  
**POLICY NUMBER: 1061**

**Purpose:**

These guidelines are intended to establish rules and procedures to name facilities such as park and recreation facilities, section of facilities or rooms of facilities, including Parks, park benches other community property as deemed appropriate.

**Definitions:**

**Parks** are owned and managed by the CPCSD, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.

**Facilities** are owned and managed by the CPCSD to conduct District business.

**Specific Facilities** are facilities/amenities that could be located within a park or part of a Facility. These include, but are not limited to athletic fields, gymnasiums, meeting rooms, picnic shelters, tennis and basketball courts, aquatic facilities and playground equipment.

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

If using a community naming process, a press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the General Manager.

Provisions of plaques and/or other physical commemorative items relating to facility naming, if not donated, are subject to normal budgeting and purchasing processes of the District.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board will receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines.  
Names must be in accordance to District policy as noted.

**Policy:****A. Parks:**

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features known throughout the community.
2. Named after a significant individual(s).
3. The intent of naming is for permanent recognition. Therefore any request of CPCSD to rename an existing park, facility or specific facility will be subject to examination so as to not diminish the original justification for the name.

**B. Buildings:**

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

**C. Criteria for naming a facility after an individual:**

1. Individual must have made a significant contribution to the facility by:
  - a. Donation of land or large financial contribution to the facility.
  - b. Contributed substantially and improved the quality of life in the Cameron Park Community Service District. This could relate to involvement with parks and recreation or other community involvement.
  - c. The person being memorialized died in the line of duty serving CPCSD or the United States of America.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

**D. Criteria for creating memorials in an individual's name:**

1. Individual must have made a significant contribution to the facility by:
  - a. Donation of land or large financial contribution to the facility.
  - b. Contributed significantly and improved the quality of life in the Cameron Park Community Services District. This could relate to involvement with parks and recreation or other public agency.
2. The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.
3. The District must get approval from the individual or family (if available).

**Procedures:**

The following procedures for naming a park, CPCSD facility& specific facility will be used by the CPCSD Board:

- A. The CPCSD Board will evaluate the merit of each suggested park, CPCSD facility and specific facility name according to criteria outlined in this policy. The General Manager or designated staff shall make recommendations to the CPCSD Board for approval subject to the Board of Directors final approval.
- B. When appropriate CPCSD will solicit help/suggestions from historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historic significance.
- C. To stimulate public interest and to obtain additional suggestions, a part of the selection process to name a park, facility or specific facility may include a contest or competition involving the public. Only suggestions which meet these policy guidelines will be considered.
- D. The naming of parks, facilities and specific facilities should begin prior to the first phase of development when possible.
- E. Groups or individuals may submit nominations for naming a new park, facility or specific facility in writing on a form provided by CPCSD, or in a letter that contains all pertinent information.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Executive Officer  
POLICY NUMBER: 2000

**2000.1** The General Manager shall be the Executive Officer of the Cameron Park Community Services District and for the Board of Directors.

**2000.2** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

**2000.3** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Hours of Work and Overtime  
POLICY NUMBER: 2010

2010.1 This policy shall apply to all employees.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.3 A workweek is defined to consist of seven (7) consecutive days from 12:01 o'clock A.M. Sunday, through midnight Saturday

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 40 hours in a workweek;

2010.4.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

2010.4.3 Time worked in excess of ten hours on a scheduled workday if a four-day, ten-hour per day workweek is in effect; or,

2010.4.4 Time worked on a designated holiday.

2010.5 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.5.1 A schedule shall be maintained by the Parks Superintendent whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

2010.5.2 When an employee is on-call, he/she shall be provided a pager for provision of notice in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period of time. Notification of an emergency-repair/maintenance work may also be given verbally, in person or telephonically by the General Manager or Parks Superintendent.

2010.5.3 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Cameron Park Community Services District area, going no farther than 45 minutes travel time away from any District facility.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Vacations  
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and probationary employees in all classifications.

2020.2 Paid vacations shall be accrued according to the following schedule on a biweekly basis:

2020.2.1 7 months to 11 months, 05 days;

2020.2.2 12 months to 59 months, 10 days;

2020.2.3 60 months to 119 months, 15 days;

2020.2.4 120 months to 179 months, 20 days;

2020.2.5 180 months and over, 25 days;

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed twice that amount earned annually by the employee.

2020.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Vacations may be scheduled at any time during the year upon approval of the General Manager.

2020.9 Probationary employees shall not accrue vacation time during the first six months of probationary period. However, if a probationary employee becomes a regular employee of the District, after twelve



(12) months of employment with the District, the probationary period shall be included in calculating his/her entitlement to vacation with pay.

**2020.9.1** The District provides vacations to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted. Up to 50% of annual vacation may be used in increments of four (4) hours or more.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Holidays  
POLICY NUMBER: 2030

2030.1 This policy shall apply to all regular and probationary employees.

2030.2 The following days shall be recognized and observed as paid holidays:

New Years Day;  
Martin Luther King, Jr.'s Birthday – January 18;  
Lincoln's Birthday – Feb 12;  
Washington's Birthday – Third Monday in February  
Memorial Day;  
Independence Day – July 4;  
Labor Day;  
Columbus Day – Second Monday in October;  
Veteran's Day;  
Thanksgiving Day;  
Day after Thanksgiving Day;  
Christmas Eve (when Christmas Day falls on a Thursday, December 26<sup>th</sup> shall be observed as  
Christmas Eve Day;  
Christmas Day – December 25;  
Personal Day (anytime during the year) use or lose annually.

2030.3 All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the General Manager and received permission to be absent from work on that specific day or days.

2030.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.  
Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

2030.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2030.6 If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Sick Leave  
POLICY NUMBER: 2040

**2040.1** This policy shall apply to probationary and regular employees in all classifications.

**2040.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to immediate supervisor.

**2040.4** Termination for cause shall result in loss of all accrued sick leave.

**2040.5** Sick leave is not a privilege, which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family. Employees may donate up to 40 hours of sick leave to another employee with the approval of the General Manager.

**2040.51** The definition of "immediate family" shall be the same as specified in Section 2050.30 of the *Bereavement Leave* policy (#2050).

**2040.6** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

**2040.7** If absence from duty by reason of illness occurs, the General Manager, or their designee, may require satisfactory evidence.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Family and Medical Leave  
POLICY NUMBER: 2045

**2045.1** The purpose of this policy is to clarify how Cameron Park Community Services District will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the contract or MOU with union and/or employee association shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

**2045.2** Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by Cameron Park Community Services District for at least 12 months, which need not be consecutive; (2) worked for Cameron Park Community Services District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

**2045.3** Leave Benefit.

**2045.3.1** Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails  
(1) inpatient care in a hospital, hospice, or residential medical care facility; or,  
(2) continuing treatment by a health care provider.

**2045.3.2** To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by [name of district], the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

**2045.3.3** Employees on leave who were previously covered by Cameron Park Community Services District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

**2045.3.4** At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not

accrue seniority or employment benefits during the leave period. Cameron Park Community Services District may also require the employee to obtain medical certification that they are able to resume work.

#### **2045.4 Employee Obligations**

**2045.4.1** If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30- days notice, or with as much notice as practicable.

**2045.4.2** Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The General Manager may require employees to obtain, at Cameron Park Community Services District's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

**2045.4.3** For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Bereavement Leave  
POLICY NUMBER: 2050

2050.1 This policy shall apply to probationary and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five (5) days. This is in addition to regular sick leave and vacation time. The General Manager may require certification.

2050.3 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee. For purposes of this section, step relations, i.e., stepparent, stepsibling, etc., shall be treated in the same manner as the relatives previously listed.

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**Policy Handbook**

**POLICY TITLE:     Administrative Leave**  
**POLICY NUMBER:  2055**

**2055.10**       This policy shall apply to regular and probationary employees in exempt classifications.

**2055.10a** Exempt employees' primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer and the employee's primary duty includes the exercise of discretion and independent judgment with a respect to matters of significance.

**2055.20**       Administrative leave of 5 days (40 hours) per year, effective immediately, may be used at the option of the exempt employee to compensate for the additional hours outside of normal business hours to fulfill employment duties.

**2055.30**       The exempt position is exempt from federal and state overtime and wage laws.

**2055.40**       The exempt position is not entitled to compensation in the form of overtime pay or compensatory time off for any hours worked in excess of forty (40) hours in one week, or in excess of eight (8) hours in one day.

**2055.50**       Administrative Leave may not be accumulated.

**2055.60**       At termination of employment for any reason, the District shall compensate the employee for his/her remaining unused (within the calendar year) administrative leave at his/her straight time rate of pay at the time of termination.

**2055.70**       The General Manager's Administrative Leave is negotiated.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Jury Duty  
POLICY NUMBER: 2060

2060.1 This policy shall apply to probationary and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her immediate supervisor.

2060.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.



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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE:     **Continuity**  
POLICY NUMBER: 2070

**2070.1** For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

**2070.2** Continuous service with the District will start with the date of employment and continue until one of the following occurs:

**2070.2.1** An employee is discharged for cause;

**2070.2.2** An employee voluntarily terminates his/her employment; or,

**2070.2.3** An employee is laid off.

**2070.3** Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

**2070.3.1** Absence by reason of industrial disability;

**2070.3.2** Authorized absence without pay for less than 30 days in a calendar year; or,

**2070.3.3** Absences governed by applicable state and/or federal laws such as military or National Guard service.

**2070.4** Regular employees who are laid off will be placed on the re-employment list and shall receive seniority based on previously earned length-of-service.

**2070.5** Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

**2070.6** Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

**2070.7** Previous temporary employees who are rehired within twelve (12) months of their last date of employment shall have their employment service records restored to include previously earned length-of-service.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

**POLICY TITLE:** Employee Status

**POLICY NUMBER:** 2080

**2080.1** A "Regular" employee is one who has been hired to fill a regular position (permanent) in any job classification and has completed his/her probationary period.

**2080.2** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than 12 continuous months of service with the District. Upon completion of 12 months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

**2080.3** A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of 999 HOURS of continuous service.

**2080.4** A "Seasonal" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that regular employees cannot accommodate it.

**2080.4.1** Wherever the Memorandum of Understanding established between the District and its represented employees, is in conflict with any District policy, the MOU shall prevail.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE:     Uniforms and Protective Clothing  
POLICY NUMBER: 2090

**2090.1**   The cost of uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District.

**2090.2**   The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase; or, of arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased.

**2090.3**   When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated for any reason prior to completing three continuous months of service after said purchase, a portion of the cost of said items shall be retained from his/her final payment. That portion retained shall be a percentage of the total cost of said items equal to 100% less the ratio of the amount of time worked to three continuous months of regular work.

**2090.4**   Maintenance staff shall wear long pants, boots with steel toes, and other protective clothing as required by OSHA, SDRMA, the job or the Parks Superintendent.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Vehicle Costs Reimbursement  
POLICY NUMBER: 2100

**2100.1** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**2100.2** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2100.3** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

**2100.4** Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

**2100.5** Mileage forms with number of miles traveled, destination, purpose of the trip and date are required.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits  
POLICY NUMBER: 2110

**2110.1 Medical Expense Insurance.** Accident, health, hospital and dental insurance to cover non-occupational injuries and sickness for probationary and full-time employees in all job classifications, and their dependents, shall be provided by the District. The scope of coverage and the portion of premiums to be paid by the District is subject to periodic review and revision by the Board of Directors.

**2110.2 Workers' Compensation Insurance.** All District employees will be insured against injuries received while on the job as required by State law.

**2110.3 Retirement Plan.** Upon achieving full-time employee status, employees shall be enrolled in the District's employee retirement plan. The District shall pay both the employer's and the employee's share of retirement plan.

**2110.3.1 Retirement Medical:**

Employees Hired Before July 1, 1998: Shall be entitled to 100% retirement medical benefits.

Employees Hired July 1, 1998 or After: Retirement medical benefits shall be provided to employees who have had a minimum of 10 years of consecutive service for the District.

Employees with 10 years of consecutive service for the District shall be entitled to 50% of their benefit rate and up to 100% with 20 years of consecutive service for the District.

**2110.4 Vision Care Benefit.** The District shall provide a vision-care benefit plan to all full-time employees.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance

POLICY NUMBER: 2115

**2115.1** An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

**2115.1.1** The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Educational Assistance  
POLICY NUMBER: 2120

**2120.1** Employees of the District are encouraged to pursue educational opportunities which are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.

**2120.2** The District will reimburse regular employees for approved courses of study on the following criteria:

**2120.2.1** A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or better for the class.

**2120.2.2** A refund of one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

**2120.2.3** No refund will be made to employees who receive a grade below "C" for the class.

**2120.3.4** The total amount of reimbursement which will be paid to an employee is limited to \$480.00 in any calendar year.

**2120.3** To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the General Manager before the beginning of the class. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

**2120.4** Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager.

**2120.5** Two types of classes are generally eligible for reimbursement per this policy:

**2120.5.1** Classes that are related to the employee's present work assignment or that may prepare him/her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

**2120.5.2** Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

**2120.6** Only residence courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

**2130.1** The salaries and wages of all District employees shall be paid bi-weekly. Payday will be every other Friday.

**2130.2** In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", the immediately previous working day shall become the payday.



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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE:     Advancement of Wages  
POLICY NUMBER: 2140

2140.1   This policy shall apply to all District employees.

2140.2   Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", shall submit said request to the General Manager.

2140.3   The General Manager may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

2140.4   Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the General Manager at his/her discretion in case of employee necessity and/or personal financial emergency.

2140.5   Requests for advancement of wages may be submitted only once in any three-month period, and frequent requests shall be grounds for denial.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Compensation  
POLICY NUMBER: 2150

2150.1 This policy shall apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement Within Range.

2150.3.1 Performance Evaluation Required. The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 6 months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion; or at the beginning of the next fiscal year.

**2150.3.2.3 Voluntary Demotion.** An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

**2150.3.2.4 Change-in-Range Allocation.** If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

**2150.3.2.5 Position Reclassification.** An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification.

**2150.3.2.6 Non-Merit Step Adjustments.** An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

**2150.3.3 Effective Date.** An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

#### **2150.4 Promotion.**

**2150.4.1** Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase, at the same step, in rate.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Gifts  
POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE:     Authorized Leave  
POLICY NUMBER: 2160

**2160.1**   With the approval of the General Manager, an employee may request a leave of absence without pay for a period of up to six months.

**2160.2**   Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.

**2160.3**   Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, or sick leave) during a leave of absence.

**2160.4**   Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

**POLICY TITLE:** Unauthorized Voluntary Absence  
**POLICY NUMBER:** 2165

**2165.1** Voluntary absence from work without permission for five (5) consecutive working days shall be considered an automatic resignation.

**2165.1.1** After three consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before a neutral fact-finder.

**2165.1.1.1** Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at an informal hearing before a neutral fact-finder.

**2165.1.1.2** The informal fact-finding hearing shall be held within ten (10) days after the end of the five (5) consecutive days of unauthorized voluntary absence.

**2165.23** The neutral fact-finder shall be an impartial and disinterested decision-maker.

**2165.2** The General Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

**2165.3** If the neutral fact-finder determines, as a result of the evidence presented at the informal hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the fifth consecutive day of his/ her unauthorized voluntary absence.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Performance Evaluation

POLICY NUMBER: 2170

2170.1 This policy shall apply to all employees.

2170.2 The General Manager or his/her designated representative shall conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

2170.3 Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.4 The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.5 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Grievance

POLICY NUMBER: 2180

**2180.1** This policy shall apply to all regular employees in all classifications.

**2180.2** The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

**2180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

**2180.4** Grievance Procedure Steps.

**2180.4.1** Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

**2180.4.2** Level II, General Manager. If the grievance has not been resolved at Level I, the grievant may present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten working days after the occurrence of the act or omission giving rise to the grievance.

**2180.4.2.1** The statement shall include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;



(d) The specific remedy sought.

**2180.4.2.2** The General Manager shall communicate his/her decision within five days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

**2180.4.3** Level III, Board of Directors' Personnel Committee. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors' within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

**2180.4.3.1** The Board of Directors, as soon as possible, at a regular monthly meeting of the Board, shall schedule a hearing to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board of Directors shall thereafter issue a written decision.

**2180.5** Basic Rules.

**2180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

**2180.5.2** By agreement in writing, the parties may extend any and all time limitations of the grievance procedure.

**2180.5.3** The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

**2180.5.4** A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM  
CAMERON PARK COMMUNITY SERVICES DISTRICT

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

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Circumstances involved:

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Decision rendered by the informal conference:

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Specific remedy sought:

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Drug & Alcohol Abuse

POLICY NUMBER: 2190

**2190.1** It is the desire of the Board of Directors that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

**2190.2** The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**2190.2.1** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

**2190.2.2** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**2190.2.3** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**2190.3** The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

**2190.3.1** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

**2190.3.1.1** Successfully complete an approved rehabilitation program;

**2190.3.1.2** Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

**2190.3.1.3** Be subject to periodic testing without further reasonable cause.

**2190.3.2** Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

**2190.3.3** Discipline or termination should not be taken until a thorough investigation has been completed.

**2190.4** To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

**2190.4.1** Presence of such substances will result in disciplinary action up to and including termination, as described above.

