

## *Public Works Agency*

# STEP 1:

## *POLICIES* *&* *Memorandums*

### Instructions:

- 1) Please read all attached policies and information thoroughly.
- 2) In *STEP 2* (through DocuSign), you will sign an acknowledgment verifying that you have read, understand and will comply with all County of Ventura and Public Works Policies, so please make sure to read these carefully.

*If you have any questions about any of the policies, please contact the HR Representative, assisting with your on boarding. Thank you.*

# PUBLIC VENTURA COUNTY WORKS



## MISSION

To deliver efficient, responsive and cost-effective public works services that protect and enhance the safety, health and quality of life in Ventura County.

## VISION

To be the regional leader providing effective, innovative and sustainable public works services.

## VALUES

### Character

Integrity, Respect,  
Professionalism,  
Commitment

### People

Trust, Safety,  
Communication, Teamwork,  
Empowerment, Diversity

### Service

Fiscally Responsive,  
Customer-Focused,  
Accountable, Transparent,  
Innovative,  
Resource Minded,  
Collaborative

## DEDICATED to INNOVATION and EXCELLENCE



Central Services



Engineering Services



Roads & Transportation



Water & Sanitation



Watershed Protection





# EMPLOYEE HANDBOOK

Welcome to the County of Ventura





# Welcome From the CEO

## WELCOME TO THE COUNTY OF VENTURA!

We are excited to have you join our team. You were hired because you stood out from the crowd, and we believe you can contribute to achievement of the County's goals while also progressing in your career.

The County of Ventura is committed to distinctive quality and unequaled public and customer service in all aspects of our business in support of our community. As part of the County team, you will discover that you will be challenged to pursue excellence and that will become a truly rewarding aspect of your career. We look forward to having you expand your positive influence in our work together.



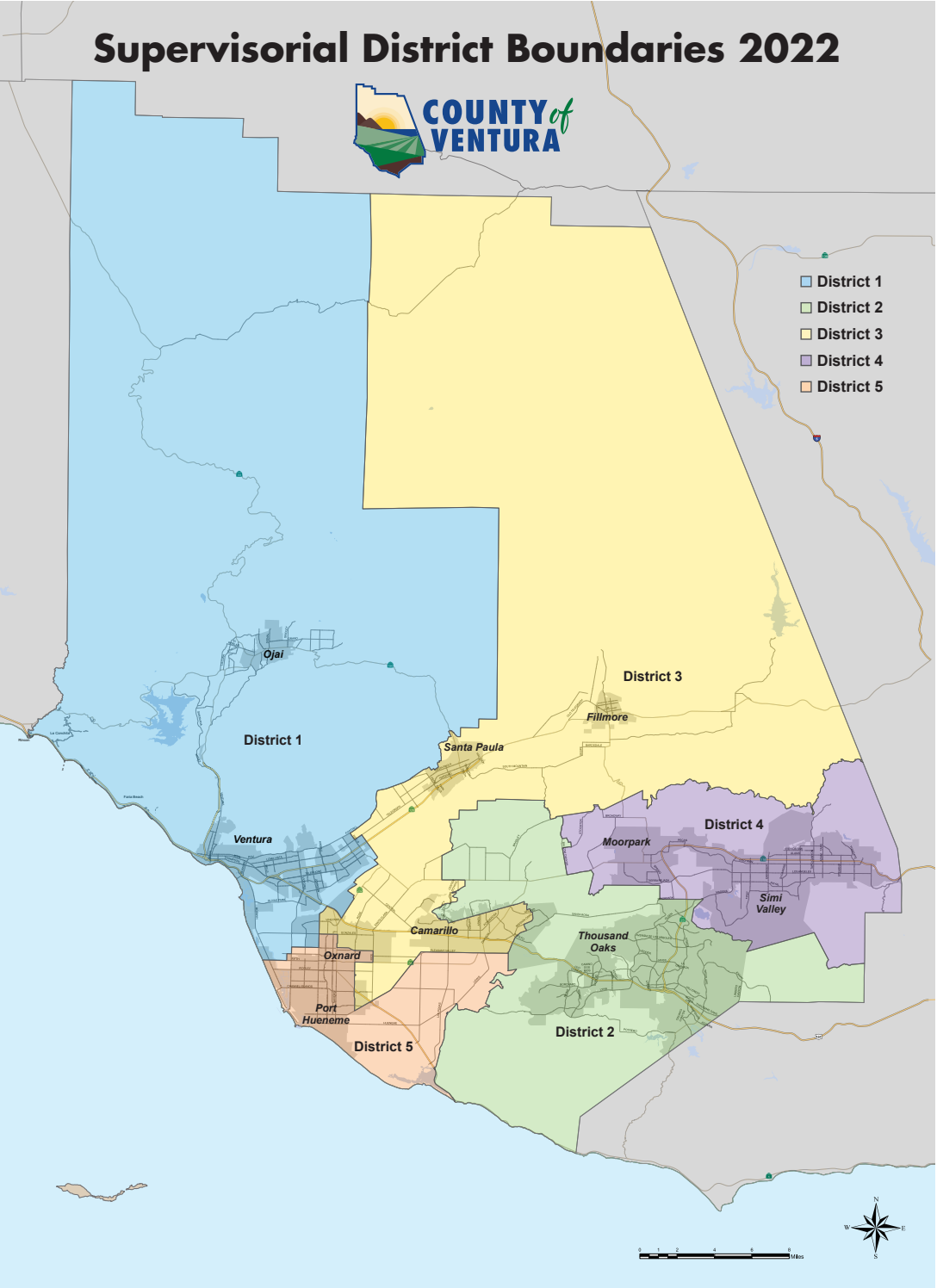
**Dr. Sevet Johnson**  
COUNTY EXECUTIVE OFFICER



## Mission Statement

To provide superior public service and support so that all residents have the opportunity to improve their quality of life while enjoying the benefits of a safe, healthy, and vibrant community.





Ventura is California’s eleventh largest county with approximately 800,000 residents. It has 1,851 square miles and includes the cities of Ventura, Santa Paula, Oxnard, Fillmore, Ojai, Port Hueneme, Thousand Oaks, Camarillo, Simi Valley, and Moorpark.

# Meet The Board of Supervisors



SUPERVISOR  
MATT LAVERE  
District 1



SUPERVISOR  
JEFF GORELL  
District 2



SUPERVISOR  
KELLY LONG  
District 3



SUPERVISOR  
JANICE S. PARVIN  
District 4



SUPERVISOR  
VIANEY LOPEZ  
District 5





The general information in this booklet is subject to change and shall not alter the Personnel Rules and Regulations, any Memorandum of Agreement, any County Resolution, Ordinance, or any Department or Agency rule(s).

“Great things in business are never done by one person; they’re done by a team of people.”

- Steve Jobs



# County of Ventura Agencies, Departments & Affiliated Organizations

- Agricultural Commissioner  
Animal Services  
Air Pollution Control District  
Assessor's Office  
Auditor-Controller's Office  
Board of Supervisors  
Civil Service Commission  
Clerk-Recorder & Registrar of Voters  
County Counsel  
County Executive Office  
Department of Airports  
Department of Child Support Services  
District Attorney  
Fire Protection District  
General Services Agency  
Grand Jury  
Harbor Department  
Health Care Agency  
Human Resources
- Human Services Agency  
Information Technology Services Department  
Medical Examiner's Office  
Probation Agency  
Public Defender  
Public Works Agency  
Resource Management Agency  
Sheriff's Office  
Treasurer-Tax Collector  
Ventura County Employees' Retirement Association  
Ventura County Library  
Ventura County Regional Energy Alliance  
Ventura Local Area Formation Commission





# Table Of Contents

COUNTY OF VENTURA AGENCIES & DEPARTMENTS ..... 7

OVERVIEW .....10

GOVERNMENT SERVICE ..... 11

CODE OF ETHICS..... 11

EQUAL OPPORTUNITY IN EMPLOYMENT .....12

DISCRIMINATION AND HARASSMENT PREVENTION .....12

DIVERSITY, EQUITY & INCLUSION .....13

NON-DISCRIMINATION ON THE BASIS OF DISABILITY .....13

SEXUAL HARASSMENT POLICY .....14

REASONABLE ACCOMMODATION POLICY .....15

GENERAL COUNTY RULES & POLICIES .....16

ATTENDANCE & NOTIFICATION OF ABSENCE.....17

COUNTY ID BADGE.....17

DRESS CODE.....17

DISCIPLINARY ACTION .....17

DRUG-FREE WORKPLACE .....18

EMPLOYEE RIDESHARING & BIENNIAL SURVEY .....18

EMPLOYEE TRANSFER WITHIN COUNTY SERVICES.....19

DISASTER SERVICE WORKER .....19

FLEXIBLE WORK SCHEDULE PROGRAM.....19

JURY/WITNESS DUTY .....19

INTERNET/COMPUTER USAGE/TECHNOLOGY ..... 20

COUNTY INJURY & ILLNESS PREVENTION PROGRAM ..... 20

LACTATION ACCOMMODATION..... 20

MAIL SERVICES .....21

OUTSIDE EMPLOYMENT .....21

OVERTIME .....21

PAY DAY & DIRECT DEPOSIT .....21

PERFORMANCE APPRAISAL .....21

POLITICAL ACTIVITIES ..... 22

# Table Of Contents

PROBATIONARY PERIOD ..... 22

RESPECTFUL WORKPLACE..... 22

REST PERIODS ("BREAKS")..... 22

SALARY INCREASES .....23

SMOKING POLICY .....23

TIME OFF TO VOTE.....23

WHISTLEBLOWING .....23

GENERAL BENEFITS INFORMATION..... 24

BEREAVEMENT LEAVE ..... 25

DEFERRED COMPENSATION ..... 25

EMPLOYEE ASSISTANCE PROGRAM ..... 25

EMPLOYEE HEALTH SERVICES ..... 26

FLEXIBLE BENEFITS PROGRAM ..... 26

PAID HOLIDAYS ..... 26

LEARNING & ORGANIZATIONAL DEVELOPMENT .....27

MANDATORY TRAINING .....27

LEAVE OF ABSENCE.....27

MILITARY LEAVE .....27

RETIREMENT PLANS ..... 28

VACATION, SICK & ANNUAL LEAVE..... 28

WELLNESS PROGRAM ..... 28

WORKERS' COMPENSATION ..... 29

THE WORK NUMBER..... 29

MISSION, VALUES & GUIDING PRINCIPLES ..... 29

ADDITIONAL INFORMATION..... 30

CAFETERIA & COFFEE SHOP ..... 30

CHANGE IN PERSONAL DATA..... 30

CREDIT UNION ..... 30

EMERGENCY ASSISTANCE FUND ..... 30

EMPLOYEE ORGANIZATIONS (UNIONS) .....31

IN SUMMARY .....31





# Overview

## GOVERNMENT SERVICE

Government employees have responsibilities and safeguards that other employees may not have. Our primary job is to serve the people. Each of us represents the County of Ventura and we each have a responsibility to courteously serve every member of the public who comes to us for services.

Most actions affecting us are controlled by the County's Civil Service Ordinance. "Civil Service" means that employment and promotional opportunities are competitive and based upon merit, efficiency, and fitness. The Board of Supervisors has created other rules that concern pay and benefits. Labor contracts negotiated by unions or associations with the County also apply to most employees. Though information in this handbook applies to most County employees, you may always ask your supervisor for clarification or contact the Human Resources Division or your agency/department HR unit for more specific information.

## CODE OF ETHICS

All County employees have an obligation to the people, elected officials, the County's Administration, and other employees, to work together to accomplish the County's goals. Employees are also obliged to report corruption, to not disclose confidential information, and to protect the County's property. Further, employees are to be impartial and are not to discriminate in providing service on the basis of race, color, national origin, religion, ancestry, medical condition, gender, sexual orientation, age (over 40), disability, military or veteran status, political affiliation, marital status, gender identity, and genetic information.

Finally, no employee may accept any fee, compensation, gift, payment of expenses, or any other thing of monetary value which may result in, or create the appearance of resulting in, the use of their office or employment for private gain, preferential treatment of any person, impeding governmental efficiency or economy, any loss of complete independence or impartiality, the making of a County decision outside official channels, or any adverse effect on the confidence of the public in the integrity of County government.





DIVERSITY,  
EQUITY &  
INCLUSION  
(DEI)

The County of Ventura is committed to Diversity, Equity & Inclusion. The Office of Diversity, Equity & Inclusion focuses on the following:

- » Advancing racial equity in all aspects of County operations.
- » Developing and overseeing county-wide and agency/department level DEI Action Plans.
- » Providing guidance, education, and technical assistance to all departments/agencies as they develop sustainable methods to build DEI capacity and long-term sustainability.
- » Working to resolve issues rooted in bias and discrimination through research, education, and partnerships.
- » Building community partnerships and alliances to promote equity and inclusion within Ventura County and throughout the region in order to achieve equitable outcomes for all.

NON-  
DISCRIMINATION  
ON THE BASIS OF  
DISABILITY

All persons with disabilities will be afforded equal access to all the County's employment, services, activities, and facilities. Adherence to this policy is a condition of employment for all employees. Violation of this policy will result in disciplinary action, up to and including dismissal.

EQUAL  
OPPORTUNITY IN  
EMPLOYMENT

It is the policy of the County of Ventura to ensure equal employment opportunity to its employees and applicants. Employment decisions are made on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, sexual orientation or age. The County of Ventura follows this policy in recruitment, hiring, promotion, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with federal and state law to recruit persons from traditionally marginalized communities, including those with disabilities, to all levels of the County government. Any employee of the County of Ventura who fails to comply with this policy is subject to appropriate disciplinary action.

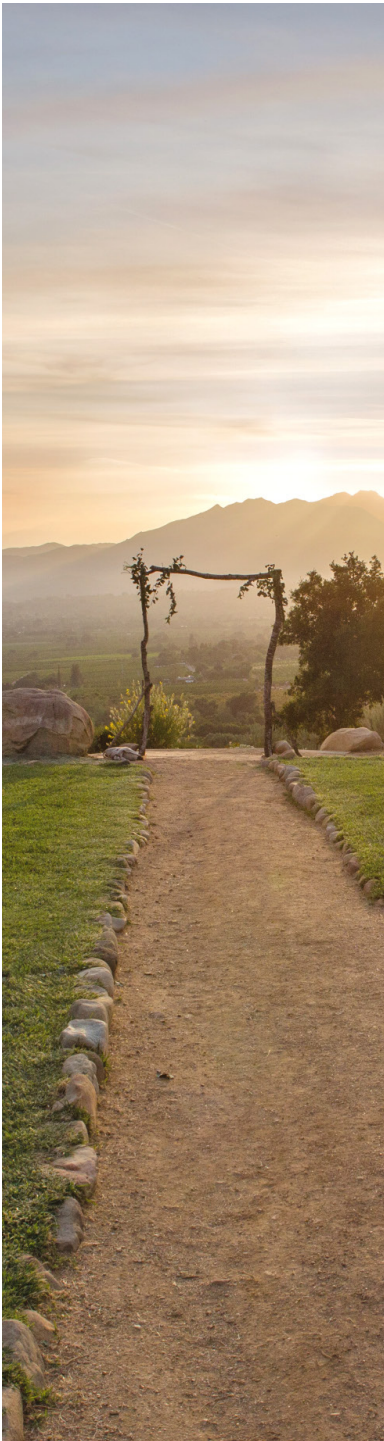
DISCRIMINATION  
AND  
HARASSMENT  
PREVENTION

The County of Ventura intends to be impartial in the treatment of employees and job applicants without regard to race, color, national origin, religion, ancestry, medical condition, gender, sexual orientation, age (over 40), marital status, or disability. The workplace is to be free of racial, ethnic, sexual, and religious harassment. Discrimination Prevention training is required. Adherence to this policy is a condition of employment for all employees. Violation of this policy will result in disciplinary action up to and including dismissal. [\(Click for Harassment, Discrimination and Retaliation Policy.\)](#) [\(Click for Complaint Reporting Procedure.\)](#)





SEXUAL  
HARASSMENT  
POLICY



Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that occurs under any one of three circumstances:

- 1. Submission is made, either explicitly or implicitly, a term or condition of employment.
- 2. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
- 3. When the conduct unreasonably interferes with the affected person's work performance or creates an intimidating, hostile, or offensive work environment.

Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For added clarification, sexual harassment includes, but is not limited to:

- » Offering employment benefits or gifts in exchange for sexual favors.
- » Making or threatening reprisals after a negative response to sexual advances.
- » Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
- » Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
- » Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, or invitations.
- » Physical conduct: touching, assault, impeding or blocking movement.

Any employee who believes they have been sexually harassed has the right to file a discrimination complaint with their supervisor, the departmental equal employment opportunity officer, department/agency head, or the County Executive Office. An investigation of all complaints will be undertaken immediately. Adherence to this policy is a condition of employment for all managers, supervisors, and employees. Any such employee who has violated this policy will be subject to appropriate disciplinary action up to and including dismissal. ([Click for Sexual Harassment Policy.](#))

REASONABLE  
ACCOMMODATION  
POLICY



The County of Ventura is committed to providing reasonable accommodation as outlined by the provisions of the Americans with Disabilities Act of 1990 (ADA) and/or the California Civil Rights Department (CRD). As an employer, we are responsible for providing reasonable accommodations to the known physical or mental impairments of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of County business.

An individual with a disability must be qualified to perform the essential functions of the job with or without reasonable accommodations to be protected by the ADA and CRD. This means that the applicant or employee must:

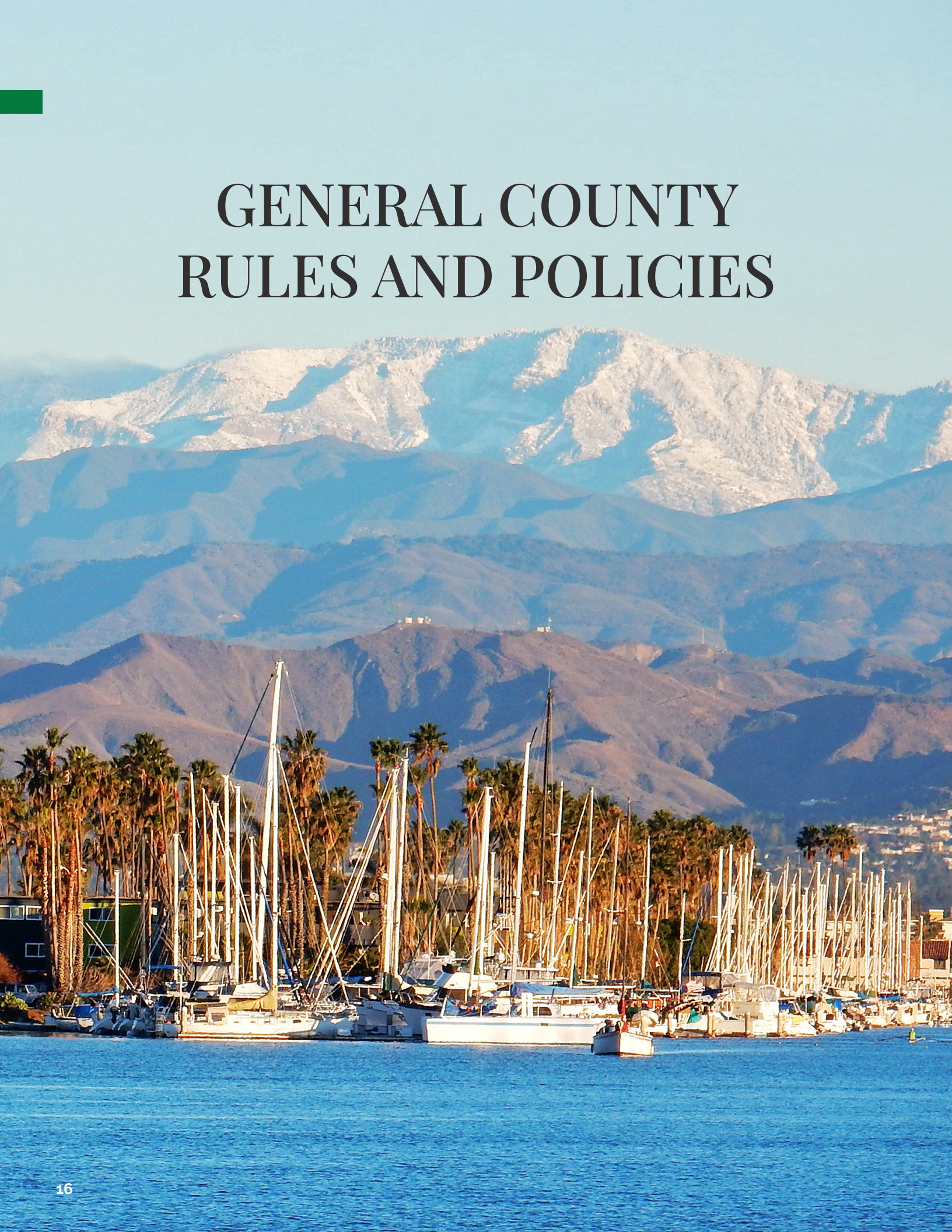
Satisfy County job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related and, either with or without reasonable accommodation, be able to perform those tasks that are essential to the job.

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities. Reasonable accommodation may include:

- » Acquiring or modifying equipment or devices;
- » Job restructuring;
- » Part-time or modified work schedules;
- » Reassignment to a vacant position;
- » Adjusting or modifying examinations, training materials, or policies; and
- » Providing readers and interpreters.

Employees who are no longer able to resume their same jobs after a disability occurs will be considered for other job openings for which they are qualified and may be subject to a return-to-work program for County work they are able to perform, consistent with the provisions outlined in the ADA and CRD. The Human Resources Director will establish necessary procedures and monitor the provisions of reasonable accommodations to employees.





# GENERAL COUNTY RULES AND POLICIES

## ATTENDANCE & NOTIFICATION OF ABSENCE

Normal work hours vary between agencies/departments. Employees will be notified of the work hours required by their agency/department. If an employee does not work their scheduled hours, it may impact County benefits. An employee's actual schedule may vary if it helps the agency/department better serve the public. If an employee is "non-exempt," the supervisor will inform them of their regularly scheduled hours of work, the normal lunch period, and rest breaks. An employee can be disciplined for not working the hours they are scheduled. If an employee is "exempt," the work schedule generally will be between the hours of 8:00 a.m. and 5:00 p.m. However, a salaried employee may be required to work whatever hours are needed to complete the work expected of them.

Employees are required to notify their supervisors within 30 minutes after the start of the shift if they cannot work. The supervisor will tell the employee the specific notification procedure for the job. Regular attendance is an important part of job performance. Excessive absence may be grounds for disciplinary action, up to and including termination.

## COUNTY ID BADGE

To enhance security of County facilities, all County employees must display a County of Ventura ID badge while working on County premises. This also includes volunteers and vendors who are working unescorted in non-public access areas on County premises. Every employee, volunteer, or vendor requiring a County of Ventura ID badge must undergo a background investigation. If an ID badge is lost or stolen, immediately contact the appropriate agency/department HR representative or GSA for badge deactivation.

## DRESS CODE

The County of Ventura does not have a standard dress code. However, it is recommended that attire be in alignment with job duties, assignment, and location. Some departments require certain dress codes to be in alignment with job duties, assignments, and locations. Some departments require uniforms.

## DISCIPLINARY ACTION

The continuing employment of every permanent employee shall be contingent upon good behavior. Any such employee may be dismissed, demoted, suspended, have their pay reduced, or be demoted and suspended for any of the following: fraud in securing appointment, incompetency, inefficiency, inexcusable neglect of duty, physical or mental disability, insubordination, dishonesty, drunkenness on duty, intemperance, addiction to the use of narcotics or habit-forming drugs, inexcusable absence without leave, conviction of a felony or misdemeanor involving moral turpitude, immorality, discourteous treatment of the public or other employees, or improper political activity.



DRUG-FREE  
WORKPLACE

All employees are required to sign a Substance Abuse Policy form as a condition of employment. The County will not tolerate substance abuse in the workplace and will take whatever steps are necessary to prevent it. Penalties that may be imposed on employees for on-the-job substance abuse include DEMOTION, SUSPENSION, REDUCTION IN PAY, AND DISMISSAL. [\(Click to view policy.\)](#)

EMPLOYEE  
RIDESHARING  
& BIENNIAL  
SURVEY

It is the policy of the Board of Supervisors to educate County employees about the benefits of ridesharing, to encourage their use of ridesharing on a regular basis, and to assist them in meeting their rideshare desires. The Board of Supervisors encourages and supports employee ridesharing as a viable means to reduce air pollution within Ventura County. Employee ridesharing is supported through the following core elements: preferential carpool parking, bicycle lockers, and a guaranteed ride home.

As a County employee, you may be asked to complete a transportation survey every two years to comply with the Ventura County Air Pollution Control District's Transportation Outreach Program (Rule 211). The survey seeks to identify current commuting habits to spot trends and to assist in ongoing air pollution reduction efforts.



EMPLOYEE  
TRANSFER  
WITHIN COUNTY  
SERVICES

The County of Ventura provides a means by which regular employees may transfer from one organizational unit to another within County Service. Upon approval of both appointing authorities concerned and the Human Resources Division, an employee in good standing may transfer from one agency/department to another in the same or similar classification.

DISASTER  
SERVICE WORKER

When a disaster strikes of natural or manmade origin, County employees may be called upon to provide service to the community by assisting in emergency response efforts. This may require employees to work in other locations, different hours, and different positions. The intent of this policy is to ensure that all employees recognize their roles as essential workers. [\(Click to view policy.\)](#)

FLEXIBLE WORK  
SCHEDULE  
PROGRAM

It is the policy of the Board of Supervisors to permit flexible work schedules with the prerequisite that staff coverage be sufficient to meet the operation and service requirements of the agency/department at all times. These schedules may include, but are not limited to, flextime, compressed work weeks (9/80 & 4/10), telework, part-time schedules, or job sharing.

JURY/WITNESS  
DUTY

All employees who are summoned for jury duty, or as witnesses, shall notify their supervisors in writing at least one week prior to the date of the scheduled appearance. Employees who serve on jury duty for more than one day or serve as witnesses in a County action receive a check from the County for per diem payment for time served and mileage reimbursement. Jury Duty is considered a workday and no salary reductions shall be made for an employee serving on a jury.



INTERNET/  
COMPUTER  
USAGE/  
TECHNOLOGY

Employees are required to read and sign an Employee Technology Use Policy. This policy outlines employee responsibilities associated with the use of personal computers. Any violation of the agency/department's policy may result in disciplinary action. ([Click to view policy.](#))

COUNTY INJURY  
& ILLNESS  
PREVENTION  
PROGRAM  
(CIIPP)

It is the policy of the County of Ventura that no job is so important that it takes precedence over the health, safety, and welfare of County employees or the public they serve. All County employees are required to conduct business in a healthy and safe manner, while adhering to established regulations and County policies and procedures. The CIIPP provides the basic framework and reference guidelines necessary for County agencies to develop IIPP awareness on the part of all employees.