**2190.4.2** An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

**2190.5** If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

**2190.6** Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

**2190.7** District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

Appendix "A"  
**CONSENT AND RELEASE FORM**  
**DRUG/ALCOHOL TESTING**

I hereby authorize Cameron Park Community Services District, and any laboratories or medical facilities designated by Cameron Park Community Services District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Cameron Park Community Services District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Cameron Park Community Services District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol™, Robitussin-DM™, Allerest™, Mediprin™, etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: \_\_\_\_\_

FACILITY PERFORMING TEST: \_\_\_\_\_

DATE OF TEST: \_\_\_\_\_

SIGNATURE OF APPLICANT/EMPLOYEE	_____	_____
	(Signature)	(Date)

SUPERVISOR REQUESTING TEST:	_____	_____
	(Signature)	(Date)

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Tobacco Use Within District

POLICY NUMBER: 2195

**2195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

**2195.1.1** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**2195.2** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

**2195.2.1** Members of the public who refuse to comply with this policy may be directed by personnel to leave District property.

**2195.3** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Smoke-free Workplace

POLICY NUMBER: 2197

**2197.1** Smoking is prohibited within the buildings and facilities of Cameron Park Community Services District. Those who smoke are requested to do so outdoors.

**2197.2** Extra care should be taken when working around combustible materials, or out in the field.

**2197.2.1** Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, using vehicle ashtrays, etc.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Pre-Employment Physical Examinations

POLICY NUMBER: 2200

**2200.1** All individuals who are offered full-time, temporary or part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved (including physical requirements of typical tasks) to assist in a determination of the individual's fitness to work.

**2200.1.1** Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for. The General Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District's opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled-substance test result and/or the physician's fitness-for-work certification, and that employment will be terminated if controlled-substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.

**2200.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.

**2200.2** Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

**2200.3** Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

**2200.4** When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a driver's license photo or a state-issued photo identification card.

**2200.5** All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

**2200.6** District employment application forms shall contain a notice to applicants as follows:



*The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.*

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: "HIPAA" Compliance

POLICY NUMBER: 2205

**2205.1** Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) will be a condition of employment or continued employment with the Agency to the fullest extent allowed by law. This is applicable to pre-employment physicals, drug testing, leave-of-absence requests, fitness-for-duty physicals, and any other lawful need for medical information. Refusal to authorize release of PHI in any of the above instances will be grounds for discipline up to and including termination.

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# Cameron Park Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Harassment  
**POLICY NUMBER:** 2210

2210.1 Harassment and discrimination in employment on the basis of sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is prohibited by federal and state law. The District does not tolerate discrimination or harassment in the workplace or in a work-related situation. Discrimination and harassment is a violation of these Guidelines. Section.

2210 shall also include and applied to members of the District Board of Directors including the use of complaint procedures described herein.

2210.2 Harassment in employment may take many forms. Some examples include, but are not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

2201.3 Sexual harassment under state and federal laws is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment; or adversely affected the employee's performance, appraisal, assigned duties, or any other condition of employment or career development; or
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.

*Replaces Policy 2210 Sexual Harassment*  
Originally Adopted 9/19/07  
Revised 10/17/18

2210.4 Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions, subtle pressure for sexual activity to physical assault. Sexual harassment conduct need not be motivated by sexual desire. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.4.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.4.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person, sexually degrading words to describe the person, or propositions of a sexual nature.

2210.5 Abusive conduct or workplace bullying of the District's employees, by any person in or from the work environment, is strictly prohibited. Abusive conduct or workplace bullying is the conduct of any employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest. Abusive conduct or workplace bullying includes, but is not limited to:

- Repeated infliction of verbal abuse;
- Derogatory remarks, insults, epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating;
- or
- Gratuitous sabotage or undermining of a person's work performance.

2210.6 Policy Publicizing. All employees shall be informed of the District's harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.6.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the department manager within whose department they will be working.

2210.6.2 An annual bulletin shall be prepared and distributed to all employees informing them of the District's sexual harassment policy.

2210.7 Complaint Process. Any employee who believes he or she is the victim of harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes he or she is subject to retaliation ("Harassment") may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.7.1 An informal complaint is made verbally by the employee to the immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

2210.7.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2210. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is

preferred, the employee is free to submit a formal complaint with any supervisory employee, or with the President of the Board of Directors, if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

2210.8 Complaint Response Process. Any supervisory employee who receives a formal or informal Harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the department manager, or to the General Manager if the department manager is unavailable or personally involved in said complaint.

- 2210.8.1 Within twenty-four (24) hours of the filing of a formal or informal complaint, an investigation shall be conducted by the manager of the department, in cooperation with the Human Resources Officer, within which the alleged Harassment occurred. Said investigation shall be conducted by the General Manager if the department manager is unavailable or personally involved in said complaint.
- 2210.8.2 A written record of any investigation of an alleged Harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board if one exists or the entire Board of Directors.
- 2210.8.3 All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
- 2210.8.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.

2210.9 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged Harassment claim, appropriate disciplinary action shall be taken by the General Manager against the harasser where harassment is found. Disciplinary action could include mandatory sexual harassment training to prevent future incidents, and could include additional disciplinary action up to and including termination. Whatever punishment given to the harasser shall be made known to the victim of the Harassment.

2210.9.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the Harassment.

2210.9.2 Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.

2210.10 Retaliation. Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

*Replaces Policy 2210 Sexual Harassment*

Originally Adopted 9/19/07

Revised 10/17/18

Appendix "A"

EMPLOYEE GRIEVANCE FORM  
Cameron Park Community Services District

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Affirmative Action

POLICY NUMBER: 2220

**2220.1** It is the policy of Cameron Park Community Services District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

**2220.2** This policy contains two major commitments:

**2220.2.1** To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**2220.2.2** To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

**2220.3** Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Equal Opportunity

POLICY NUMBER: 2225

**2225.1** The District employs persons having the best available skills to efficiently provide high quality service to the public.

**2225.2** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

**2225.2.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.



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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Nepotism

POLICY NUMBER: 2230

**2230.1** It is the policy of Cameron Park Community Services District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

**2230.1.1** No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**2230.1.1.1** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law.

**2230.2** When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

**2230.3** When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall not be granted.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Outside Employment

POLICY NUMBER: 2240

**2240.1** No District employee shall be permitted to accept employment in addition to or outside of District service if:

**2240.1.1** The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

**2240.1.2** The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

**2240.1.3** The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

**2240.2** An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Separation from District Employment

POLICY NUMBER: 2250

**2250.1** Resignation. To leave District service in good standing, an employee must file a written notice of termination with the General Manager at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

**2250.2** Layoffs. Whenever, in the judgment of the District Board of Directors, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or demoted.

**2250.2.1** Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

**2250.2.2** Except as otherwise provided, whenever there is a reduction in the work force, the General Manager shall first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

**2250.2.3** An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

**2250.2.4** In order to retreat to a former or lower position, an employee must request displacement action in writing to the General Manager within five working days of receipt of the layoff notice.

**2250.2.4.1** Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

**2250.2.5** If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, provisional, probationary, and tenured. Temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the General Manager. In cases where there are two or more tenured positions with the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

**2250.2.5.1** First, all employees having ratings of "Unsatisfactory;"

**2250.2.5.2** Second, all employees having ratings of "Marginal;"

**2250.2.5.3** Third, all employees having ratings of "Less Than Satisfactory;"

**2250.2.5.4** Fourth, all employees having ratings of "Satisfactory;"

**2250.2.5.5** Fifth, all employees having ratings of "Commendable;"

**2250.2.5.6** Sixth, all employees having ratings of "Superior;" and,

**2250.2.5.7** Seventh, all employees having ratings of "Exceptional."

**2250.2.5.8** Employees within each of the rating categories shall be laid off in order of least seniority first.

**2250.2.6** The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. The re-employment list shall be used by the General Manager when a vacancy arises in the same or lower position before certification is made from an eligibility list.

**2250.2.7** Names of persons laid off shall be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, shall be continued on the list for the higher position for one year. At the discretion of the General Manager, the list may be extended for an additional year.

**2250.3** Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the General Manager for cause, and after consulting with District Legal Counsel.

**2250.3.1** The following shall constitute sufficient cause for dismissal:

**2250.3.1.1** Conviction of a felony;

**2250.3.1.2** Fraud in securing employment;

**2250.3.1.3** Misappropriation of District funds or property;

**2250.3.1.4** Intentional or gross misconduct; and,

**2250.3.1.5** Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

**2250.3.1.6** Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

**2250.3.1.7** Severe physical or mental disability.

**2250.3.2** A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the General Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

**2250.3.3** Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

**2250.4** Notice of Dismissal. All employees shall be provided with a notice of dismissal. This notice shall be prepared by the General Manager after consultation with District Counsel and shall contain the following:

**2250.4.1** A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

**2250.4.2** A statement of the acts or omissions upon which the action is based;

**2250.4.3** A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

**2250.4.4** In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

**2250.5** Procedures for Disciplinary Action and Dismissal of Tenured Employees.

**2250.5.1** A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five working days of the date of the notification. The General Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The General Manager shall issue his/her opinion and decision within ten working days of the hearing and may, if the General Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Confidentiality Regarding Resignations<sup>1</sup>

POLICY NUMBER: 2251

**2251.1** To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

**2251.1.1** This policy is itself a public record which the District must release upon request.

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<sup>1</sup> Source: Lozano Smith Smith Woliver & Behrens

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation<sup>1</sup>

POLICY NUMBER: 2255

**2255.1** The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.

**2255.1.1** The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.

**2255.1.2** At his/her discretion, the General Manager or his/her designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

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<sup>1</sup> Source: Lozano Smith Smith Woliver & Behrens

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Disciplinary Action

POLICY NUMBER: 2260

**2260.1** The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

**2260.2** Grounds for Discipline.

**2260.2.1** Discourteous treatment of the public or fellow employees.

**2260.2.2** Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

**2260.2.3** Habitual absence or tardiness.

**2260.2.4** Abuse of sick leave.

**2260.2.5** Disorderly conduct.

**2260.2.6** Incompetence or inefficiency.

**2260.2.7** Being wasteful of material, property, or working time.

**2260.2.8** Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

**2260.2.9** Neglect of duty.

**2260.2.10** Dishonesty.

**2260.2.11** Misuse of District property.

**2260.2.12** Willful disobedience.



**2260.2.13** Conduct unbecoming a District employee.

**2260.3** All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, respond in writing to the contents of the letter of warning prior to the end of the 5<sup>th</sup> working day.

**2260.4** All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

**2260.5** Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Legal Counsel and shall contain the following:

**2260.5.1** A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

**2260.5.2** A statement of the acts or omissions upon which the action is based;

**2260.5.3** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

**2260.5.4** A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

**2260.5.5** A date by which time the employee must respond in writing if he/she wishes to contest the action.

**2260.6** All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security

POLICY NUMBER: 2270

**2270.1** Cameron Park Community Services District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

**2270.2** The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

**2270.3** This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

**2270.3.1** Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

**2270.3.1.1** Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

**2270.3.1.2** Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

**2270.3.1.3** Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

**2270.3.1.4** Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, and other electronic communications is strictly prohibited.)

**2270.3.2** Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

**2270.3.3** Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

**2270.3.4** The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

**2270.3.5** Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

**2270.3.6** E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

**2270.3.7** Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

**2270.3.8** E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

**2270.3.9** Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

**2270.3.10** Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)

**2270.3.11** Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

**2270.3.12** Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

**2270.3.13** When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

**2270.3.14** Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

**2270.3.15** Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

**2270.3.16** Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

**2270.3.17** It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail. (This is especially important for law firms and accounting firms that have strict professional ethical obligations and duties toward their clients.)

**2270.3.18** The District will not be responsible for maintaining or payment of personal Internet accounts or related software. To maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet.

**2270.3.19** E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

**2270.3.20** Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

**2270.3.21** Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

**2270.3.22** Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

**2270.3.23** Employees will only download information and/or publications for official business purposes.

**2270.3.24** Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

**2270.3.25** All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

**2270.4** Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Print name here](#)

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Cellular Telephone Usage  
POLICY NUMBER: 2275

**2275.1** Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.

**2275.1.1** Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

**2275.1.2** To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

**2275.2** Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

**2275.3** Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

**2275.4** ~~Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands free cellular telephone accessories shall be used whenever possible to maximize the employee's attentiveness. Refraining from using cellular telephones in a hand held position while operating District vehicles and equipment will lower the employee's risk of causing or becoming involved in an accident.~~ *In the interest of the safety of our employees and other drivers, if one's job description requires a cell phone be turned on while driving, a hands-free device must be used. Unless using a hands-free device, under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time. Any citations for cell phone violations shall be the employee's responsibility.*

**2275.5** Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.

**2275.6** Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor.



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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: District Vehicle Usage  
POLICY NUMBER: 2290

**2290.1** This policy applies to employees who drive District vehicles to and from work.

**2290.1.1** During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

**2290.1.2** Other than the foregoing uses, district vehicles will not be used for any other personal purposes without prior approval. This means that weekend or after-hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.



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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Driver Training and Record Review  
POLICY NUMBER: 2295

**2295.1 Purpose.** The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

**2295.2 Scope.** This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

**2295.3 Implementation.** Cameron Park Community Services District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

**2295.4 Review Criteria.** Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

**2295.6 Disciplinary Procedures.**

**2295.6.1** A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- (a) they earn two points within 36 months of report date; or,
- (b) they receive any moving violation in a District vehicle within 36 months of report date; or,
- (c) they are involved in an accident within 36 months of report date.

**2295.6.2** A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

**2295.6.3** A driver will be suspended from District driving privileges for 120 days if:

- (a) they earn four or more points within 24 months of report date; or,
- (b) they earn six or more points within 36 months of report date; or,
- (c) they receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
- (d) if they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

**2295.6.4** A driver will be permanently suspended of District driving privileges if:

- (a) they receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or,
- (b) they receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.

**2295.6.5** Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

**2295.7** Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses, but cannot be required to do so in accordance with State law.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 3005

**3005.1** It is the policy of Cameron Park Community Services District to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

**3005.2** Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

**3005.3** Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

**3005.4** Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

**3005.5** District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

**3005.6** Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's

resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

**3005.7 Mutual Aid:** The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

**3005.8 Continuity of Management:** The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

**3005.9 Status Reports:** The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Environmental, Health & Safety Program

POLICY NUMBER: 3012

**3012.1** The Board of Directors of Cameron Park Community Services District recognizes the importance of an effective environmental, health, and safety-compliance program for the well-being of each District employee, to the District's customers, to the public at large, to the environment, and to the productivity of District operations. Therefore, it is the firm and continuing policy of the Board of Directors that environmental, health and safety compliance and accident prevention shall be considered of primary importance in all phases of the District's operation and administration, at all levels of the organization.

**3012.2** Within the District, therefore, the General Manager is authorized to approve programs, standards, rules, and procedures to protect and promote the safety and health of District employees, customers, the public at large, the environment, and the productivity of District Operations. The General Manager shall review accidents and compliance issues, and recommend new or revised environmental, health, and/or safety programs, standards, rules, and procedures for approval by the Board of Directors and implementation within the District.

**3012.2.1** Each department supervisor shall make environmental, health, and safety compliance an integral part of their regular duties, including the provision of proper training, materials, and equipment so that work can be performed safely and in compliance with regulations and other applicable standards.

**3012.2.2** It is equally the duty of each employee to accept and follow established programs, standards, rules, and procedures, as well as instructions and directives relating to the efficient performance of their work. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely and correctly, it is their duty to ask a qualified person for assistance. Everyone is responsible for housekeeping duties that pertain to their jobs. Unsafe conditions must be reported.

**3012.3** By maintaining an effective environmental, health, and safety compliance program, the risk of personal injury, operational interruptions, and regulatory fines are reduced, and the mission of the District is manifested. The cooperation of all District employees is required.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Illness and Injury Prevention Program

POLICY NUMBER: 3015

### **3015.1 Program Goal and Outline.**

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

**3015.1.1** Providing mechanical and physical safeguards to the maximum extent possible.

**3015.1.2** Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.

**3015.1.3** Training all employees in good safety and health practices.

**3015.1.4** Providing necessary personal protective equipment, and instructions for use and care.

**3015.1.5** Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

**3015.1.6** Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.

**3015.1.7** Developing a system of recognition and awards for outstanding safety service and/or performance.

### **3015.2 Program Responsibility.**

Although the District recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

**3015.2.1** The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

**3015.2.2** Supervisory personnel are responsible for developing proper attitudes toward safety and health for themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

**3015.2.3** No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

### **3015.3 Injury and Illness Records.**

The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

**3015.3.1** A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3015.8.)

**3015.3.2** Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

**3015.3.3** A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3015.32, above.

**3015.3.4** Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

**3015.3.5** All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

### **3015.4 Documentation of Activities.**

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

**3015.4.1** Records of scheduled and periodic inspections as required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

**3015.4.2** Documentation of safety and health training required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.

### **3015.5 Program Communication System.**

Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

**3015.5.1** Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

**3015.5.2** The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

**3015.5.3** Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the General Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three years.

**3015.5.4** Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crew(s) at least every ten working days to emphasize safety. Documentation of these meetings shall be maintained for three years.