LACTATION  
ACCOMMODATION

Under California law, employees have a right to accommodation for their lactation needs. The County of Ventura supports this right and recognizes the many health, environmental, economic, and social benefits that result from breastfeeding babies. The County is a breastfeeding-friendly workplace that supports mothers/employees' choice to breastfeed. The County will provide adequate facilities and break times for breastfeeding and expressing milk. The WorkLife Program Manager and CEO-HR Benefits Division will assist employees with making arrangements at their worksites for appropriate lactation space and for reasonable break times for expressing breast milk.

MAIL SERVICES

The General Services Agency provides U.S. mail handling services and delivery of inter-office correspondence at the Government Center and certain outlying areas. Personal mail is not to be placed in the designated mail pickup bins for either U.S. mail or inter-office mail as only official County business mail will be processed by Mail Room personnel.

OUTSIDE  
EMPLOYMENT

County employees are obligated to provide information on any outside employment to their agency/department head for all regular outside employment and for all occasional outside employment that amounts to more than eight hours in any one week. The agency/department head may order an employee to cease outside work if it violates Article 19 of the Personnel Rules & Regulations. ([Click to access the Personnel Rules and Regulations.](#))

OVERTIME

It is the County's policy to avoid overtime whenever possible. Overtime may be worked when it is deemed necessary and approved in advance by the appointing authority. Overtime is paid according to the applicable Memorandum of Agreement (MOA), the Management, Confidential Clerical, and Other Unrepresented Employees Resolution, and in accordance with federal law. All non-exempt employees are hourly workers and will be paid for any authorized overtime worked.

PAY DAY &  
DIRECT DEPOSIT

County employees are paid bi-weekly, on Fridays. If you find an error on your paycheck, or if you have questions about your paycheck, contact your agency/department payroll clerk or the Auditor-Controller Payroll Section.

All employees of the County are required to enroll in and maintain direct deposit for the payment of their regular paychecks as a condition of employment. Enroll online with VCHRP or contact your agency/department payroll clerk.

PERFORMANCE  
APPRAISAL

In addition to the daily informal evaluation of job performance by the supervisor, they will formally evaluate County employees' performance at least once per year for purposes of determining potential eligibility for merit salary increases. This formal evaluation is in writing and is made a permanent part of an employee's personnel record. The evaluation should be based on performance compared to established, job-related criteria.





POLITICAL  
ACTIVITIES

County employees are prohibited from participating in political activities during working hours or while in a County uniform. County employees also cannot ask for contributions for political purposes from other employees. If a County employee runs for a County political office, they must take a leave of absence unless the Civil Service Commission excuses them from this requirement.

PROBATIONARY  
PERIOD

Depending on the position, County employees generally serve a 1,040 or up to 2,080 work hours probationary period. While serving probation, the probationary period may be extended at any point, and a termination during this time cannot be appealed. If the probationary period is satisfactorily completed, a County employee may attain regular "permanent" or "Civil Service" status. This will depend on the Memorandum of Agreement (MOA) or Management Resolution covering an employee's position. [\(Click to view MOAs and Management Resolution.\)](#)

RESPECTFUL  
WORKPLACE

The County of Ventura is dedicated to maintaining a respectful workplace. It is the County's policy that employees, supervisors, managers, and officials maintain a working environment that encourages mutual respect and promotes civil and congenial relationships. The County's policy, as embodied in the Personnel Rules and Regulations and Memoranda of Agreement with the various employee representatives, also prohibits discourteous treatment of the public or other employees. The purpose of this policy is to communicate to all employees that discourteous treatment of fellow employees or the public is inappropriate workplace behavior.

REST PERIODS  
("BREAKS")

Each County of Ventura employee is allowed 15-minute rest periods in both the first half and second half of the workday when such breaks do not interfere with County business or public safety. It is the responsibility of the agency/department head to designate the time of rest periods and to determine whether the employee should leave the workstation area. It is intended that the 15-minute period be the total time spent away from a workstation. Therefore, rest periods are not cumulative and are not designed for employees to use rest periods to arrive to work late, leave work early, or extend lunch/meal periods.



SALARY  
INCREASES

Normally, new County employees start at the beginning of the salary range and are eligible for an increase after six months of satisfactory service. Thereafter, employees are usually eligible for merit increases at yearly intervals until they reach the top of the salary range, provided their performance merits such increases. Additional salary increases may also be negotiated through the collective bargaining process. This will depend on the applicable Memorandum of Agreement or Management Resolution covering the position. [\(Click to view MOAs and Management Resolution.\)](#)

SMOKING POLICY

The County adopted a "Smoking Policy," effective September 1, 1987, that forbids smoking in all County buildings and vehicles—including employee personal vehicles (whether parked or moving on County property). Smoking is also prohibited within twenty (20) feet of the doors to County buildings. Smoking is permitted outside and external to County buildings, and in areas where it is established that no secondhand smoke hazard will occur. A violation of the smoking policy may be cause for imposition of disciplinary action upon County employees.

TIME OFF TO  
VOTE

If an employee has insufficient time outside of working hours to vote at a statewide election, California law allows employees to take up to two hours off to vote, without loss of pay. Time off must be requested a minimum of one week in advance and be approved by the supervisor.

WHISTLEBLOWING

Employees are encouraged to report any gross mismanagement or significant waste of funds, abuse of authority, or a substantial and specific danger to public health and safety. Such reports should be sent to the agency or department head, Board of Supervisors, Grand Jury, or appropriate union representative. State law protects "whistleblowers" from retaliation or coercion if they speak out against such violations.

Employee Fraud Hotline

- Report significant violations of County policy, fraud, waste and misuse of County Resources **(805) 644.6019**

Employee Misconduct Hotline

- Report instances of discourteous or inappropriate workplace behavior **(800) 684.6523**



# GENERAL BENEFITS INFORMATION



## BEREAVEMENT LEAVE

Depending on the MOA or Management Resolution covering the position, an employee may be allowed to take off up to 3 days without loss of pay because of a death in the immediate family and may also be entitled to use accrued leave balances to supplement the bereavement leave.

Immediate family is: husband, wife, parent, brother, sister, child, stepchild, grandchild, grandparent, great-grandchildren, great-grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or stepparent of an employee.

The agency/department head or deputy director may grant an absence of one working day because of the death of any other person to whom the employee may be reasonably deemed to owe respect.

## DEFERRED COMPENSATION

In addition to the pension plans described under Retirement Programs, the County offers employees optional methods of building retirement savings. The Deferred Compensation Program provides employees with the opportunity to participate in both a 401(k) Plan and a 457 Plan. Contributions to these plans are taken as pretax salary reductions, and earnings grow tax deferred. Ask the agency/department personnel representative for an information packet. For additional information, please contact Deferred Compensation Program staff at (805) 654-2620. ([Click to view Deferred Compensation.](#))

## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP), located near the Government Center, offers employees and family members confidential mental health assistance at no cost. This service provides up to five visits with an EAP licensed counselor for each eligible person. Counselors are available to help employees and family members who may be in crisis or who wish to have an opportunity to explore solutions to personal problems affecting their lives. These include, but are not limited to, marital or family conflicts, drug or alcohol abuse, loss of a loved one, work-related problems, or other emotional problems brought about by the stresses of daily living. In an emergency, an EAP representative is available 24 hours per day via telephone at (805) 654-4327. When appropriate, employees and family members are linked to other community resources or referred to qualified professionals for additional assistance.

Although participation is voluntary, supervisors often suggest the EAP when they become aware of an employee in need, or it appears that the employee's personal problems are affecting them at work. Ask your agency personnel representative for more information. ([Click to view Employee Assistance Program.](#))



EMPLOYEE  
HEALTH  
SERVICES

Located in the Hall of Administration at the Government Center, the Health Center is staffed by a nurse practitioner, nurse, and support staff. Employee Health Services (EHS) is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Center is not a substitute for a medical plan primary care provider, and visits to a lab, pharmacy or specialist must be paid through your particular medical plan. County employees are not charged for EHS visits. Some of the EHS services provided are routine medical checkups for minor illnesses to help employees avoid absence from work, such as: emergency first aid; preventive health care, screening, and tests; health education; and pregnancy tests.

FLEXIBLE  
BENEFITS  
PROGRAM

Most regular employees are eligible for the Flexible Benefits Program. This program allows employees to select a benefits package that best suits their individual and family needs. Every eligible employee is given a dollar amount, depending on their bargaining unit, to "buy" the benefits they want. If that amount is not enough for all the benefits they select, they add to it through pretax salary reduction. Selection choices include medical plans, a dental plan, a vision plan, spending accounts for family health care and dependent care expenses, and a cash back option that returns unspent dollars to the employee's salary. More detailed information is available at a New Employee Orientation meeting, or by reading the Benefit Plans Handbook. [\(Click to access the Benefits webpage.\)](#)

PAID HOLIDAYS

Most employees receive the following paid holidays:

» New Year's Day	» Labor Day
» Martin Luther King Jr. Day	» Veterans Day
» Presidents' Day	» Thanksgiving Day
» Memorial Day	» Day After Thanksgiving
» Juneteenth	» Christmas Day
» Independence Day	

Most employees also receive a "floating holiday" credited on January 1 of each year. These hours are added to their bank of time and are to be used at the employee's discretion (with supervisory approval) anytime between January 1 and March 1 of the following year (15-month period). If not used during that time, the floating holiday hours are forfeited.

LEARNING &  
ORGANIZATIONAL  
DEVELOPMENT

The office of Learning and Organizational Development facilitates delivery of mandatory courses and collaborates with County agencies/departments to identify other training needs. In addition, the Learning and Organizational Development team has a catalog of classes available to employees for self-enrollment. The courses focus on enhancing employees' professional development and building skillsets. The office is located within the County Executive Office, HR Division.

Learning and Organizational Development Mission:  
"To provide a robust learning and organizational infrastructure in order to develop an engaged, skilled, and effective County of Ventura workforce."

MANDATORY  
TRAINING

- » New Employee Orientation - Taken one time.
- » Sexual Harassment/Non-Discrimination Prevention - Required every two years.
- » Developing Cultural Competency & Inclusion - Required every two years.
- » Workplace Security Awareness - Required every two years.

LEAVE OF  
ABSENCE

With department approval, County employees may receive leave without pay for up to one year for an extended illness, maternity/childcare, travel, education, or training.

The County offers leaves with extended medical benefits for up to 12 weeks per year for employees who qualify for a medical/pregnancy leave under a collective bargaining agreement or qualify for a family or medical leave under the Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA). FMLA/CFRA leave. These are available for the birth or placement of a child, the care of a spouse, child, or parent with a serious health condition, or for an employee's own serious health condition. In addition to maternity/pregnancy leave, an employee may take up to three months of leave to care for their newborn. FMLA/CFRA applies if an employee has worked for the County for a total of at least one year and 1250 hours in the most recent 12 months.

MILITARY LEAVE

Military leave is allowed in accordance with California and federal law, any provisions listed in the current Memorandums of Agreement, Resolutions, or any edict issued by the Board of Supervisors.



RETIREMENT PLANS

- County employees are covered under one or more pension plans:
- » Regular full-time employees are members of the Ventura County Employees' Retirement Association (VCERA) plan. VCERA provides retirees with a monthly pension benefit.
  - » Regular full-time employees, except Safety Members, are also covered under the Old-Age, Survivors, and Disability Insurance portion of Social Security.

Part-time and extra-help employees not covered by VCERA are members of the Ventura County Supplemental Retirement Plan (457), administered through Fidelity (800-343-0860).

Pension plan participation is not voluntary, with the exception of elected officials. Employees contribute a portion of their salary to these plans through payroll deduction. The County may pick up a portion of the VCERA contribution as outlined under the applicable MOA or Management Resolution.

VACATION, SICK & ANNUAL LEAVE

Vacation, Sick, and Annual Leave benefits can vary according to the current MOA or Management Resolution covering an employee's position. Ask the agency/department HR representative or immediate supervisor for specific information. ([Click to view MOAs and Management Resolution.](#))

WELLNESS PROGRAM

The Wellness Program helps regular County employees, and their spouses or registered domestic partners, develop and maintain healthy lifestyles through Wellness Profile assessments, health counseling, health club discounts, and more. The program's primary objective is to help reduce personal health risks before serious health problems occur. Classes are offered on a wide variety of topics. County employees receive regular emails with Wellness Program Information. For additional information, call the Wellness Program at (805) 654-2628. Participants have reported a significant amount of success in establishing healthier lifestyles and increasing productivity. ([Click to access the Wellness Program.](#))



WORKERS' COMPENSATION

All County of Ventura employees are provided coverage for Workers' Compensation. Benefits are provided in compliance with the California Labor Code for injuries or illnesses that occur in the course and scope of employment. Employees are to report all injuries to the immediate supervisor. Agencies/departments are to develop reporting procedures to comply with this policy. Failure to timely report claims may result in delays in receiving benefits and can result in disciplinary action. Agencies/departments are required to report Workers' Compensation claims to Risk Management or the County's third-party claims administrator within one working day of notice of the injury/illness. Each work location shall post the Workers' Compensation poster and list of recommended treatment centers.

THE WORK NUMBER

The Work Number offers employees the ability to quickly provide proof of employment and income verification. The service can be used when buying a home or car, renting an apartment, establishing credit, or applying for a loan. ([link to the Work Number.](#))

MISSION

To provide superior public service and support so that all residents have the opportunity to improve their quality of life while enjoying the benefits of a safe, healthy, and vibrant community.

VALUES

- Build and foster public trust through:
- » Ethical behavior
  - » Transparency and accountability
  - » Equitable treatment and respect of all constituents
  - » Excellence in service delivery

GUIDING PRINCIPLES

We focus on serving our resident and business communities by:

- » Adopting carefully considered policies
- » Utilizing strategic thinking and action
- » Staying competitive through the implementation of proven practices and the effective use of technology
- » Promoting an action-oriented, empowered, and accountable workforce
- » Delivering services in a business and constituent friendly, customer-service driven, cost effective manner
- » Planning for and developing programs to meet future needs
- » Operating in a fiscally responsible manner



# ADDITIONAL INFORMATION

## CAFETERIA & COFFEE SHOP

There is a full-service cafeteria in the Hall of Justice at the Government Center. Hot meals, grilled and cold sandwiches, and a salad bar are available. In the Hall of Administration at the Government Center, there is a coffee shop that sells snack foods and sandwiches. There are also cafeterias located at the Ventura County Medical Center and the Santa Paula Hospital.

## CHANGE IN PERSONAL DATA

Employees who change names, addresses, or phone numbers, should report the changes to their agency/department HR representative so it can be updated in the payroll system. Payroll will notify health plans. For name changes, provide the County with an updated Social Security card with the correct name. Any changes in family status that affect benefits, or a dependent's eligibility for benefits, should also be reported. Examples of changes in family status include marriage, divorce, or birth of a new child. Notify the Human Resources Division within 31 days of any changes needed. The agency/department HR representative can provide the needed forms. ([For more information, click here to access the Benefits webpage](#)).

## CREDIT UNION

All regular County employees are eligible for membership in the Ventura County Credit Union (VCCU). To join, you must apply in person. The Credit Union is located at 6026 Telephone Road, across the street from the Government Center. The telephone number is (805) 477-4000. There are VCCU branch offices in Camarillo, Simi Valley, Moorpark, and Thousand Oaks. There are also automated teller machines between the Hall of Justice and the Hall of Administration, and at the Ventura County Medical Center.

## EMERGENCY ASSISTANCE FUND

Through the Emergency Assistance Fund, County employees can assist fellow County employees, retirees, and their qualifying survivors, who are having severe financial hardships resulting from death, illness, accident, or loss of property due to casualty.

County employees may donate hours of vacation or annual leave by donating hours to a specific person through the Designated Recipient Fund or to the Undesignated Recipient Trust Fund. Agency/department HR representatives have the information and forms.

## EMPLOYEE ORGANIZATIONS (UNIONS)

The County recognizes eleven employee organizations that represent County employees. A union representative may contact County employees during the first weeks of employment. The following is a list of the recognized unions:

- » California Nurses Association (CNA)
- » Criminal Justice Attorneys' Association of Ventura County (CJAAVC)
- » International Union of Operating Engineers (IUOE)
- » Service Employees International Union (SEIU)
- » Specialized Peace Officers' Association of Ventura County (SPOAVC)
- » Union of American Physicians and Dentists (UAPD)
- » Ventura County Deputy Sheriffs' Association (VCDSA)
- » Ventura County Professional Firefighters' Association (VCPFA)
- » Ventura County Professional Peace Officers' Association (VCPPOA)
- » Ventura County Sheriff's Correctional Officers' Association (VCSCOA)

An employee's classification determines the union that will represent them. Those employees appointed to a classification that is not represented by one of the above unions will be covered by the Management, Confidential Clerical, and Other Unrepresented Employees' Resolution.

## IN SUMMARY

This Employee Handbook only summarizes some of the benefits, terms, and conditions of employment with the County of Ventura. For information not covered in this handbook or further clarification, contact the agency/department HR representative, the personnel representative, the immediate supervisor, or the County Human Resources Division at (805) 654-2639.

Finally, here are some of the resources that provide information regarding terms and conditions that affect County employees.

- » Memorandum of Agreement (union agreement) ([Click to view MOAs.](#))
- » Management, Confidential Clerical, or Other Unrepresented Employees Resolution ([Click to view Management Resolution.](#))
- » County of Ventura Personnel Rules and Regulations ([Click to view Personnel Rules and Regulations.](#))
- » County of Ventura Administrative Manual ([Click to view Administration Forms and Policies.](#))

Be a Part of  
Something  
Amazing!






**COUNTY** *of* **VENTURA**





**VCPWA Policy, Procedure & Standards Manual**

<b>Chapter:</b> PWA Information Technology		<b>Chapter Number:</b>	
<b>Policy/Procedure (<u>Underline One</u>):</b>		<b>Departments:</b> <input checked="" type="checkbox"/> CS <input checked="" type="checkbox"/> ES <input checked="" type="checkbox"/> RT <input checked="" type="checkbox"/> WP <input checked="" type="checkbox"/> WS	<b>Policy Number:</b>
<b>Adopted:</b> 9/29/2021	<b>Reviewed:</b> 9/29/2021	<b>Revised:</b>	<b>Version Number:</b> <b>1.2</b>
<b>Approved By:</b> Jeff Pratt, Agency Director	<b>Date:</b> 9/29/2021	<b>Signature:</b>  9/30/21	

**Departments/Staff Affected**

All Public Works Agency staff.

**Policy**

The Ventura County Public Works Agency (PWA) relies on information technologies to support the delivery of services and resources to citizens and to conduct its administrative and operational functions. The purpose of this document is to ensure technology is integrated into the Agency in alignment with its Mission, Vision and Values and the County Strategic Plan. In addition, it is critical that the Agency ensure the appropriate business use of information technology resources and to manage information technology acquisition and support costs.

The PWA Information Technologies Division (IT) is charged with ensuring this document meets Agency requirements, complies with County IT Services and County policy, and that PWA employees understand their responsibilities in the proper use of County provided technologies.



## **Contents**

1. Roles and Responsibilities
  - a. Role of PWA IT
  - b. Role of GIS Oversight Committee
  - c. Role of the PWA Technology Team
  - d. Role of the PWA Web Committee
  - e. Role of Information Technology Services Division
  - f. Role of Electronic Equipment Inventory Representatives
2. Annual Technology Compliance
3. User Network Account Maintenance
  - a. Shared Accounts
  - b. Password Requirements
4. Technology Support and Service
  - a. Desktop Support
  - b. Service Requests
  - c. Application Support and Development
  - d. GIS Support and Development
5. Technology Standards
  - a. Hardware
  - b. Software
  - c. Cellular Equipment
  - d. All Other Equipment
  - e. Equipment Lifecycles
6. Internet and Intranet Use
7. Cellular/Mobile Device Use Policy
  - a. Device Assignment
  - b. Appropriate Use
  - c. Mobile Device Management
  - d. Mobile Device Encryption
  - e. DUO Authentication
8. County Wi-Fi
9. Remote Access (VPN)
10. Personal Device Usage
11. Internet and Intranet Site Maintenance and Support
12. Technology Acquisition
13. Technology Inventory
14. Reporting Lost, Stolen or Missing Equipment



## **1. Roles and Responsibilities**

### **a. PWA Information Technologies**

Under the direction of the Agency Directors, PWA IT is charged with oversight of the Agency's technology strategy and employment by providing information technology business alignment, strategy, and guidance to all PWA Departments regarding all aspects of information technologies. The IT Manager receives guidance and direction from key Agency decision makers and works with departments and IT Services to ensure that vision is executed.

### **b. GIS Oversight Committee**

The PWA GIS Oversight Committee is made up of Agency GIS professionals and meets at least quarterly to discuss GIS efforts and programs throughout the Agency to align the Agency's GIS strategy with that of ITSD and the County.

### **c. PWA Technology Team and Departmental Representatives**

The PWA Technology Team is made up of Agency representatives and meets at least quarterly to promote an IT governance structure designed to align the Agency's IT strategy with its business strategy. These individuals typically fulfill these roles as a collateral duty and help ensure technology needs/requests from their department are in accordance with technology policies and standards.

### **d. PWA Web Committee**

The PWA Web Committee is made up of Agency representatives and meets quarterly with the responsibility to administer and maintain PWA internet and intranet sites.

### **e. Information Technology Services Department (ITSD)**

PWA relies upon County IT for desktop support, application development (to include GIS services) and support, file and application server support, and network (both data and voice) support.

### **f. Electronic Equipment Inventory Representatives**

Each PWA department will identify staff to serve as Inventory Representatives. These individuals are at the management level and typically fulfill these roles as a collateral duty and are responsible for ensuring technology inventory control of resources within their department.

## **2. Annual Technology Compliance**

Upon initial hire and on an annual basis, employees are to review PWA and County IT policies and will be required to sign an annual Technology Compliance Form. This process is initiated and maintained by PWA IT. If an employee refuses to sign the Compliance Form the matter will be escalated to PWA Human Resources and/or the Agency Director.



### **3. User Network Account Maintenance**

PWA IT is responsible for network and email user account maintenance, to include licensing. With that, it is critical PWA staff inform PWA IT of any user changes to include new hires, leave of absence, termination, information changes, transfers, etc. To effectively track and manage these requests, a form and system has been developed, which typically is completed by the requesting department.

The form, as well as instructions for completing a request, can be found at:

<https://countyofventuraca.sharepoint.com/sites/PWA/Lists/PWA%20Technology%20User%20Form/AllItems.aspx>

#### **a. Shared Accounts**

Shared accounts (often called service accounts) are allowed by rare exception and are subject to approval by the PWA IT Manager. There are times when a shared account is used to provide authentication for a specific service and has therefore been rigidly secured.

#### **b. Password Requirements**

Network passwords are currently set to a minimum of 8 characters, will require a change every 90 days and are subject to automatic lockout after 5 failed attempts. Users are to keep their account information, specifically passwords, secured to their own person and are not to provide those accounts to anyone, to include supervisors or managers.

### **4. Technology Support and Service**

#### **a. Desktop Support**

To obtain desktop support, contact the IT Service Desk at 805-658-HELP or [it.servicedesk@ventura.org](mailto:it.servicedesk@ventura.org). Desktop support is considered “Break Fix” (immediate problem or system failure) and is part of the contract PWA has with IT Services. This may include, password resets, network issues, application failures, security updates and patching, installs, etc. An Incident (INC) will be assigned which is used to track and monitor the issue to completion. If an issue requires escalation, oversight or is a sensitive matter, coordinate with PWA IT.

#### **b. Service Requests**

Services may be required of IT Services that are outside of the scope of desktop support, to include application development or enhancements, web page creation, server hosting, etc. These services are typically provided at a cost. PWA staff are directed to coordinate these types of service requests through PWA IT to ensure that requested services are in keeping with the overall PWA technology vision.



**c. Application Development and Support**

Due to the varied nature of tools and applications, some systems and needs are beyond the scope of ITSD's capabilities. In those cases, it is incumbent upon the requesting department to work with PWA IT to ensure the systems and/or applications are consistent with Agency technology efforts and guidance for enterprise support. If contract support is required PWA IT will facilitate.

**d. GIS Support and Development**

PWA contracts with ITSD to leverage enterprise GIS resources to provide geospatial technologies to the Agency. PWA IT will partner with Agency GIS subject matter experts, the PWA GIS Oversight Committee and ITSD GIS staff to ensure that all technologies, methods, software, and implementations are consistent with the County's GIS vision.

## **5. Technology Standards**

PWA IT is committed to fiscal responsibility and ensuring that the appropriate technology is assigned to the appropriate employee. Non-standard or additional peripherals, appliances and devices are to be routed through PWA IT and the appropriate Department Director for approval. Through the acquisition of enterprise class hardware and long-term warranties, the intention is to ensure consistent and functional technology platforms with a planned lifecycle.

**a. Computer Hardware**

Computer hardware is to comply with County standards to facilitate networking and system integration, to provide for effective training and support, and to be consistent with County and ITSD standards and guidelines. Hardware standards are continually being evaluated, are presented to the Directors, and enforced by PWA IT. To ensure the PWA workforce is prepared for continuity of operations in extreme situations, efforts are being made to standardize on mobility. Following is a standard workstation setup:

- Microsoft Surface Laptop or Pro; or
- HP Small Form Factor PC; or
- HP Mini PC; and
- Dual 24" monitors; and
- Wireless keyboard and mouse combo; and
- Logitech H800 Bluetooth headphones (optional); or
- HP Printer (with management approval)

**b. Computer Software (premise and cloud based)**

The county's Business Technology Committee (BTC) is responsible for establishing approved software standards. Any software requirements outside of these standards may be subject to ITSD and/or ITC approval.



A complete list of ITSD approved software can be obtained at:

<http://vcportal.ventura.org/VCWEB/policies/docs/Computer%20Arch%20Standards%20Revised%202015%2003.pdf>. Given these restrictions, software standards are continually being evaluated by PWA IT.

**c. Cellular Equipment**

PWA IT negotiates with cellular providers for both plan and equipment agreements to achieve optimal service and pricing. Given these restrictions, cellular devices, plans, and standards are continually being evaluated through the Tech Team, approved by the Directors and enforced by PWA IT. Following are standard cellular items:

- Apple iPhone SE 2020 with Device Enrollment Plan (DEP)
- Apple iPad 8<sup>th</sup> Generation 128gb with Device Enrollment Plan (DEP)
- Devices will be protected with MaaS 360 Mobile Device Protection (MDM)
- Carrier services will be provided by Verizon Wireless

**d. All Other Equipment**

To ensure security and interoperability, all devices, and technologies outside the scope of this document are to be evaluated by PWA IT and ITSD prior to acquisition and deployment.