**3015.5.5** General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three years. Discussions at these meetings should concentrate on:

**3015.5.5.1** Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

**3015.5.5.2** Feedback from employees.

**3015.5.5.3** Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

**3015.5.5.4** Brief audio-visual materials that relate to the District's operations.

**3015.5.6** Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

**3015.5.6.1** New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.



**3015.5.7** Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.

**3015.5.8** News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

**3015.5.9** A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District's General Manager.

#### **3015.6 Hazard Assessment and Control.**

Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

**3015.6.1** Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

**3015.6.2** Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

**3015.6.3** A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

**3015.6.4** The General Manager *[or other designated program manager]* will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

#### **3015.7 Accident Investigation.**

All accidents shall be thoroughly and properly investigated by the Field Operations Supervisor *[or other responsible managing employee who should be trained in accident investigation]*, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

**3015.7.1** The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

**3015.7.2** The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

**3015.7.3** Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

**3015.7.4** Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

**3015.7.5** Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

## **3015.8** Code of Safe Practices.

### **GENERAL**

**3015.8.1** All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Foreman, Field Operations Supervisor, or General Manager.

**3015.8.2** Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

**3015.8.3** Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.

**3015.8.4** Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

**3015.8.5** Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

**3015.8.6** No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

**3015.8.7** Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

**3015.8.8** Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Foreman or Field Operations Supervisor [or other responsible managing employee].

**3015.8.9** Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

**3015.8.10** Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Foreman or Field Operations Supervisor *[or other responsible managing employee]*.

**3015.8.11** All injuries shall be reported promptly to the Foreman or Field Operations Supervisor *[or other responsible managing employee]* so that arrangements can be made for medical or first aid treatment.

**3015.8.12** When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

**3015.8.13** Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

**3015.8.14** Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

**3015.8.15** Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

**3015.8.16** Gasoline shall not be used for cleaning purposes.

**3015.8.17** No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Field Operations Supervisor *[or other responsible managing employee]*.

**3015.8.18** Any damage to scaffolds, falsework, shoring or other supporting structures shall be immediately reported to the Foreman or Field Operations Supervisor *[or other responsible managing employee]*.

#### USE OF TOOLS AND EQUIPMENT

**3015.8.19** All tools and equipment shall be maintained in good condition.

**3015.8.20** Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

**3015.8.21** Pipe or Stillson wrenches shall not be used as substitute for other wrenches.

**3015.8.22** Only appropriate tools shall be used for the job.

**3015.8.23** Wrenches shall not be altered by the addition of handle-extensions or "cheaters."

**3015.8.24** Files shall be equipped with handles and not used to punch or pry.

**3015.8.25** Screwdrivers shall not be used as chisels.

**3015.8.26** Wheelbarrows shall not be used with handles in an upright position.

**3015.8.27** Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.

**3015.8.28** In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

## MACHINERY AND VEHICLES

**3015.8.29** Only authorized persons shall operate machinery or equipment.

**3015.8.30** Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

**3015.8.31** Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

**3015.8.32** Where appropriate, lock-out procedures shall be used.

**3015.8.33** Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

**3015.8.34** Air hoses shall not be disconnected at compressors until hose line has been bled.

**3015.8.35** All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

**3015.8.36** Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

**3015.8.37** Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

### EDITOR'S NOTE:

An Injury and Illness Prevention Program, which will conform to the requirements of SB 198 and the Standards promulgated in response thereto by the California Occupational Safety and Health Standards Board, will require more than just the implementation of a policy similar to the foregoing sample. Full compliance will require an in-depth and individualized assessment of an agency's current workplace conditions, practices and problems. Said assessment must be documented and include a safety and health survey, workplace assessment, evaluation of assessment information, development of an action plan, implementation of said plan, and ongoing maintenance of the program. C.S.D.A. encourages its members to take full advantage of Cal/OSHA's Consultation Service. In addition to suggesting both governmental and private sources for information, Cal/OSHA has a publication entitled, "Guide to Developing Your Workplace Injury & Illness Prevention Program With Checklists for Self-Inspection." This document and other information can be obtained from the Cal/OSHA Consultation Service Offices listed below.

DOWNEY  
8535 East Florence Ave., Suite 200  
Downey, CA 90240  
(213) 861-9993

SAN BERNARDINO  
303 West Third St., Room 219  
San Bernardino, CA 92401  
(714) 383-4257

FRESNO  
1901 North Gateway Blvd., Suite 102  
Fresno, CA 93727  
(209) 454-1295

SAN DIEGO  
7827 Convoy Court, Suite 406  
San Diego, CA 9211  
(619) 279-3771

SACRAMENTO  
2424 Arden Way, Suite 410  
Sacramento, CA 95825  
(916) 920-6131

SAN MATEO  
3 Waters Park Dr., Suite 230  
San Mateo, CA 94403  
(415) 573-3864

Cal/OSHA CONSULTATION SERVICE HEADQUARTERS  
395 Oyster Point Blvd., Room 325  
South San Francisco, CA 94080  
(415) 737-2843

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the General Manager.

3020.2 Prior to review by the Board of Directors, the Board's standing Finance Committee shall meet with the General Manager and review his/her annual budget proposal.

3020.3 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in May.

3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

**POLICY TITLE:** Fixed-Asset Accounting Control

**POLICY NUMBER:** 3030

**3030.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3030.2** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

**3030.3** Applicable purchases for inclusion in said accounting shall be the following:

**3030.3.1** Equipment, tools, and vehicles that individually have an original total cost of more than \$1000.

**3030.3.2** All land and building acquisitions regardless of price; and,

**3030.3.3** Additions or major improvements to the District's service infrastructure.

**3030.4** When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

**3030.5** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**3030.6** Information to be maintained in said inventory records shall include at least the following:

**3030.6.1** Asset number;

**3030.6.2** Description;

**3030.6.3** Manufacturer's serial number;

**3030.6.4** Storage location;

**3030.6.5** Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, vehicle, etc.).



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# Cameron Park Community Services District

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Purchase Orders

**POLICY NUMBER:** 3032

**3032.1** Purchase Orders form a legal contract between a vendor who promises to deliver certain goods and services and the District who agrees to pay for them. It is the responsibility of the individual who places the order to comply with the following steps in the correct order. Care must be given in their issuance.

**3032.2** Types of Purchase Orders

**3032.2.1** Generally, a Regular Purchase Order is issued and an order is placed for specific items after completion of the requisition process. Two exceptions to this rule are the Open Purchase Order and the Accepting Purchase Order.

**3032.2.1.1** Regular Purchase Orders. Normally, a Department Head shall order sufficiently in advance to permit the issuance of a Regular Purchase Order before taking delivery. Regular Purchase Orders are issued for:

**3032.2.1.1.1** Covering one-time specific item purchases

**3032.2.1.1.2** Ongoing service requests such as classified ads or pre-employment physicals

**3032.2.1.1.3** Covering a large quantity of an item that becomes a contractual commitment on fixed price (asphalt, sand, gravel)

**3032.2.1.1.4** Covering a contract for services on a time and materials basis

**3032.2.1.2** Open Purchase Orders may be issued for vendors from whom the Department purchases items of a small quantity and low unit cost on a regular basis. Each Open Purchase Order shall specify the month the order is issued for, and the maximum dollar amount to be issued for that month. Open Purchase Orders can only be issued to qualifying vendors.

**3032.2.1.3** Accepting Purchase Orders shall be used in special situations or under unusual circumstances in which time is of the essence. Normally, a Department Head shall order sufficiently in advance to permit the issuance of a Regular Purchase Order before taking delivery. Therefore, it is understood

that Accepting Purchase Orders aside from those used to reimburse petty cash or for payment of credit cards are the exception to the rule.

**3032.3** Each of the following is a step in the Purchase Order process that must be completed as stated below:

- 3032.3.1** A Purchase Order must be requested from the Receptionist in a timely manner. The last sheet of the three-ply copies (Pink in color) will be retained for tracking purposes.
- 3032.3.2** With the remaining two copies the individual who places the order will complete the necessary information on the Purchase Order including Vendor information, date ordered, item description and quantity, price of individual item(s), tax if applicable, and the total of the order even if it is only an estimation.
  - 3032.3.2.1** Only Vendors on the Approved Vendor List may be ordered from. The Approved Vendor List will be reviewed once a year at the beginning of the fiscal year. See attached Exhibit A for the vendor list of FY 2008/2009.
  - 3032.3.2.2** If the desired vendor is not on the Approved Vendor List, a W-9 must be completed by the Vendor and returned to the Accounting Department to be added to the Approved Vendor List prior to the following steps.
- 3032.3.3** Once completed, the Department Head must approve the intent to purchase with a signature on the Purchase Order.
  - 3032.3.3.1** Any order total exceeding \$499.99 must be approved by the General Manager.
- 3032.3.4** Order may be placed after all the above are satisfied.
- 3032.3.5** The second-ply of the Purchase Order (Yellow in color) will be retained for the ordering department's records.
- 3032.3.6** When the invoice arrives, the final copy of the Purchase Order (White in color) will be attached and submitted to the Accounting Department for payment in a timely manner.

*Cameron Park Community Services District*  
**Policy Handbook**

**POLICY TITLE:   Annual Audit**

**POLICY NUMBER: 3035**

- 3035.10**       In order to meet the highest Standard of Accepted Accounting Practices and to guard the public's trust the Board finds the following policy necessary.
- 3035.20**       Subject to the discretion of the Board of Directors and to satisfactory performance, all engagements of private Authorized Auditors will be for a period of three years.
- 3035.30**       Prior to the end of each three year period the General Manager will solicit request for proposals (RFP) from private sector auditors for the next contract period.
- 3035.33**       The Budget and Finance Committee will review the proposals and based on qualifications and competitive bidding make recommendation to the Board of Directors on the selection of the Auditor.
- 3035.35**       The Budget and Finance Committee will attend the annual auditor's exit conference with the General Manager to review and discuss the audit.
- 3035.40**       Upon receipt of the final audit the General Manager shall place the audit on the next Board agenda for review and approval.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

**POLICY TITLE:** Expense Authorization

**POLICY NUMBER:** 3040

**3040.1** All purchases made for the District by staff shall be authorized by the General Manager, and shall be in conformance with the approved District budget.

**3040.2** Any commitment of District funds for a purchase or expense greater than \$2,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

**3040.3** A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

**3040.3.1** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Manager and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

**3040.3.2** No personal checks shall be cashed in the petty cash fund.

**3040.3.3** The petty cash fund shall be included in the District's annual independent accounting audit.

**3040.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager prior to remuneration.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Easement Abandonment

POLICY NUMBER: 3050

**3050.1** Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

**3050.2** Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Easement Acceptance

POLICY NUMBER: 3060

**3060.1** Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

**3060.2** Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

**3060.2.1** Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO. \_\_\_\_\_  
[DISTRICT NAME]

ACCEPTING [SPECIFY TYPE OF SERVICE] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of [District Name] that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

\_\_\_\_\_

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of [Name of County District is in], State of California.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Encroachment Permits

POLICY NUMBER: 3070

**3070.1** Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

**3070.1.1** Plans for said structures or improvements may be required by the General Manager to ensure that the resulting installation adequately accommodates existing district facilities.

**3070.1.2** The Encroachment Permit will specify those conditions by which approval for the proposed improvements are granted, including specifications for construction materials and procedures.

**3070.1.3** A fee in the amount of \$\_\_\_\_\_, together with actual county recording costs, shall be charged to cover District administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.

**3070.1.4** The form of the Encroachment Permit shall be as designated by the General Manager.

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
SERIES 3000 – OPERATIONS**

**3070 – ENCROACHMENT POLICY  
(Adopted by Board of Directors on November 20, 2002)**

For the purposes of this policy, the Cameron Park Community Services District shall be referred to as "District."

**I. GENERAL**

- A. This policy applies to all parties requesting access onto any District-owned properties or easements granted to the District.
- B. Encroachment, for the purposes of this policy, shall be defined as: Access onto District property or easement by any person except District personnel or their authorized agents for a purpose other than its intended or permitted use.
- C. The District strives to administer the use of its lands in ways that will be safe, environmentally sound, and of maximum benefit to the community. In order to safeguard the lands owned and/or managed by the District and the improvements to those lands, the District exercises its right to prohibit and/or restrict all encroachments except under the following conditions.

- II. RESTRICTED AREAS:** All District-Owned parcels, improved/unimproved park lands, or easements which lie in those areas designated as "Landscape and Lighting Assessment Districts" are restricted areas. All access in these areas is prohibited except under the Conditions listed below.

**Conditions for Encroachment (Restricted Areas)**

- A. For District personnel or their authorized agents to perform required operations as designated by the District.
- B. For all Federal, State, County, or local agencies including emergency services who, by agreement or legal jurisdiction, are required to enter those areas to perform their functions.
- C. For all Utility companies who, by agreement or easement, are required to enter those areas to access equipment or other components of their systems.
- D. May be permitted for emergency use only by residents and property owners of land adjacent to District property or easements. An emergency, under this condition, shall be defined as a situation that poses an imminent danger to life or property and cannot be remedied by accessing the property by other means.
- E. Loss of property due to proposed improvements to the property such as construction of a pool or addition do not qualify as an emergency condition.
- F. Individuals wishing to encroach under these conditions must obtain a permit as outlined under Encroachment Permit section of this Policy.

**III. NON-RESTRICTED AREAS**

- A. All improved/unimproved District land or easements not listed under Section II of this policy.
- B. Access to these areas may be permitted by the District. Permits will be granted on a case-by-case basis as determined by the District.
- C. Individuals wishing to encroach in these areas must apply for a permit as outlined under Section IV (Encroachment Permit) of this Policy.



#### IV. ENCROACHMENT PERMIT

A. All persons requesting permission to encroach upon District properties or easements as outlined in Section II or III are subject to the following requirements and conditions:

1. Requirements: Parties must apply for permission to access District property by submitting to the District, in writing and at least three days prior to the intended use, a request with the following information:
  - a. Reason for encroachment
  - b. Dates and times of intended usage
  - c. Types of vehicles or other equipment that will be accessing District property.
2. The Parks Superintendent will review each application and determine whether or not to grant permission based on site conditions or other factors which may affect safety and/or property damage.
3. If permission is granted the permittee will be responsible for the fees and deposits on the fee schedule. Permit and extension fees are due prior to being issued. Reinspection fees will be deducted from the deposit. All fees are non-refundable.

Fees Schedule: \$75 for a 30-day permit  
\$25 for each additional 15-day extension  
\$25 for each reinspection due to a violation of encroachment conditions.

Damage Deposit: \$500 refundable on approval

4. Payment of the deposit must be made prior to issuance of the permit.  
Refund of this deposit will be granted as outlined under Section IV. B, Conditions.

- B. Conditions: All conditions listed in this policy or on the permit must be followed. Failure to do so may result in the District revoking the permit and retaining all or part of the deposit.
1. The District retains the right to amend or revoke the permit at any time.
  2. The District reserves the right to limit access to any of its properties.
  3. Access is to be coordinated with the designated staff person as shown on the permit.
  4. Crossing of any county right-of-way or utility easement requires additional permits from those agencies. It is the responsibility of the permittee to contact such agencies and secure the necessary permits prior to use. Applicants are encouraged to call the El Dorado County Department of Transportation for information.
  5. The District will inspect the site during and again at the close of the encroachment period. If all conditions have been met and the site is in satisfactory condition at the closing inspection then the District will refund the deposit within a period not to exceed 30 days.
  6. Permittee is responsible for any costs incurred for damages to persons or property resulting from activity under this permit. This includes any cost which exceeds the deposit on file.

Cameron Park Community Services District Encroachment Inspectors Log

<b>First Inspection Date:</b>	
<b>By:</b>	
<b>Condition:</b>	

<b>Second Inspection Date:</b>	
<b>By:</b>	
<b>Condition:</b>	

<b>Third Inspection Date:</b>	
<b>By:</b>	
<b>Condition:</b>	

<b>Fourth Inspection Date:</b>	
<b>By:</b>	
<b>Condition:</b>	

<b>Final Disposition:</b>	
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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**CAMERON PARK COMMUNITY SERVICES DISTRICT  
30-DAY ENCROACHMENT PERMIT APPLICATION**

*Please Print*

Date of application: \_\_\_\_\_ Dates and times of intended use: \_\_\_\_\_  
(at least three days prior to encroachment) \_\_\_\_\_

Has work commenced or encroachment occurred prior to receiving permit? Circle one: Yes No

Location of encroachment: \_\_\_\_\_

Reason for encroachment (pool, addition, landscaping, etc.): \_\_\_\_\_

Type of vehicle/equipment accessing District property: \_\_\_\_\_

Name of applicant (individual/property owner): \_\_\_\_\_

If applicable, name of contractor / agency, etc. \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Approved: Yes No Reason for denial: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

The property owner and/or contractor is responsible for any damages to sidewalk, street, landscaping, roadways, etc. This permit does not replace any fees or permits that may be required by any El Dorado County Department. The property owner is encouraged to contact El Dorado County at 530-621-5900 for any requirements pertaining to this request.