**e. Equipment Lifecycles**

To maximize equipment life, ensure responsible use of county resources, and take full advantage of manufacturer warranties, the following hardware lifecycles are established:

- Desktop PCs: 6 years
- Surface Laptops: 4 years
- Desktop Monitors: 12 years
- iPhones: 3 years
- iPads: 6 years
- Desktop Printers: 10 years

**6. INTERNET USE**

The County of Ventura provides internet resources for conducting official County business. While limited personal use is permitted per County policy, these resources are subject to monitoring and reports of excessive or inappropriate use are provided to management monthly. Per County policy, some sites or content may be blocked by the County's Security Team. With justification, access may be granted – contact PWA IT for more information.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official, most recent version.



## **7. CELLULAR/MOBILE DEVICE USE POLICY**

### **a. Device Assignment**

Mobile devices will be provided to staff whose job functions routinely require access to County email, calendars, databases, information, and data outside of the office or beyond normal working hours. Acquisition, assignment, and use will be governed by this policy and established guidance received by the Agency Director.

### **b. Appropriate Use**

In accordance with County policy, mobile device usage is entrusted to staff and will be governed by managers and supervisors. To protect the County, controls are in place to ensure appropriate use. Limited personal use (as defined by the Employee Technology Use Policy) of voice, data and texting is permissible; however, this is subject to management and director oversight. County devices are discoverable and there may be no differentiation between personal and County use. This is important to consider during litigation or discovery.

### **c. Mobile Device Management (MDM)**

To ensure controls are in place to protect County employees and resources, all mobile devices are to be enrolled in the MDM system. This system has controls in place to monitor and prohibit unauthorized use, app installation, content, etc. on County devices. MDM software is tamper-proof and cannot be uninstalled by a user.

### **d. Mobile Device Encryption**

Per County policy, all mobile computing devices (laptops, Windows tablets, etc) are to be encrypted with Symantec Full Disk Encryption or Windows BitLocker. This service is managed by County IT Services who will provide periodic compliance reports to PWA IT. Adhering to this policy is critical, especially in the event a device becomes lost or stolen.

### **e. DUO Authentication**

Two-factor authentication is used to provide for increased scrutiny of user authentication while outside of the County network. Already standard for VPN authentication, this is being extended to Office 365 and VCHRP access and will become the norm for all County users.

## **8. County Wi-Fi**

The County of Ventura offers separate Wi-Fi networks available to employees, business partners and citizens. These three distinct networks are available in most County facilities and serve different purposes and therefore have separate controls in place to regulate and ensure appropriate use. If an employee attempts to connect to an unauthorized network from a county owned device, the device will be blacklisted and dropped from all county wireless networks. To have a device unblocked or for any other Wi-Fi related questions, contact PWA IT for further information.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official, most recent version.



To summarize the available wireless networks:

**VCWiFi** – Employee access while using county owned devices; to include laptops, some desktops, county issued phones and wireless devices. Access requests are to be submitted and approved at: <http://vcweb/requests/wirelessform.aspx>

**NCWiFi** – This network is intended for business partners such as consultants, visitors, contractors, etc. This is NOT to be used by employees from county owned devices. Access to this network by employees from personal devices may be subject to manager or director approval.

**VC Public** – This is an open network for citizens to use while in select county common areas. This is NOT to be used by employees or from county owned devices.

### **9. Remote Access (VPN)**

To enable remote access by mobile users, the County of Ventura can provide users with VPN capability. Access to the VPN requires DUO two factor authentication which requires the user to provide a PIN in addition to their password. Instructions will be provided to users requesting VPN access. Contact PWA IT for more information.

### **10. Personal Device Usage**

The Public Works Agency is committed to investing in appropriate technology for all staff. To reduce Agency liability and to ensure equipment is used within the expectations of the Agency, the use of personal technology equipment should be avoided by all staff and actively discouraged by leadership. Examples of technology equipment may include cell phones, laptops, tablets, cameras, audio visual equipment, drones, etc. Personal devices that are connected to County resources may be discoverable and there may be no differentiation between personal and County use.

If given approval to utilize personal equipment, users must be aware that when an email profile is created on their smart device, it creates a connection to the Office 365 enterprise infrastructure. Upon departure from County service (dismissal, retirement, termination, etc.), IT Services will initiate a data wipe command to the personal device, which removes the email profile loaded on the device. Users are encouraged to consider this before connecting their personal device to the infrastructure.

### **11. Internet and Intranet Site Maintenance and Support**

The PWA Web Committee has overall responsibility to administer and maintain all PWA internet sites. While this committee is responsible for developing direction and guidance of web resources, the PWA IT Manager has ultimate responsibility for execution and implementation. If a requirement falls outside the scope or capabilities of PWA staff, IT Services will be contracted to assist.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official, most recent version.



## **12. Technology Acquisition**

PWA IT will work with departments to make sure they understand upcoming technology refreshes so budgets can be planned appropriately. Ultimately it is the responsibility of departments and sections to budget in accordance with established technology standards.

Proposals for all new computer hardware, software or major enhancements to existing systems are to adhere to PWA standards and must be submitted through the Agency's chain of command. Depending on the cost or scale of the technology, additional County approval processes may be required. The PWA IT Manager will work with the PWA Tech Team, ITSD and the originating department to analyze technical requirements and develop proposals.

The above guidelines are applicable for all technology acquisitions or enhancements to include server hardware, virtual computing, database technologies, web languages, GIS licensing and product development, cellular device integration, security protocols, application development, software, services, etc.

## **13. Technology Inventory**

PWA IT is responsible for the accurate accounting and inventory of PWA technology assets throughout the Agency. In doing so, PWA IT will work with Departments to assign staff at the management level that will act as an Inventory Representative for their department.

An Electronic System Inventory Database (ESIDB) is used to manage the inventory and can be found at: <http://pwainventory/mainpage.aspx>. Changes in inventory assignments, to include disposal and lost/stolen reports are to be routed through departmental Inventory Representative(s). PWA IT will conduct inventory process training with staff and will conduct an annual technology inventory.

## **14. Reporting Lost, Stolen or Missing Equipment**

Public Works Agency employees are often deployed in the field, often in rugged or hazardous conditions. Electronic devices in use by PWA staff are centrally managed by IT which provides the ability to remotely lock, wipe, locate or manage devices. If equipment becomes lost or stolen it is critical that staff immediately inform the PWA IT Manager. The purpose of this is to first protect County data, and second to attempt to recover the asset. Once PWA IT is notified:

- Senior management will be notified to mitigate potential county data exposure,
- Encryption validation and device management will be confirmed,
- Efforts will be made to restrict or eliminate access to data,
- Attempts will be made to locate and render the device inoperable,
- If the device is damaged or permanently lost, a replacement device will be ordered.

To protect the County and the Agency it is critical that employees notify PWA IT immediately after a loss has been discovered.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official, most recent version.



# **COUNTY OF VENTURA**

## **TECHNOLOGY USE POLICY**



October 23, 2025



**COUNTY OF VENTURA**

**TECHNOLOGY USE POLICY**

**TABLE OF CONTENTS**

<b>Introduction.....</b>	<b>3</b>
<b>User Responsibilities.....</b>	<b>3</b>
<b>“Limited Personal Use” of County Office Equipment .....</b>	<b>7</b>
<b>Department Responsibilities .....</b>	<b>9</b>
<b>Monitoring and Retention.....</b>	<b>9</b>
<b>Policy Changes and Employee Discipline .....</b>	<b>10</b>

# TECHNOLOGY USE POLICY

## INTRODUCTION

All of the technological tools furnished to County employees are public property, subject to the dominion and control of the County. Employees have no right or expectation of privacy in those tools, which may be inspected by County representatives without notice.

This policy establishes privileges and additional responsibilities for employees. It recognizes employees as responsible individuals who are the key to making government more responsive to its citizens. It allows employees to use County office equipment for non-government purposes when such use involves minimal additional expense to the government, is performed on the employee's non-work time, does not interfere with the mission or operations of a department or agency and does not violate standards of ethical conduct.

County employees should be provided with a professional supportive work environment. They should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps to enhance the quality of the workplace and helps the County retain highly qualified and skilled workers. The use of modern information technology has raised new opportunities for its use by employees to live their lives more efficiently in balance with the overriding imperative that taxpayers receive the maximum benefit for their tax dollars.

County business partners, contractors, or other individuals who utilize or access County-owned technology pursuant to County prior approval shall be required to sign and abide by the terms and conditions contained within this and all referenced County technology policies.

## 1) USER RESPONSIBILITIES

### a) ACCESS

- i) Computer password(s) will be protected. Computer password(s) should not be shared with anyone unless there is a legitimate business requirement. Password(s) should be changed frequently. It is generally recommended not to write down passwords. However, if you must write down a password to document or remember it, do so in a secure manner. For example, do not write down passwords and post them on your monitor, under your keyboard, or in your work area. But a password kept in your wallet would generally be secure.
- ii) Access to computer systems, data, and networks: Employees may access data or other information for which they have been authorized in the normal performance of their job duties. Privacy of clients and co-workers should be respected by not sharing information unless required for business purposes.
- iii) The only authorized method for remote access to the County computing



# TECHNOLOGY USE POLICY

network is through the equipment and security software provided by the Information Technology Services Department. Knowledge of these resources, and employee use, should be in conformance with the County's policies for Internet Access, E-Mail, and Network Access. Access and use of the County's computer systems, data, and networks shall be done only through a combination of a duly assigned login or username and computer password. This combination of a duly assigned login or username and computer password, when utilized to access software applications that automate or create official County records or business transactions, constitutes an electronic or digital signature. Use of an electronic or digital signature shall have the same force and effect as a manual signature.

- iv) When applicable two-factor authorization (2FA) or multi-factor authorization (MFA) may be required to obtain access. This authorization method will require a County mobile device, personal mobile device or County provide token device.

## b) **Unlawful Activities:**

All technological tools must not be used for any illegal, harmful, or malicious activities. This includes activities that perpetuate unlawful bias, automate unlawful discrimination, and produce other harmful outcomes.

## c) **Public Notification:**

Members of the public should be informed when they are interacting with a technology tool and have an alternative to using these tools available to them.

## d) **Accountability:**

Users are solely responsible for ensuring the quality, accuracy, and regulatory compliance of all technology generated content utilized in the scope of employment. The County will regularly monitor and evaluate approved products to ensure they are meeting security and risk management criteria

## e) **APPROVED SOFTWARE AND HARDWARE**

- i) Only legally acquired and licensed IT equipment and software may be used. There is significant financial liability to the County if computer software that has not been legally obtained is used on County-owned equipment. The documentation provided with the software should be checked to see if it was legally acquired before copies are made for others. Generally, copies of software should be made for back-up purposes only.
- ii) Use of non-County-owned software must be authorized. There is a potential for introducing a virus into a County-owned system, and possibly even Countywide, whenever outside software is used. If there is a need to use an

# TECHNOLOGY USE POLICY

outside software program for business purposes, permission should be obtained from the department head or his/her designee.

## f) ARTIFICIAL INTELLIGENCE

### i) Definitions

**Artificial intelligence (AI)** refers to the capability of computational systems to perform tasks typically associated with human intelligence, such as learning, reasoning, problem-solving, perception, and decision-making.

**Generative Pretrained Transformers (GPTs), also known as Generative Artificial Intelligence or GenAI** is a subset of artificial intelligence that uses generative models to produce text, images, videos, or other forms of data. These models learn the underlying patterns and structures of their training data and use them to produce new data based on the input.

**Agentic AI** is a class of artificial intelligence that focuses on autonomous systems that can make decisions and perform tasks without human intervention. The independent systems automatically respond to conditions, to produce process results. Agentic AI is characterized by an AI system capable of doing the same or similar work humans do. In other words, it is not a simple question and answer process that generative AI performs, but the ability to take inputs, follow a process, adapt to unforeseen changes in inputs, and produce results.

### ii) Approved Systems

M365 Copilot and Copilot Chat are the County Standard for generative AI. These tools may have access to internal County data. However, other generative AI tools based on OpenAI and housed in the United States may be used (e.g. ChapGPT, Gemini, Claude, ...) but are prohibited from having access to internal County data. If an AI platform is utilized that does not conform to the County standard, the user will be subject to the same requirements outlined in this policy, including potential disciplinary actions for any misuse.

### iii) Data Privacy and Security

(1) Personal and sensitive data used in AI systems should be protected in accordance with privacy laws (e.g. Health Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information Services (CJIS), Payment Card Industry Data Security Standard (PCI DSS)) and best practices.



# TECHNOLOGY USE POLICY

- (2) No County confidential data (Protected Health Information (PHI), Personally Identifiable Information (PII), Criminal Justice Information Services (CJIS), or any other County proprietary data) may be entered into any prompt or otherwise entered into the AI
- (3) AI systems should adhere to strict cybersecurity protocols to prevent unauthorized access or misuse of data.
- (4) Any AI system that exfiltrates data beyond the County's network will require approval of the CEO's office and the Information Technology Committee (ITC).
- (5) Treat AI prompts as if they were publicly visible online to anyone. Treat AI prompts, data inputs, and outputs as if they are subject to the Freedom of Information Act and Public Records Act.

## **iv) Due Diligence:**

The user must vet any response from the AI being used directly or indirectly for business decisions, provided to any agency outside the County, or provided to the Public for accuracy. Techniques include reviewing the sources the AI used to respond to the prompt, verifying information with other credible sources, and contacting other agencies that published similar information

## **v) Citations Required:**

When basing a report, presentation, or any other media provided to the public or other government agencies which AI contributed to, a citation will be included stating the source that AI provided:

- (1) [AI Assistance: This document was generated with the assistance of an Artificial Intelligence language model, OpenAI GPT-4, 2023, in compliance with the County of Ventura AI Policy.]
- (2) [Artificial Intelligence contributed to the development of this document using Google Bard, 2023, in compliance with the County of Ventura AI Policy.]
- (3) Overtime, as AI learns, it will generate its own conclusions. In this case, the citation will directly state the name of the AI tool in the citation e.g. "Information in this report was provided by ChatGPT."

# TECHNOLOGY USE POLICY

## 2) “LIMITED PERSONAL USE” OF COUNTY OFFICE EQUIPMENT

- a) Employees are authorized limited personal use of County office equipment. This personal use must not result in loss of employee productivity or interference with official duties. Moreover, such use should incur only minimal additional expense to the County in areas such as:
- Communications infrastructure costs: e.g., telephone charges, telecommunications traffic, etc.
  - Use of consumables in limited amounts, e.g., paper, ink, toner, etc.
  - General wear and tear on equipment
  - Data storage on storage devices
  - Transmission impacts with moderate e-mail message sizes, such as e-mail with small attachments
- b) Minimal additional expense means that the employee's use of County office equipment is limited to those situations where the County is already providing equipment or services and the employee's use of such equipment or services will not result in any additional expense to the County, or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner, or paper. Examples of minimal additional expenses include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls (within agency policy), infrequently sending personal e-mail messages, and limited use of the Internet for personal reasons.
- c) Employees are expected to conduct themselves professionally in the workplace and to refrain from using County office equipment for activities that are inappropriate. Unless required in the performance of an individual's job duties, inappropriate personal use of County office equipment includes:
- Any personal use that could cause congestion, delay, or disruption of services to any government system or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network. “Push” technology on the Internet and other continuous data streams would also degrade the performance of the entire network and be an inappropriate use.
  - Using the County systems as a staging ground or platform to gain unauthorized access to other systems.
  - The creation, copying, transmission or retransmission of chain letters or



# TECHNOLOGY USE POLICY

other unauthorized mass mailings regardless of the subject matter.

- Using County office equipment for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
  - The creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.
  - The creation, download, viewing, storage, copying, or transmission of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited.
  - Use for commercial purposes or in support of “for-profit” activities or in support of other outside employment or business activity (e.g., consulting for pay, sales or administration of business transactions, sale of goods or services).
  - Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity. State law makes it clear that a person improperly expending public funds for political purposes is personally liable to repay such funds. (*Stanson v. Mott* (1976) 17 Cal.3d 206.)
  - Use for posting agency information to external newsgroups, bulletin boards or other public forums without authorization. This includes any use that could create the perception that the communication was made in one’s official capacity as a County employee (unless appropriate approval has been obtained) or uses at odds with the agency’s mission or positions.
  - Any use that could generate more than a minimal additional expense to the County.
  - The unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information, including computer software and data, that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export-controlled software or data.
- d) It is the responsibility of employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using County office equipment for non-government purposes. If there is an expectation that such a personal use could be interpreted to represent an agency, then an adequate disclaimer must be used. One acceptable disclaimer is – *“The contents of this message are mine personally and do not reflect any position of the County or my agency.”*

# **TECHNOLOGY USE POLICY**

- e) Limited personal use is to occur only during an employee's non-work time, such as before or after scheduled work hours, lunch periods, weekends, or holidays.
- f) The types of equipment that may be used by employees for limited personal use include the following: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail.
- g) Use of County-owned cellular telephones, or other wireless telecommunication devices, shall be consistent with, and is governed by, the County's Cellular Telephone Acquisition and Use Policy.

## **3) DEPARTMENT RESPONSIBILITIES**

- a) Ensure that their employees, contractors and vendors read and understand this policy, as well as the County's policies governing Internet, Network, Cellular Telephone, and E-Mail system access and use.
- b) Anyone with access to County technology covered by this policy must sign this policy upon initial hire and on a reoccurring basis upon material changes to this policy, as recommended by the County Information Technology Committee and approved by the County Executive Officer. Such signatures affirm their understanding, acceptance and adherence to this and the referenced policies on Internet, Network, Cellular Telephone, and E-Mail system access and use.

## **4) MONITORING AND RETENTION**

County employees, their contractors or vendors do not have a right, nor should they have an expectation of privacy while using any County information technology at any time. Ventura County retains the right to examine, retain, or limit the use of all electronic storage media, data files, logs, voice and data network transmissions, and programs used on County-owned computers and other information processing technological equipment. In addition, by using this technology, employees' consent to monitoring, recording, and data retention requirements is implied with or without cause. However, the County recognizes that certain agencies have a duty of confidentiality imposed by law. For those agencies, in the event that data or data files must be accessed, confidentiality shall be maintained.

Monitoring shall only be authorized by the County Executive Officer, the head of the affected agency/department, or by a person specifically designated by the head of the affected agency/department



# TECHNOLOGY USE POLICY

## 5) POLICY CHANGES AND EMPLOYEE DISCIPLINE

This Technology Use Policy is intended as a starting point and may be modified by individual agency or department heads to include additional restrictions. This policy is subject to conditions and limitations which may be imposed by the County Counsel whenever the County Counsel determines that any use of the County's technological tools covered by this policy is subject to applicable state or federal laws and regulations concerning electronically stored information. Any violation of this Technology Use Policy may result in disciplinary action.

---

I acknowledge that I have read, do understand, accept, and will adhere to the requirements of this policy.

---

**Print Name**

---

**Date**

---

**Signature**

# **COUNTY OF VENTURA**

## **ELECTRONIC MAIL POLICY**



**BOARD APPROVED MARCH 7, 1995**

**REVISED OCTOBER 1, 2008**



**COUNTY OF VENTURA**

**ELECTRONIC MAIL POLICY**

**TABLE OF CONTENTS**

USE FOR BUSINESS PURPOSES .....	1
PROHIBITED USE OF E-MAIL FOR PUBLIC RECORDS .....	1
RETENTION .....	2
PRIVACY .....	2
E-MAIL CONTENT AND ETIQUETTE .....	2
FORWARDING OF E-MAIL .....	3
E-MAIL MESSAGE SIZE LIMITATIONS .....	3
ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS .....	3
COUNTYWIDE E-MAIL BROADCASTS .....	3

## **ELECTRONIC MAIL POLICY**

### **USE FOR BUSINESS PURPOSES**

The electronic mail (e-mail) system is provided to employees at the County's expense to assist them in carrying out County business. The e-mail system permits employees to communicate with each other internally and with selected outside individuals and organizations. The e-mail system is to be used for business-related purposes to transmit business information. Personal use of the e-mail system must be in compliance with the County's Employee Technology Use Policy. Agency/department heads are responsible for enforcing these policies for their respective departments.

### **PROHIBITED USE OF E-MAIL FOR PUBLIC RECORDS**

County staff are not to use County e-mail for communications which constitute public record. Any communications received by County staff in the course of normal business which constitute a public record are to be reduced to hard copies and the e-mail version deleted.

Although it is possible for County e-mail to constitute a public record, Section 6254 provides the following exemption as reads in part as follows:

"(a) Preliminary drafts, notes, or interagency memoranda that are not retained by the public agency in the ordinary course of business..."

Therefore, to prevent the need to disclose County e-mail as public record, County e-mail is to be used only to communicate such preliminary drafts, notes, or interagency memoranda that are not retained by the public agency in the ordinary course of business.

Government Code section 6252 defines public records and reads in part as follows:

"(e) 'Public records' includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency..."

"(f) 'Writing' means handwriting, typewriting, printing, Photostating, photographing, and every other means of recording upon any form of communications or representation, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched card, discs, drums, and other documents."



## **ELECTRONIC MAIL POLICY**

### **RETENTION**

E-mail is to be retained in electronic form for no more than two years from the date of creation or receipt. This limitation is to be enforced through automatic, electronic means, and individual agencies and departments are encouraged to further abbreviate this two-year period to as short a time as possible. This E-mail retention and limitation policy may be temporarily suspended, wholly or partially, or modified by the County Counsel whenever the County Counsel determines that E-mail may be or is the subject of litigation disclosure of electronically stored information (ESI) pursuant to Federal Rules of Civil Procedure Rule 26 or other laws.

All unsolicited, non-business e-mail received by County staff is to be deleted immediately.

### **PRIVACY**

Ventura County management reserves the right to review an employee's electronic mail at any time to ensure the proper use of County resources or to comply with rules requiring disclosure of ESI. Improper uses include the use of electronic mail for any non-County business. No user of the County electronic mail system should have an expectation of privacy in its use.

The County of Ventura has the capability to review, copy, and delete any messages sent, received, or stored on the e-mail system. The County reserves the right to access, review, copy, or delete all messages for any purpose and to disclose them to any party it deems appropriate or as required by applicable state or federal law. However, the County recognizes that certain agencies have a duty of confidentiality imposed by law. For those agencies, in the event that e-mail must be accessed, confidentiality will be maintained.

### **E-MAIL CONTENT AND ETIQUETTE**

County e-mail is not to include content which may be deemed harassing, sexual, offensive, or otherwise inappropriate.

E-mail messages may be read by someone other than the addressee you send them to and may possibly be disclosed to outside parties. Accordingly, care is to be taken to ensure that messages are courteous, professional, and businesslike.

## **ELECTRONIC MAIL POLICY**

### **FORWARDING OF E-MAIL**

GroupWise mailboxes should not be set up to automatically forward e-mail messages to an external mailbox. Automatic Forwarding poses a security risk for the County as messages that travel over the Internet are clear-text and subject to eavesdropping by anyone.

### **E-MAIL MESSAGE SIZE LIMITATIONS**

Messages with large attachments delay e-mail delivery for the entire County. To prevent problems related to e-mail with large attachments, a limit of 50 Mega Bytes is required on County business related incoming/outgoing Internet mail. Non-County business related attachments of the same or lesser size that are known to slow down e-mail delivery may be dropped altogether.

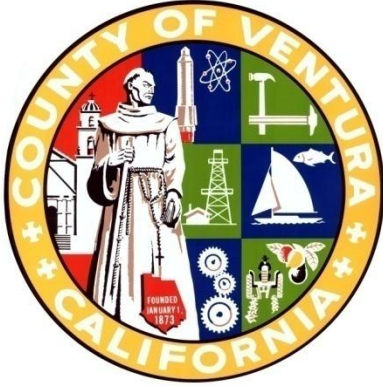
### **ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS**

Some of the messages sent, received, or stored on the County e-mail system will constitute confidential, privileged communications between the County and either its inside or outside attorneys. Upon receipt of a message either from or to counsel, do not forward it or its contents to others inside the County without counsel's authorization. Never forward such messages or their contents to any outsiders.

### **COUNTYWIDE E-MAIL BROADCASTS**

County e-mail exists for the purpose of conducting the business of the County. County e-mail shall not be used to announce, advertise, or otherwise promulgate any event, cause, organization, or activity that is not an official County of Ventura function or program. Any use of the e-mail system to promulgate a legitimate event Countywide must be requested by the agency/department head and approved by the County Executive Office.





# CELLULAR DEVICES

County Executive Office

Information Technology Services

## Ventura County Cellular Device Policy



Document Information and Version Page

<b>Document Name:</b> Ventura County Cellular Device Policy	<b>Document Number:</b> CSP-001
<b>Approved By:</b> Ventura County Executive Committee on 10/26/2011	<b>Effective Date:</b> 11/07/2011 <b>Last Revision:</b> 11/08/2011

Version #	Change Date	Description of Change(s)
1.0	10/26/2011	Initial Release
1.1	11/08/2011	Typographical correction on page 5





## Contents

I.	PURPOSE .....	4
II.	COUNTY OWNED CELLULAR DEVICE ISSUANCE and JUSTIFICATION .....	4
III.	CELLULAR DEVICE USAGE.....	5
IV.	CELLULAR DEVICE ACQUISITION .....	6
V.	PERSONAL USE REIMBURSEMENT .....	7
VI.	CELLULAR DEVICE REPORTING .....	7



## **I. PURPOSE**

This policy specifies the proper acquisition and use of cellular devices and works in concert with the County's Employee Technology Use Policy. The policy's flexibility enables agencies and departments to leverage the right tools in order to provide the best service to our community while minimizing associated costs.

## **II. COUNTY OWNED CELLULAR DEVICE ISSUANCE CRITERIA**

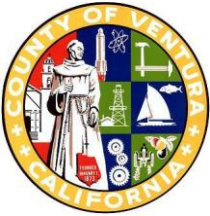
Individual agency/ department directors are responsible for determining the business need and authorizing issuance of County-owned cellular device. Such determination is not to be based on position or title within the organization and the justification should be consistent with one or more of the following criteria:

1. Emergency Services/First Responders – the County employee requires immediate direct communications in order to provide for the safety of citizens, County employees, or County assets.
2. 24x7 Accessibility– the nature of the County employee's work assignment requires frequent, immediate direct communications or access to time sensitive information to conduct County business on a 24x7 schedule and use of a cellular device would be more cost effective and productive than alternative methods of communication.
3. Frequent Field Work - the nature of the County employee's work assignment requires frequent travel to remote work areas to conduct County business and use of a cellular device would provide a cost effective and productive method of communication.
4. Pooled Cellular Device – Employees may share cellular devices that are not assigned to a specific employee on an as needed basis. Pooled cellular devices can be made available by the department at the director's discretion. Pooled device use must still be justified using criteria #1 thru #3.

### **Personal Cell/Smart Phone Use**

If an employee's data and/or phone usage is less than 30 minutes per month on a County-owned cellular device and it is not necessary for the employee to have access to County email and





calendar, department directors are encouraged to have the employee utilize their personal cellular device.

Employees whose needs are consistent with the above guidelines but choose to use their personal cellular device rather than be provided a County cellular device to conduct County business may be approved for reimbursement of their County business usage. This reimbursement will be the indicated value of the County business call minutes on the bill. The employee will be required to provide a copy of their detailed billing in order to receive such reimbursement. The County reserves the right to deny reimbursement where it is determined that there was not a justified business need or where it is determined that there was a more economical means of communication (i.e., land-line telephone). Employees choosing to use their personally owned cellular device and want to sync these devices to the County email system must have the approval of their agency/department director.

Data usage on personal cellular devices will not be reimbursed due to the difficulty in identifying personal vs business use.

### **III. CELLULAR DEVICE USAGE**

County-owned cellular devices are to be used primarily for County business and in a manner consistent with the County Employee Technology Use Policy. Personal cellular device use reimbursement is governed by Category II, "County-Owned Cellular Device Issuance and Justification" of this policy and takes precedence over that specified within the County Employee Technology Use Policy.

In order to better ensure the safety of our employees and citizens, cellular device use while driving on duty, driving any County-owned vehicle, or conducting County business on a personally owned cellular device will be limited as follows:

- A. Receiving telephone calls is acceptable while actively driving if the phone or vehicle is equipped with a "hands free" system (e.g. Bluetooth). Cell/smart phone calls may be initiated if they are equipped with a voice activated dialing function. Otherwise, drivers conducting County business or using County vehicles shall pull over to the side of the road at a safe location, stop the vehicle, and then operate the cellular device.
- B. Drivers, while actively driving on County business or using County owned vehicles, are not to use any functionality on their cellular devices (e.g. calendaring, Internet, sending or reading received text or email messages).



- C. It is recognized that public safety officials and uniformed officers receive advanced defensive driving training. Therefore, the use of cellular and other electronic communication devices by public safety officials and uniformed officers is dictated by the urgency required at any moment, as long as such use is within the boundaries defined by their defensive driving training.
- D. Cellular device based Global Positioning System (GPS) may be utilized on County provided telephones to enhance employee safety.

County of Ventura agencies and departments may adopt additional work rules concerning the use of cellular device technology during work hours, and employees must fully comply with individual work rules governing cellular device use.

#### **IV. CELLULAR DEVICE ACQUISITION**

Agencies and departments may select a service provider and service plan of their choice that provides the best service coverage for their location(s) that is the most cost effective from among those vendors authorized by the General Services Agency, Procurement Services. This information may be obtained by phone (654-3750) or from the "Price Agreements" page of the Procurement Services website.

Phone selection should be consistent with acquiring the least expensive phone meeting the business needs of the employee's job function. All cellular devices ((e.g. phone, iPad, etc.) costing in excess of \$300 dollars, including accessories, require additional approval of the County Executive Officer or their appointed designee.

Employees who want to move from having a County-owned cellular device to a personally-owned cellular device and wish to keep their existing equipment, may purchase their County-owned cellular equipment on a two year depreciation schedule based on the original purchase price. If the equipment was provided to the County by the service provider at no cost the County may choose to transfer the asset immediately to the Employee(s).

Service plan selection is to be consistent with acquiring the least expensive pooled minutes service plan or per minute rates required to address the business needs of the organization and employee.

Employees issued County-owned cellular devices are responsible for safeguarding the County asset and may be responsible for the replacement cost of the device if it is lost or destroyed due to neglect by the employee. Employees are required to immediately surrender their County-owned cellular device at the request of the agency/department director or upon discontinuing employment with the County.





## **V. PERSONAL USE REIMBURSEMENT**

County-owned cellular devices are to be used primarily for County business. Agency/department directors must have a reimbursement policy that at a minimum provides for the following level of reimbursement for personal cellular device use:

Personal calls should result in no additional cost to the County. If additional costs over the base monthly plan amount occur and personal use minutes have been incurred, the employee is to reimburse the County for the amount the bill exceeds the monthly base plan rate or the total indicated value of the personal call minutes listed on the bill, whichever is less. All long distance, roaming, or other special charges associated with personal usage are also to be reimbursed by the employee.

Employees are strongly encouraged to abstain from downloading personal use applications to County-owned cellular devices.

Employees who download personal application(s) to their County-owned cellular device will be solely responsible for the application cost, support, and maintenance.

## **VI. CELLULAR DEVICE REPORTING AND SUBSCRIPTION PLAN REVIEWS**

### **A. Annual inventory and revalidation of cellular phone assignment.**

Individual agency/department directors are responsible for conducting an annual inventory and revalidation of issuance criteria for all cellular phones issued by the agency/department. This annual inventory and revalidation will be as of December 31<sup>st</sup> of each year and will be provided to the County Executive Office by January 31<sup>st</sup> of the following year. The inventory and revalidation will utilize a standardized spreadsheet format containing the following information for each cellular device.

- Budget Unit
- Device number (telephone number)
- Employee Name or "pool"
- Device Type (cellular phone, Smartphone, Ipad or wireless air card)
- Issuance Criteria (1: First responder, 2: 24x7 Accessibility, 3: Frequent Field Work or 4: Pool)



**B. Aggregate Reporting.**

For aggregate reporting purposes The County of Ventura will work with each wireless carrier to establish a master account and sub account view of all County owned cellular devices. All agency/department cellular sub accounts are to fall under this master County account. This master account view will be used by IT Services to generate centralized reporting of the number of devices, type of device, usage and costs by agency/department. The master account view will not include access to individual call records. Access to the call record information will be restricted to the agency/department director or their designates.

**C. Periodic Plan Reviews.**

Agency/department directors are encouraged to work with IT Services or their wireless carrier to perform annual reviews on the department's cellular bills to match usage with optimal rate plans to ensure cost containment on a per device basis.

COUNTY OF VENTURA  
DRUG AND ALCOHOL POLICY  
  
FOR  
  
SAFETY-SENSITIVE EMPLOYEES



Effective January 1, 1995, the County of Ventura must comply with the United States Department of Transportation regulations implementing the federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the County must comply with the regulations of the Federal Motor Carrier Safety Administration (FMCSA). The Federal Aviation Administration (FAA) and the United States Coast Guard (USCG) have also issued drug and alcohol testing regulations. Where applicable to the County, the requirements of those regulations are reflected in this Policy. Adoption of this Policy is one of the County's obligations under the regulations. This Policy sets forth the rights and obligations of covered employees. If you are an employee covered by these new requirements, you should familiarize yourself with the provisions of this Policy **BECAUSE COMPLIANCE WITH THIS POLICY IS A CONDITION OF YOUR EMPLOYMENT.**

**A. EMPLOYEE QUESTIONS:**

The regulations require that employers designate a person to answer employee questions about drug and alcohol testing. Employees shall refer any questions regarding his/her rights and obligations under the new regulations to the Personnel Officer or designee for each department.

**B. COVERED EMPLOYEES:**

Overall, the regulations cover drivers of commercial motor vehicles as defined in Section C below. A driver is any person who operates a commercial motor vehicle on a full-time, casual, intermittent or occasional basis. The County employees listed in a separate addendum to this Policy may be required to drive commercial motor vehicles, at least on an occasional basis. Therefore, each employee listed in the addendum (and applicants for such positions) is considered to be a "covered employee" subject to the provisions of this Policy. For purposes of pre-employment testing, the term "driver" includes persons applying for employment in a position requiring the driving of a commercial motor vehicle on at least an occasional basis.

The Director, Human Resources (or designee) may add or delete employee names from the list of covered employees based upon his or her determination that an employee's job duties mandate coverage under this Policy. The Director, Human Resources shall promptly notify any affected employee in writing that his or her name will be added to or deleted from the list of covered employees. The determination of the Director, Human Resources shall be final and binding.

### C. COVERED COMMERCIAL VEHICLES

The regulations cover drivers of the following commercial motor vehicles:

1. A vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
2. A vehicle with a gross vehicle weight of at least 26,001 pounds;
3. A vehicle designed to transport 16 or more passengers, including the driver; or
4. A vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

### D. SAFETY-SENSITIVE FUNCTIONS:

The performance of any of the following on-duty functions by a covered employee in connection with that employee's operation, or scheduled operation, of a commercial motor vehicle is considered to be a safety-sensitive function:

1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty;
2. All time inspecting equipment such as brakes, steering mechanism, lights, tires, horn, windshield wipers, mirrors or coupling devices or otherwise inspecting, servicing, or conditioning any commercial motor vehicle;
3. All driving time;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time spent performing driver requirements relating to accidents; or

7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

E. CONTROLLED SUBSTANCES:

For purposes of the federal regulations and this Policy, controlled substances mean marijuana, cocaine, opioids, amphetamines and phencyclidine. Covered employees are required to inform their supervisor of any therapeutic drug use prohibited by this policy (includes both prescribed and over-the-counter medications for treating specific ailments which contain alcohol or any of the controlled substances.) Covered employees are responsible for obtaining information from their physicians for any prescribed medication they are taking that may impact their ability to drive, and they must report such use to their supervisors.

F. PROHIBITED CONDUCT:

Covered employees may not be under the influence or in possession of controlled substances or alcohol during any work hours. Further, the regulations specifically prohibit certain conduct while performing and prior to performing safety-sensitive functions. Covered employees are prohibited from:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration level of 0.04 percent or greater;
2. Performing a safety-sensitive function within four hours after using alcohol;
3. Being on duty or operating a vehicle described in Section C, above, while possessing alcohol or controlled substances;
4. Using alcohol or controlled substances while performing a safety-sensitive function;
5. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle;



6. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions if the employee tests positive for controlled substances; or
7. Refusing to submit to any alcohol or controlled substances test required by this Policy. A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 percent or greater on an alcohol test or tested positively on a controlled substances test.

In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided with a copy of the County's Drug Free Workplace Statement and have signed an acknowledgement that they have read the Statement and agreed to comply with it.

G. CIRCUMSTANCES UNDER WHICH DRUG AND ALCOHOL TESTING WILL BE IMPOSED ON COVERED EMPLOYEES:

1. Pre-Employment Testing:

All applicants (whether by initial application or in connection with a transfer, promotion, or demotion) for positions involving the performance of safety-sensitive functions will be required to submit to pre-employment/pre-duty drug testing. Applicants will not be hired for, or transferred, promoted, or demoted to, a safety-sensitive position if they do not pass the test. A pre-employment alcohol test is not required by this policy.

2. Post-Accident Testing:

Post-accident drug and alcohol testing will be conducted on employees following an accident where the employee's performance cannot be discounted as a contributing factor.

The decision as to whether or not to test the employee will be left to a supervisory or management employee. The presumption is for testing. The only reason an employee will not be tested following an accident is if a determination is made that the employee's performance could not have been a contributing factor. If a fatality occurs, the employee **must** be tested irrespective of whether his/her involvement may be discounted. Post-accident alcohol tests shall be administered within two hours following an accident, and no test may be administered after eight hours.

A post-accident drug test shall be conducted within 32 hours following the accident. Documentation on the need for testing will be completed by the supervisor identifying the reason for the test with a copy provided to the employee. Tests not completed within the prescribed time frame will need to have documentation citing the reason for the failure to test.

According to the regulations and this Policy, post-accident tests are conducted after accidents where there has been a fatality. Also required when the employee receives a citation in one of the following situations:

- There has been disabling damage to a vehicle and it requires tow-away; or
- If there is bodily injury that requires treatment away from the scene of the accident.

The following table notes when a post-accident test is required to be conducted:

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
Human fatality	YES NO	YES YES
Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

### 3. Random Testing:

Covered employees will be subject to random alcohol and drug testing as follows:

A random alcohol test will be administered just prior to the employee performing a safety-sensitive function (i.e., driving,) while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function. As of January 1, 2016, the County will subject at least 10 percent of the total number of covered employees to random alcohol testing per year.

A random drug test will be administered to at least 25 percent of the total number of covered employees per year. A covered employee may be subjected to drug testing even on a day in which the employee is not expected to perform a safety-sensitive function. Because all covered employees are part of the random selection for each test, some employees may be tested more than once in a year, while others are not tested at all.

On the date an employee is selected for random drug/alcohol testing, his/her supervisor will ensure his/her duties are covered. The employee will receive a written notice at some point during his/her shift indicating the time he/she is to report to the test location.



4. Reasonable Suspicion Testing:

Covered employees are also required to submit to an alcohol or drug test when a supervisor, trained in accordance with the regulations at 49CFR 382, has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. The observation must be based on short term indicators, such as blurry eyes, slurring, or alcohol on the breath. The supervisor may not rely on long-term signs, such as absenteeism or tardiness, to support the need for a reasonable suspicion test.

The reasonable suspicion alcohol test will be administered within two hours of the observation. If not, the employer must provide written documentation as to why the test was not promptly conducted. No test may be administered after eight hours following the observation.

To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and alcohol test will attend at least one hour of training on alcohol misuse and at least one hour of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The need for a reasonable suspicion test will be documented by the supervisor with a copy provided to the employee. The supervisor shall advise the employee of his/her right to have a union representative present prior to the testing if a representative is available within a reasonable time (within one hour.)

5. Return to Duty/Follow-up Testing:

A covered employee who has violated any of the prohibitions of this Policy (see Section E) must submit to a return to duty test before he/she may be returned to a position requiring the performance of safety-sensitive functions. The test result must indicate an alcohol concentration of less than 0.02 percent or a verified negative result on a controlled substances test. In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee will be subject to follow-up testing which is separate from the random testing obligation. The employee will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

#### H. PROCEDURES TO BE USED FOR DETECTION OF DRUGS AND ALCOHOL:

##### 1. Alcohol Testing:

Alcohol testing will be conducted by using an evidential breath testing (EBT) device approved by the National Highway Traffic Safety Administration.

A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02 percent, the test is considered a negative test. If the alcohol concentration level is 0.02 percent or more, a second confirmation test will be conducted.

The procedures that will be utilized for alcohol testing are attached hereto as Appendix A.

##### 2. Drug Testing:

The procedures that will be utilized for collection and testing of the specimen are attached hereto as Appendix A.

#### I. REFUSAL TO SUBMIT TO AN ALCOHOL AND/OR DRUG TEST:

As set forth in Section F.7 above, a covered employee who refuses to submit to any required drug/alcohol testing will be treated in the same manner as an employee who tested positive.

A refusal to submit to an alcohol or controlled substances test required by this Policy includes, but is not limited to, the following:

- a. A refusal to provide a urine sample for a drug test;
- b. An inability to provide a urine sample without a valid medical explanation;
- c. A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
- d. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
- e. Tampering with or attempting to adulterate the urine specimen or collection procedure;

- f. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
- g. Leaving the scene of an accident without authorization from a supervisor or manager (who shall determine whether to send the employee for a post-accident drug and/or alcohol test), unless the employee has a valid reason for not obtaining such authorization; or
- h. Consuming alcohol during the eight hours immediately following an accident, unless the employee has been informed that his/her actions have been discounted as a contributing factor, or if the employee has been tested.

J. CONSEQUENCES FOR EMPLOYEES FOUND TO HAVE ALCOHOL CONCENTRATION LEVELS OF 0.02 PERCENT OR GREATER BUT LESS THAN 0.04 PERCENT:

An employee whose alcohol test indicates an alcohol concentration level between 0.02 percent and 0.039 percent will be removed from his or her safety-sensitive position for at least twenty-four hours. Such an employee may be subject to discipline up to and including termination. The County will then retest the employee. Before the employee may be returned to his/her safety sensitive position, the employee's alcohol concentration must indicate a concentration below 0.02 percent.

K. CONSEQUENCES OF FAILING AN ALCOHOL AND/OR DRUG TEST:

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, in accordance with the County's existing disciplinary rules and procedures.

If a covered employee is not terminated, the employee:

- 1. Must be removed from performing any safety-sensitive function;
- 2. Must submit to an examination by a substance abuse professional (SAP.) Upon a determination by the substance abuse professional, the employee may be required to undergo treatment to cure his/her alcohol or drug abuse. The County is not required to pay for this treatment;
- 3. May not be returned to his/her former safety-sensitive position until released by the SAP and the employee submits to a return-to-duty



controlled substance and/or alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 percent or a negative result on a controlled substance test;

4. Will be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position. See Section G.5., above.

L. INFORMATION CONCERNING THE EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES AND AVAILABLE METHODS OF INTERVENTION:

Information on the effects of alcohol and the various controlled substances which are tested for under this Policy are available from the County of Ventura Employee Assistance Program (EAP.) The EAP is also available for employees seeking help with alcohol and/or controlled substance abuse. For information about the Employee Assistance Program please contact their office at 654-5138.

M. CONFIDENTIALITY PROCEDURES FOR INTERNAL CONTROL

Laboratory reports or test results shall not appear in an employee's general personnel file. The Human Resources Division will keep under their control information of this nature in a separate, secured confidential medical file, access to which will be limited to those individuals with a "need-to-know" as defined by Federal regulation. Supervisors, managers, and other staff with such knowledge are not to discuss or disclose the results of any employee's drug/alcohol tests with other employees, except under approved reasons as delineated by County policy.

The Director, Human Resources may disclose reports or test results to County management on a strictly need-to-know basis, any DOT or State agency with regulatory authority over the County or its drivers, the National Transportation Safety Board when investigating and accident, the "decision maker" in legal proceeding, and to the tested employee upon request. Disclosures, without employee consent, may also occur in accordance with Federal regulations.

Employees' confidentiality is also protected in regard to disclosure by supervisors of any over-the-counter or prescription medications, when the employee has notified the supervisor of such use as mandated by this policy. Supervisors, managers, and other staff who violate this confidentiality policy may be subjected to disciplinary action up to and including termination.

## **APPENDIX A**

### **TESTING PROCEDURES**

All testing will be coordinated by a qualified vendor certified to conduct alcohol and drug tests in accordance with guidelines as required by 49 CFR 40, using the following procedures. Specimen collection and analysis will be conducted at the employee's work site, a secured County facility, or at a certified laboratory.

#### **A. ALCOHOL TESTING PROCEDURES**

1. The employee arrives at the testing site.
2. If the employee does not arrive at the designated time for testing, the supervisor or designee will be notified for appropriate action.
3. The employee must present to the Breath Alcohol Technician (BAT) a photo ID for identity verification. If unable to verify the employee's identity the BAT will notify the employee's supervisor to establish a positive identification. If this is not possible, the test is terminated.
4. The employee being tested may request to view the ID/certification of the BAT prior to testing.
5. After the employee's identity has verified, Step 1 of the U.S. Department of Transportation (DOT) Breath Alcohol Testing form will be completed by the BAT.
6. The employee will sign and date the DOT Breath Alcohol Testing form in Step 2. If the employee refuses to sign the form, it is regarded as a refusal to take the test. An employee who refuses to take the test will be treated in the same manner as an employee having an alcohol concentration level of 0.04 percent or greater.
7. An employee may be given an initial test for alcohol by a BAT using either a saliva test kit or an evidential breath testing (EBT) device. The saliva test may be also administered by a trained County supervisor. If the initial test results are negative, a DOT Breath Alcohol Testing form will be completed, noting the results, and a copy given to the employee.

If the initial test indicates an alcohol concentration level of 0.02 percent or greater, a confirmation test must be conducted by a BAT using an EBT device. The following procedures will be used for the confirmation test:

- a. The BAT will explain that a confirmation test is required.

- b. The employee must remain in the room under observation of the BAT for a 15-minute waiting period. During this period the employee may not eat, drink, or put any object or substance into his/her mouth.
- c. The confirmation test will be conducted at least 15 minutes but no longer than 20 minutes after the completion of the initial test.
- d. The employee and the BAT shall read the sequential test number displayed on the EBT device used for the test.
- e. Under observation by the BAT, the employee will open an individually sealed mouthpiece and attach it to the EBT device according to instructions.
- f. The employee will blow forcefully into the mouthpiece for at least six seconds or until the EBT device indicates that an adequate amount of breath has been obtained.
- g. Once the test is completed the BAT will complete Step 3 of the DOT Breath Alcohol Testing form.
- h. The employee will sign Step 4 of the DOT Breath Alcohol Testing form stating that the test results information on the form matches that indicated on, or printed by, the EBT device and that the employee must not perform safety-sensitive duties or operate heavy equipment if the results indicate an alcohol concentration level of 0.02 percent or greater.
- i. If the test results indicate an alcohol level of less than 0.02 percent the test is complete. A copy of the DOT Breath Alcohol Testing form will be given to the employee, a copy forwarded to the supervisor, and the original retained by the BAT.
- j. If the results of the confirmation test are different from the results of an initial test conducted with the same EBT device, the confirmation test results will be considered the accurate results.
- k. If the results of the confirmation test indicate an alcohol concentration level equal to or greater than 0.02 percent, the BAT will contact the employee's supervisor for further instructions before releasing the employee from the test site.
- l. Employee's with a test result indicating an alcohol concentration level equal to or greater than 0.02 percent are not to drive or engage in any safety-sensitive duties until directed otherwise by their supervisor and in accordance with this policy.
- m. All test results will be transmitted in conformance with confidentiality procedures described in this policy.



## B. DRUG TESTING PROCEDURES

1. The urine specimen will be split into two bottles labeled as “primary” and “split” specimen. Both bottles will be sent to the laboratory;
2. The urine sample will be tested for the presence of the following: marijuana, cocaine, opioids, amphetamines, and phencyclidine;
3. If the test is positive for one or more of these drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis;
4. All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and then to the County; and
5. With all positive drug tests, the physician (a.k.a. medical review officer (MRO)) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the County as “negative.”
6. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has the right to request that the split specimen be analyzed by a different certified laboratory. This request must be made within 72 hours after notification of such positive results. Cost of the split specimen analysis must be paid by the employee.

## SUBSTANCE ABUSE PROFESSIONAL (SAP)

Under the Department of Transportation (DOT) regulations, the Substance Abuse Professional (SAP) was established as the professional responsible for evaluating, referring and monitoring any individual involved in an effort towards rehabilitation. Given the Employee Assistant Program's (EAP) established role within the County as an assessment and referral agency, it has assumed the responsibilities of the SAP under the DOT regulations.

The regulation established a standard qualification for a SAP which would be applicable within all states and which allowed for an emphasis in clinical knowledge and experience in the diagnosis and treatment of substance abuse. Under the regulation a "Substance Abuse Professional" means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. Federal register 59(31):7316-7317.

### EVALUATION

The SAP is to evaluate an employee who has been tested positive for alcohol and drugs to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. Federal Register 59(31):7514. If the assessment results in the SAP determining that a drug problem exists, a rehabilitation plan is recommended. This plan can incorporate any number of the levels of care available in the treatment of the individual's problem.

The evaluation and recommendations remain separate from any disciplinary action which may take place, up to and including termination. The regulations require a referral to the SAP regardless of actions taken by the employer.

### NO REFERRAL REQUIRED

Following an evaluation, the SAP may determine that there is not condition of chemical dependency for which rehabilitation is necessary. Despite the absence of a rehabilitation plan, the SAP can still recommend continued unannounced testing. However, such a procedure is not required.

### REFERRAL TO TREATMENT

If the SAP recommendation upon assessment is rehabilitation for an alcohol or drug problem, the SAP must prescribe a specific rehabilitation plan. It is not the obligation of the employer to support the rehabilitation plan or pay for it. The regulation enables the employer to terminate any employee who tests positive regardless of SAP recommendations.

If rehabilitation is supported by the employer and there is an interest in returning the

employee to active duty, the employee can elect to adhere to the recommendation of the SAP as a means of saving his job.

The DOT regulations clearly outline several guidelines for appropriate referral. The SAP cannot refer an individual to the SAP's own private practice or to a person or organization in which the SAP has a financial interest. The SAP can refer an employee to a public agency, to the employer's contract provider of alcohol and drug treatment services, to the sole source of therapeutic services under the employer's health benefit or to the sole source of therapeutic services reasonable accessible to the employee.

## RETURN TO DUTY TESTING

It is the SAP's responsibility to inform the employer as to whether the employee has properly followed the requirements of rehabilitation. However, at this point, a return to duty test must be conducted to enable the employee to return to work. It is the employer who decides after consultation with the SAP and Medical Review Officer (MRO) as to returning the employee to a safety-sensitive position.

The SAP can recommend both alcohol and controlled substance testing even if the original positive was for one or the other. Under the regulations, the employer has the authority to enforce the recommendations of the SAP in requiring return to duty tests.

## FOLLOW-UP TESTING

The SAP is required to prescribe a minimum of six unannounced follow up tests over a 12 month period. However, the SAP has the discretion to increase the frequency of testing. The SAP can then choose to discontinue testing following the first six mandated tests or can elect to continue a follow-up testing and monitoring schedule.

In addition, the SAP has the authority to monitor the progress of the employee for a period of 60 months (five years) from the date the employee returns to work, including the continuance of testing throughout that period.



## REHABILITATION

DOT rules do not *require* rehabilitation. The opportunity for rehabilitation is subject to the conditions established in the County's Drug and Alcohol Workplace policy. An employee's willingness to accept the opportunity for evaluation and rehabilitation does not impact or supersede the County's ability to implement disciplinary action. An employee who has admitted to drug or alcohol use and participates in the evaluation process will be provided recommendations for rehabilitation regardless of the level of disciplinary action imposed including termination.

### WHEN REHABILITATION IS RECOMMENDED

Some level of rehabilitation will be recommended in any instance where there is an assessed symptom of chemical dependency. In rare instances, where the SAP determines that no chemical dependency exists, and rehabilitation may not be necessary. However, the employee will continue to be subject to the other conditions of the County's Drug and Alcohol Workplace Policy.

### REHABILITATION AGREEMENT

Prior to the initiation of rehabilitation, the SAP will offer recommendations to the employee regarding treatment needs. A rehabilitation agreement will be generated which will outline the specifics of the treatment expectations. As rehabilitation is considered an ongoing long term process, the agreement will incorporate both a set of expectations to be met prior to the employee's return to work or "pre-return to work agreement" as well as requirements which will be required after the employee is considered to be fit to return to work or "after care agreement".