**Deposit: \$500** Method of Payment: Cash, Check, Charge Receipt # \_\_\_\_\_ Check # \_\_\_\_\_  
(Refundable upon condition)

**Initial Fee: \$75** Method of Payment: Cash, Check, Charge Receipt # \_\_\_\_\_ Check # \_\_\_\_\_  
Non-refundable

**15-day extension fee: \$25** Method of Payment: Cash, Check, Charge Receipt # \_\_\_\_\_ Check # \_\_\_\_\_  
(non-refundable)

I, \_\_\_\_\_, AGREE TO ABIDE BY THE CONDITIONS OF THE CPCSD ENCROACHMENT POLICY. My signature below indicates that I have received a copy of the CPCSD Encroachment policy and I understand that I am responsible for any costs incurred for damages to persons or property resulting from activity under this permit. This includes any cost which exceeds the deposit on file.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

Extension approved by: \_\_\_\_\_ Date Extension approved: \_\_\_\_\_ Date extension expires: \_\_\_\_\_

**REFUND OF DEPOSIT**

Refund payable to: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Deposit Refund Authorized By: \_\_\_\_\_ Date Amount to be Refunded: \_\_\_\_\_

Date Accounting Received Refund Request: \_\_\_\_\_ Date of Refund: \_\_\_\_\_

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Credit Card Usage

POLICY NUMBER: 3075

**3075.1** Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

**3075.2** Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3075.3** Implementation. A credit card shall be issued to the General Manager and the Finance Division Manager. Credit cards shall not be issued or used by members of the Board of Directors.

**3075.3.1** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

**3075.3.2** All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal *expenses* shall be charged on an District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

**3075.3.3** All credit-card *transactions* shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**3075.3.3** The Finance Division Manager shall review and approve credit-card transactions by the General Manager cardholders. The General Manager shall review and approve credit-card transactions by the Finance Division Manager.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Purchasing

POLICY NUMBER: 3080

**3080.1** To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

**3080.1.1** Local firms will be allowed a \_\_\_% preference margin [*a local preference is not always without controversy, and may require a specific definition for "local"*].

**3080.2** To purchase items costing more than \$500, quotations will be solicited from vendors and received by telephone, fax or mail prior to processing a purchase order. The General Manager and Finance Division Manager must approve purchase orders.

**3080.2.1** For large quantity orders, the District will provide suppliers with a list of items to be purchased. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

**3080.2.2** Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively otherwise.

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**\*PERSONNEL POLICY GUIDE SERIES 3000-OPERATIONS\***

**POLICY TITLE:** REFUND OF PROGRAM AND FACILITY  
RENTAL FEE AND DEPOSITS  
**POLICY NUMBER:** 3080

**3080.10** The General Manager is authorized to approve all fee refunds, facility rental fees and deposit refunds. The Board of Directors shall receive a report of all issued refunds at their regular Board meetings.

Source:

Accounting Policy 3000 Series  
Approved by BOD Sept. 2011

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Personal Property  
POLICY NUMBER: 3085

### 3085.1 Personal Property – DESCRIPTION

- (1) Personal Property Under \$4,999.99 in Value. When personal property or other equipment of the District has been determined to no longer be of use to the District and does not exceed the value of \$5,000.00, the General Manager may solicit and accept trade-in allowances on the replacement equipment or personal property without advertising for offers. As an alternative, the General Manager may sell the personal property at private sale without advertising upon approval by the Board. Any proceeds received by the District from the sale of equipment or personal property shall be deposited into the District's depository for use by the District.
- (2) Property in Excess of \$5,000.00 in Value. The Board of Directors may sell at public auction any personal property or equipment with a value in excess of \$5,000.00 to the highest bidder for cash if it is surplus personal property belonging to the District and not required for public use. Such sale shall require a majority vote by the Board of Directors. Notice of the sale shall be given for five (5) days prior to the date of sale by publication in a newspaper published within the jurisdiction of the District. Proceeds of the sale shall be paid into the District depository for the use by the District.

### 3085.2 Sale of Surplus Real Estate:

Sale of surplus real property sales shall be in conformity with the Government Code §§ 54220-54233

3085.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.) Public agencies shall have 60 days to notify the disposing agency of intent to purchase or lease land

3085.2.2.1 The District will notify these specific agencies

1. El Dorado County Parks and Trails
2. California Department of Parks and Recreation
3. Rescue Unified School District, Buckeye Unified School District,
4. El Dorado County Public Housing Authority
5. California Department of Housing and Community Development

3085.2.2.2 If a timely bid or offer to purchase the surplus property is received from a public agency receiving notice, the District shall negotiate price and terms of purchase with such public agency for a period of not less than 90 days. If timely bids or offers to purchase are received from more than one public agency receiving such notice, the District shall adhere to the priorities specified in Government Code sections 54220-54233 in negotiating with such public agencies. If negotiations are unsuccessful, the District may dispose of the surplus property as specified in this policy without further regard to Sections 54220-54233.

3085.2.3 If no offer to purchase the property is received from a public agency required to receive notice, the District shall publish a Notice Inviting Bids for Purchase of Surplus Real Property in the newspaper requesting that sealed bids for purchase of the surplus property be submitted by the public to the District for consideration within a time period specified in such Notice.

3085.2.4 If sealed bids are received by the District from the public within the time specified in the Notice Inviting Bids, the Board may take action at the next regular Board Meeting to accept or reject the highest offer received. If the price or terms cannot be agreed upon after a good faith negotiation period, the land may be disposed by means of private sale.

3085.2.5 If the Board fails to negotiate a sale of the surplus property with the highest bidder, notice of that fact and the continued availability of the surplus property for sale shall be sent to each member of the public submitting a sealed bid or offer to purchase the property.



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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Records Retention  
POLICY NUMBER: 3090

**3090.1** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Cameron Park Community Services District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

**3090.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3090.3** The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3090.4** Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Cameron Park Community Services District.

**3090.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3090.4.2** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3090.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3090.4.4** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**3090.4.4.1** The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

**3090.4.4.2** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

**3090.4.4.3** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

**3090.4.5** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3090.4.5.1** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3090.4.5.2** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3090.4.5.3** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3090.4.5.4** Said audit or audits contain the expression of an unqualified opinion.

**3090.4.6** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3090.4.6.1** Duplicated (original-subject to aforementioned requirements).

**3090.4.6.2** Rough drafts, notes or working papers (except audit).

**3090.4.6.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3090.4.7** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

**3090.4.7.1** Accident reports, injury claims and settlements.

**3090.4.7.2** Medical histories.

**3090.4.7.3** Injury frequency charts.

**3090.4.7.4** Applications, changes and terminations of employees.

**3090.4.7.5** Insurance records of employees.

**3090.4.7.6** Time cards.

**3090.4.7.7** Classification specifications (job descriptions).

**3090.4.7.8** Performance evaluation forms.

**3090.4.7.9** Earning records and summaries.

**3090.4.7.10** Retirements.

**3090.4.8** All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

**3090.4.9** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3090.5** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

**3090.5.1** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**3090.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**3090.5.3** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES
  - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

- 3. LIFE. The inclusive or operational or valid dates of a document.
- 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
- 5. RECORD COPY. The official District copy of a document or file.
- 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
- 7. RECORDS CENTER. The site selected for storage of inactive records.
- 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- 10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
- 11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
  - a. The resumption and/or continuation of operations;
  - b. The recreation of legal and financial status of the District, in case of a disaster;
  - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

(1)	Agreements
(2)	Annexations and detachments
(3)	As-built drawings
(4)	Audits
(5)	Contract drawings
(6)	Customer statements
(7)	Deeds
(8)	Depreciation schedule
(9)	Disposal of surplus & excess property
(10)	Disposal of scrap materials
(11)	District insurance records
(12)	District water rights
(13)	Employee accident reports, injury claims & settlements
(14)	Employee earning records
(15)	Employee fidelity bonds
(16)	Employee insurance records
(17)	Encroachment permits (by others)
(18)	Encroachment permits (by OWID)
(19)	Facility improvement plans
(20)	Improvement districts
(21)	Individual water rights
(22)	Individual claims/settlements
(22)	Inventory
(24)	Journal vouchers
(25)	Ledgers
(26)	Licenses & permits (to operate)
(27)	Loans & grants
(28)	Maps
(29)	Minutes of Board meetings
(30)	Payroll register
(31)	Policies, Rules & Regulations
(32)	Purchase orders & requisitions
(33)	Restricted materials permits
(34)	Rights of ways & easements
(35)	Spray permits
(36)	Statements of Economic Interest
(37)	State surplus acquisitions
(38)	Warehouse requisitions
(39)	Warrant/Voucher register
(40)	Warrants (with backup)
(41)	Water rights history

**Appendix B**  
**Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
<b>1</b>	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
<b>2</b>	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
<b>3</b>	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
<b>4</b>	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
<b>5</b>	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
<b>6</b>	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
<b>7</b>	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
<b>8</b>	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
<b>9</b>	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
<b>10</b>	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
<b>11</b>	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
<b>12</b>	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
<b>13</b>	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.

<b>14</b>	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
<b>15</b>	Policy files and reference sets of publications.		X	I		I
<b>16</b>	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

**OP = Original or photographic copy.**

**ES = May be destroyed if stored in electronic media.**

**I = Indefinitely**



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**POLICY TITLE:       Purchasing/Expense Authorization**  
**POLICY NUMBER:    3100**

**3100.10**       The purpose of this section is to provide a general code of conduct for all personnel who may be engaged in the District's purchasing function. It is essential that all personnel involved in the procurement process conduct themselves in a manner that maintains impartiality and complete objectivity, to meet the continuing scrutiny of suppliers and the public.

As a District, we are committed to conduct our business in an ethical and professional manner, in compliance with applicable laws, regulations and codes; so we are correctly perceived to be an ethical and professional organization of dedicated and competent individuals of the highest integrity and credibility, producing quality, value added services that contribute significantly to the needs of our customers and community.

In dealings with the business community, it is necessary to exercise a strict rule of personal conduct to ensure that business relations are not compromised or even have the appearance of being compromised. The District's reputation for fairness and integrity in dealing with suppliers and others must always be maintained.

Public service is a public trust. Each District employee has a responsibility to the citizens of the District for honesty, loyalty and the performance of their duties under the highest ethical principles. Ethical concepts of public purchasing obligate every purchasing official to an impeccable standard of ethics and personal conduct.

Purchases made for the District shall be in conformance with the approved budget and this policy.

**3100.20**       The District authorizes the General Manager to appoint a Purchasing Agent(s) and gives the Purchasing Agent authority to purchase, to negotiate or to contract for goods, services, supplies and equipment as required by the District's using departments. All persons involved in the purchasing function shall:

**3100.21**       Comply with the District purchasing procedures as outlined herein.

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- 3100.22** To buy on the basis of value, recognizing that value represents a combination of quality, service and price that assures the greatest economy to the District.
- 3100.23** To be courteous and considerate in all District dealings.
- 3100.24** To recognize that permanent business relationships should be established on the basis of honesty and fair dealings.
- 3100.25** To be prompt in all appointments and to negotiate with reasonable speed.
- 3100.26** To avoid statements that might injure or discredit legitimate suppliers and to avoid disclosure of confidential information that might give an unfair advantage in a competitive business transaction.
- 3100.27** To recognize that character is an important asset in commerce and should be given major consideration in the selection of sources of supply or service.
- 3100.28** To adjust claims and settle disputes on the basis of facts and fairness.
- 3100.29** To decline politely any gratuity or accommodation with a cumulative value of \$50.00 for any calendar year, from any one supplier, vendor, or firm with whom the District is currently doing or could potentially do business. All decisions and actions regarding procurement should be based upon proper business considerations, and purchasing decisions should not be influenced in any way by personal gain. However, any offering from a vendor, or potential vendor, which has been given to a group and which is kept and/or consumed on the premises, would not be considered inappropriate. The District is subject to California law regarding conflict of interest, including receipt of gifts or entertainment. Vendors are requested to cooperate in this regard.

**3100.30**     **DEFINITIONS**

- A.**     **Bid/Proposal** - The written offer of a bidder to furnish and /or deliver specific items, or perform and execute work or services.

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- B.**    Invitation to Bid - An invitation, extended to a vendor by telephone, fax, letter or e-mail, inviting a quotation for furnishing and/or delivering specific items or to perform or execute contemplated work or services.
- C.**    Bid - Same as proposal, except may be verbal.
- D.**    Bidder - An individual, firm, or corporation or qualified representative thereof, submitting a bid or proposal to furnish and/or delivering specific items or to perform or execute contemplated work or services. It is the responsibility of the bidder to read all documents contained in the specifications carefully and follow the directions in the bid packet. Bidders are responsible for the timely submission of their bid/proposal. Bidders are responsible for reporting errors or omissions detected, in writing, to the District representative.
- E.**    Successful Bidder - The individual, firm, corporation, or qualified representative thereof, capable of delivering materials or supplies, or performing or executing the contemplated work or service required by the District.
- F.**    Purchasing Agent - The General Manager or designee appointed by the General Manager acting within the scope of his or her delegated authority in the procurement of goods and services.
- G.**    Blanket Purchase Order – Is issued to selected vendors, on an annual basis with the approval of the Purchasing Agent, for use by District employees to procure repetitive, high volume, low dollar value items on a continuing basis.
- H.**    Published Public Notice – Notice inviting bids shall be published in a newspaper of general circulation once a week for two consecutive weeks, with five days between each publication. The Purchasing Agent shall also solicit bids from responsible prospective suppliers from bidder lists maintained by the Purchasing Agent and may advertise the notice inviting bids in applicable publications and websites readily accessible to the public.
- I.**    Inspection and Review – The Purchasing Agent or designee shall require the inspection of supplies and equipment delivered and

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contractual services performed to determine conformance with the specifications and requirements set forth in the order or contract.

**3100.40** When procuring goods or services the following authorization limits apply to all purchases, provided such expenditures are within the budget limitations, excepting those that are Public Works projects.

**3100.40.1** Public Notice – Purchases greater than \$125,000

Authority to award – Board of Directors. Formal bid or Request for Proposal process is required

**3100.40.2** Formal Bid – Purchases from \$25,000 - \$125,000

Authority to award – Board of Directors. Formal bid or Request for Proposal process is required. Award to the lowest cost, responsive, responsible bidder. Staging of purchases in order to avoid authorization limits is prohibited.

**3100.40.3** Open Market – Purchases between \$5,000 and less than \$25,000

Authority to award - \$5,000 to \$24,999 - General Manager

A written quotation must be received from three competitive sources. Award bid to the lowest cost, responsive, responsible bidder. Staging of purchases in order to avoid authorization limits is prohibited.

**3100.40.4** Small Purchases – Purchases less than \$5,000

Authority to award – Department head or authorized designee. Seek competitive quotations or rotate awards to local vendors. Award to the lowest cost, responsive, responsible bidder.

**3100.40.5** CMAS - California Multiple Award Schedules (CMAS) Offers a wide variety of commodity and information technology products and services at prices that have been assessed to be fair, reasonable and competitive. The use of these contracts is optional and is available ONLY to

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California State and Local Government agencies. Without having to go to bid, an agency may request a copy of the CMAS contract from the contractor of choice; select the products and services to be ordered; and, send the purchase order directly to the contractor. CMAS charges a small fee for this service. In addition, District I.T. staff is authorized to use a similar source, the Western States Contracting Alliance

- 3100.50** Cash Disbursement lists are presented to the Board of Directors each month. The lists contain cash disbursements to be ratified by the Board. These expenses are contained in the budget and are, therefore, previously approved by the Board.
- 3100.60** Department Heads are responsible for limiting expenditures to those amounts appropriated by the Board of Directors. Should a purchase order exceed a department's budgeted appropriation, the Department shall take an amendment to their budget to the Board for approval.
- 3100.70** Checks issued by the District require the signatures of the Board President and the General Manager or his/her designee.
- 3100.80** The General Manager is designated as the District's Treasurer by action of the Board of Directors. (California Government Code Section 61240)
- 3100.90** Directors or staff may be reimbursed for out-of-pocket approved expenses relating to District business and verified by a valid receipt.
- 3100.100** Contracts for goods or services greater than \$25,000 shall be awarded by competitive sealed bidding. Notice inviting bids shall be publicized according to formal bid procedures included herein or required by law.
- 3100.110** The General Manager, acting as the District's Purchasing Agent, is authorized to negotiate all contracts and to award contracts up to \$25,000. The Board of Directors approval is required for all awards greater than \$25,000.
- 3100.120**     **Award of Bid** – Purchases shall be awarded after consideration of the following factors:
- A.** The amount of the bid price
  - B.** The ability, capacity and skill of the bidder to perform the contract or provide the service required.

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- C.** The ability of the bidder to perform the contract or provide the service promptly or within the time specified, without delay or interference.
- D.** The reputation and experience of the bidder.
- E.** The previous experience of the District with the bidder.
- F.** The previous and existing compliance by the bidder with the laws and ordinances.
- G.** The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- H.** The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- I.** The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- J.** The number and scope of conditions attached to the bid.
- K.** The purchase of products, whenever feasible, containing the highest amount of post consumer and recovered materials practicable. In all cases, these products must meet reasonable performance standards, and be readily available at a competitive price. In addition, all equipment bought, leased or rented shall, whenever feasible, be compatible with the use of recycled products purchased by the District.

**3100.130 Rejection of Bids** – The District reserves the right to reject all bids, or all bids for any one or more goods or services included in the proposal, when such rejection is in the best interest of the taxpayers of the District.