### ABSENCE FROM WORK

When rehabilitation is recommended, and the workplace has indicated that the employee is expected to return to work following rehabilitation, some time away from work may be necessary, particularly in the early phases of treatment. During such an absence the employee is on unpaid status but able to draw from any accrued compensatory time such as vacation time, sick time, or annual leave.

In some instances, the employee may be allowed to return to work while continuing to participate in rehabilitation (a return to work test will be required). The reason for this flexibility is that the level of treatment required may vary.

### LEVELS OF CARE

The EAP representative functioning as the Substance Abuse Professional (SAP) under the DOT regulations will have the capability of providing referrals for specific levels of care. The primary goal of the rehabilitation recommendation is providing a placement option that is considered the most appropriate and effective level of care based on the employee's level of severity, health, and level of functioning. Multiple levels of treatment may be introduced. An employee could begin treatment at an intensive level

but move to less intensive levels when appropriate. For example, an employee severely dependent on alcohol may require medical detoxification and a long term stay in a rehabilitation facility, followed by residential participation in a half-way house. All levels of treatment will be considered part of a continuum of options available to assist the employee. The SAP will continue to support the least restrictive level of care which will successfully accomplish the treatment needs of the employee.

The following serve as examples of the different levels of care which may be incorporated in a rehabilitation plan.

- LEVEL I      Mutual Self Help Recovery Groups
  - 12-Step support groups such as Alcoholic Anonymous, Narcotics Anonymous, Cocaine Anonymous, etc.
  - Non-12 Step programs such as Rational Recovery, Secular Organizations for Sobriety
  
- LEVEL II     Outpatient Treatment
  - Outpatient Detoxification
  - Individual and Family Outpatient Treatment
  
- LEVEL III    Structured Non-residential Treatment
  - Structured Intensive Outpatient Treatment Program (IOP)
  - Day Treatment/Partial Hospitalization
  
- LEVEL III    Residential Rehabilitation
  - Social Model (non-medical) Residential Treatment
  - Medically Monitored Inpatient Treatment
  
- LEVEL IV    Acute Care Hospitalization
  - Medically Managed Intensive Inpatient Treatment
  - Medically Managed Detoxification

## COMPLETION OF REHABILITATION

Following the completion of the SAP's recommended treatment program, the SAP can then advise the employer that the employee has complied with the pre-return to work component of the rehabilitation agreement. The employer then decides whether or not to return the employee to a safety-sensitive position and as to whether a return-to-duty test will be initiated. The additional aftercare components of the rehabilitation agreement as well as mandatory follow-up drug testing will be a continued part of the employee's rehabilitation.

## APPENDIX B

### FMSCA COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE

Effective January 6, 2020, the County of Ventura must utilize the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). The Clearinghouse is a secure online database that will give employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license holders' drug and alcohol program violations. This enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). The Clearinghouse will contain the following records:

1. A verified positive, adulterated, or substituted drug test result
2. An alcohol confirmation test with a concentration of 0.04 or higher
3. A refusal to submit to a drug or alcohol test
4. An employer's report of actual knowledge of
  - a. On duty alcohol use
  - b. Alcohol use within four hours of performing a safety-sensitive function
  - c. Alcohol use within eight hours of an accident, or until completing a post-accident alcohol test, whichever occurs first
  - d. Prohibited drug use while on duty
5. SAP's report of the successful completion of the return-to-duty process
6. A negative return-to-duty test
7. A report of completion of follow-up testing

Employers are required to conduct pre-employment and annual queries for all drivers subject to drug and alcohol testing under 49 CFR Part 382. No employer may query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining the driver's written or electronic consent. The type of consent required depends on the type of query:

- Limited Query  
Requires a general written consent.  
A limited query allows an employer to determine if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations, but does not release any specific violation information contained in the driver's Clearinghouse record.
- Full Query  
Requires an electronic consent in the Clearinghouse.  
A full query allows the employer to view detailed information about any drug and alcohol program violations in a driver's Clearinghouse record. An employer must obtain the driver's electronic consent in the Clearinghouse prior to the release of detailed violation information during the full query.



Driver violation records will be available in the Clearinghouse for five years from the date of the violation determination, or until the violation is resolved through the successful completion of the return-to-duty (RTD) process and follow-up testing plan, whichever is later.

## PRE-EMPLOYMENT (PRE-DUTY)

Employers must conduct a pre-employment (pre-duty) query for a prospective employee in the Clearinghouse prior to allowing the employee to perform safety-sensitive functions, such as operating a commercial motor vehicle. Because a pre-employment query is a full query, the driver must register with the Clearinghouse and provide electronic consent for the employer to conduct the query. Employers will be notified if there is a change to a driver's Clearinghouse record within 30 days of a pre-employment query being conducted.

## ANNUAL QUERIES

Employers must conduct annual limited queries in the Clearinghouse for all currently employed CDL drivers subject to regulations at 49 CFR 382. If a limited query indicates that records were found in the Clearinghouse for the queried driver, the employer must conduct a full query to obtain the detailed program violation information. Because it is a full query, the driver must register with the Clearinghouse (if not already registered) and provide electronic consent for the employer to conduct the query. Refusal to provide consent will result in removal from safety-sensitive functions.

## CLEARINGHOUSE REGISTRATION

Clearinghouse registration is available at <https://clearinghouse.fmcsa.dot.gov/register>.

Once registered, drivers will be able to view their own driver record electronically as well as provide electronic consent to release detailed drug and alcohol program violation information to a current or prospective employer.

The Clearinghouse will notify the driver using the method indicated during the driver's Clearinghouse registration, either by mail or email, any time information about the driver is added, revised, or removed. If the driver has not yet registered for the Clearinghouse, these notifications will be sent by mail using the address associated with the driver's commercial driver's license (CDL).

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES DIVISION CHAPTER VIII (A) Employment and Recruitment</b>
Originating Agency: CEO	Last Issued/Revised  2018	<u>Policy No. Chapter VIII (A) - 24</u>  SUBSTANCE ABUSE POLICY
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

## **POLICY**

In 1989, the County Board of Supervisors approved a substance abuse policy to maintain a drug-free workplace in accordance with the federal Drug-Free Workplace Act. In compliance with the Act, it is the policy of the County of Ventura that employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance." Nor may they be under the influence of alcohol while on County time.

## **GUIDELINES:**

To ensure compliance with the Drug-Free Workplace Act, the County will not tolerate the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance inside or outside of the workplace and will take whatever steps are necessary to address any violations. Section 1345-1.4.13.1 of the County's Civil Service Ordinance and Section 2105 of the County's Personnel Rules and Regulations list "...drunkenness on duty, intemperance, addiction to use of narcotics or habit-forming drugs... or other failure of good behavior, or acts which are incompatible with or inimical to the public service" as causes for the imposition of economically impacting disciplinary action. Drug or substance abuse violations (to include alcohol and prescription medications) under the County of Ventura's Civil Service Ordinance and Section 2105 of the County's Personnel Rules and Regulations will be considered grounds for a demotion, suspension, reduction in pay, or dismissal.

The County's concern is that employees are in a condition to perform their duties safely and efficiently in the interest of their fellow workers and the public, as well as themselves. Furthermore, the County must ensure it remains in compliance with Federal law. Therefore, all employees shall be required, as a condition of employment, to:

- 1) Comply with County policy and federal law and not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in or outside of the workplace;
- 2) Not be under the influence of drugs or alcohol while on County time. If an employee is taking prescribed medications that may alter or impair their function while at work, they

must report that fact to their management before reporting to work.

- 3) Notify County Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such convictions; and
- 4) If so convicted, participate satisfactorily in an appropriate substance abuse assistance or rehabilitation program, as an alternative to or in addition to appropriate disciplinary action, at the option of the County.

The County encourages employees who may have a substance abuse problem to seek confidential assistance from the Employee Assistance Program. While the County is supportive of those who seek help voluntarily, it will be firm in identifying and disciplining those who continue to engage in activities prohibited by this policy.



## *Random Alcohol and/or Drug Testing Procedures for Commercial Drivers*

<b>PUBLIC WORKS AGENCY</b>	<b>STANDARDS MANUAL</b>
Department: All	Subject: Random Alcohol and/or Drug Testing Procedures for Commercial Drivers
Last Issued: August 16, 2016	Forms (if any): All subjected employees are required to read and sign these procedures. Additionally, Attachments 1 or 2 will be provided to selected employees as provided for in these procedures.
Last Revised: August 16, 2016	

### **POLICY**

To assure the integrity of the random drug and alcohol testing requirements mandated by the U.S. Department of Transportation (DOT) the following procedures apply to all employees holding commercial driver licenses who are assigned to safety sensitive functions and required to participate in the DOT random drug and alcohol testing program. Generally, random testing will occur one of two ways. The first, "on-site" collection, is when the vendor, Addiction Medicine Consultants (AMC), sends a technician to the work site to administer collection of specimens. The second, "off-site" collection, is when AMC provides a list of employee names selected for random testing at one of the AMC-approved labs.

### **PROCEDURE**

#### **ON-SITE COLLECTION**

- On the day AMC arrives for testing, the Operations Manager or Superintendent shall provide the list of randomly selected employees to their immediate supervisor.
- The immediate supervisor shall complete the "Random Alcohol and/or Drug Testing Notice/Instructions for On-Site Collection" (Attachment 1) with employee name and testing date and will hand deliver the completed form to the selected employees with instructions to immediately report to the designated testing area (i.e., locker room/restroom).

## *Random Alcohol and/or Drug Testing Procedures for Commercial Drivers*

- A PWA Representative, a PWA Manager or his/her designee, will be responsible for monitoring the “overflow” area and the movement of employees from the “overflow” area and the locker room/restroom or vice versa and will remain available until the last employee has completed testing.
- A designated Superintendent or Supervisor (to be determined by Transportation, Water & Sanitation, and/or Watershed Protection District O&M Management) will act as the “in charge” supervisor and will be responsible for overseeing the testing process and will be the official contact for the PWA Representative. In the event of non-availability of a PWA Representative, the in-charge supervisor shall be responsible for monitoring the movement of the employees waiting to be tested.
- Employees who are unable to produce a specimen at the time they report to the testing area are to remain in the locker room/restroom. In the event of overcrowding in the locker room/restroom, employees will assemble in a designated secured “overflow” area (this could be a crew room or a conference room) as directed by their immediate supervisor. There will be only one “overflow” area that will house all PWA employees regardless of what PWA department they are assigned to. All PWA employees assigned to the “overflow” area will immediately proceed to that area and shall remain there until such time that space becomes available in the locker room/restroom or they are able to produce a specimen, whichever occurs first.
- To limit the need for employees to leave the “overflow” area, water will be made available for fluid intake. Employees selected for testing will be permitted to leave the “overflow” area only to report to the locker room/restroom for testing.
- The PWA Representative will immediately notify the “in-charge” supervisor of any non-compliant employees.
- After returning to the testing area, employees shall remain within the locker room and restroom area until released by the technician.
- Upon completion of testing, individuals shall immediately report to their supervisor (in person, via radio or cell phone), as previously instructed.

**OFF SITE / LAB COLLECTION**

- AMC will provide a list of randomly selected employees for testing to each Superintendent or Supervisor.
- The immediate supervisor shall complete the "Random Alcohol and/or Drug Testing Notice/Instructions for Offsite/Lab Collection" (Attachment 2) with employee name, testing date, and clinic name and location, and will hand deliver the completed form to the employees to be tested with instructions on how to proceed to the testing clinic.
- Unless operational needs prohibit it, a Responsible Staff Member (Superintendent, Supervisor or other designated employee) will accompany the selected employee(s) to the approved testing clinic and ensure that the employee(s) check-in at the lab.
- When a Responsible Staff Member is unable to accompany the selected employee(s), the employee(s) will be instructed to report to the designated approved clinic within an expected time frame (to be determined based on distance and driving conditions).
- The Responsible Staff Member will then accompany the selected employee(s) to a County vehicle and note and record the odometer reading of the vehicle. The employee(s) will then be instructed to report immediately and directly to the testing clinic.
- The selected employee(s) shall proceed directly to the testing clinic and remain within the designated clinic lab until released by clinic staff at the completion of testing.
- Individuals shall report immediately to the work station assigned to them for that day by their supervisor upon completion of the test or relay any delays to the supervisor or appropriate dispatcher.
- Upon arrival at the work station, the crew leader or supervisor will immediately record the odometer reading of the vehicle.



## **REFUSAL TO TEST**

The following acts/omissions are considered 'refusals to test' and/or cause for the imposition of discipline, up to and including dismissal:

- Failure to accept the completed testing and instructions form
- Failure to appear at a collection site when directed to report or unreasonable delay in arriving at the site
- Failure to remain at the collection site until released
- Refusal or failure to provide a urine specimen (unless verification of a medical condition which would preclude providing a urine specimen is provided) within three (3) hours
- Failure to permit a monitored or observed urine collection
- Failure or refusal to take an additional drug test the employer or collector has directed
- Tampering with or attempting to adulterate the urine specimen or collection procedure
- Failure to provide breath or to provide an adequate amount of breath without a valid medical explanation
- Refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test

READ ONLY - YOU WILL COMPLETE IN STEP 2

Print Name \_\_\_\_\_

READ ONLY - YOU WILL SIGN IN STEP 2

Date \_\_\_\_\_

I acknowledge having read and received a copy of this standard

Approved: \_\_\_\_\_

Public Works Agency Director

Date

**RANDOM ALCOHOL AND/OR DRUG TESTING NOTICE/INSTRUCTIONS FOR ON-SITE COLLECTION**

Employee name: DO NOT COMPLETE - EXHIBIT ONLY

Your name has been randomly selected for the alcohol and/or drug testing being conducted on \_\_\_\_\_, 20\_\_\_\_ (today's date).

Upon receipt of this notice you are directed to:

1. Proceed immediately and directly to the testing area and report in with the technician.
2. In the event of overcrowding in the testing area or if you are unable to produce a specimen, you are to immediately report to the designated "overflow" area and report in with the PWA Representative or the "in-charge" superintendent/supervisor.
3. You are to stay in the "overflow" area until there is room in the testing area or you are able to produce a specimen, whichever occurs first.
4. You are to notify the PWA Representative or the "in-charge" superintendent/supervisor when leaving the "overflow" area to report to the testing area.
5. You are to proceed immediately and directly to the testing area once leaving the "overflow" area.
6. Once in the testing area, you are to stay there until released by the technician upon completion of the test.
7. Upon completion of testing, you are to immediately report to your supervisor (in person, via radio or cell phone), as previously instructed.

**RANDOM ALCOHOL AND/OR DRUG TESTING NOTICE/INSTRUCTIONS FOR  
OFF-SITE/ LAB COLLECTION**

Employee name: DO NOT COMPLETE - EXHIBIT ONLY,

Your name has been randomly selected for alcohol and/or drug testing being  
conducted on \_\_\_\_\_, 20\_\_\_\_ (today's date) at the  
\_\_\_\_\_ (testing clinic) located at  
\_\_\_\_\_ (address).

Upon receipt of this notice you are directed to:

1. Accompany a Responsible Staff Member (RSM) to the testing clinic location identified above and remain at the designated clinic area until released by the clinic staff at the completion of testing. At completion of testing, the RSM will provide additional instructions regarding transportation to your work station.
2. In the event a RSM is unavailable to accompany you to the testing clinic, you are instructed to accompany the RSM to your County vehicle where the RSM will record the odometer reading of the vehicle.
3. Proceed immediately and directly to the testing clinic which is located approximately \_\_\_\_\_ miles from here and based on current driving conditions you are expected to arrive at the testing clinic within \_\_\_\_\_ minutes/hours (circle one).
4. Remain at the designated clinic area until released by clinic staff at the completion of testing.
5. Upon completion of testing, you are to report immediately to the work station assigned to you for the day or relay any delays to your supervisor or appropriate dispatcher.
6. Upon arrival at the work station you are to immediately have a crew leader or supervisor record the odometer reading on your vehicle.

## *Random Alcohol and/or Drug Testing Procedures for Commercial Drivers*

### **Quick Reference Sheet**

*Per Public Works Agency Standards*

### **Random Alcohol and/or Drug Testing Procedure for Commercial Drivers**

Work day prior to testing: the Health and Safety Manager notifies the Operations Manager and/or Superintendents with the names selected by AMC for testing.

Day of testing: the Operations Manager/Superintendent provides the list of randomly selected employees to the PW supervisors.

#### **On-Site Test:**

- Supervisor hands the completed "Random Alcohol and or Drug Testing Notice for Onsite Collection" to the selected employees.
- Supervisor informs the selected employees that they are being drug tested and to report immediately to the testing area with the Random Alcohol and/or Drug Testing Notice.

#### **Off-Site/Lab Test:**

- Supervisor hands the completed "Random Alcohol and or Drug Testing Notice for Lab/Offsite Collection" to the selected employees.
- Supervisor informs the selected employees that they are being drug tested, and gives instructions regarding the designated clinic, and means of travel.



<b>PUBLIC WORKS AGENCY</b>	<b>STANDARDS MANUAL</b>
Department: All	Subject: PWA Driving Standard
Last Issued: May 12, 2005	Forms (if any): N/A
Last Revised: November 29, 2007	

### **APPLICABILITY**

This standard applies to all Public Works Agency (PWA) employees who drive on County business. It supplements the Driving Policies promulgated in the County Administrative Manual and the County's Drug and Alcohol Policy for Safety-Sensitive Employees.

### **DRIVER REQUIREMENTS**

All drivers must be appropriately licensed and hold the necessary endorsement(s) for the type of vehicle driven.

### **REVIEW OF DRIVING RECORD**

In accordance with Administrative Manual, the Agency Head or his representative is responsible for verifying that proper licenses are in order prior to authorizing any person to utilize either a County or personal vehicle for County business. This determination includes a confidential and periodic review of the employee's State of California Department of Motor Vehicles driving record to evaluate the employee's suitability to safely and responsibly drive on County business will be made by the department to which the employee is assigned, in consultation with the Central Service Department.

### **EMPLOYEES UNQUALIFIED TO DRIVE COUNTY VEHICLES**

An employee will be prohibited from driving a County vehicle when that employee's driving record for the past three years indicates a conviction for any of the following:

1. A Major Penal Code (VC) violation, including, but not limited to, assault or murder with a motor vehicle.
2. A Major Penal Code (VC) violation such as:
  - a. Reckless driving where bodily injury or property damage occurred (VC Sec. 23104)
  - b. Hit-and-run causing property damage, injury, or death (VC Sec.20002)
  - c. Manslaughter involving a vehicle (VC Sec. 13350.5)

- d. Evading a peace officer in a vehicle which results in injury or death (VC Sec. 2800.3)
- e. Illegal transport of explosives (VC Sec. 31618)

Consideration will be given to prohibiting an employee from driving a County vehicle when that employee's driving record for the past (3) years includes conviction of the following:

1. Driving while under the influence of alcohol or drugs (VC Sec. 23152). Employees with two or more convictions within (7) years are subject to termination.
2. Any combination yielding more than four (4) of the following:
  - a. Moving violation convictions (per driving record)
  - b. Chargeable accidents (per law enforcement reports)
3. Employees subject to the County's Drug and Alcohol Policy for Safety-Sensitive Employees will be prohibited from driving and operating County vehicles and may be subject to discipline, up to and including dismissal, in accordance with that policy.

#### **SUSPENSION OF COUNTY DRIVING PRIVILEGES**

If an employee is prohibited from driving a County vehicle, the employee will be subject to any of the following:

1. If the employee's position requires a driver license and use of a County vehicle, the employee may be considered for other funded positions available in the PWA wherein use of a County vehicle is not required. An employee must qualify for the new position and the rate of pay cannot exceed the most current rate published in the County of Ventura Classification and Salary Listing for the new position. In no case will the rate of pay be higher than that which the employee was earning prior to the new assignment, and management must approve the move to the new position.
2. If the employee's position requires a driver license but does not require use of a County vehicle, the employee may be allowed to use a personal vehicle to perform required job duties. In these cases, the use of a personal vehicle will require management approval and the employee will have to comply with specified conditions including, but not limited to, the following:
  - a. Carrying specified liability and collision insurance limits on the personal vehicle.
  - b. Naming the County of Ventura and the dependent special districts as additional insured on the employee's insurance policy.
  - c. Requiring the insurance provider to notify PWA of any coverage changes on the policy within a specified time period.

- d. If the employee's classification requires a driver license and neither section V.A. or V.B. (above) is feasible, continuation of County employment will be evaluated by management and appropriate action imposed, up to and including termination from County employment.
- e. If the employee's classification does not require a driver license or driving is not an essential duty the employee will be prohibited from driving on County business until such time as the driving record indicates otherwise.

### **DISCIPLINARY ACTION**

The provisions of this standard do not preclude management from imposing disciplinary or corrective action as provided for in the applicable Memorandum of Agreement, Management Resolution, Personnel Rules and Regulations, or Drug and Alcohol Policy for Safety-Sensitive Employees.

Approved: \_\_\_\_\_

  
Public Works Agency Director



\_\_\_\_\_ Date

<b>PUBLIC WORKS AGENCY</b>	<b>STANDARDS MANUAL</b>
Department: All	Subject: PWA Incident Response Reporting Guidelines
Last Issued : July 2017	Forms (if any): N/A
Last Revised: N/A	

## **STANDARD**

1. **Purpose.** The purpose of the PWA Incident Response Reporting Guidelines is to standardize reporting expectations and guidelines when events occur that need to be briefed through the Department Director level up to Agency Director level and beyond, if warranted.
2. **Scope.** The scope of these guidelines includes all Public Works divisions and employees who are involved with any incident that occurs within the jurisdiction of the Public Works Agency. Events may be internal within the agency workplace to employees, equipment, facilities, etc. Incidents can happen externally where residents or private property are involved.
3. **Incident Category Guidelines.** This document will provide guidelines for determining the severity of an incident but is not prescriptive in nature. If in doubt – make the call. Provide as much information as possible and follow up once the situation returns to normal.
  - a. **HIGH** - Examples of highly important and urgent situations: Loss of life, loss of property, major damage to property, vehicle collisions with injuries, employee hospitalized due to a work-related incident, physical altercations, and/or contacts by or with a County Supervisor or the County Executive Officer.
  - b. **MEDIUM** – Examples of items that are important but not urgent: Employee injured but not hospitalized, minor damage to property, contacts by the press, complaint by the public, and/or complaint/discussion from other Agency's management.
  - c. **LOW** – Examples of items that need to be reported but are not urgent: Minor damage to County vehicle (no injuries), when a safety report needs to be submitted, lost/stolen/missing County property of low value.
4. **Incident Response Communication Guidelines.** The speed of communication is key to keeping all supervisors informed when incidents occur. The initial call will start a series of responses based on the severity of the incident. The sooner contact can be made the sooner action will be taken to help or resolve the issue. The following are recommendations for contacting supervisors based on the severity of the incident:
  - a. **HIGH** – phone call within 10 minutes or as soon as feasible of the occurrence. Follow-up email within 1 hour of the phone call. Include the what, who, when, where, why, how, and follow-up actions as needed.
  - b. **MEDIUM** – email/call within 24 hours of the incident that includes the details of the event.



- c. **LOW** – email to your supervisor within 48 hours describing what happened and what actions are required for follow-up.
5. **Roles and Responsibilities.** Within the Public Works Agency, the Agency Director, Department Directors, Division Heads, Supervisors and the Accident Review Council are responsible to ensure all employees understand the incident reporting guidelines are reviewed on an annual basis.
6. **Training.** Each PWA department shall distribute these guidelines to its staff and provide training in the implementation of the procedures on an as-needed basis and annually.

Approved: \_\_\_\_\_

 Public Works Agency Director

 Date

COUNTY OF VENTURA  
PUBLIC WORKS AGENCY

Memorandum

May 1, 2011

TO: All Public Works Agency Employees

FROM: Jeff Pratt, Director

SUBJECT: CONVICTION OF DRIVING UNDER THE INFLUENCE (DUI)

The State of California has very strict laws regarding driving under the influence of drugs or alcohol. California Vehicle Code (CVC) §23152(a) states: *"It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle."*

For Class C (non-commercial) drivers, the first conviction for violation of CVC §23152(a) may result in imprisonment, a fine and suspension of driving privileges for 30 days followed by restrictions being placed on the driver license. In addition to this, under the provisions of CVC §13353, commercial drivers (Class A and B licenses) convicted of a CVC §23152 violation in any vehicle will be disqualified from operating commercial vehicles for up to one (1) year. With a suspended license or disqualification from commercial driving, an employee does not meet the minimum employment standards if possessing a valid driver license (commercial or non-commercial) is required for the job. In such cases, the employee may be terminated from County employment or kept off work until the driving privileges are restored.

The extended absence of any employee for any reason introduces inefficiencies and increases the workload of coworkers who must fill the void. After a first conviction for DUI, an employee who is a non-commercial driver and must drive in the course of employment will be denied vacation, annual leave, or comp time requests to cover the time driving privileges are suspended and/or will be subjected to disciplinary action, up to and including termination for failure to meet employment standards. A second conviction will be treated much more harshly, including much stronger consideration for termination.

Employees who are required to drive commercial vehicles and who are disqualified from commercial driving due to a DUI conviction will be subject to discipline up to and including termination for failure to meet employment standards.

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	BUILDINGS AND FACILITIES CHAPTER IV (A) Operations
Originating Agency: Public Health	Last Issued/Revised  2018	<u>Policy No. Chapter IV (A) - 8</u>  SMOKING AND USE OF TOBACCO PRODUCTS, MARIJUANA AND ELECTRONIC SMOKING DEVICES INCLUDING VAPING ON COUNTY PROPERTY AND IN COUNTY BUILDINGS AND VEHICLES
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

## **POLICY**

Effective February 10, 2017, the Board of Supervisors adopted the Ventura County Comprehensive Smoke-Free Ordinance (Ordinance) governing smoking and related matters throughout the unincorporated areas of the County and in all County vehicles and buildings owned, leased or controlled by the County and on all County campuses.

The Board of Supervisors is committed to the good health and well-being of County employees and residents. Smoke-free air is an important component of a healthy community and a healthy work environment. Furthermore, the Board of Supervisors is committed to:

- Protecting the public's health, safety and general welfare by providing a smoke-free environment in public and private places where nonsmokers may be exposed to secondhand smoke; and
- Promoting smoke-free air recognizing that the need to breathe smoke-free air has priority over the desire to smoke.

In recognition of the health hazards of passive smoke to nonsmokers, pursuant to the Ordinance, smoking and the use of tobacco products, including marijuana, are prohibited in all vehicles leased, owned, or operated by the County or any district governed by the Board of Supervisors. Further, smoking and the use of tobacco products, including marijuana, are prohibited in all enclosed areas and unenclosed areas of a County campus, except in designated smoking areas. Pursuant to state law, the use of marijuana, including medicinal marijuana, is prohibited in public places, including designated smoking areas.

## **PROCEDURES**

### **I. APPLICABILITY**

With respect to County campuses and County vehicles, the Ordinance applies to all County employees and to all non-employees, including, but not limited to, visitors, vendors and volunteers.

## II. DEFINITIONS

- A. **Designated smoking area** means a designated portion of an unenclosed area on property owned, leased or maintained by the County or any district governed by the Board of Supervisors where smoking may be allowed. Any such area will be designated with signs clearly reading "Designated Smoking Area."
- B. **Smoking** means inhaling, exhaling, burning, or carrying any ignited, heated, or activated cigar, cigarette, cigarillo, pipe, hookah, electronic smoking device, or any plant product intended for human inhalation including, but not limited, to marijuana.
- C. **Tobacco product** means any product containing, made, or derived from marijuana, tobacco or nicotine that is intended for human consumption, whether smoked, heated, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, pipe tobacco, chewing tobacco and any electronic smoking device. This definition includes medicinal marijuana.
- D. **County campus** means enclosed and unenclosed areas under the legal control of the County, including property that is owned, leased or maintained by the County or any district governed by the Board of Supervisors.

## III. RESPONSIBILITIES

- A. The General Services Agency shall ensure that signs clearly identify any designated smoking area and shall provide for disposal of waste in the area.
- B. All County agencies shall make available information on smoking cessation programs and serve as agents of the Board of Supervisors to implement the Ordinance.
- C. All County agencies shall assist in regulatory compliance with this policy and serve as agents of the Board of Supervisors to implement this policy.
- D. All managers and supervisors shall ensure implementation of, and compliance with, this policy with respect to the facilities, grounds, parking lots and employees they supervise.
- E. The director of the Public Health Department or the County Executive Officer will evaluate and approve any designated smoking area on any County campus.

## IV. ARRANGEMENT FOR SMOKERS

- A. The Public Health Department provides a smoking cessation program for County employees and the public, free of charge. The Call it Quits Program can be reached at 805-201-7867.
- B. Supervisors shall not coerce or compel employees to attend smoking cessation programs.
- C. Employees can use their regularly scheduled breaks to smoke in any designated smoking area or where permitted off of the County campus.

## V. COMPLIANCE

Compliance with the provisions of the Ordinance on County campuses and in County vehicles is mandatory for all County employees and all non-employees, including, but not limited to, visitors, vendors and volunteers, with no exceptions.



## **VI. ENFORCEMENT**

- A. Each incident of smoking or use of a tobacco product in violation of the Ordinance is an infraction subject to a warning for a first violation and then punishable by a fine of \$50 for a second violation within one year, a fine of \$100 for a third violation within one year, and a fine of \$200 for a fourth or subsequent violation occurring within one year.
- B. Employees who violate the Ordinance may be subject to disciplinary action. Supervisors are encouraged to consult with the Human Resources Division for advice and assistance prior to initiating disciplinary action resulting from a violation of the Ordinance.
- C. Enforcement of the Ordinance is at the sole discretion of the County.

## **VII. NOTICE**

- A. The public, employees and visitors will be informed of the Ordinance through a variety of communication methods. These include signage, internet and community education.
- B. On County campuses, the Ordinance will be communicated through smoke-free signs posted at all property entrances and throughout the facilities and through employee and visitor education.
- C. Employees are expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences.

## **VIII. ACCOUNTABILITY**

County employees are not required to enforce the Ordinance in the event they encounter a violation, but they are encouraged to educate the public and co-workers about the Ordinance. County managers are required to support the enforcement of the Ordinance.

## **QUESTIONS:**

Any questions regarding the interpretation or enforcement of this policy or the Ordinance can be directed to the Public Health Department, via email at [callitquits@ventura.org](mailto:callitquits@ventura.org) or by calling 805-201-7867.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES CHAPTER VIII (A) Employment &amp; Recruitment</b>
Originating Agency: GSA	Last Issued/Revised  2018	<u>Policy No. Chapter VIII (A) -18</u>  COUNTY EMPLOYEES AS DISASTER SERVICE WORKERS
Policy Change Requires:	<input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

## **POLICY**

When a disaster strikes of natural or manmade origin, Ventura County employees may be called upon to provide service to the community by assisting in emergency response efforts. This may require employees to work in other locations, different hours, and out of class. The intent of this policy is to ensure that all employees recognize their role as essential workers.

## **PROCEDURES**

In the event of a local proclamation or a state and/or federal declaration of an emergency, all public employees, whether in technical specialties or not, are considered *essential* and are deemed disaster service workers. As such, employees:

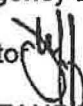
- a. Are provided the immunities, protections, and benefits as provided in the California Emergency Services Act and the Master Mutual Aid Agreement (California Labor Code, division 4, chapter 1, section 3211.92).
- b. Must remain on their jobs until authorized to leave.
- c. May be required to remain on their jobs after their shift ends.
- d. Are expected to report to their normal work locations if at all possible. If not possible, they may report to the labor pool area in the County facility nearest their home to assist or establish contact with their departments and obtain instructions.
- e. May be reassigned to other departments or other facilities or to do work that they do not normally perform.
- f. May be asked to cancel vacations that were approved before the disaster occurred.
- g. May be pre-identified, trained, and deployed to disaster areas, with the concurrence of their supervisors or managers.
- h. May be required to show a disaster service worker identification decal to enter into certain work areas. Attaching a disaster service worker identification decal to back of the employee's County of Ventura identification badge will facilitate access. A decal can be obtained from GSA, Security. For additional information, please contact 654-3816.

COUNTY OF VENTURA  
PUBLIC WORKS AGENCY

Memorandum

August 29, 2014

TO: Public Works Agency Employees

FROM: Jeff Pratt, Director 

SUBJECT: FAIR LABOR STANDARDS ACT (FLSA)

This memo briefly discusses the Fair Labor Standards Act (FLSA) and establishes some guidelines on how it works in the Public Works Agency.

The FLSA was enacted by Congress in 1983 to guarantee employees certain minimum wages and overtime compensation standards. The Act establishes that, depending upon job responsibilities and rates of pay, some employees are exempt from the overtime provisions (that is, they are not entitled to overtime pay for more than 40 hours worked in a workweek). This exemption status is important as employers must take certain steps to ensure compliance with the Act for those employees who are not exempt (employees who receive time and a half overtime pay when they work more than 40 hours in a workweek).

Unless approved otherwise by the supervisor in writing, the start of the work week is automatically set at 12:01 a.m. Sunday. Per FLSA definitions, a work week (or work period) for general employees is a fixed and regularly occurring period within 168 consecutive hours – seven consecutive 24-hour periods. If non-exempt employees work more than 40 hours in the work week, they are entitled to overtime compensation. Non-exempt (or hourly) employees require prior approval of the supervisor or manager before working overtime. This does not apply to exempt employees.

A potential problem regarding the application of FLSA involves a non-exempt employee's presence in the workplace during non-working hours. The problem arises whenever a non-exempt employee works overtime without permission. The County could still be liable for overtime pay on the basis the supervisor was or should have been made aware of the fact. In that regard, non-exempt employees are to perform no County work during off hours, including lunch, without the prior written approval of the supervisor. This does not prohibit employees from being at the work station or work site when that is more convenient, but to emphasize my prior statement, non-exempt employees must not conduct any County business outside scheduled working hours without prior permission. The same restriction applies to work at home (including reading, writing, and sending work-related email messages) by non-exempt employees –they must have prior approval.

If you have questions, please discuss them with your supervisor.





**County of Ventura  
Public Works Agency**

**MEMORANDUM**

Date: June 10/2019

To: All Public Works Agency Employees

From: Jeff Pratt, Director

Subject: **COMPLAINT RESOLUTION PROCESS**

The County of Ventura and the Public Works Agency are committed to providing employees with a work environment that is free from discrimination, harassment, and retaliation. Every PWA employee has the right to equal employment opportunities in hiring, promotion, pay, and other employment practices. In addition, each employee is entitled to an environment free from racial, sexual, or cultural harassment or hostility. If and when these situations exist, employees have the right to have complaints fairly and thoroughly investigated with any problems corrected without fear or retaliation.

The County of Ventura has established an Employee Complaint Resolution Process that supports the County's Equal Employment Opportunity Policy. This process was established to assist employees who believe they have experienced some form of discrimination or harassment based on their race, color, national origin, religion, sex, marital status, age, ancestry, medical condition, sexual orientation, or disability.

The attached brochure outlines the County's Employee Complaint Resolution Process. If a County employee has a concern or a complaint regarding illegal discrimination, harassment or retaliation, s/he should first attempt to address the issue following the steps outlined in the Employee Complaint Resolution Process. If any steps results in "no action" or the issue is not addressed, the employee may proceed to the next step.

Using the County's Employee Complaint Resolution Process does not preclude one from later filing a complaint of discrimination with the State's Department of Fair Employment and Housing, the federal government's Equal Employment Opportunity Commission, or from exercising those employee rights outlined in the respective Memorandum of Agreement or Management Resolution. As a matter of County practice, the Public Works Agency welcomes any opportunity to address its employees' complaints at the lowest possible level.

The Agency's EEO Coordinators, Joan Araujo (654-2084) and Emily Veldkamp (654-2405), are available to discuss any questions, comments, or related complaints.


**Attachment**

cc: Joan Araujo, Director, PWA Central Services  
Emily Veldkamp, Staff/Services Manager III  
Human Resources Division



**Ventura County Public Works Agency**  
800 South Victoria Avenue  
Ventura, CA 93003  
(805) 654-2018

## VCPWA Policy, Procedure & Standards Manual

<b>Chapter:</b> Employment and Recruitment		<b>Chapter Number:</b>	
<b><u>Policy/Procedure (Underline One):</u></b> Leave of Absence Policy		<b>Departments:</b> <input checked="" type="checkbox"/> CS <input checked="" type="checkbox"/> ES <input checked="" type="checkbox"/> RT <input checked="" type="checkbox"/> WP <input checked="" type="checkbox"/> WS	<b>Policy Number:</b>
<b>Adopted:</b> 6/28/2022	<b>Reviewed:</b> 6/28/2022	<b>Revised:</b> Click or tap to enter a date.	<b>Version Number:</b> 001
<b>Approved By:</b> Jeff Pratt Agency Director	<b>Date:</b> 6/28/2022	<b>Signature:</b> 	

### Departments/Staff Affected

All departments, all staff.

### Policy

#### **Policy Statement**

The Public Works Agency (PWA) will adhere to all mandated Agency, County, and State regulations, and maximize efficiencies by centralizing the coordination of the Leave of Absence (LOA) request and approval process within the PWA Human Resources (PWA HR) office. The policy applies to all regular employees who are absent for a period of over three (3) consecutive workdays unless the absence is due to a pre-approved vacation.

#### **Leave of Absence Definition**

The County of Ventura Personnel Rules & Regulations defines a LOA as, "An authorized absence from duties with or without pay." The County's Absence Management Program applies to all employees. Employees must apply for a leave for any absence of more than three workdays unless the absence is due to a pre-approved vacation.

If an employee is absent from work without authorization for three days or two consecutive twenty-four-hour work shifts, the County may, without any notice, deem that employee has voluntarily abandoned his/her job under Article 22, Section 2203 of the County of Ventura's Personnel Rules & Regulations.

## **Procedures**

### **Requesting a Leave of Absence**

1. It is the employee's responsibility to contact their immediate supervisor and the PWA Leave Coordinator as soon as possible after learning of the need for a LOA, or medically caused absence of more than three (3) days consecutive workdays.
2. The Leave Coordinator will provide the employee with a LOA packet and may meet in person or by telephone to discuss and review the LOA process.
3. Upon receipt of the packet, the employee must complete and submit the required forms to the Leave Coordinator **prior** to the first day of leave.
4. If the LOA is scheduled, or extends, for a period that is longer than thirty days, the following process will be followed:
  - a. The employee's County equipment (cell phone, laptop, etc.) will be collected by the employee's manager or the Leave Coordinator who will deliver it to PWA IT.
  - b. PWA IT will update ESIDB with possession of equipment, storing it securely.
  - c. PWA IT will suspend billing of cell phone.
  - d. PWA IT will disable email, DUO and network accounts.
  - e. Employee's manager may request having access to employee's email or setting an out-of-office reply.
  - f. Some exceptions may apply, on a case-by-case basis.

### **Intermittent Leave of Absence:**

The above procedures also apply to any request for Intermittent Leave of Absence.

### **Request for Extension of Leave of Absence**

1. If the employee is unable to return to work on the date approved in the original Request for LOA, an extension must be requested.
2. To request an extension, the employee must notify their immediate supervisor and Leave Coordinator by phone or e-mail as soon as the need is known. The employee must also complete and submit the required leave extension documents to the Leave Coordinator prior to the original return from leave date.

### **Approval of Leave of Absence (new or extension)**

1. The Leave Coordinator will review and assess submitted documents and eligibility factors.

**VCPWA Policy & Standards Manual**  
**Leave of Absence Policy**

- A. If the factors are within the Leave Coordinator's authorization authority, the Leave Coordinator will authorize the LOA and notify the employee's supervisor, manager, and/or designated contact.
- B. If the factors are outside of the Leave Coordinator's authorization, the request will be referred to CEO/HR or to the employee's department. Personal Leave requests will be reviewed on a case-by-case basis and require approval by the Department Director.

**Returning to Work after a Leave of Absence**


- 1. An employee returning to work must provide the Leave Coordinator with a completed Return to Work form **prior** to reporting to work or within 1 hour of the return.
- 2. The Leave Coordinator will review the form and determine the disposition for the return to work. If work restrictions are indicated, the Leave Coordinator will notify the manager and PWA HR to discuss possible accommodations.
- 3. The manager will contact PWA IT Services for the activation of computer accounts.
- 4. The manager/supervisor must contact the Leave Coordinator to confirm the employees' return to work.

**Returning to Work after a Non-Medical Leave of Absence**

- 1. An employee returning to work will report directly to their work site if the LOA was due to illness or injury of an immediate family member, death of a family member, military, personal, or educational need.
- 2. The manager/supervisor **must** contact the Leave Coordinator to confirm the employees' return to work.



**VCPWA Policy, Procedure & Standards Manual**

<b>Chapter:</b> Employment and Recruitment		<b>Chapter Number:</b> 3	
<b>Policy/Procedure (Underline One):</b> Telework		<b>Departments:</b> <input checked="" type="checkbox"/> CS <input checked="" type="checkbox"/> ES <input checked="" type="checkbox"/> RT <input checked="" type="checkbox"/> WP <input checked="" type="checkbox"/> WS	<b>Policy Number:</b> 3.7.4
<b>Adopted:</b> 6/1/2022	<b>Reviewed:</b> 10/22/2024	<b>Revised:</b> 10/22/2024	<b>Version Number:</b> 4
<b>Approved By:</b> Gregg Strakaluse, Agency Director	<b>Date:</b> 11/1/2024	<b>Signature:</b> 	

**Departments/Staff Affected**

All departments, all staff.

**Policy**

The VCPWA has adopted a voluntary hybrid Telework Policy. This policy is in conjunction with the County of Ventura Employee Telework Program and supporting documents.

**County of Ventura Employee Telework Program:**

[https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01\\_County\\_of\\_Ventura\\_Employee\\_Telework\\_Program\\_Package.pdf](https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01_County_of_Ventura_Employee_Telework_Program_Package.pdf)

**Employee Telework Program Agreement:**

[https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01\\_Employee\\_Telework\\_Program\\_Agreement.pdf](https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01_Employee_Telework_Program_Agreement.pdf)

**Employee Security User Agreement for Teleworking:**

[https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01\\_County\\_of\\_Ventura\\_Employee\\_Security\\_User\\_Agreement\\_for\\_Teleworking.pdf](https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01_County_of_Ventura_Employee_Security_User_Agreement_for_Teleworking.pdf)

**Employee Telework Program Supervisor's Checklist:**

[https://vcportal.ventura.org/VCWEB/policies/docs/docs/2022-04-01\\_County\\_of\\_Ventura\\_Employee\\_Telework\\_Program\\_Supervisors\\_Checklist.pdf](https://vcportal.ventura.org/VCWEB/policies/docs/docs/2022-04-01_County_of_Ventura_Employee_Telework_Program_Supervisors_Checklist.pdf)

**Telework Location Safety Checklist:**

[https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01\\_County\\_of\\_Ventura\\_Employee\\_Telework\\_Program\\_Location\\_Safety\\_Checklist.pdf](https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01_County_of_Ventura_Employee_Telework_Program_Location_Safety_Checklist.pdf)

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

**Ergonomics for Telecommuters:**

[https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01\\_Ergonomics\\_for\\_Telecommuters.pdf](https://vcportal.ventura.org/VCWEB/policies/docs/2022-04-01_Ergonomics_for_Telecommuters.pdf)

As a highly efficient and responsive organization, the Public Works Agency recognizes the benefits for an employee Teleworking program within a framework of conditions. With adherence to the following criteria and approval by the Agency Director, Telework may be approved on a case-by-case basis to allow for the scheduling of in-person versus remote work. Telework is not appropriate for all positions. Agency leadership is responsible for determining whether or not a given position is suitable for teleworking in light of the mission and requirements of the Agency, as well as the performance of the team member. Telework is voluntary and a privilege and can be revoked at any time.

- Staff working a traditional 8-hour schedule, up to two (2) Telework days per week may be approved.
- Staff working a 9/80 schedule:
  - Up to two (2) Telework days on the five-day work week may be approved;
  - Up to one (1) Telework day on the four-day work week may be approved.
- Job duties must be compatible with Telework.
- Employees that have received formal discipline are not eligible for Telework. Telework options may be reviewed one year following the administration of formal discipline.
- Employees on a one-year probation may request telework after 6-months.
- Individual partial telework days may be approved by the Department Director on a case-by-case basis.
- Public interface cannot be impacted.

**Telework Documentation**

- All County of Ventura Telework forms must be completed prior to the commencement of Telework.
- Temporary Telework arrangements with no change to the formal work schedule will be handled on an individual basis.
- Telework must be auditable, with check-in and out required.
- Telework must be recorded on the staff member's Outlook calendar by way of creating an all-day meeting on each scheduled Telework date. Within the appointment right-click; go to "Show As"; select "Working Elsewhere."
- "Telework" days are to be noted in the Comments in VCHRP when entering payroll.
- Changes in work schedule must occur at the start of a pay period.

**Telework Technology**

- Teleworkers must have full audio-visual capabilities in their remote work location.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official, most recent version.

- PWA may provide a laptop or Surface that can be utilized for Teleworking, but it is not guaranteed.
- PWA will not provide additional hardware.
- During Telework days, phones must be forwarded and answered in real time.

This policy will be reviewed annually for potential updates and revision.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>INTRODUCTION CHAPTER I</b>
Originating Agency: CEO	Last Issued/Revised  2024	<u>Policy No. Chapter I – 3</u>  CODE OF ETHICS
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval Forms Change Requires: <input type="checkbox"/> CEO Approval		

## **POLICY**

Article 25 of the County of Ventura Personnel Rules and Regulations establishes a code of ethics for all employees. This policy expands on that Code of Ethics and applies to all County employees, regardless of position or title.

### **PURPOSE**

To establish standards of conduct and to delineate the ethical responsibilities of the public service for the guidance of all employees.

### **ETHICAL RESPONSIBILITIES**

Each employee has multiple ethical obligations to the citizens, to the people's elected representatives, to fellow employees, and to the administration of the County of Ventura, including but not limited to the following:

- To treat members of the public and fellow employees respectfully, fairly, and honestly at all times;
- To perform duties in compliance with all federal, State, and local laws, and avoid any involvement in illegal, unethical, or improper conduct;
- To create a work environment that promotes open and honest communications, and encourages raising ethical concerns without fear of retribution or retaliation;
- To assume responsibility for knowing, understanding, and having a practical working knowledge of the laws and regulations applicable to the job at hand;
- To cooperate in accomplishing the County's goals;
- To expose corruption wherever discovered;
- To refrain from disclosing any confidential information in violation of law;
- To preserve and safeguard the County's assets;
- To uphold these principles at all times, ever conscious that every position in the public office is a position of public trust; and



- To comply with County policies against discrimination, harassment, and retaliation.

#### ANTI-NEPOTISM

The County is committed to an equal employment opportunity workforce. The County discourages managers and supervisors from becoming romantically involved with any subordinate employees in their chain-of-command. The County further discourages family members from directly supervising another family member or occupying a position that has influence over a family member's employment, transfer or promotion, salary consideration or other management or personnel considerations. For purposes of this policy, a family member is defined as a spouse, registered domestic partner, son or daughter, sibling, grandparent, grandchild, or any other person with such a close bond as to suggest conflict in the employment relationship. This policy is intended to avoid misunderstandings, complaints of favoritism, and other similar issues that may arise from such relationships. Any questions or concerns about this policy should be directed to Human Resources.

#### ACCEPTANCE OF GRATUITIES

No employee shall accept any fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances in which acceptance may result in, or create the appearance of resulting in, the use of public office for private gain; preferential treatment of any person, impeding governmental efficiency or economy; any loss of complete independence or impartiality; the making of a County decision outside official channels; or any adverse effect on the confidence of the public in the integrity of County government. Any suspected violation of this policy should be reported as provided in the following section.

#### REPORTING VIOLATIONS OF THIS POLICY

If an employee becomes aware of a possible violation of this policy, that employee must report the possible violation as soon as possible, either by informing the employee's direct County manager or supervisor, agency/department head, or Human Resources representative, or by contacting either of the following hotlines:

**Employee Fraud Hotline:** The Employee Fraud Hotline provides employees and citizens with a way to report possible incidents of wrongdoing related to fraud, waste, and abuse in Ventura County government. Complaints reported to the Employee Fraud Hotline are evaluated by the Auditor-Controller's Office to determine if further action is needed and/or if the matter needs to be referred to other County agencies/departments for resolution. The Employee Fraud Hotline can be reached by telephone at 805-644-6019 or by email at [Fraud.Hotline@ventura.org](mailto:Fraud.Hotline@ventura.org) (please note that email is not confidential).

**Employee Misconduct Hotline:** To report any other violations of this policy, an employee may contact the Employee Misconduct Hotline by telephone at 800-684-6523. Complaints reported to the Employee Misconduct Hotline are reported to the Human Resources Director and/or their designee for determination if further action is needed. Please refer to the Whistleblower Policy, Number Policy No. Chapter VIII (A) – 15.

#### CROSS REFERENCES:

**ETHICS TRAINING** – See Chapter VII (C) – 2, *Expense Reimbursement and Stipend Policy for Members of County Boards, Committees and Commissions; Ethics Training Policy*

**GIFTS** – See Chapter VII (B) – 11, *Acceptance of Gifts, Rebates and Other Items of Value*

**REPORTING MISCONDUCT:** *Whistleblower Policy, Number Policy No. Chapter VIII (A) – 15*

*Chapter VIII (A) -02 Equal Employment Opportunity Plan*

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	HUMAN RESOURCES CHAPTER VIII (A) Employment & Recruitment
Originating Agency: CEO-HR	Last Issued/Revised  2024	<u>Policy No. Chapter VIII (A) - 2</u>  EQUAL EMPLOYMENT OPPORTUNITY PLAN
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

## **POLICY**

It is the policy of the County of Ventura to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit, without regard to sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), religious creed (including religious dress and grooming practices), color, gender (including gender identity and gender expression), reproductive health decision making, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), genetic information, marital status, registered domestic partner status, age (40 and over), sexual orientation, military and veteran status, request for Family and Medical Care Leave, or any other basis protected by federal, state or local law or ordinance or regulation. The County will follow this policy in recruitment, hiring, and promotion into all classifications and with respect to matters of compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, education, leave, social and recreational programs, and use of County facilities. The County's policies and California and Federal law prohibit harassment, discrimination, and retaliation based on any of these characteristics, as well as the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment.

Any employee of the County who fails to comply with this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

## **PROCEDURE**

### **Dissemination**

A copy of this Equal Employment Opportunity Plan (EEOP) is publicly available online at <https://hr.ventura.org/equal-employment-opportunity>. Human Resources will also review the utilization reports on a bi-annual basis to identify problems and develop strategies to resolve under-utilization wherever possible. For those departments that have federally funded programs, a copy of portions of the EEOP will be posted on appropriate bulletin boards and employees will be advised of the location of those postings. County

managers will continue to receive appropriate training in diversity issues and to assist them in eliminating any biases.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES CHAPTER VIII (A) Employment &amp; Recruitment</b>
Originating Agency: CEO-HR	Last Issued/Revised 2024	<u>Policy No. Chapter VIII (A) - 23</u>  Harassment, Discrimination and Retaliation Prevention Policy
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

## **POLICY**

The County of Ventura ("the County") is committed to providing a work environment free of discrimination, harassment, and retaliation based upon race, religious creed (including all aspects of religious beliefs, observance or practice, including religious dress and grooming practice), color, national origin, ancestry, physical or mental disability (including HIV and AIDS), legally protected medical condition (such as cancer and genetic characteristics), genetic information, marital status, registered domestic partner status, sex (including pregnancy, childbirth, and breastfeeding, or related medical conditions), reproductive health decision-making (including an employee's decision to use or access a particular drug, device, product or medical service for reproductive health), gender (including gender identity and gender expression), age (40 years and over), military/veteran status, sexual orientation, request for family care leave, or any other basis protected by federal, state, or local law or ordinance or regulation. All such conduct violates County of Ventura policy.

All such harassment, discrimination or retaliation based on protected characteristics is unlawful. The County of Ventura's harassment, discrimination and retaliation policy applies to all persons involved in the operation of the County and prohibits unlawful harassment, discrimination, or retaliation by any employee of the County, including supervisors and managers, as well as vendors and customers. It also prohibits unlawful harassment, discrimination, or retaliation based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. The County specifically prohibits such persons from engaging in conduct violating the California Fair Employment and Housing Act or this policy. The County also prohibits retaliation for complaining about discrimination or harassment, as further discussed below. Any employee of the County of Ventura who fails to comply with this policy is subject to appropriate disciplinary action up to and including termination.

Please see the County of Ventura's Sexual Harassment Policy for a description of what constitutes sexual harassment, including examples.

The County also prohibits abusive conduct. Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a

person's work performance. A single act will not constitute abusive conduct, unless especially severe and egregious.

## **HARASSERS CAN BE HELD PERSONALLY LIABLE**

If you, as an employee, are found to have engaged in harassment, or if you as a manager or supervisor know about the conduct and condone or ratify it, you may be personally liable for monetary damages. The County reserves the right **not** to defend the claim against you pursuant to Government Code § 995.2 nor pay damages assessed against you personally.