**3100.140** Deviations from Instructions - Quotations and/or bids submitted to the District, which do not substantially comply with the instructions for bidding may be rejected regardless if the invitation to bid is by telephone, letter or Notice Inviting Bid. Any unauthorized condition, limitation, provision, or substitute item by the bidder in a quotation may be cause for its rejection.

**3100.150** Price Discrepancies - Other than in obvious cases to the contrary, the bid price shown in words, in a written proposal shall take precedence over the bid price shown in numbers, should any discrepancy exist. Also, other than obvious cases to the contrary, the bid price shown in the unit price will take precedence over the extension.

**3100.160 Bid Closing Date and Hour** - Bids received after a bid closing date and hour will not be considered and will be returned unopened to the bidder.

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**3100.170** Bonds - Bid deposits, Payment Bonds by an admitted surety carrier in California and Faithful Performance Bonds shall be furnished to the District by all bidders and successful bidders when and as specified by the Purchasing Agent. In addition to bonds, all insurance conditions established by the District must be met.

**3100.180** Bidder Pre-qualifications - The Purchasing Agent may require pre-qualification of bidders and may require bidders to provide information for the purpose of preparing and maintaining lists of qualified bidders. Pre-qualification shall be based on any available information, including but not limited to information provided by the bidder. A bidder's name may be removed from the list of qualified bidders for any of the following reasons:

- A.** Failure to respond to questionnaires issued by the Purchasing Agent or to provide a financial statement or other information as may be requested;
- B.** Failure to respond to three consecutive invitations or requests for bids or quotations on a service or item offered by the bidder;
- C.** Failure to satisfactorily perform under a previous purchase order or contract;
- D.** Failure to respond to any inquiry from the General Manager or Purchasing Agent regarding whether the bidder continues to be interested in doing business with the District;
- E.** Submission to the Purchasing Agent by the bidder of a written request to be removed from the list of qualified bidders;
- F.** Change in qualifications of a bidder to the extent that the bidder no longer meets the minimum requirements applicable to bidders offering the services or items offered by the bidder.

**3100.190 Formal Bid Procedure**

- A.** Formal bids (purchases greater than \$25,000), including specifications, terms and conditions, are mailed to potential vendors, advertised in the public notice section of the local newspaper, e-mailed and posted on the District's web site. Bids must be received in a sealed envelope to the

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Purchasing Agent by the bid opening date and time. Fax copies of bids are not considered.

- B.** Public Works projects over \$5,000 are subject to bidding and other requirements set forth in statutes.
- C.** District projects are considered “Public Works” projects, requiring compliance with applicable Prevailing Wage laws, when it is paid for in whole or in part out of public funds. California Labor Code Sections 1720 and 1771 require prevailing wages to be paid on “public works” contracts and all maintenance work that exceeds one thousand (\$1,000). On Public Works projects, contractors must pay workers not less than the applicable prevailing rate of per diem wages as established by the U. S. Department of Housing and Urban Development and the California Director of Industrial Relations.
- D.** Sealed bids shall be submitted to the Purchasing Agent, or his or her designee, and shall be identified as bids on the envelope. The Purchasing Agent shall publicly open all bids at the time and place stated in the public notice and tabulate. All bids received will be available for public inspection in the District office for a period of at least 30 days following the bid opening.

**3100.200 Exceptions to Competitive Bidding** – Provisions requiring competitive bidding shall not apply to the following instances:

- A.** Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants.
- B.** Where the District’s requirements can be met solely by a single patented article or process.
- C.** To situations where no bids have been received following bid announcements under provisions of this policy.
- D.** When a purchase involves goods of a technical nature, where it would be difficult for a vendor to bid on a standard set of specifications, the Purchasing Agent shall undertake a thorough review of known products



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and a comparison of features that most closely meet the District's need at the least cost.

- E.** When another public agency (district, city, county or state) has administered a competitive bid process within the past two years for the same or substantially similar supplies, services or equipment
- F.** When the Board of Directors specifically waives the competitive bid process and authorizes staff to purchase equipment or award a contract by four-fifths vote.
- G.** Any request for an exception or waiver under this section shall include the nature of the contract, amount of the contract, and the reasons why competitive bidding is not feasible.
- H.** The General Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving public health, safety or welfare would be interrupted if the normal procedures were followed. All emergency purchases which would otherwise require formal bidding shall be submitted to the Board of Directors for ratification at the next Board Meeting after the purchase is authorized.

**3100.210 C.O.D. Purchases** - Some limited situations may require cash or check at the time goods or services are delivered. This is an exception to normal procedure. One method for accomplishing the purchase exists:

- A.** With prior approval of the Department Head, an employee may expend personal funds for goods or services. Said employee shall submit a "Request for Reimbursement" along with the receipt to the Department Head for approval. After approval, both items shall be forwarded to the Finance Division for reimbursement.

**3100.220 Contracts for Professional Services** – The General Manager or his designee may negotiate and approve contract services. After the requesting department has received the General Manager's approval, the department will forward the contract for the General Manager's signature. Contracts exceeding \$25,000 shall follow the formal bid process and, when completed, the contract will be forwarded to the attorney for approval as to form and agendized for the Board's for approval. The General Manager will sign the contract. Public contracting statutes are contained in the California Public Contract Code. Other sources of public contracting statutes can be found in

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the Public Resources Code, Business and Professional Code, Civil Code, Government Code, Labor Code and Code of Regulations.

**Cal-Card**

- 3100.230** The District will issue Cal-Cards to the Departments Heads with purchasing authority. The purpose of the Cal-Card is for the purchase of supplies, materials, and equipment used in the day-to-day operations of the District. The preferred method of payment set by the district is the PO process. Cal-Card purchases require prior approval from the Finance Department.
- 3100.231** Purchasing limits will correspond with the amounts set by the Board. The General Manager's limit shall adhere to the amount as set in Policy 3160.
- 3100.282** Instructions and Procedures will be issued to each Department Head upon issuance of the card or whenever there are changes in the instructions and procedures. The contents will discuss
- Card limits and use restrictions
  - The procedures for handling the card, and
  - Responsibilities pertaining to processing of the monthly statement
- 3100.283** Accidental use of the card for personal use will be remedied by repayment from the employee to the District within the statement period.
- 3100.284** Unreimbursed accidental personal use within the statement period or fraudulent use of the card is cause for dismissal.
- 3100.285** Annually, the Finance Department will do an internal audit of The Cal-Card expenditure process to ensure the internal controls of supporting documentation, signatures, and timeliness are followed.
- 3100.286** Annually, each holder of the card will annually acknowledge in writing the receipt of training and instruction on use of the CalCard.

Source:

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**POLICY TITLE:            AUTHORIZATION TO PROCURE, AUTHORIZE AND  
EXECUTE CHANGES TO AWARDED CONSTRUCTION  
CONTRACTS**

**POLICY NUMBER:        3150**

**3150.10** Policy Findings-The Board of Directors will, from time to time, as part of normal District operations approve the award of contracts for various construction projects. Completion of construction contracts often requires changes in the scope of work and to the contract specifications. Depending on the nature of a desired or necessary change during actual construction, delaying work pending placement of the change item on a board agenda at a future meeting may cause inefficiencies and delays or in some cases may cause compensable delays under the contract or otherwise subject the District to claims or damages.

Authorizing the General Manager or his/her designee to execute change orders on construction contracts, within specific limits, without delaying the project to obtain board action on the proposed change is necessary and appropriate to ensure the efficient and timely completion of construction projects and to mitigate or minimize potential costs, claims or damages from unforeseen circumstances that may develop from time to time on construction projects.

**3150.20** The General Manager, or his/her designee, is authorized to approve and execute change orders on construction contracts previously awarded by the Board of Directors, when in his/her judgment a proposed change is necessary to continue construction without interruption or to mitigate/eliminate potential claims or damages against the District as a result of unforeseen circumstances during the construction process. The aggregate amount of all change orders for a single contract shall not exceed 15% of the original contract award.

**3150.21** This authority is limited to approving and executing change orders in the cumulative amount of the higher of 10% of the total contract price as awarded by the Board of Directors or the specific amount of the contingency reserve established by the Board of Directors on a project by project basis. All change orders, approved by the General Manager or designee, shall be reported to the Board at the next regular Board meeting or within 30 days of the approval.

Source:

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**POLICY TITLE: CAPITAL IMPROVEMENT PROJECT (CIP) COSTS AND CONTINGENCIES**

**POLICY NUMBER: 3151**

**3151.10** Policy Findings – Capital Improvement Projects are usually multi-year projects from the initial identification of a need to putting the park or facility into use. Major project phases can include:

- Identification of need in District “Park and Recreation Facility Master Plan and inclusion in Nexus Study
- Inclusion in Five Year Capital Plan
- Initial expenditures in Annual Budget for projecting capital and operating costs, timelines and feasibility studies
- Approval of expenditures in Annual Budget for Architecture and Design Engineering.
- Approval of expenditures in Annual Budget for Construction, Permits, Construction Engineering, Fees & Permits and Contract Oversight
- Award Contracts and begin Construction

**3151.20** **Definitions:**

Architecture or Engineering: The process of identifying project options, developing a project scope, conducting feasibility analyses, and creating plans, specifications and estimates for a capital improvement. Engineering work during the construction process ensures that projects are constructed in accordance with design parameters and specifications.

Construction Contract: The actual cost of the contract including but not limited to grading, construction, landscaping, drainage, park equipment, roads and parking lots. All the on-site work done in building or altering structures, from land clearance through completion, including excavation, erection, and the assembly and installation of components and equipment.

Contingency: Contingency covers costs that may result from incomplete design or unknown design factors, unforeseen and unpredictable conditions, unanticipated regulatory changes, naturally occurring asbestos or uncertainties within the defined project scope, see more complete discussion following. (3151.40)

Contract Administration: The District has overall responsibility for the completion of projects. This includes plans and specifications, advertising and bidding the project, recommending award of contract, construction

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management, review and approval/recommendation of all contract payments and finally the project close out.

Government/Utility Fees & Permits: Various fees, licenses and permits required by other local governmental agencies or utilities (i.e. El Dorado County, El Dorado Irrigation Cameron Park Fire, Pacific Gas & Electric, State Water Resources Control Board, etc.) These costs will vary based upon size and scope of project.

Inspection: The District examines the work completed or in progress to determine its compliance with contract requirements including examination of the work including measuring or checking materials, workmanship, or methods for conformance with quality controls, specifications, and/or standards. In additions, inspections required by other local governmental agencies or utilities (i.e. El Dorado County, El Dorado Irrigation District, Cameron Park Fire, Pacific Gas & Electric, State Water Resources Control Board, etc.)

Other Construction Costs: This would include specialty testing from a geotechnical or structural engineer. Examples may be soils compaction testing, concrete strength tests, certified welding inspections, NOA (asbestos) ground and air monitoring. Another item may be the removal of an abandoned well. Most of these costs can and should be known in advance as they are usually spelled out in the plans or spec's or required as a permit condition but will vary based upon size and scope of project.

**3151.30    Typical Capital Improvement Project Budget By Component:**

Category	Normal Range
Construction Contract	70 - 85%
Architecture & Engineering	5 - 10%
Inspections & District Admin	3 - 5%
Government/Utility Fees & Permits	1 - 5%
Other Construction Costs	0 - 5%
Contingency	15%

**3151.35    Cost Not Allocated to Specific Projects:** Through the entire process, the Planning and Finance Department track both the funding and expenditures related to a project. Based upon the CPCSD Cost Allocation System and because all the salaries, benefits and unallocated costs are borne by the General Fund, 2% of Park Impact Fees are allocated to pay for the cost of the Finance and Planning departments supporting the Capital Improvement

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Project process, however these funds are allocated to the General Fund, specifically the Planning department when Park Impact fees are received from the County. The County withholds 1% of any Park impact Fees before they are remitted to the District.

**3151.40    Contingency:** Contingency covers costs that may result from incomplete design, unforeseen and unpredictable conditions, or uncertainties within the defined project scope. The amount of the contingency will depend on the status of design, procurement, and construction; and the complexity and uncertainties of the component parts of the project.

Contingency is not to be used to avoid making an accurate assessment of expected cost. It is not CPCSD practice to set aside contingency for major schedule changes or known design factors, anticipated regulatory standards or changes, additions to project scope definition, or force majeure situations.

Project and operations estimates will always contain contingency. Users of project financial information should be aware that contingency is an integral part of the cost estimates and vary based upon where in the project time line we are.

Source:

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**POLICY TITLE:**        **General Manager's Cumulative Expenditure Approval Limit  
for Invoices and Contracts**

**POLICY NUMBER:**    **3160**

- 3160.10**        The purpose of this policy is to clarify the General manager's expenditure approval limits and to state that it is within the General Manager's scope of responsibility and authority to approve invoices presented for payment, if the Board has previously approved the expenditure within the annual budget, within a specific capital improvement project or otherwise took action to approve a specific project or activity.
- 3160.20**        Any commitment of District funds for a purchase or cumulative expense greater than \$25,000 shall first be submitted to the Board of Directors for approval.
- 3160.30**        During the normal course of business, the District incurs costs for landscaping, utilities, etc. that may exceed the General Manager's \$25,000 approval limit. The General Manager's cumulative expenditure approval limit of \$25,000 may be increased for specific expenditures without further Board approval if the Board has previously approved that specific expenditure within the annual budget or within a specific capital improvement project.

Source:

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All revenues to the District must be deposited into the District's interest-bearing checking account. The use of checking or other bank accounts by District personnel for depositing District cash is prohibited. Unannounced periodic reviews of cash handling procedures and counting of cash will be conducted by the Finance Department and are always subject to cash counts and audit by the Independent Auditors.

Department Heads are expected to provide secure surroundings for employees who handle cash and keep them informed of all District receipt policies and procedures. Each department shall make available to all employees who handle cash the current Accounting Procedures Manual concerning all aspects of its cash handling procedures.

Employees involved in cash handling are expected to be accurate and efficient when processing customer payments, making change, or accepting payment. They are expected to safeguard District funds against loss, and to establish and maintain good customer relations.

**Cash Collection Point – Each Department Head must:**

1. Design an adequate separation of duties in cash handling.
2. Develop a method of accounting for cash as it is received.
3. Provide adequate safeguards for storing cash.
4. Establish procedures for promptly depositing cash receipts and delivering the cash receipts to the Finance Department.
5. Reconcile validated deposit forms to the supporting documentation and to the Rec Trac report name.
6. Approve any voided cash receipts.
7. The General Manager and/or his designee must approve in writing any changes in cash handling procedures or changes in personnel involved with the cash collection point.

Source:



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**POLICY TITLE:**        **Bad Debt Write-Off Criteria & Procedures**  
**POLICY NUMBER:**    **3202**

**3202.10**    Purpose - The purpose of this section is to establish criteria with which to determine bad debt and to establish procedures for writing off bad debt.

**3202.20**    Criteria - A debt is to be written off as a bad debt if any of the following criteria are met:

- The debtor cannot be located
- The debt is overdue greater than one year
- It is determined that pursuing the debt is not cost effective
- Upon advice from a solicitor and/or collection agent

**3202.40**    Frequency – Bad debt write-offs should occur no less frequently than annually and may occur in any month of the fiscal year.

**3202.50**    Procedure – The amount of the bad debt plus any attempted collection costs will be debited to the relevant fund/account/department line item as a bad debt expense. The bad debt shall occur in the same month as when the debt is recognized as bad. All write-offs must be recorded as of June 30 for year-end reporting purposes.

**3202.60**    Authority – The Cameron Park Community Services District Board of Directors has the sole authority to approve bad debt write-offs.

Source:

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**POLICY TITLE:        RENTAL DEPOSITS**  
**POLICY NUMBER:    3210**

**3210.10**    The Cameron Park Community Services District receives checks or cash as a security deposit for rental of CSD facilities that are available to the public for such rental.

**3210.20**    All monies received for deposits will be deposited immediately, meaning that under no circumstances can a deposit check be held, and at the completion of the facility rental period, provided rental stipulations are met, a refund from the CSD will be issued.

Source:

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**POLICY TITLE:                    COST RECOVERY**  
**POLICY NUMBER:                3240**

**3240.20        GOALS**

1. Park Construction: The District will assess Park Impact Fees on new construction. The fee will be set by Nexus Study, and will be collected at the time each building permit is pulled. These funds will constitute the pool of funds used to reimburse developers after each park has been constructed to the District's standards, and to build new parks and facilities with District-wide benefit. Time spent in planning meetings will be calculated based on the current overhead rate of staff in attendance, and will be billed to developers quarterly. This fee will be in addition to fees stipulated in the Developer Agreement unless specifically described therein.
2. Park Maintenance: The District will recover its maintenance costs through establishment of Landscaping and Lighting Assessment Districts (LLAD). A consulting engineer will establish the assessments, and percentages of cost recovery to find the appropriate benefit level for each area, which shall be assessed annually on the property tax rolls. CCPCSD Board directs the preparation of the engineer's report which includes budgets and proposed assessment for the fiscal year. The General Benefit shall be reviewed by the assessment engineer on a case by case basis as new parks are developed. The District will not build parks that are not covered by maintenance LLADs.
3. Garbage Collection: Currently the District outsources these operations and collects a franchise fee. If in the future, the District operates these services internally, they will be set up as enterprise funds, and the user fees will be set to recover 100% of the costs incurred.
4. Recreation Programs: User fees will be based on the value of services to the community. The Supervisor of Recreation will assign programs to the appropriate fee structure.
5. Facility Fees:
  - 5.1        Community Center – Facility rates are based on the value of the facilities to the community and user groups.