### **All employees are required to undergo harassment prevention training as required by applicable law.**

The Human Resources Division of the County Executive Office will ensure all new employees are trained in discrimination and harassment prevention as required by applicable law. For more information about this training requirement, visit <https://www.calcivilrights.ca.gov/shpt>.

## **COMPLAINT PROCESS**

**You are strongly encouraged to report claims of discrimination, harassment, or retaliation.** If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your direct County manager or supervisor so that the incident can be promptly investigated and addressed. You may be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Employees and officials may also report discrimination, harassment, or retaliation to their department personnel officer, department head, the Human Resources Director, or the Employee Misconduct Hotline at 1-800-684-6523. Agency/department managers and supervisors must refer all complaints involving discrimination, harassment, retaliation, or other prohibited conduct to Human Resources.

The County of Ventura encourages all employees to report any incidents of discrimination, harassment, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

**An investigation will be conducted.** The County of Ventura will immediately undertake a fair, timely, and thorough investigation of allegations of misconduct under this policy, in accordance with all legal requirements. Complaints will receive a timely response, will be investigated in an impartial and timely manner by qualified personnel, will be documented and tracked for reasonable progress, and will be closed in a timely manner. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. The County of Ventura will maintain confidentiality to the extent possible, but cannot promise complete confidentiality, because the County of Ventura's duty to investigate and take appropriate corrective action may require the disclosure of certain information.

**Appropriate action will be taken.** If the County of Ventura determines that discrimination, harassment, retaliation, or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the County of Ventura to be responsible for discrimination, harassment, retaliation, or other prohibited conduct may be subject to appropriate disciplinary action in accordance with existing County rules, policies, and procedures, up to and including termination.



The County of Ventura will not retaliate against you for filing a complaint or participating in an investigation, and will not tolerate or permit retaliation by management, employees, or co-workers.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited discrimination, harassment, and retaliation in employment. If you think you have been harassed or discriminated against, or that you have been retaliated against for resisting or complaining, or participating in an investigation, you may file a complaint with the appropriate agency.

- California Civil Rights Department (CRD) at 1-800-884-1684 or by visiting <https://calcivilrights.ca.gov/contactus/>
- U.S. Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or by visiting <https://www.eeoc.gov/contact-eeoc/>.

If you wish to pursue filing with these agencies, you should contact them directly to obtain further information about their processes and time limits.

### **PROTECTION AGAINST RETALIATION**

County of Ventura policy and the law forbid retaliation against any employee who opposes harassment, discrimination, or retaliation, exercises rights under civil rights laws or who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by the County of Ventura, the California Civil Rights Department, or the U.S. Equal Employment Opportunity Commission. Prohibited retaliation includes, but is not limited to, implementing an adverse employment action as a direct result of the employee's or official's opposition to harassment, discrimination, or retaliation, exercise of rights under civil rights laws, or filing a complaint, testifying, assisting or participating in any manner in an investigation, proceeding or hearing conducted by the County, the Civil Rights Department or the Equal Employment Opportunity Commission regarding workplace violence. This policy does not prohibit adverse employment actions that are unrelated to the above.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES DIVISION CHAPTER VIII (A) Employment and Recruitment</b>
Originating Agency: CEO-HR	Last Issued/Revised  2024	<u>Policy No. Chapter VIII (A) - 19</u>  RESPECTFUL WORKPLACE POLICY
Policy Change Requires: <input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

## **POLICY**

The County of Ventura ("the County") is dedicated to maintaining a respectful workplace. The County's Code of Ethics Policy (*Policy No. Chapter I-3*), Workplace Violence Policy (*Policy No. Chapter IV(B)-3*), Sexual Harassment Policy (*Policy No. Chapter VIII (A)-3*), Harassment, Discrimination, and Retaliation Policy (*Policy No. Chapter VIII (A)-23*) and this Policy establish behavioral and workplace standards to support a culture of mutual respect. It is the County's policy that employees, supervisors, managers, and officials maintain a working environment that encourages and promotes civil and congenial relationships. The County's policy, as embodied in the Personnel Rules and Regulations and Memoranda of Agreement with the various employee representatives, also prohibits discourteous treatment of the public or other employees. The purpose of this policy is to communicate to all employees that disrespectful or discourteous treatment of fellow employees is inappropriate workplace behavior.

In implementing this policy, the rights of free speech and association shall be accommodated in a manner consistent with the intent of this policy. Further, nothing in this policy is intended to interfere with, coerce or restrain any employee from exercising their rights under any State or Federal labor law.

## **GUIDELINES**

It is the intent of the County of Ventura that all employees enjoy a positive, respectful, and productive work environment free from behavior, actions, or language constituting a violation of this Respectful Workplace Policy. Every employee is expected to treat each other with respect, and disrespectful behavior will not be tolerated.

### **Respectful Behavior**

*Disrespectful behavior does not include:*

- Managers directing or controlling how work is done, as managers have a responsibility to monitor workflow and give feedback on performance provided it is conducted in a respectful and professional manner.

- Miscommunication, disagreements, or situations of conflict where the behavior remains respectful between all individuals.

### **Discourteous or Disrespectful Behavior**

The following descriptions of discourteous or disrespectful behavior, actions, or language, as perceived by a reasonable person, are examples of conduct that constitutes a violation of this Respectful Workplace Policy:

- Repeated infliction of verbal or written abuse such as the use of derogatory remarks, epithets or insults that are intended to be or perceived to be demeaning, berating, humiliating, threatening, bullying, offensive, insulting, slanderous, or malicious.
- Using obscenities, either verbally or by gestures.
- Use of personal insults or offensive nicknames.
- Encouraging others to disregard legitimate directives, instructions, or other guidance from supervisors, managers, or officials.
- Unwelcome physical contact, physical abuse, or threats of abuse to an individual or an individual's property, for instance defacing or marking up an individual's property.
- Acts to undermine or interfere with an employee's work performance.
- Use of this policy to make knowingly false complaints.

It is not the purpose of this policy to address every situation, but merely to make each employee aware of the general scope and application of respect in our workplace. Discourteous or disrespectful behavior may or may not be intentional and unintentionally discourteous or disrespectful behavior may still violate this policy.

## **EXPECTATIONS**

### **Managers and Supervisors**

In accordance with this policy, managers and supervisors are expected to lead by example and maintain a respectful, professional, and productive workplace. Managers or Supervisors who observe or otherwise become aware of disrespectful behavior, are expected to take appropriate and immediate corrective and preventive action to ensure a respectful and supportive workplace environment for all employees.

### **Human Resources**

The Director of Human Resources, or the Director's designee, will provide avenues for resolution and support for those individuals who experience disrespectful behavior and will otherwise enforce this policy.

Employees found to have participated in actions constituting a violation of this policy may be subject to disciplinary action up to and including termination.

## **CONTACT INFORMATION**

Each employee is encouraged to first contact their supervisor or manager to report discourteous treatment if appropriate. Alternate resources to contact are: the employee's human resources unit, agency/department head, assigned CEO-HR Analyst, County Human Resources, or the Human Resources Director. As a final resource, an employee may contact the Employee Misconduct Hotline at 1-800-684-6523.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES CHAPTER VIII (A) Employment &amp; Recruitment</b>
Originating Agency: CEO-HR	Last Issued/Revised  2024	<u>Policy No. Chapter VIII (A) - 3</u>  SEXUAL HARASSMENT POLICY
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

## **POLICY**

1. It is illegal and against the policies of the County of Ventura (the "County") for any official or employee to sexually harass another person.
2. All County officials and employees will preserve a workplace free of sexual harassment. Sexual harassment is any harassment based on someone's sex, sexual orientation, or gender. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other offensive conduct of a sexual nature when:
  - A. Submission to the advance, request, or conduct is made, either implicitly or explicitly, a term or condition of employment; or
  - B. Submission or rejection of the advance, request, or conduct is used as the basis for an employment decision (including but not limited to tangible job benefits, promotion, retention, performance appraisal.); or
  - C. The advance, request, or conduct unreasonably interferes with the affected person's work performance by creating an intimidating, hostile, or offensive work environment.
3. Sexual harassment directed at another person is not protected speech under the First Amendment. The County will not tolerate any form of sexual harassment, regardless of whether it is:
  - A. Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors);
  - B. Physical (for example, assault, inappropriate physical contact, or impeding or blocking movements);
  - C. Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures); or
  - D. Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc., which are directed toward a County employee and could cause a hostile work environment).



## **PREVENTION**

1. Creating a workplace that is free of sexual harassment requires that all persons adhere to the terms of this Policy. The County expects that all department managers and supervisors will take all reasonable steps necessary to prevent sexual harassment from occurring and develop methods to sensitize employees on this issue.
2. All employees and officials are required to undergo harassment prevention training as required by applicable law.

## **COMPLAINT PROCESS**

### **Complaint**

1. Employees and officials are strongly encouraged to report any instance of sexual harassment as soon as possible to their direct County manager or supervisor so that the incident can be promptly investigated and addressed. Employees and officials may also report sexual harassment to their agency/department personnel officer, agency/department head, CEO-HR Analysts, the Human Resources Director, or the Employee Misconduct Hotline at (800) 684-6523.
2. Agency/department managers and supervisors must report all known incidents to Human Resources when they receive a complaint, observe harassing conduct, or have reasonable grounds to believe that an investigation might be warranted.
3. No person is required to report sexual harassment or other inappropriate conduct to the person engaging in or causing the sexual harassment.

### **Investigation**

1. The County investigates all complaints of sexual harassment. All complaints will receive timely response and qualified personnel will undertake a fair, timely, and thorough investigation of the allegations, in accordance with all legal requirements. All complaints will be documented and tracked for reasonable progress and will be closed in a timely manner. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected.
2. Over the course of the investigation, the County will maintain confidentiality to the extent possible. The County cannot promise complete confidentiality because the County's duty to investigate and take appropriate corrective action may require the disclosure of certain information.

### **Corrective Action**

1. Any employee or official determined by the County to be responsible for sexual harassment, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination.
2. Employees and officials who engage in sexual harassment, as well as managers or supervisors who know about the conduct and condone or ratify it may be personally liable for monetary damages. The

County reserves the right **not** to defend the claim against you pursuant to Government Code § 995.2 nor pay damages assessed against any employee or official.

### **Protections Against Retaliation**

1. The County will not retaliate against any employee or official for filing a complaint or participating in an investigation, and will not tolerate or permit retaliation by management, employees, co-workers, or other officials.
2. The County strictly prohibits retaliation against any employee or official who opposes sexual harassment or who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding or hearing conducted by the County, the Civil Rights Department or the Equal Employment Opportunity Commission. Prohibited retaliation includes, but is not limited to, implementing an adverse employment action as a direct result of the employee's or official's filing a complaint, testifying, assisting or participating in any manner in an investigation, proceeding or hearing conducted by the County, the Civil Rights Department or the Equal Employment Opportunity Commission regarding workplace violence. This policy does not prohibit adverse employment actions that are unrelated to the above.

### **Other Resources**

Independent from the County's internal complaint process, employees and officials who believe they have been sexually harassed or retaliated against for resisting or complaining, or participating in an investigation may file a complaint with the appropriate agency listed below. Employees or officials who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

- State of California Civil Rights Department (CRD) at 1-800-884-1684  
<https://calcivilrights.ca.gov/contactus/>
- U.S. Equal Employment Opportunity Commission (EEOC) at 1-800-669-4000  
<https://www.eeoc.gov/contact-eeoc/>



- Informing any member of Human Resources; or
- Contacting the County's employee hotlines. For incidents of misconduct or discourteous treatment, the employee may call the County's internal complaint hotline at 1-800-684-6523. If an employee wishes to remain anonymous, they should utilize the hotline. The employee may also call the Employee Fraud Hotline for reports of fraud, waste, or abuse at (805) 644-6019 or non-confidentially by e-mail at [Fraud.Hotline@ventura.org](mailto:Fraud.Hotline@ventura.org).

The employee may also contact external reporting agencies including, but not limited to, the California Civil Rights Department by phone at 1-800-884-1684 or online at <https://calcivilrights.ca.gov> and/or the U.S. Equal Employment Opportunity Commission by phone at 1-800-669-4000 or online at <https://www.eeoc.gov/contact-eeoc/>.

#### Investigation of Alleged Wrongful Conduct

The Human Resources Director, or the Human Resources Director's designee, will write down the allegations of misconduct, conduct or initiate an appropriate investigation into the allegations, and either take necessary corrective action or recommend that necessary corrective action be taken. At the conclusion of the investigation, the County will notify the employee who made the disclosure and other affected employees in writing of the determination and will retain a copy of the notification.

With respect to complaints reported to the Employee Fraud Hotline, the Auditor-Controller's Office will assess the complaint and determine whether to investigate the issue or whether to refer the complaint to other County agencies/departments for investigation. The Auditor-Controller's Office will limit disclosure of information about complaints received and investigations conducted by or based on referral by the Auditor-Controller's Office as provided by California Government Code section 53087.6.

False Allegations of Misconduct - Any County employee who knowingly makes false allegations of misconduct to a public body or designated County official may be subject to discipline, up to and including termination of employment, in accordance with County rules, policies, and procedures.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>BUILDINGS AND FACILITIES CHAPTER IV (B) Security</b>
Originating Agency: CEO-HR	Last Issued/Revised  2024	<u>Policy No. Chapter IV (B) -3</u>  WORKPLACE VIOLENCE POLICY
Policy Change Requires: <input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

### **PURPOSE AND COMMITMENT**

1. The County of Ventura is dedicated to the prevention of all levels of violence and is committed to protecting the safety and welfare of its employees, applicants, customers, clients, and visitors in the workplace. The County does not tolerate acts of workplace violence committed by or against employees, applicants, customers, clients, or visitors.
  
2. This Policy is intended to prevent all forms of workplace violence. For purposes of this policy, "workplace violence" is defined as any unlawful use of physical force, harassment, or intimidation, or abuse of power or authority, where the impact is to control by causing pain, fear or hurt. To that end, the County is committed to:
  - Reducing the potential for violence in and around the workplace;
  - Reducing the negative consequences for those employees who experience or encounter violence in their personal or work lives;
  - Fostering a work environment within Ventura County government in which its officials, managers, supervisors, and employees treat each other, their customers and clients with courtesy, dignity, and respect; and
  - Preparing the workforce to manage events of potential violence.
  
3. The County Executive Office will seek to reduce workplace violence and increase prevention efforts by:
  - Creating and implementing systems of accountability for persons who commit acts of violence in the workplace; and
  - Providing appropriate and timely resolution and support to employees and officials who experience workplace violence; and
  - Initiating both legal and disciplinary action for employees and officials who are found to have violated this Policy; and



- Providing all employees and officials training on workplace violence including active shooter and de-escalation; and
  - Providing adequate access to information and education resources for employees and their families who experience workplace violence; and
  - Creating and implementing specific guidelines and expectations for the reporting of violent or potentially violent circumstances in the workplace; and
  - Making recommendations to the Board of Supervisors for additional procedures that address violence in the workplace and its consequences when appropriate; and
  - Developing a long-range plan to provide a physical environment that lessens the potential for violence but remains conducive to serving the public; and
  - Evaluating progress in achieving the goals of this policy.
4. As part of its commitment, and in compliance with California law, the County is developing Workplace Violence Prevention Plans ("WVPP") for each agency and department. County employees will be required to comply with all of the County's procedures and guidelines within the relevant WVPP. Failure to follow the County's procedures and guidelines may result in disciplinary action. This policy will be updated to incorporate the WVPPs once they are completed.

### **Reporting Workplace Violence**

1. Employees and officials are strongly encouraged to report any threat of workplace violence as soon as possible to any County manager or supervisor so that the incident can be promptly investigated and addressed. Employees and officials may also report workplace violence to the agency/department personnel officer, agency/department head, CEO-HR Analysts, or the Human Resources Director.
2. Agency/ Department managers and supervisors must report all known incidents to Human Resources when they receive a complaint, observe conduct which violates this Policy, or have reasonable grounds to believe that an investigation might be warranted.
3. No person is required to report workplace violence, threats of workplace violence or other inappropriate conduct to the person engaging in or causing the workplace violence.

### **Investigation**

1. If a threat of violence is immediate and/or life threatening, call Emergency Response "911."
2. The County investigates all complaints of workplace violence and threats of violence. All complaints will receive timely response and qualified personnel will undertake a fair, timely, and thorough investigation of the allegations, in accordance with all legal requirements. All complaints will be documented and tracked for reasonable progress and will be closed in a timely manner. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected.

3. Over the course of the investigation, the County will maintain confidentiality to the extent possible. The County cannot promise complete confidentiality because the County's duty to investigate and take appropriate corrective action may require the disclosure of certain information.
4. Failure to perform a timely and appropriate investigation may result in disciplinary action up to and including dismissal.

### **Victims of Workplace Violence**

1. Any employee or officer who is the target of an act or threat of violence may be referred to the Employee Assistance Program or other support services.
2. Employees who are victims of workplace violence also may be eligible for leave for related issues.

### **Corrective Action**

1. Any employee or official found to have engaged in workplace violence, made a credible threat of violence, or otherwise engaged in conduct prohibited by this Policy will be subject to appropriate disciplinary action up to and including termination. For purposes of this policy, a "credible threat of violence" means a knowing and willful statement or course of conduct that would place a reasonable person in fear for their safety, or the safety of their immediate family, and that serves no legitimate purpose, in accordance with California Code of Civil Procedure section 527.8. Such "credible threats of violence" are not protected by the First Amendment.
2. Depending on the nature of the violence or threat of violence, corrective action may also include, but is not limited to:
  - Immediately removing any person engaging in prohibited conduct from County property by proper authorities;
  - Seeking a restraining order or other appropriate legal action;
  - Scheduling a medical examination to determine fitness for duty; and
  - Referring the employee to the Employee Assistance Program or a health care/medical provider.

### **Protections Against Retaliation**


1. The County strictly prohibits retaliation against any employee or official who files a complaint, testifies, assists or participates in any manner in an investigation, proceeding or hearing conducted by the County, the Civil Rights Department or the Equal Employment Opportunity Commission regarding workplace violence. Prohibited retaliation includes, but is not limited to, implementing an adverse employment action as a direct result of the employee's or official's filing a complaint, testifying, assisting or participating in any manner in an investigation, proceeding or hearing conducted by the County, the Civil Rights Department or the Equal Employment Opportunity

Commission regarding workplace violence. This policy does not prohibit adverse employment actions that are unrelated to the above.

**Trainings**

1. Employees and officials receive a copy of this policy upon hire and upon taking office. Training on the policy will occur within 6 months of hire or taking office and every two years thereafter.

**VCPWA Policy, Procedure & Standards Manual**

<b>Chapter:</b> Employee Health and Safety		<b>Chapter Number:</b> 4	
<b>Policy/Procedure (<u>Underline One</u>):</b> Workplace Violence Prevention		<b>Departments:</b> <input checked="" type="checkbox"/> CS <input checked="" type="checkbox"/> ES <input checked="" type="checkbox"/> RT <input checked="" type="checkbox"/> WP <input checked="" type="checkbox"/> WS	<b>Policy Number:</b> 1
<b>Adopted:</b> 7/1/2024	<b>Reviewed:</b> 6/24/2024	<b>Revised:</b> Click or tap to enter a date.	<b>Version Number:</b> 1
<b>Approved By:</b> David Sasek, Interim Agency Director	<b>Date:</b> 6/24/24	<b>Signature:</b> 	

**Departments/Staff Affected**

All PWA departments and staff.

**TABLE OF CONTENTS**

<a href="#">1.0 DEFINITIONS</a> .....	3
<a href="#">2.0 OBJECTIVES</a> .....	4
<a href="#">3.0 RESPONSIBILITY</a> .....	5
<a href="#">3.1 CEO-Risk Management</a> .....	5
<a href="#">3.2 Management</a> .....	5
<a href="#">3.3 Supervisors</a> .....	5
<a href="#">3.4 Employees</a> .....	6
<a href="#">4.0 COMPLIANCE</a> .....	6
<a href="#">5.0 COMMUNICATION</a> .....	7
<a href="#">5.1 Communication Methods</a> .....	7
<a href="#">5.2 Coordination with Other Employers</a> .....	8
<a href="#">6.0 HAZARD ASSESSMENT</a> .....	8
<a href="#">6.1 Workplace Security Inspections</a> .....	8

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

<a href="#"><u>7.0 HAZARD CORRECTION</u></a> .....	9
<a href="#"><u>8.0 REPORTING WORKPLACE VIOLENCE</u></a> .....	10
<a href="#"><u>8.1 Violent Incident Log</u></a> .....	10
<a href="#"><u>9.0 EMERGENCY RESPONSE</u></a> .....	12
<a href="#"><u>9.1 Contacting Emergency Response Personnel</u></a> .....	12
<a href="#"><u>9.2 Employee Notification</u></a> .....	12
<a href="#"><u>9.3 Facility security</u></a> .....	13
<a href="#"><u>9.4 Agency-specific hazards</u></a> .....	14
<a href="#"><u>9.5 De-escalation of Potentially Violent Situations</u></a> .....	14
<a href="#"><u>10.0 INVESTIGATION</u></a> .....	15
<a href="#"><u>11.0 TRAINING</u></a> .....	15
<a href="#"><u>12.0 EMPLOYEE ACCESS TO THE AGENCY WVPP</u></a> .....	16
<a href="#"><u>13.0 RECORDKEEPING</u></a> .....	16
<a href="#"><u>13.1 Employee Access to Records</u></a> .....	17
<a href="#"><u>13.2 Review and Revision of WVPP</u></a> .....	17
<a href="#"><u>APPENDIX A: VIOLENT INCIDENT LOG TEMPLATE EXAMPLE</u></a> .....	19
<a href="#"><u>APPENDIX B: FACILITY SECURITY INSPECTION TEMPLATE EXAMPLE</u></a> .....	20
<a href="#"><u>APPENDIX C: WORKPLACE VIOLENCE HAZARD INVESTIGATION TEMPLATE EXAMPLE</u></a> .....	22
<a href="#"><u>APPENDIX D: AGENCY EMERGENCY EVACUATION MAP</u></a> .....	23



The Ventura County Board of Supervisors, by way of approval of the County Administrative Manual, adopted the general plan for the development of employee health and safety programs. Agencies are responsible for enacting and enforcing safety policies and practices, and CEO Risk Management is responsible for assisting agencies in these efforts. CEO-Risk Management has developed the Countywide Workplace Violence Prevention Plan template for agencies to develop and implement their own formalized plan specific to their operation.

This Workplace Violence Prevention Plan (WVPP) is specific to **Public Works Agency** (herein after referred to as "Agency") and was developed using the Ventura County WVPP model template.

### **1.0 DEFINITIONS**

- **Emergency**: unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- **Engineering controls**: an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- **Log**: violent incident log required by California Labor Code.
- **Plan**: this workplace violence prevention plan required by California Labor Code.
- **Threat of violence**: any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- **Workplace violence**: any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to, the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
  - Workplace violence types:

**VCPWA Policy & Standards Manual**  
**Workplace Violence Prevention**

- Type 1 violence: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
  - Type 2 violence: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - Type 3 violence: workplace violence against an employee by a present or former employee, supervisor, or manager.
  - Type 4 violence: workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
- Lawful acts of self-defense or the defense of others are not considered to be workplace violence.
- Work practice controls: procedures and rules which are used to effectively reduce workplace violence hazards.

**2.0 OBJECTIVES**

The County of Ventura recognizes that some employees are exposed to violence by the nature of their jobs. It is the belief of the County that no job is so important that it takes precedence over the health, safety, and welfare of County employees or the public they serve. This WVPP provides the basic framework and reference guidelines necessary for recognizing and preventing workplace violence. California Code of Civil Procedure (CCP) § 527.8 and California Labor Code (LC) § 6401.7 and 6401.9 require California employers to take specific measures to prevent workplace violence, including, but not limited to, maintaining, and implementing an effective written policy and training program.

In accordance with LC § 6401.9, the following employers, employees, and places of employment are exempt from this WVPP:

1. Healthcare facilities, service categories, employers, and operations covered by the California Code of Regulations (CCR) Title 8 § 3342.
2. Facilities operated by the Department of Corrections and Rehabilitation if the facilities compliant with CCR T8 § 3203.

3. Employers that are law enforcement agencies that are a “department or participating department” as defined in CCR T11 § 1001 and that have received confirmation of compliance with the Commission on Peace Officer Standards and Training (POST) Program from the POST Executive Director in accordance with CCR T11 §1010. This exemption only applies if all facilities operated by the agency are compliant with CCR T8 § 3203.
4. Employees fully teleworking from a location of the employee’s choice, which is not under the control of the employer.
5. Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public, as long as the places are compliant with CCR T8 § 3203.

### **3.0 RESPONSIBILITY**

#### **3.1 CEO-Risk Management**

CEO-Risk Management serves as an advisory resource for agencies and assists in the development and implementation of safety and loss prevention policies and guidelines. Agency has direct authority over their operation.

#### **3.2 Management**

Agency senior management (director/department head) is ultimately responsible for the health and safety of employees under their supervision. Senior management has authority over the overall operation and administration of Agency and is able to allocate resources required to implement the procedures outlined in this WVPP. Senior management has the authority to delegate responsibility and authority related to this WVPP to the Health & Safety Officer.

The Health & Safety Officer will review the effectiveness of this WVPP and revise as stated in Section 13.

#### **3.3 Supervisors**

For purposes of this WVPP, “supervisor” is defined as an employee with the ability to hire, fire, transfer, discipline, assign or direct employees, or is able to effectively recommend such actions.

All managers and supervisors are expected to be familiar with the elements of this WVPP and must ensure it is understood and followed by the employees they oversee. Duties of supervisors include, but are not limited to:

1. Confirming that each employee has received training related to this WVPP.
2. Employees can submit feedback, questions, or concerns related to workplace violence prevention efforts and this WVPP to supervisors without fear of reprisal. Supervisor must review and address each concern/question accordingly, including, but not limited to, escalating to senior management.

### **3.4 Employees**

Employees are expected to understand, follow, and always implement this WVPP. Agency obtains employee and authorized representative involvement in the development and implementation of this WVPP by ensuring the following:

1. Reporting of all instances of workplace violence in accordance with this plan, regardless of perceived severity.
2. Employees and/or their authorized representatives are encouraged to share feedback/suggestions related to this WVPP, its implementation, management, or related training without fear of reprisal. This information can be shared with a supervisor, HR, Agency Safety Officer, or CEO-Risk Management.
3. Employees will attend required trainings related to this WVPP.
4. PWA Employees may also share feedback/ suggestions related to this WVPP with any PWA Safety review council member and if necessary, action will be taken in accordance with this WVPP.