Evaluation of fees will be conducted annually for competitive rates. Policies include market rate, Cameron Park Residents receive 10% discount and non-profit receive a 25% discount on posted rates.

- 5.2 Cameron Park Lake – lake entrance fees are charged for resident, non-resident, and seniors, plus opportunity to purchase annual passes.
- 5.3 Special Event - Some special events will have an entrance fee (ie. Summer Spectacular) while others will be free to the public (ie. Easter Egg Hunt and Welcome to Summer). These will be based on annual budgets.

#### **3240.40      ADJUSTMENTS TO FEES**

- 3240.41      The General Manager is authorized to reduce or eliminate the differential in rates between residents and non-residents when it can be determined that:
  - The fee is reducing attendance to below what would be necessary to support the program for residents, and
  - There are no appreciable expenditure savings from the reduced attendance
- 3240.42      The General Manager is authorized to charge fees for facilities that are closer to full cost recovery if those facilities are heavily used at peak times and include a majority of non-residential users.
- 3240.43      The General Manager is authorized to offer reduced fees such as introductory rates, family discounts, and coupon discounts on a pilot basis (not to exceed two fiscal cycles) to promote new recreation programs or resurrect existing ones.
- 3240.44      As a means to include needy families in District programs, scholarships will be available through application. Funding is limited to the amount budgeted and is awarded on a first-come, first-served basis.
- 3240.45      The General Manager is authorized to collaborate with event promoters or user groups for Special event facility fees. A Special event proposal must be submitted to the Recreation Supervisor and reviewed by the General Manager. The purpose is to determine details of a private event, non-profit event or event collaboration with the district for use of a park or facility.

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**POLICY TITLE:        PAYROLL**

**POLICY NUMBER:    3250**

**3250.10    Payroll Signatures** The only persons authorized to sign Payroll checks shall be the General Manager and Board Members. All checks issued by the District greater than \$10,000 require two signatures.

**3250.20    Employee Files** The Accounting office shall maintain employee payroll files containing the following information for each employee:

- A.**     Wage verification form
- B.**     W-4 form
- C.**     All time sheets or time cards and paycheck copies.

**3250.30    Payroll Taxes** Payroll taxes are due by the Wednesday following Payday (Friday). Accounting staff is responsible for filing tax deposits in an accurate and timely manner.

**3250.40    Payroll Quarterly Tax Returns and W-2's** The completion and timeliness of filing all quarterly payroll tax returns and the annual W-2's are the responsibility of Accounting staff.

**3250.50    Accrued Benefits** The Accounting staff shall track Sick leave, vacation, and CTO for all employees entitled to this benefit.

**3250.60    Time cards/Time sheets** All Regular full-time and part-time employees shall complete a time sheet for each payroll period. All part-time temporary employees will complete a time card for each payroll period.

Source:

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**POLICY TITLE:       MONTH END/YEAR END**  
**POLICY NUMBER:    3260**

**3260.10   Bank Statements** All statements for the District's bank accounts shall be reconciled with accounting records each month.

**3260.20   Adjusting Journal Entries** Any Adjusting Journal Entries may be made. All Journal Entries require two signatures.

**3260.30   General Ledger** All asset accounts shall be reconciled to the general ledger each month.

**3260.40** All liability accounts shall be tracked and reconciled each month.

**3260.50   Finance Report** A finance report for all funds must be generated for every month and shall be submitted to the Board of Directors for approval.

**3260.60** All Reconciliation reports, journal entries require signatures by the General Manager and Accounting Department.

Source:

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**POLICY TITLE:       MANAGEMENT AND BUDGET POLICIES**  
**POLICY NUMBER:    3270 - 3277**

**Financial Management Policies**

The Cameron Park Community Services District's financial policies establish long-term policy guidance for conducting the District's financial activities. The Board of Directors has established these policies to meet the following objectives:

**General Policies**

**3270.10** All current operating expenditures will be financed with current revenues.

**3270.20** Budgetary emphasis will focus on providing high quality District services, recognizing the fundamental importance to the public, of public safety and properly maintained infrastructure and their related programs.

**3270.30** The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital assets and equipment.

**3270.40** The budget will reflect a higher priority for maintenance of existing facilities than for the acquisition of new facilities.

**3270.50** Future maintenance needs and operational costs for all new capital facilities will be conservatively estimated and added costs will be recognized and included in future year's budget projections.

**3270.60** Quality community services, with a focus on cost savings, remain important budgetary goals.

**3270.70** Likewise, productivity improvements resulting in cost reduction will remain an important budgetary goal.

**Revenue Policies**

**3271.10** Whenever possible, a diversified and stable revenue system will be maintained to avoid the District facing short-run fluctuations in any single revenue source.

**3271.20** Revenues will be conservatively estimated, will be projected over the next five years and will be updated annually.

**3271.30** Intergovernmental assistance in the form of grants or loans will be used to finance:

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- Capital improvements that are consistent with the Capital Improvement priorities and can be maintained and operated over time; and
- Operating programs which can either be sustained over time or have a limited duration.

**3271.40** One-time revenues will be used only to support capital projects that have operational funding in place or for other non-recurring expenditures.

**3271.50** Fees and charges will be set at a level that supports the direct and indirect cost of the service provided.

### **Reserve Policies**

**3272.10** The District will maintain prudent reserve funds to stabilize the District's fiscal base for anticipated fluctuations in revenues and expenditures, provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs within the fiscal year. The following reserve funds are to be utilized:

**3272.20 Economic Uncertainty Reserve** to protect the General Fund against unpredictable fluctuations in major revenues and unexpected emergencies. Maintain General Fund Reserve level of 15% of discretionary General Fund Revenues. The reserve level should be reviewed at least semi-annually.

**3272.30 Capital Replacement Reserve** to provide for sufficient funds for the anticipated replacement of capital equipment and the maintenance of capital assets per the Browning Reserve Study. The goal for the General Fund Capital Replacement Reserve shall be set at, or exceed the minimum level, recommended in the Browning Reserve Study. Appropriations from these reserves will be to fund major capital replacement expenditures, replacement costs of existing equipment, vehicles, computers and office furnishings as they reach the end of their useful life.

**3272.40 Compensated Absences Reserve** to fund the District's liability to pay employees for unused vacation benefits upon retirement or termination.

**3272.50 Funding of Reserves** will come generally from one-time revenues, year-end fund balances and projected revenues in excess of projected expenditures. They will generally be reserved in the following priority order:

- Reserve for Economic Uncertainty/Emergencies
- Reserve for Capital Replacement
- Reserve for Compensated Absences

**3272.60** Appropriation or use of funds from these reserves requires Board of Directors approval.



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### **Debt Management Policy**

**3273.10** It is the intent of the Cameron Park Community Services District to issue debt in a manner that adheres to federal and state laws, existing bond covenants and prudent financial management.

**3273.20** The Board of Directors will annually review and adopt a Debt Management Policy. This policy will address inter-fund borrowing, short-term borrowing, long-term borrowing, and debt issuance. The policy will provide guidance for ensuring that financial resources are adequate to meet short-term and long-term service objectives and that financing undertaken by the District satisfy certain clear objective standards which allow the District to protect its financial resources in order to meet its long term capital needs.

### **Investment Policy**

**3274.10** The Board of Directors will annually review and adopt an Investment Policy in conformance with the California Government Code. The policy will address the objectives of safety, liquidity and yield with respect to the District's financial assets.

### **Fees and Charges Policy**

**3275.10** The fees and charges will be set to provide adequate resources for the cost of the program or service provided.

### **Purchasing Policy**

**3276.10** The District will maintain a purchasing policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

### **Performance Measures Policy**

**3277.10** The General Manager, working with heads of departments, will annually develop performance measures to assess how efficiently and effectively the functions, programs and activities in each department are provided and for determining whether program goals are being met.

Source:  
Annual Review Due

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**POLICY TITLE:       BUDGET CONTROL/RESPONSIBILITY**  
**POLICY NUMBER: 3280**

**3280.10**   It is the responsibility of the Department Heads to hold spending to within their total Department budget for the current fiscal year.

**3280.20**   It is also the Department Heads' responsibility to propose any budget amendments to the General Manager in a timely manner so that they can be presented to the Board for approval.

**3280.30**   Department operations shall accurately reflect the adopted budget in its revenue estimations and distribution of Board approved appropriations among various accounts to meet the District's operational objectives.

Source:

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**POLICY TITLE:               FIXED ASSETS AND INVENTORY**  
**POLICY NUMBER:         3290**

**Capital Asset and Inventory Policy and Procedures**

The goal of a capital asset inventory system and this policy is: (1) to provide control and accountability over capital assets, (2) to assist departments in gathering and maintaining information needed for the preparation of financial statements, and (3) to comply with Government Standards Accounting Board 34 (**GASB 34**).

These policies and procedures are the minimum requirements for capital assets that District departments must meet. A department may maintain its capital asset inventory system in greater detail, or use additional supporting documentation, as long as they meet the required minimum standards.

**3290.05 Authority for policies.** The Cameron Park Community Services District Board of Directors requires all departments to use this policy to protect and report on assets held by the District. Responsibility for maintaining and updating the policy lies with the General Manager or his/her designee.

**3290.10 Applicability.** This policy applies to all departments of the Cameron Park Community Services District, unless specifically exempted. The term, "Department" is defined to mean and include every District office, officer and every department, division, board and commission, except as otherwise provided. Departments may request a waiver from complying with specific requirements of this policy by written request to the General Manager.

**3290.11 Valuing, Capitalizing and Depreciating Assets.** Capital assets shall be valued at cost – including all ancillary charges necessary to place the asset in its intended location and condition for use. Determine the value in the following manner:

**3290.11.01 Purchased Assets** – Use historical costs including taxes (e.g., sales taxes) and all appropriate ancillary costs less any discount or rebates. If the historical cost is not practicably determinable, use estimated cost. The capitalized value of **land** includes the purchase price plus costs such as legal fees, fill, and any excavation costs incurred to put the land in condition for its intended use. **Building** costs include both acquisition and capital improvement costs, including, in proprietary and trust funds, interest. Capital improvements include structures (e.g., office buildings, storage quarters, and other facilities) and all

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other property permanently attached to, or an integral part, of the structure (e.g., loading docks, heating and air-conditioning equipment, and refrigeration equipment). **Furniture, fixtures, or other equipment** should be classified as equipment. Since they are not an integral part of a building they are not considered capital improvements. The cost for this asset type reflects the actual or estimated cost of the asset. Include the cost of an extended maintenance/warranty contract in the asset's valuation if the contract is purchased at the same time (or soon thereafter) as the capital asset.

**3290.11.02 Self-Constructed Assets** – Capitalize all direct costs associated with construction and management costs associated with a construction project. Department project management costs may be capitalized in one of two ways: (1) Use actual project management costs when they are practicably discernible and directly associated with the project; or (2) Apply a percentage of total budgeted project costs. The application rate may or may not be designed to recover total department project management costs. Exclude indirect costs unless they are increased by the construction. In proprietary and trust funds, include net interest costs incurred during the period of construction in the capitalized cost of the asset, if material. Interest costs are not capitalized in governmental funds.

**3290.11.03 Ancillary Costs** – Normally, ancillary costs should be included in the cost of a capital asset. However, minor ancillary costs not measurable at the time a capital asset is recorded, are not required to be capitalized. Ancillary costs for **Land** include: legal and title fees, professional fees of engineers, attorneys, appraisers, financial advisors, etc., surveying fees, appraisal and negotiation fees, damage payments, site preparation costs; and costs related to demolition of unwanted structures. Ancillary costs for **Infrastructure** include: professional fees of engineers, attorneys, appraisers, financial advisors, etc., survey fees, appraisal and negotiation fees, damage payments, site preparation costs and costs related to demolition of unwanted structures. Ancillary costs for **Buildings and Building Improvements** include: professional fees of architects, engineers, attorneys, appraisers, etc., damage payments, costs of fixtures permanently attached to a building structure, insurance premiums, interest, and related costs incurred during construction, and any other costs necessary to place a building or structure into its intended location and condition for use. Ancillary costs for **Furnishings, Equipment, or other Capital Assets**: transportation charges, sales tax, installation costs, and extended maintenance/warranty contracts or any other normal or

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necessary costs required to place the asset in its intended location or condition for use.

**3290.11.04 Donated Assets** – Use the fair market value at the time of acquisition plus all appropriate ancillary costs. If the fair market value is not determinable due to lack of sufficient records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

**3290.12 What and When to Capitalize** – The general policy is to capitalize all assets with a cost of \$5,000 or more. Although small and attractive assets do not meet the District's capitalization policy, they are considered assets for purposes of marking and identification, record-keeping, and tracking due to the ease of conversion to private use. Staff will inventory all small and attractive assets with a bar code, and will maintain a list including: date acquired, item description, brand, model number, serial number, original cost, location, and assigned identification number. A physical count of these bar-coded items is to be done annually.

**3290.12.01 New Acquisitions** – Capitalize new assets that meet the District's capitalization policy as noted above. Additions, improvements, repairs, or replacements to existing capital assets are not considered new acquisitions and are discussed below.

**3290.12.02 Additions** – Capitalize expansions of or extensions to, existing capital assets that meet this policy. Close out Construction in Progress and capitalize the costs when a project is substantially complete, accepted, and placed into service.

**3290.12.03 Extraordinary repairs, betterments, or improvements** – Capitalize outlays that increase future benefits from an existing capital asset beyond its previously assessed standard of performance. Increased future benefits typically include: an extension in the estimated useful life of an asset and/or an increase in the capacity or efficiency of an existing capital asset.

**3290.12.04 Replacements** – For building, improvements other than buildings, and equipment, capitalize the cost of outlays that replace a part of another capital asset. Capitalize when the cost of the replacement is \$5,000 or more **and** at least ten (10%) percent of the total replacement value of the asset or \$100,000, whichever is less. **Exceptions to this policy are:** replacement roof coverings

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are not capitalized unless the replacement extends the useful life of the building. Replacement floor coverings and window coverings are not capitalized. Costs to remodel (convert) a building to a different use, where the remodeling does not extend the useful life of the structure itself, are not capitalized. After replacing a part of another asset, remove the capitalized value and the associated accumulated depreciation of the replaced item from the accounting records, if the amounts are determinable. Then capitalize the replacement.

**3290.12.05 Bulk Purchases** – For proprietary fund type accounts, bulk purchases or like capital assets with unit cost of less than \$5,000 may be capitalized as a group where the allocation of costs for the bulk assets over time is matched to corresponding benefits generated by the bulk assets.

**3290.12.06 Works of Art and Historical Treasures** - It is the District's policy that proceeds from the sale of art be used to acquire other works of art.

**3290.13 Accounting for Infrastructure** – In accordance with Governmental Accounting Standards Board Statement Number 34 (**GASB 34**), acquisitions of capital assets defined as **infrastructure** which meets the District's capitalization policy (cost of \$100,000 or more) are to be capitalized. All capitalized infrastructure type assets will be depreciated.

**3290.14 Depreciation** – Calculate and record depreciation for all capital assets unless specifically exempted.

**3290.14.01 When to start depreciation** – Depreciation normally begins when an asset is purchased or completed. However, if it is not placed into service immediately, depreciation should begin when the asset begins to lose value. Depreciation will be calculated by month with a full month's depreciation taken for assets acquired or disposed of anytime during the month.

**3290.14.02 Depreciation Calculations** – Depreciation will be calculated using the straight-line method. In straight-line depreciation, the cost of the asset (less any salvage value) is pro-rated over the estimated useful life of the asset. Straight-line Depreciation:  $\text{Asset Cost} - \text{Salvage Value} / \text{Asset's Useful Life} = \text{Annual Depreciation}$  Assets may be depreciated individually or in groups. The cost of assets similar in nature (tables, chairs, etc.) or asset dissimilar but related by mode of operation may be grouped together then depreciated as one group.

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**3290.14.03 Useful Life for Capital Assets** – Departments are responsible for implementing and utilizing the Board’s policy on the useful life for their department’s assets. Use of the Browning Study, which has Board approval, shall be utilized as an interim guide for useful life of a capital asset. Finance Department shall assist in responding to questions of useful life cycle of an asset.

**3290.14.04** Non-depreciable capital assets include: land and construction in progress, trees and landscaping are examples.

**IDENTIFYING AND MARKING CAPITAL ASSETS**

**3290.20 Mark all inventorial capital assets** - Mark all inventorial capital assets upon receipt to identify that the property belongs to the District, except as noted. This identification should (1) facilitate accounting for the asset, (2) aid in its identification if the asset is lost or stolen and (3) discourage theft.

**3290.21 How assets should be marked** – Permanently affix the identification information to the asset by using a standardized adhesive tag or inscribing the asset according to the following format: (1) Cameron Park CSD seal insignia, (2) Department name (or abbreviation) (3) Optional BAR code, and (4) assigned control number. Departments may determine where to place the tag on the capital asset. However, the identification and control number should be located on the principal body of the asset, rather than a removable part. If an existing capital asset has a tag with a District control number, that has been assigned, properly affixed, and recorded in the inventory system, it does not need to be re-tagged.

**3290.22 When not to mark a capital asset** – Occasionally, it will be impractical or impossible to mark some inventorial capital assets according to these standards. For example, do not tag if the capital asset: (1) is stationary in nature and not susceptible to theft (such as land, infrastructure, buildings, improvements other than buildings, and leasehold improvements), (2) has a unique permanent serial number that can be used for identification, security and inventory control (such as vehicles), (3) would lose significant historical or resale value by being tagged, or (4) would have its warranty negatively impacted by being permanently marked. In these cases, the identification tag or District seal insignia is not required, and the department is to apply alternative procedures to inventory and identify such assets.

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**3290.23 Inventory tags and labels** – The District's Director of Finance, or his/her designee, is responsible for procuring or printing inventory tags or labels.

## **INVENTORY POLICY AND PROCEDURES**

**3290.30 Which assets need to be inventoried or cataloged?** All capital assets must be inventoried and listed in the property records of a department. Inventorial assets acquired with grant monies or awards also need to be identified by the inventory system. Assets shall be tracked if they are considered small and attractive.

**3290.31 Small and attractive assets** – Small and attractive assets are those assets that are particularly at risk or vulnerable to loss. Each department shall implement specific measures to control small and attractive assets in order to minimize identified risks. Departments have discretion in setting their definition of small and attractive assets. However, departments must include, at a minimum, the following assets as small and attractive: \* Communications Equipment; both audio and video \* Optical devices, binoculars, telescopes, infrared viewers and range finders \* Cameras and photographic projection equipment \* Microcomputers, laptops and notebook computers \* Other data processing accessory equipment and components (scanners, data displays and related items \* Office equipment \* Record players, radios, television sets, tape records, VCRs and video cameras. Small and attractive assets can be tagged and input into the District asset management system along with other assets and must be coded in a manner that allows them to be sorted out for reporting purposes.

**3290.32 Inventory record requirements** - Departments are to maintain capital asset inventory systems that include records for all inventorial assets. Departments are to use the District asset management system provided by the District for all assets that meet the District's capitalization policy. For assets defined as small and attractive, departments may use either the District asset management system or any other alternate system that tracks the assets such as a spreadsheet.

**3290.33 Adding capital assets to the inventory** - The department inventory designee is responsible for supervising the addition of the asset to the inventory system upon receipt and acceptance. This include assigning tagging responsibilities to specific individuals as well as developing and implementing department procedures to ensure that the necessary information is entered into the department's capital asset inventory.



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**3290.34 Removing capital assets from the inventory** - Departments are to adopt internal policies and procedures for the timely removal of capital assets from inventory, *including* procedures for the proper approvals of disposal requests. Capital assets are to be removed from active inventory only after being declared surplus by the Board of Directors. Departments are to maintain records of capital assets dispositions in accordance with approved department records retention schedules. **At a minimum, records of asset removal shall be kept until after the next annual audit by the independent auditors for the District.** In addition to this policy, when seeking to dispose of or remove capital assets from inventory, departments are to adhere to guidelines established by the General Manager or his/her designee.

**3290.35 Lost or stolen property** – When suspected or known losses of inventorial assets occur, departments shall conduct a search for the missing property. The search should include transfers to other divisions or departments, storage, scrapping, conversion to another asset, etc. If the missing property is not found: (1) Notify the inventory control designee and the department head, (2) have the individual deemed to be primarily responsible for the asset, as well as the individual's supervisor, complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss and steps taken to locate the missing property. (3) Where it has been clearly determined that property has been stolen, a report of the missing property should be reported to the County Sheriff as soon as possible. Where and when applicable, remove the lost or stolen property from the department's inventory and accounting records. Maintain records of losses of inventorial assets in accordance with department record retention schedules but at least until after the next annual audit.

## **THE PHYSICAL INVENTORY**

**3290.40 Physical inventory frequency** – Conduct physical inventories at least once every year for all inventorial assets except as noted below. Due to the stationary nature of certain assets (such as land, infrastructure, buildings, improvements other than buildings, and leasehold improvements), performing a physical inventory of these items every year is not required. Departments may conduct their capital assets inventory on a revolving basis if both the following conditions are met: (1) Every item is subject to a physical count or verification at least once every other year. And (2) the inventory program is documented and active.

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**3290.41 Who should conduct and verify the physical inventory?** In order to ensure objective reporting of inventory items, personnel having no direct responsibility (custody and receipt/issue authority) for property should perform the physical inventory. If it is not feasible to use such personnel for a part of the inventory, then those portions are; at least, to be tested and verified by a person with neither direct responsibility for that portion of the inventory nor supervised by the person directly responsible. Departments are encouraged to exchange and use personnel from other departments to perform their inventory if possible.

**3290.42 Physical inventory instructions** – Written physical inventory instructions must be documented and distributed to each person participating in the inventory process. The instructions should at a minimum describe: \* How and where to record each item, \* What information to record, \* What to do when they have a question, \* What procedures to follow when they finish their assignments, \* What procedures to follow when equipment is located but not listed, \* The procedure by which the person counting the assets attests the accuracy of the count, such as by signing his or her name at the bottom of each inventory page, or signing a cover page for a group of pages sorted by another method (batches, location, equipment type, etc. and \* How to record assets not being used or in an obviously unserviceable condition. Such information is to be used to schedule repair or disposition of such assets.

**3290.43 Physical Inventory reconciliation** – After the physical inventory count is completed, the department inventory designee is to conduct a reconciliation process. Only when all differences have been identified and explained, is the inventory considered reconciled. Departments should conduct the following steps during the reconciliation process: \* Search the inventory lists to determine whether inventory noted during the count as unrecorded is, in fact, listed on another portion of the inventory. \* Enter unrecorded assets into the inventory system as soon as possible after discovery. \* If a significant number of unrecorded assets are located, a major problem with the asset recording procedures may exist. The department inventory designee should determine why the problem is occurring and correct it. \* Conduct a search in an effort to located missing assets. \* For assets not located, follow the lost or stolen property procedures in this policy. After the inventory is reconciled, the department inventory designee is to certify the reconciliation with a statement and signature that it is correct and report this their supervisor, department head and General Manager or his/her designee. If the certification cannot be made, the department inventory designee is to disclose that fact and the designee's supervisor is to determine the appropriate course of action.

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**3290.44 Retaining physical inventory records** – The certification, together with the reconciliation and the inventory listing, serves as the support for the inventory balance and for accounting adjustments, if any, and must be retained by the department. The department must retain this documentation in accordance with the approved department records retention schedules. At a minimum, the asset records must be retained until after the next annual audit.

Source:

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**POLICY TITLE:     AUTHORIZATION TO PROCURE CONSTRUCTION PERMITS**  
**POLICY NUMBER: 3320**

**3320.10**   Policy Findings -The Board of Directors will, as part of its normal operations, approve various construction projects. Commencement and completion of those construction projects will require the procurement of permits and execution of documents and contracts by, or on behalf of, the Board of Directors of the Cameron Park Community Services District.

**3320.20**   The General Manager, or his/her designee, is officially appointed as the authorized agent and representative of the Board of Directors of the Cameron Park Community Services District for the purpose of procuring all necessary permits and execution of related applications necessary for the commencement and completion of construction projects.

Source:

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**POLICY TITLE:        CONTRIBUTIONS TO SHARE-A-GIFT FUND IN SUPPORT  
OF DISTRICT PROGRAMS, ACTIVITIES AND PROJECTS**

**POLICY NUMBER:    3330**

**3330.10    Policy Finding-** The Board of Directors encourages the donation and contribution of money, materials and services by interested individuals or business entities to the Share-A-Gift program and recognizes that such donations and contributions are an important and valuable resource to the Cameron Park Community Services District.

**3330.20    Policy Finding-** The Board of Directors desires to assure contributors that their cash donations or contributions made to the Cameron Park Community Services District's Share-A-Gift program or other specific project or activity, will be expended only in accordance with the direction of the donating party.

**3330.30    Policy Finding-** The Board of Directors has determined that it is in the best interest of the District to establish a segregated fund for cash contributions with appropriate segregated sub-accounts for purposes of accountability of donated funds.

**3330.40    Policy Findings-** The Board of Directors has determined that it is in the best interest of the District to establish a procedure whereby all cash contributions made to the District are officially accepted by the Board, and are expended by the Board with input from the community and staff.

**3330.50    Contributions**

- A.**    Contributions may be either in cash or in kind. Money contributions should be via check made payable to the Cameron Park Community Services District.
- B.**    If the contribution is to be used exclusively for a specific project, area or purpose, such restrictions on the use of the funds shall be presented to the Board in writing at the time of offering the contribution.
- C.**    If no restrictions are attached to the contribution of cash, the funds shall be deposited into the segregated fund and shall be assigned to the Accumulative Fund sub-account. If an in-kind contribution is received with a value in excess of \$500.00 a separate inventory shall be maintained.

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- D.** The Board will review any restrictions on the use of any contribution made to the District and shall thereafter, if it determines it is in the best interest of the District, officially accept the contribution and direct the General Manager or designee to expend the funds or use the property in accordance with the written guidelines of the donator.
- E.** If the written restrictions can no longer be met and/or the project is no Longer viable, the Board, at a noticed meeting, may direct that the funds or property be treated as an unrestricted contribution.
- F.** Any unrestricted contribution shall be used by the Board of Directors based upon recommendations from contributing individuals or organizations, staff and committee members.

**3330.60**    **Establishment of Segregated Fund**

- A.** The General Manager or designee is hereby authorized to establish and maintain a segregated fund for contributions made to the Share-A-Gift program by interested individuals or business entities.
- B.** The General Manager or designee is hereby directed, for purposes of recordkeeping, to establish any and all necessary sub-funds or accounts for all contributions to enable an accurate accounting of the expenditure of these funds and to ensure that these funds are utilized in accordance with this resolution.
- C.** This resolution shall be converted to a policy to be adopted by the Board.

Source:

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**POLICY TITLE:       EXPENDITURE OF IN-LIEU PARK FEES**  
**POLICY NUMBER:    3340**

**3340.10**   The General Manager of the District shall establish a separate account into which there shall be deposited all in-lieu fees received by the District for park or recreational purposes, under Section 66477 of the Government Code.

**3340.20**   The District shall, in its books of account, keep separate ledgers showing, for each subdivision for which land is dedicated or in-lieu fees are paid, (a) an identification of the land dedicated for that subdivision, and (b) an identification of the amount of in-lieu fees paid for that subdivision, interest thereon, and the dates of such dedication or payment.

**3340.30**   In accordance with the requirements of Section 66477.F of the Government Code, the District shall from time to time as such in-lieu fees are paid, adopt schedules specifying how, when and where the District Board of Directors will use the land or fees, or both, to develop park or recreational facilities to serve the residents of that subdivision; and any fees collected shall be committed within five years after the payment of such fees or the issuance of building permits on one-half of the lots created by the subdivision, whichever occur later. If the fees are not committed, they, without any deductions, shall be distributed and paid to the then record owners of the subdivision in the same proportion that the size of their lot bears to the total areas of all lots within the subdivision.

**3340.40**   In accordance with the requirements of Section 53077.5 of the Government Code, and except in those cases where (a) the in-lieu fees are to be used for acquisition of park lands, rather than for construction of any improvements or facilities, or (b) the in-lieu fees are to be used to reimburse the District for expenditures previously made for park or recreational facilities for that subdivision, the District shall, with respect to each subdivision for which in-lieu fees are paid, prior to final inspection or issuance of the certificate of occupancy for that subdivision:

- A.**   Have established the said account for and separately identified the in-lieu fees paid for that subdivision;
- B.**   Have adopted a proposed construction schedule or plan for the park or recreational facilities which will serve that subdivision, and
- C.**   Have authorized the expenditure of funds and incurring of obligations for specific purposes therefore.

Source:

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**POLICY TITLE:       STATEMENT OF INVESTMENT POLICY**

**POLICY NUMBER:    3350**

**3350.10       Introduction**

This statement will identify various policies and procedures that will foster a prudent and systematic investment program and which will organize and formalize investment related activities. The related activities, which comprise good cash management, include:

- A.           Accurate cash projections
- B.           Timely collection of revenues
- C.           Control of disbursements
- D.           Cost-effective banking relations

**3350.20       Scope**

This policy will cover all funds and investment activities under the direction of the Cameron Park CSD or its investment managers.

**3350.30       Objectives**

A.       Safety

The primary objective of this policy is to protect, preserve and maintain cash and investments of the Cameron Park CSD.

B.       Liquidity

An adequate percentage of the portfolio will be maintained in liquid short-term securities, which can be converted to cash as necessary to meet disbursement requirements. The liquidity percentage will be determined from time to time from projected cash flow reports. Investments will be made in securities with active secondary or resale markets. Securities with low market risk will be emphasized.

C.       Yield

Within the constraints of safety and liquidity, the highest and best yield will be sought.

D.       Market-Average Rate of Return



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The portfolio will be designed to attain a market-average rate of return, taking into account the Cameron Park CSD's risk constraints, the cash flow characteristics of the portfolio and state law.

E. Diversification

The portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types of individual financial institutions. Excluding U.S. Government and agency securities, no more than 10% or \$250,000, whichever is less, of the portfolio may be invested in any one institution.

F. Prudence

This investment policy is based on the "prudent investment standard" which states: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (Government Code Section 53600.3)

G. Public Trust

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall investment return.

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**3350.40      Authority to Invest Money**

Sections 53601, 53601.1 61240 and 16429.1 of the Government Code provide legal authorization for investments of funds of local agencies. All investments of the Cameron Park CSD shall conform to the restrictions of those laws. Under the authority of Section 61240, the General Manager is designated Treasurer to the Board.

**3350.50      Reporting**

A.      Quarterly

1.      The Treasurer shall submit a quarterly investment report to the Board of Directors, and the District's Auditor. This report will include all items required by Government Code Section 53646. These items are:
  - a.      Type of investment
  - b.      Institution (issuer)
  - c.      Date of maturity
  - d.      Amount of deposit or cost of the security
  - e.      Current market value of securities with maturities over one year
  - f.      Rate of interest
  - g.      Statement relating the report to the Statement of Investment Policy
  - h.      Statement that there are sufficient funds to meet the next six months' obligations
  - i.      Accrued interest as prescribed by Government Code Section 53646.
2.      The quarterly report may also include non-mandatory items such as:
  - a.      Interest earned to date
  - b.      Average weighted yield
  - c.      Average days to maturity
  - d.      Actual transactions
  - e.      Percentage distribution of investment types
  - f.      Other measurements and comparisons.

B.      ANNUALLY

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The Treasurer shall prepare a report detailing the performance of the portfolio as of June 30.

**3350.60      Investment Instruments and Maturities**

**A.      Permitted Investments**

Subject to the additional requirements imposed by Government Code Section 53601, the District may purchase securities subject to the following limits:

<u>PERMITTED INVESTMENTS/DEPOSIT</u>	<u>MAXIMUM PORTFOLIO CONCENTRATIO N</u>	<u>MINIMUM QUALITY</u>	<u>MAXIMUM MAT URITY</u>
U.S. Treasury Bills, Bonds and Notes	Unlimited		5 years*
U.S. Government and Agency Securities	Unlimited		5 years*
Registered Treasury Notes & Bonds issued by any of the other 49 states in addition to California	Unlimited		5 years*
Time Certificates of Deposit	25%		3 years*
Negotiable Certificates of Deposit	30%	AA	3 years*
Bankers Acceptances	40%	AA	180 days
Commercial Paper (max. maturity < 270 days)	15%	A1/P1/F1	270 days
Commercial Paper (avg. maturity < 31 days)	30%	A1/P1/F1	31 days
LAIF	\$10,000,000		5 years
Repurchase Agreements	20%		1 year
Medium Term Notes	30%	AA	5 years*
Money Market Account	\$100,000**	AAA	5 years
Mutual Funds	15%**	AAA	5 years

\*      **Maximum term unless expressly authorized by the Board of Directors and within the prescribed time frame for the approval. (Government Code Section 53601).**

\*\*      **Money Market Funds and Mutual Funds are subject to a combined limit of 20% of portfolio.**

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Investments shall be purchased according to the minimum credit standards listed. In the event of a downgrade in credit after the date of purchase, the Treasurer shall advise the Board of Directors at the next regular meeting and will use his/her best professional judgment concerning the retention of the security in the portfolio.

**B. Excluded Investments**

The following investments or investment practices are not permitted under this Statement of Investment Policy:

1. Purchase of sale of securities on margin
2. Reverse Repurchase Agreements
3. Financial futures and financial options
4. Guaranteed Small Business Administration (SBA) Notes
5. Government National Mortgage Associate (GNMA) Notes

**3350.70 Internal Controls**

The system of internal control has been established and maintained in written form. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Cameron Park CSD. The most important controls are: control of collusion, separation of duties, separation of transaction authority from accounting and bookkeeping, custodial safekeeping, delegation of authority, limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and annual review of controls by the Treasurer.

**3350.80 Banks and Security Dealers**

In selecting financial institutions for the deposit of investment of District funds, the Treasurer shall consider the credit worthiness of institutions. The Treasurer shall continue to monitor their credit characteristics and financial history throughout the period in which District funds are deposited or invested. A commercial rating or bank watch service may be used to accomplish this objective.

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**3350.90      Investment Risks**

The Cameron Park CSD recognizes that investment risks can result from issuer defaults, market price changes of various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. Investment managers are expected to display prudence in the selection of securities as a way to minimize default risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. As needed, the Treasurer shall periodically meet with the Budget & Administration Committee to establish guidelines and strategies to control credit risk, market risk and illiquidity.

In addition to these general policy considerations, the following specific policies will be followed:

- A. All transactions will be executed on a delivery versus payment basis.
- B. A competitive bid process, when practical, will be used to place all investments.

**3350.100      Safekeeping And Custody**

Securities purchased from broker/dealers will be held in a third-party custodian/safekeeping account except the collateral for time deposits in banks and savings and loans. The Federal Home Loan Bank of San Francisco or an approved Agent of Depository holds collateral for time deposits of thrifts. Collateral for time deposits in banks will be held in the District's name in the bank's Trust Department.

**3350.110      Statement Of Investment Policy**

Pursuant to Government Code Section 53646, the Statement of Investment Policy will be reviewed and submitted annually to the Cameron Park CSD's Board of Directors.

Source:

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**POLICY TITLE:           INTERNAL CONTROLS & GUIDE**  
**POLICY NUMBER:       3360**

Internal controls are a system of checks and balances designed to ensure compliance with the District's policies as well as to establish a system of internal controls designed to prevent loss due to fraud, employee error, and imprudent actions by officers. An important internal control concept is that of segregation of duties: the person authorizing a transaction should not be the person recording it, for example.

At a basic level, internal controls should be designed to provide reasonable assurances that the objectives of the policies are being met. Internal controls, while providing these reasonable assurances, should not cost more than they produce in benefits. Also, reasonable assurances will require some judgment on the part of management. At a minimum, the following internal controls must be observed.

All government employees are considered public stewards. Citizens expect their local government's officials and employees to protect them, to collect refuse, maintain recreational facilities and so on. All government services must be funded and the District's accounting employees are stewards of the public funds that make the provision of government services possible.

- ☐ All disbursements will be made by pre-numbered checks.
- ☐ Voided checks will be preserved and filed after appropriated mutilation. "VOIDED"
- ☐ Writing checks for Cash is prohibited.
- ☐ Signing checks in advance is also prohibited.
- ☐ Invoice presented for payment or reimbursement must have a PO attached to include the vendor information, the date, and amount of the request if other than amount of invoice, authorizing signature and accompanying receipts.  
All invoices/PO are marked "Posted" upon
- ☐ Authorized persons must approve all expenditures in advance.
- ☐ All signed checks must be mailed promptly.
- ☐ All remittance stubs whenever available should be mailed with payment.

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**\* POLICY GUIDE SERIES 3000-OPERATIONS\***

- ❑ Check stubs must be attached to the PO/Invoice and filed in appropriate vendor file.
- ❑ Check signers must review the cash disbursement voucher for the proper approved authorization and supporting documentation of expenses.
- ❑ EFT Payments may only be authorized for payroll transactions (payroll taxes and benefits). All EFT Payments/Transactions must be approved by the General Manager and the Finance Department (excluding the payroll clerk).
- ❑ All requests for reimbursement and other invoices must be checked for mathematical accuracy and reasonableness before approval.
- ❑ A cash disbursement journal will be prepared monthly that details the date of check, check number, payee, and amount of check and columnar description of expense. The expenditure report will be placed on the consent agenda monthly for review and approval by the Board of Directors.
- ❑ Check-signing authority is vested in the Members of the Board and the General Manager. Two of these persons must sign checks over \$10,000.
- ❑ Bank statements and canceled checks are received and reconciled by the Finance Department independently of those authorized the check signing function.
- ❑ Unpaid invoices will be maintained in an unpaid invoices file received and filed by the Finance Department. Following each check-writing event, a written list of unpaid invoices will be prepared and forwarded to the Finance Officer for review.
- ❑ Invoices from unfamiliar or unusual vendors will be reviewed and approved for payment by authorized personnel who are independent of the invoice processing function.
- ❑ All purchase transactions will be initiated with pre-numbered purchase orders.
- ❑ New Vendors must be approved by the Finance Department prior to purchasing.
- ❑ All new vendors must complete and submit a W9 to the Finance Department.
- ❑ An approved vendor list will be issued to the General Manager and the Department Heads annually.

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**\* POLICY GUIDE SERIES 3000-OPERATIONS\***

- ❑ All advance payments to vendors and/or employees will be recorded as receivables and controlled in a manner which assures that they will be offset against invoice or expense vouchers. The General Manager, and/or the Finance Department must approve advance payments. In a few cases, advance payment may be made using the District credit card with approval of the General Manager, and/or the Finance Department.
- ❑ Employees are required to submit expense reports for all travel related expenses on a timely basis.

Source:



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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Code of Ethics

POLICY NUMBER: 4010

**4010.1** The Board of Directors of Cameron Park Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed.

**4010.1.1** The dignity, style, values and opinions of each Director shall be respected.

**4010.1.2** Responsiveness and attentive listening in communication is encouraged.

**4010.1.3** The needs of the District's constituents should be the priority of the Board of Directors.

**4010.1.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**4010.1.6** Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

**4010.1.8** Directors should practice the following procedures:

**4010.1.8.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.1.8.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

**4010.1.8.3** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.8.4** In presenting items for discussion at Board meetings, see Policy #5020.

**4010.1.8.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

**4010.1.9** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.2.1** When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4010.2.2** Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.2.3** Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4010.2.4** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

**POLICY TITLE:** Voluntary Candidate Expenditure Ceiling

**POLICY NUMBER:** 4015

**4015.1** In accordance with Government Code . 85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Cameron Park Community Services District, and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

**4015.2** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**4015.2.1** If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

**4015.2.2** If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Attendance at Meetings

POLICY NUMBER: 4020

**4020.1** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**4020.2** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Directors.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Expenditure Reimbursement

POLICY NUMBER: 4025

**4025.1** Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

**4025.2** Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

**4025.3** Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

**4025.4.1** The Finance Division Manager or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Finance Division Manager will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Division Manager.

**4025.4.2** All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

**4025.4.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

**4025.4.4** Expenditures for food and lodging will be moderate and reasonable.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Board President

POLICY NUMBER: 4040

**4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4050

**4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

**4050.1.1** Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**4050.1.2** Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

**4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4050.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

**4050.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Committees of the Board of Directors  
POLICY NUMBER: 4060

**4060.1** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4060.2** The following shall be standing committees of the Board:

**4060.2.1** Covenants Conditions & Restrictions Committee;

**4060.2.2** Parks and Recreation Committee;

**4060.2.3** Budget & Finance Committee; and,

**4060.2.4** Fire & Emergency Services Committee

**4060.3** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

**4060.4** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4060.4.1** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.



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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Basis of Authority  
POLICY NUMBER: 4070

**4070.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**4070.2** Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Membership in Associations

POLICY NUMBER: 4080

**4080.1** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

**4080.2** The Board of Directors shall maintain membership in the California Special Districts Association and shall ensure that annual dues are paid when due.

**4080.3** The Board of Directors shall maintain membership in the [LOCAL] Chapter of the California Special Districts Association and shall ensure that annual dues are paid when due.

**4080.3.1** At the regular Board meeting in January, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

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# Cameron Park Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Training, Education, and Conferences

**POLICY NUMBER:** 4090

**4090.1** Staff and members of the Board of Directors are strongly encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of staff or Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4090.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4090.1.2** Required training includes:

- Harassment<sup>1</sup>
- Ethics<sup>2</sup>

**4090.1.3** Suggested training includes:

- What is a Special District
- Parliamentary Procedure
- The Brown Act
- Your Role as a Director
- Finance for Special Districts

**4090.2** It is the policy of the District to strongly encourage staff and Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. A training budget will be approved as part of the District's annual budget process.

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<sup>1</sup> AB 1825 and AB 1661 make at least two hours of sexual harassment prevention training every two years mandatory for all supervisory employees and officials.

<sup>2</sup> Government Code Sections 53234 et seq require all Directors, designated staff and member of all commissions, committees and other bodies that are subject to the Brown Act to receive two hours of training in general ethics principles and ethics law relevant to public services within one year of election or appointment to the Board of Directors and at least once every two years thereafter. All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

**4090.2.1** The General Manager or designee is responsible for making arrangements for staff and Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by staff and Directors, or which are billed to the District by staff and Directors, shall be submitted to the Finance/Human Resources Officer, together with validated receipts and proof of participation after completing training.

**4090.2.2** Attendance by staff and Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the General Manager prior to incurring any reimbursable costs. Training costs will be constrained by the District's annual budget.

**4090.2.3** Expenses to the District for staff and Board of Directors' training, education and conferences should be kept to a minimum by utilizing webinars when appropriate; and for travel, using recommendations for transportation and housing accommodations put forth by the General Manager and by:

**4090.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

**4090.2.3.2** Staff and/or Directors traveling together whenever feasible and economically beneficial.

**4090.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

**4090.3** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Board Meetings  
POLICY NUMBER: 5010

Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 6:30 p.m. at the Cameron Park Community Services District Office, 2502 Country Club Drive. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

All Directors, the General Manager, District Counsel and [other desired staff] shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (Government Code Sections 54950 et seq) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager as the Board's Secretary and the Finance Division Manager as the District's Treasurer.

The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

# Cameron Park Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

**5020.1 Agenda.** The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call or email the General Manager and request a matter be placed on the agenda no later than 5:00 P.M. five (5) business days prior to the agenda publication date for a regular meeting and two (2) business days prior to the agenda publication date for a special meeting. Such request must be in writing or other form of electronic correspondence and include supporting documents and explanations, if available. The General Manager, with the assistance of the Board President, shall be responsible for ensuring that the organization of agenda contents and the volume of business contemplated by an agenda are manageable; as such, certain requested matters may be placed on the next available Board meeting agenda. If the General Manager and Board President disagree as to whether an item should be placed on the agenda, the decision of the Board President shall prevail. If the General Manager and/or Board President determine(s) that the requested matter may subject the District to potential legal liability, the matter shall be referred to the District's Legal Counsel for a decision regarding the propriety of its inclusion. The Board retains the right to overrule District Counsel's determination on said matter by a majority vote.

**5020.2 Agenda Items from Members of the Public.** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**5020.2.1 Written Request.** The request shall be in writing and shall be submitted to the General Manager together with any supporting documents and/or information, if any, at least ten (10) business days prior to the agenda publication date;

**5020.2.2 Agendizing Public Requests.** The General Manager, in cooperation with the Board President, shall be the sole judge of whether the public request to add an item to the agenda is or is not a "matter directly related to District business." This decision may be appealed to the full Board at the next regular meeting of the Board of Directors. The Board may, by a majority vote, find that the agenda item requested by the public is a matter directly related to District business and, if such determination is made, add that matter to the agenda for the next regularly scheduled meeting of the Board of Directors. Any Director may request that the matter be placed on the agenda of the Board's next regular meeting.

**5020.3 Board Agenda Actions.** No action shall be taken by the Board of Directors on any item not appearing on the posted agenda unless:

**5020.3.1** The majority of the Board of Directors determines that an emergency situation exists as defined by Government Code section 54956.5. An "Emergency" is defined as including **both** of the following: (a) work stoppage, crippling activity or other activity that severely impairs public health, safety or both; **and** (2) constitutes a dire emergency, defined as a crippling disaster, mass destruction, terrorist act or threatened terrorist activity that poses peril so immediate and significant that requiring the Board of Directors to provide one-hour notice before holding an emergency meeting may, itself, endanger the public health safety; or

**5020.3.2** The Board of Directors determines, by two-thirds (2/3) vote, or by unanimous vote if less than two-thirds (2/3) of the Board members are present, that the need to take immediate action on the specific item arose subsequent to posting of the agenda and that staff had no knowledge of the situation requiring action prior to the posting of the agenda; or

**5020.3.3** The item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which the action is taken and was continued to the meeting at which the action is proposed to be taken.

**5020.3.4** Any items not appearing on the posted agenda requiring action or discussion by the Board which are raised by Board members, staff, or by members of the public during a meeting shall be automatically referred to staff and placed on the agenda for the next regular meeting of the Board of Directors.

**5020.4 Public Testimony.** Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board of Directors on any item under the subject matter jurisdiction of the District. This item of business is typically agendized on the District's agenda for regular meetings as "open forum." In addition, with respect to any item which is already on an agenda, the public will be given the opportunity to comment before or during the consideration of that item by the Board of Directors.

When during public testimony a member of the public raises an issue which does not appear on the agenda for that meeting, that item may not be discussed by members of the Board of Directors and no action may be taken at that meeting. However, members of the Board may ask questions for clarification, make a brief response to the issue raised by the member of the public, ask staff for supporting factual information, request staff to report back to the Board of Directors at a subsequent meeting concerning the matter, or take action to direct staff to place the matter raised by the member of the public on a future agenda. Any discussion of a nonagendized matter before the Board of Directors by the public shall be limited to permitting the member of the public to describe the issue or problem to the Board of Directors, to permit the Board of Directors to gain understanding of the issue by asking pertinent questions, and to provide direction to staff or schedule the matter for a future meeting.

**5020.5 Time Limitations.** The Board of Directors may establish procedures for public comment and specify reasonable time limitations for public comment, both on individual speakers and, with respect to the total time to be devoted to a particular topic or item.

**5020.6 Public Criticism.** When a member of the public testifies before the Board of Directors, the Board of Directors may not prohibit an individual from criticizing the policies, procedures, programs or services of the District or the alleged acts or omissions of the Board of Directors.

**5020.7 Agenda's Required Content.** Pursuant to Government Code section 54957.5, all agendas shall have the following language added to the end of the agenda:

"Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.



A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting."

# Cameron Park Community Services District

**POLICY TITLE: Board Meeting Conduct Revised**

**POLICY NUMBER: 5030**

**5030.1** Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

**5030.2** All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

**5030.3** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

**5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

**5030.3.2** Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

**5030.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

**5030.4.1** Public Testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to 4 minutes, and individuals speaking for a group are allocated 5 minutes. Except with the consent of the Board, individuals shall be allowed to speak to an item only once. Upon completion of public comment the matter shall be returned to the Board for deliberation. Members of the public shall not be entitled to participate in that deliberation, or be present at the podium during such deliberation, except at the invitation of the Board for a point of clarification or question by the Board. Matters not on the agenda may be addressed by the general public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

**5030.4.2** No boisterous conduct **or profanity** shall be permitted at any Board meeting. Persistence in boisterous conduct **and/or profanity** shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

**5030.4.3** No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030

**5030.5.** Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present

# Cameron Park Community Services District

**5030.5.1** After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

**5030.5.2** Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors [if five-member Board, four if seven-member Board] represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three [if five-member Board, four if seven-member Board] votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

**5040.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

**5040.3.1** The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

**5040.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

**5040.3.3** Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

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# **Cameron Park Community Services District**

## **POLICY HANDBOOK**

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

**5050.1** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

**5050.2** This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**5050.3** The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

**5060.1** The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

**5060.1.1** Copies of said minutes shall be made for distributed to Directors with agenda for the next regular Board meeting.

**5060.1.2** The official minutes of the regular and special meetings of the Board shall be kept in fire-resistant, locked cabinets.

**5060.2** All regular and special meetings of the Board shall be audio taped; Closed Sessions by request of the Secretary, General Manager or any Director, when such a request is approved by a majority of the whole Board.

**5060.2.1** The President will announce the fact that a recording is being made at the beginning of the meeting, or notice will be posted; and the recording device shall be placed in plain view of all who are present, so far as possible

**5060.2.2** Recordings made during Closed Session of the Board are deemed not to be public records.

**5060.2.3** The recordings, tapes, or other electronic data/information storage devices shall be kept in a fire resistant, locked cabinet.

**5060.3** Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes recorded unless the action was unanimous.

**5060.3.1** All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each calendar year. Example 99-01

**5060.4** The minutes of the Board meetings shall be maintained as hereinafter outlined:

**5060.4.1** Procedure:

**5060.4.1.1** Date, place and type of each meeting;

**5060.4.1.2** Directors present and absent by name;

**5060.4.1.3** Call to order;

5060.4.1.4 Arrival of tardy Directors by name;

5060.4.1.5 Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;



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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings  
POLICY NUMBER: 5070

### 5070.1 General.

**5070.1.1** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.1.1.1** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### 5070.2 Obtaining the Floor.

**5070.2.1** Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

### 5070.3 Motions.

**5070.3.1** Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

**5070.3.1.1** A Director makes a motion; another Director seconds the motion; and the President states the motion.

**5070.3.2** Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

**5070.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.4** Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general

rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.4.1** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

**5070.4.2** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.4.3** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.4.4** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.4.5** Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

**5070.4.6** Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**5070.5** Decorum.

**5070.5.1** The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

**5070.5.2** The President may also declare a short recess during any meeting.

**5070.6** Amendment of Rules of Order.

**5070.6.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.