Employees can contact the Health & Safety Officer to discuss concerns or suggestions related to this WVPP via phone at **P: 805-654-2898 C:805-767-0033** or via email at [joel.chappell@ventura.org](mailto:joel.chappell@ventura.org).

### **4.0 COMPLIANCE**

The system of ensuring employee compliance with this WVPP includes, but is not limited to:

1. Distribution of WVPP to all employees
2. Recognition and commendation
3. Incorporating WVPP awareness and compliance in annual employee performance reviews.

4. Training those who display a lack of knowledge or understanding of the WVPP.
5. Disciplinary action for violation of the rules, policies, and procedures outlined in the WVPP in accordance with County personnel rules or applicable labor agreement.

## **5.0 COMMUNICATION**

All Agency heads, managers, and supervisors are responsible for communicating with employees regarding this plan in a form readily understandable by all employees.

### **5.1 Communication Methods**

Communication methods may include, but are not limited to:

1. New employee orientations that include review and training of the WVPP.
2. Providing training as required in Section 11 of this plan.
3. WVPP and any related materials will be distributed and made available to employees for review in accordance with Section 12 of this plan.
4. Comments can be made related to any element of this WVPP. This may include, but is not limited to, reports of violence rumors, newly identified workplace hazards, or unsafe actions or concerns. Suggestions should preferably be made in writing and addressed to Agency senior management or CEO-Risk Management for review and consideration. Employees are encouraged to submit suggestions without fear of reprisal.
5. Reporting as required in Section 8 of this plan.
6. Employees will not be prevented from accessing communication devices (personal or County systems) to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. When an employee feels that they are in immediate danger, they may contact emergency services, law enforcement, or 911 without fear of reprisal.
7. Employees are strongly encouraged to reach out to their Supervisor, Manager, HR personnel, or the Health & Safety Officer if they have any suggestions or need to report an incident. If an employee wishes to share information anonymously, they may leave a note in the Health & Safety Officer's inbox located just outside of their office cubicle for suggestions or non-emergency situations.



## **5.2 Coordination with Other Employers**

Agency will coordinate implementation of this WVPP with other employers present at the worksite (including, but not limited to, contracted employees, temp agencies, etc.). Agency will ensure that all employees have been trained in accordance with LC § 6401.9. Workplace violence incidents involving any employee will be reported in accordance with this WVPP. Reporting will be completed as required in Section 8.

## **6.0 HAZARD ASSESSMENT**

The evaluation of hazards is an ongoing process. All employees are expected to report any potential hazards to a supervisor prior to commencing work.

### **6.1 Workplace Security Inspections**

A sample inspection form template can be found in Appendix B of this WVPP. Inspections of workplace security measures and potential hazards will be conducted by periodically by Health & Safety Officer on a scheduled and unscheduled basis as follows:

1. Upon initial implementation of this WVPP.
2. Whenever new or previously unidentified hazards are identified or introduced into the workplace.
3. After each workplace violence incident.

Inspections performed pursuant to this plan will include, but are not limited to:

1. Exterior and interior of work area/facility to identify potential weaknesses or unintended access. This includes, but is not limited to, the adequacy of door/window locks, physical barriers, lighting levels, and visibility.
2. The need for security surveillance measures (cameras, mirrors, etc.).
3. The presence of objects or furnishings that can be used as a weapon.
4. Ability for employees to contact others as needed (law enforcement, supervisor, security, etc.). This includes, but is not limited to, ensuring phones and emergency phone numbers are available in areas easily accessible to employees.
5. Effectiveness of panic buttons/security alarms/emergency alert procedures.

6. Emergency escape routes
7. Employees working in locations isolated from others.
8. Emergency response procedures
9. Location/function of panic buttons, keys, locking mechanisms, etc.
10. Regular review of the Violent Incident Log as required in Section 10 of this plan.

### **7.0 HAZARD CORRECTION**

As stated in this WVPP, employees are expected to bring identified hazards to the attention of their Supervisor, Manager, HR personnel, or the Health & Safety Officer. If the manager/supervisor has the authority to correct the hazard they should do so; otherwise, the manager/supervisor must notify the appropriate party to correct the hazard. Hazards will be corrected in a timely manner based on severity. Corrective measures will be documented in accordance with Agency reporting procedures (sample form template available in Appendix C).

If a hazard cannot be corrected immediately, other measures should be taken to abate the hazard while completing permanent control measures. This may include, and is not limited to, shutting down a worksite and ceasing operations until they can be performed safely.

Permanent control measures include, but are not limited to:

1. Ensuring staff are adequately trained in accordance with Section 11 of this plan and have the ability to immediately recognize and respond to workplace violence incidents as appropriate.
2. Ensuring that a sufficient number of staff members are available in areas accessible to the public.
3. Re-configuring seating arrangements/facility spaces to ensure employees are able to access doors, alarms, or other communication devices as needed. This may include, but is not limited to, improving line of sight or other immediate communication methods in areas accessible to the public, installing surveillance and/or alarm systems, repairing or otherwise strengthening locks found to be deficient, or removing or fastening furnishing or other objects that may be used as improvised weapons.
4. An employee's work assignment should not prevent them from responding immediately to an alarm or call for assistance. Employees must have ready access to a phone with an outside line.

5. Ensuring employees return keys and access badges upon termination. Ensure their access is immediately eliminated in any software systems controlling door locks or the alarm system.
6. Seeking a restraining order in accordance with CCP § 527.8.

## **8.0 REPORTING WORKPLACE VIOLENCE**

Employees are expected to report suspected workplace violence incidents to their supervisor immediately or as soon as reasonably practicable regardless of perceived severity. Upon receipt of a report of suspected workplace violence, supervisor must immediately notify senior management.

All employees are encouraged to escalate a report of workplace violence as they see appropriate without fear of reprisal. This includes contacting law enforcement or other first response agencies.

In multiemployer worksites (eg. contracted employees, temp agencies, etc.), copies of reports required by this section will be provided to the individual's controlling employer if applicable.

Retaliation is not tolerated. Employees who are found to have retaliated against a coworker for reporting a concern or incident as required by this WVPP will face disciplinary action in accordance with County personnel rules or applicable labor agreement. Employees are never required to report suspected acts of workplace violence or retaliation directly to the accused individual. If an employee is subjected to acts of workplace violence or retaliation by a supervisor or other authority figure, they may report it to another supervisor within Agency, to CEO-Human Resources, or via the Employee Fraud Hotline at (805) 644-6019.

PWA employees may report suspected workplace violence incidents to either a Director, Manager, Supervisor, the Health & Safety Officer or an HR team member.

### **8.1 Violent Incident Log**

Agency is required to maintain a log of all workplace violence incidents. Information recorded into the Violent Incident Log shall be based on information solicited from the employees who experienced the violence, witness statements, and/or facts identified through investigation. The Violent Incident Log (sample log available in Appendix A of this plan) must not contain any element of personal identifying information of any person involved in the incident.

The Violent Incident Log must be maintained for a minimum of five (5) years and must contain all of the following elements:

1. Date, time, and location of the incident. Location includes the name (if applicable) and physical address of the facility and a classification of the type of location (within workplace, in parking lot, away from County property, etc.)
2. Workplace violence type(s) as described in Section 1 of this plan.
3. A detailed description of the incident.
4. A classification of the individual who committed the violence (classifications include client, family member/friend of client, stranger, coworker, supervisor/manager, partner/spouse, parent/relative, or other perpetrator).
5. A classification of circumstances occurring at the time of the incident, including but not limited to, if the employee was performing usual job duties, working isolated from other employees, rushing to meet a time constraint, unable to contact assistance, or working in an unfamiliar location.
6. The type of incident, including, but not limited to, whether it involved any of the following:
  - a. Physical attack without a weapon (kicking, punching, biting, etc.)
  - b. Attack with a weapon or object
  - c. Threat of physical force or threat of the use of a weapon/object.
  - d. Sexual assault or threat (eg. physical display, unwanted verbal/physical sexual contact, rape/attempted rape, etc.)
  - e. Animal attack
  - f. Other
7. Consequences of the incident, including but not limited to, whether law enforcement or security was contacted and their response, whether medical treatment was provided, amount of lost time, actions taken to protect employee from continuing threat or other hazards related to the incident.
8. Information about the person completing the log entry, including their name, job title, and the date it was completed.

## **9.0 EMERGENCY RESPONSE**

The following procedures are intended as general guidelines for County employees to follow in an emergency situation and should be modified as the situation warrants.

### **9.1 Contacting Emergency Response Personnel**

In the event of an immediate threat to life or property, call 911.

- Make the call from a secure location when possible.
- In order to effectively communicate with dispatch, try to remain calm and be concise. Quickly gather as much information as possible and be prepared to answer the following questions:
  - Address/location of emergency?
  - What is the emergency? (fire, medical, violence, hazardous material, etc.)
  - How and when did the emergency occur?
  - Who is/was involved? Injuries?
  - Who are you? Identify yourself as a County employee and provide a callback number.
- Do not end the call until instructed to do so by dispatch.
- After emergency personnel have been contacted, contact a supervisor or other Agency emergency/security staff to notify them of the situation.

### **9.2 Employee Notification**

Agency will ensure that employees are notified of the presence, location, and nature of workplace violence emergencies. Methods for effective notification include, but are not limited to:

1. Alarm systems and/or intercom/paging systems
2. Computer software program
3. Handheld radios/communication devices



4. Voice or text message/email when it is reasonable to assume the employee has ready access to these communication methods.
5. Ever Bridge ALERT system will be utilized if it is safe to do so. Various types of alerts are pre-programmed into the system to issue a general announcement to employees and what immediate actions are to be taken.

### **9.3 Facility security**

Supervisor will ensure that employees are aware of the security measures in place at the worksite prior to commencement of work. This includes, but is not limited to, the location of emergency exits, evacuation routes, and shelter-in-place procedures.

The GSA Security and Special Services Division oversees all facility security and evacuation measures, and the Security Control Center can be contacted for 24/7 non-emergency communication at (805) 654-2931 or (805) 654-2345. In an emergency, call 911.

#### **Evacuation:**

1. Employees should proceed to the nearest exit, and leave the building as quickly as possible. Employees should report to the designated area unless it becomes unsafe due to proximity to violence.
2. If safe to do so, employees should remain in evacuation area until directed otherwise. The Health & Safety Officer and/or Human Resources will ensure that employees are accounted for, and if not, they will be reported to the responding agency/law enforcement.

If evacuation is not possible and employees need to shelter in place, employees should make every attempt to secure themselves in an area away from incident. An area such as a room with a locked door with no window or window that can be obscured from assailant seeing in. Employees should remain quiet, stay low, and out of view if possible. Employees should remain in their shelter in place location until all clear has been given by authorities or other safety personnel.

Employees are strongly encouraged to observe their worksite to identify areas that can be used as a shelter in place location, such as a storeroom, enclosed office, or conference room without window before an incident might occur.

#### **9.4 Agency-specific hazards**

Agency specific hazards may include but are not limited to:

- Client interaction (office or field),
- Co-worker interaction (office or field),
- Assailant / incident elsewhere within the building (s) or site i.e., HOA or other building on campus, SOY, MOY, Sanitation treatment plant, and
- Field O&M exposed to general public within the community.

Note: All facilities listed above are electronic badged or key fob entry to control access.

There are two (2) panic buttons located at the welcome desk for Public Works at the top of the escalator of the HOA building on the third floor. Employees may activate panic buttons without fear of reprisal when they feel they are in danger. These buttons notify campus security of a potential hazard. Employees at the PWA HOA front counter are physically separated from members of the public by a counter and communicate through a window panel.

All Operations and Maintenance (O&M) workers have handheld radio units located in their work vehicles. Radios can be used to communicate potentially violent incidents as well as dialing 911 from a cell or land line for an immediate emergency or life-threatening situation. When possible, O&M employees are encouraged to return to their vehicle and lock the doors if they encounter a violent situation or individual. If safe to do so, employees should drive to a separate location.

Do not allow tailgating into any badged or fob secure location. Question anyone you are unsure of or notify manager and/ or security ASAP. Keep an appropriate physical distance when communicating with others.

#### **9.5 De-escalation of Potentially Violent Situations**

When safe and practical to do so, employees should attempt to de-escalate difficult situations that have the potential to become violent. The United States Cybersecurity and Infrastructure Security Agency (CISA) recommends the following de-escalation methods:

1. Use purposeful actions such as demonstrating a calm demeanor, practicing active listening, displaying genuine concern and a willingness to understand without judgment. Maintain a safe physical distance and consider changing the conversation setting, if appropriate.
2. Use careful verbal communication. Maintain a neutral tone of voice. Avoid emphasizing words or syllables that can negatively impact the tone of the conversation.

3. Be aware of body language. Try to maintain a relaxed but alert stance, do not point fingers or otherwise use abrupt hand gestures. Maintain a neutral and attentive facial expression.
4. Know your limits. An employee may obtain help from a colleague or supervisor who may be able to contribute more meaningful information or de-escalation strategies. If there is a risk of imminent violence, an employee may remove themselves from the situation and seek a safe location where law enforcement or other support may be contacted.

### **10.0 INVESTIGATION**

After a workplace violence event, an investigation will take place to assess the factors that led to the event and identify any remedial measures to help prevent reoccurrence. Investigation will be conducted by PWA Health & Safety Officer and Human Resources with department Director(s) review before finalization. The investigation process must be documented and at a minimum should include, but is not limited to, the following:

1. Visit the incident scene as soon as possible and safe to do so.
2. Interview witnesses and review surveillance footage if applicable. Obtain any reports completed by law enforcement.
3. Examine the work site for contributing factors. Examples of contributing factors include, but are not limited to, facility access weaknesses, external influences, lack of resources or training, and physical environment vulnerabilities (furniture or other item used as a weapon, phone system issues, or lack of surveillance cameras/alarms, etc.)
4. Determine the cause of the incident and how corrective action can be taken to prevent reoccurrence.

### **11.0 TRAINING**

Agency must provide training related to the WVPP to new hires, when the plan is first established, when a new hazard has been recognized or introduced, when changes are made to this WVPP, and annually thereafter. At minimum, training shall consist of the following:

1. How to access the WVPP and how to provide feedback/suggestions related to the development and implementation of it.
2. The requirements and definitions of LC § 6401.9

3. How to report workplace violence incidents/concerns to Agency and/or law enforcement without fear of reprisal or retaliation. Retaliation will not be tolerated and should be reported to a supervisor or HR as soon as possible.
4. Workplace violence hazards specific to Agency's operation, how hazards will be corrected, strategies to avoid harm, and how to seek assistance to prevent or respond to violence.
5. Information regarding the Violent Incident Log and inspection reports and how copies may be obtained.
6. Opportunity for interactive questions/answers with a person knowledgeable about this WVPP.
7. Information regarding security measures in place in the facility an employee will be working from (ex. location of safe rooms, emergency exits, evacuation maps/procedures, etc.)

#### **12.0 EMPLOYEE ACCESS TO THE AGENCY WVPP**

County employees and/or their designated representatives have the right to examine and receive a copy of the agency/department WVPP. This will be accomplished by providing unobstructed access through the Agency's SharePoint, which allows an employee to review, print, and email the current version of the WVPP.

#### **13.0 RECORDKEEPING**

Hazard identification, evaluation, investigation, and correction records related to this WVPP will be maintained by Agency for at least five (5) years unless otherwise required by law or other regulatory agency.

Training records shall be maintained for a minimum of one (1) year and must include training date, summary of training, name and qualifications of individual conducting training, and the names and job titles of all in attendance. Employees must sign a sign-in sheet or other written acknowledgement to document attendance. Electronic verification is also accepted when applicable.

Violent Incident Log shall be maintained for a minimum of five (5) years.

All records related to this WVPP required by LC § 6401.9 shall be made available to Cal/OSHA upon request.

All policies are subject to amendment. Please refer to SharePoint for the most recent version.

### **13.1 Employee Access to Records**

The following records shall be made available to employees and their representatives, upon request, and without cost, for examination and copying within fifteen (15) calendar days of the request:

1. Records of workplace violence hazard identification, evaluation, and correction.
2. Training records.
3. Violent Incident Logs.

### **13.2 Review and Revision of WVPP**

Agency will review this WVPP for effectiveness as follows:

1. Annually
2. When a deficiency is observed or becomes apparent
3. After a workplace violence incident
4. As needed

Employees are encouraged to provide feedback and suggestions for revisions to the WVPP as stated in Section 3.4 of this plan.

Review of the WVPP will include, but is not limited to:

1. Review of incident investigations and the Violent Incident Log
2. Assessment of the effectiveness of security systems, including alarms, emergency response procedures, and security personnel (if applicable at the site)
3. Review that concerns and risks are being properly identified, evaluated, and corrected.
4. Revisions to the WVPP will be communicated to employees as required in Sections 5 and 11 of this plan.
5. Procedures to obtain active involvement of employees and authorized representatives in reviewing the plan.






**VCPWA Policy & Standards Manual  
Workplace Violence Prevention**

**Workplace Violence Prevention Plan (WVPP) accepted and approved by:**

**David Sasek  
Interim Director Public Works Agency**

**Signature:** \_\_\_\_\_

**Date signed:** 6/24/24



# WORKPLACE VIOLENCE PREVENTION PLAN VIOLENT INCIDENT LOG

Agency: \_\_\_\_\_

California Labor Code §6401.9 requires employers to maintain a written log of all workplace violence incidents. Log must not include any element of personal identifying information sufficient to allow identification of any person involved in the incident. All fields are required. Log is to be maintained for a minimum of five years.

**Instructions:** Add a log entry below for each workplace violence incident. Use columns to the right to locate classification numbers for Workplace Violence Type, Location Classification, Perpetrator Classification, and Action Involved columns. Add subsequent pages as needed.

Workplace Violence Type	Location Classification	Perpetrator Classification		Action Involved
		1	2	
1	1	1 Client/customer	1	1 Physical attack without a weapon (kicking, hitting, spitting, hair pulling, etc.)
2	2	2 Friend/family of client/customer	2	2 Attack with a weapon/object
3	3	3 Stranger with criminal intent	3	3 Threat of physical force or use of weapon/object
4	4	4 Coworker	4	4 Sexual assault or threat (rape/attempted rape, physical display, unwanted verbal or physical sexual contact)
5	5	5 Supervisor/manager	5	5 Animal attack
6	6	6 Partner/spouse of employee	6	6 Other, define
7	7	7 Parent/relative of employee		
8	8	8 Other, define		

Case #	Workplace Violence Type	Date & Time of Incident	Location of Incident	Location Classification	Detailed description of incident	Perpetrator Classification	Action Involved	Outcome/Consequences	Name & Job Title of Person Filing Out Log	Log Entry Date
1										

Violent Incident Log Template (WVPP) – CEO Risk Management

Page 1 of \_\_\_\_\_

## APPENDIX A: VIOLENT INCIDENT LOG TEMPLATE EXAMPLE

All policies are subject to amendment. Please refer to SharePoint for the most recent version.

APPENDIX B: FACILITY SECURITY INSPECTION TEMPLATE EXAMPLE



## WORKPLACE SECURITY INSPECTION REPORT

**Instructions:** Regularly inspect each work area and ensure each item on the checklist is addressed. The checklist may differ according to facility and job function and should be modified and/or supplemented as needed prior to conducting inspection. After conducting inspection, review necessary corrective actions with a supervisor or other individual capable of implementing changes and repairs. Maintain inspection records in accordance with Agency Workplace Violence Prevention Plan (WVPP).

<b>Facility:</b>	<b>Date of inspection:</b>
<b>Agency/department:</b>	<b>Inspection performed by:</b>

Item #	Facility Security	Yes	No	N/A	Action to be taken
1	Are door/windows and locks in good repair?				
2	Are all physical keys/access fobs accounted for?				
3	Is surveillance equipment functioning correctly? (cameras, alarm system, mirrors, panic buttons, etc.)				
4	Have alarm systems/panic buttons been tested as required by the manufacturer and/or agency policy?				
5	Are there any loose items that could be used as a weapon? If so, can they be secured or relocated to a less accessible area?				
6	Do employees have easy access to a phone?				
7	Are staff-only and/or other sensitive areas designed to prevent unauthorized entry?				
8	If applicable, are contracted security guards present and performing as required?				
9	Has there been an increase in crime in the surrounding area?				
10	Are escape routes/exit points clear of obstructions and easily accessible?				
11	Is lighting functioning correctly indoors and outdoors?				
12	Are cash or other valuable assets maintained out of view and protected when not in use? (use of a safe/locked register, etc.)				
13	Are restroom doors/locks in good repair to protect privacy?				

**VCPWA Policy & Standards Manual**  
**Workplace Violence Prevention**

Item #	Employee Function	Yes	No	N/A	Action to be taken
14	Do isolated employees have easy access to contact law enforcement or summon a supervisor?				
15	Has building access been revoked from all former employees?				
16	Do employees perform sensitive functions that may be more likely to illicit an emotional or hostile response? If so, are procedures in place to de-escalate or escape confrontation?				
17	Do employees wear identification badges at all times while in the facility?				
18	Is after-hours access managed to prevent unauthorized entry?				
19	Are emergency phone numbers displayed or easily accessible?				
20	Are public-facing areas staffed in accordance with agency standards?				
21	Have any employees recently displayed any concerning patterns or behavior changes?				
22	Have all employees received training related to the agency WVPP?				
23					
24					
25					

APPENDIX C: WORKPLACE VIOLENCE HAZARD INVESTIGATION TEMPLATE EXAMPLE



## WORKPLACE VIOLENCE HAZARD INVESTIGATION

[THIS TEMPLATE IS INTENDED AS AN EXAMPLE. AGENCY SHOULD MODIFY TO FIT THEIR OPERATION OR MAY USE OTHER METHODS OF INVESTIGATION/DOCUMENTATION AS LONG AS RECORDS ARE MAINTAINED IN ACCORDANCE WITH WVPP]

**Instructions:** In accordance with agency Workplace Violence Prevention Plan (WVPP), employees are to bring identified hazards to the attention of management. Management must investigate the report and determine how the hazard is to be addressed. Investigation and corrective action are to be documented, and records are to be maintained in accordance with the WVPP. **Employees must be trained when new hazards are identified and when new hazard prevention procedures are implemented.**

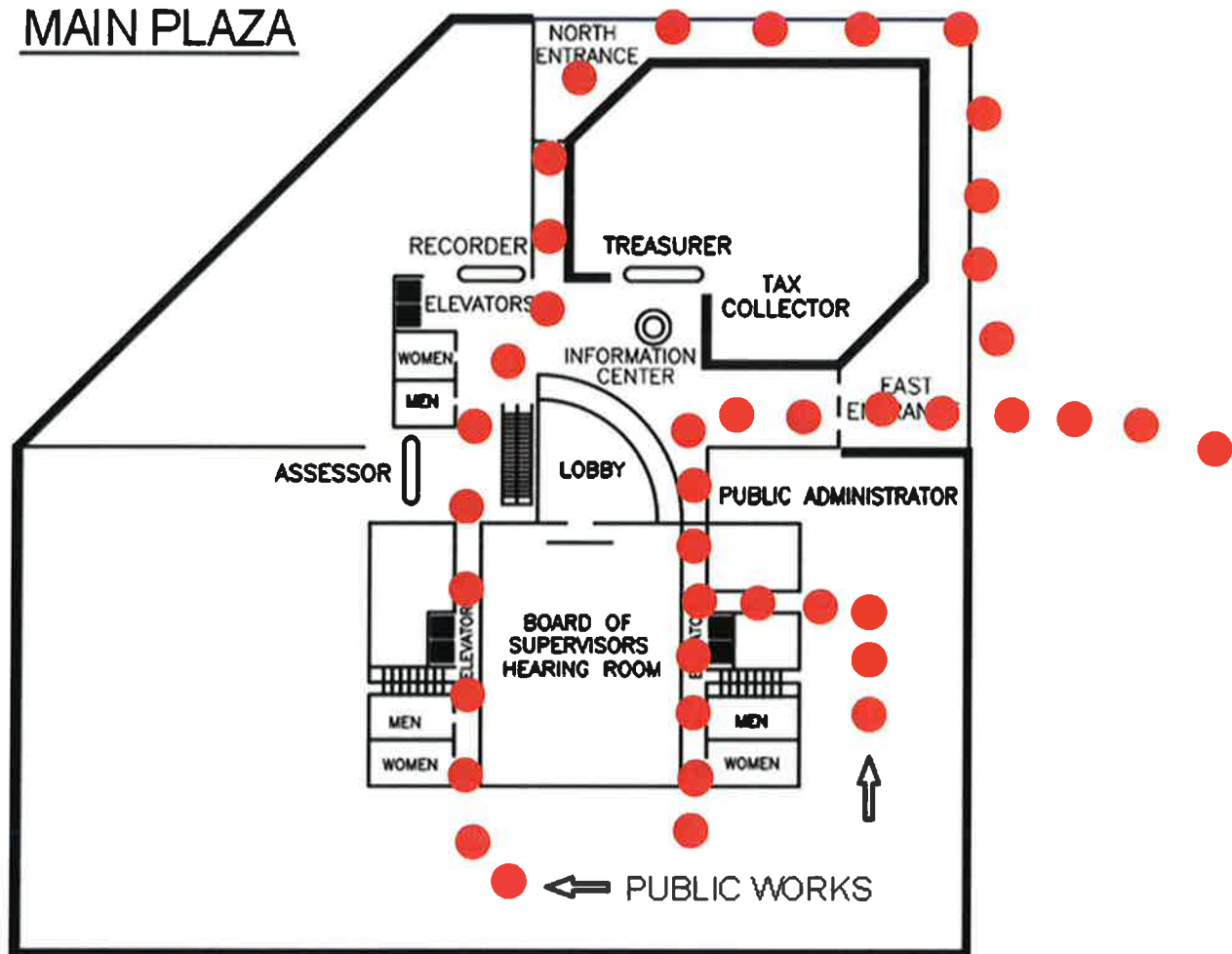
<b>Facility:</b>	<b>Date of hazard investigation:</b>
<b>Agency/department:</b>	<b>Investigation performed by:</b>
<b>Description of hazard reported (include date of report):</b>	
<b>Investigation findings:</b>	
<b>Corrective action(s) taken:</b>	
<b>Corrective action(s) completed by:</b>	<b>Date of corrective action(s):</b>
<b>Notes:</b>	



APPENDIX D: AGENCY EMERGENCY EVACUATION MAP

Hall of Administration (HOA)

MAIN PLAZA



EXIT ROUTES FROM THE HALL OF ADMINISTRATION PUBLIC WORKS AGENCY

EVACUATION GUIDES are to perform the following:

Main Plaza of HOA

Roads and Transportation

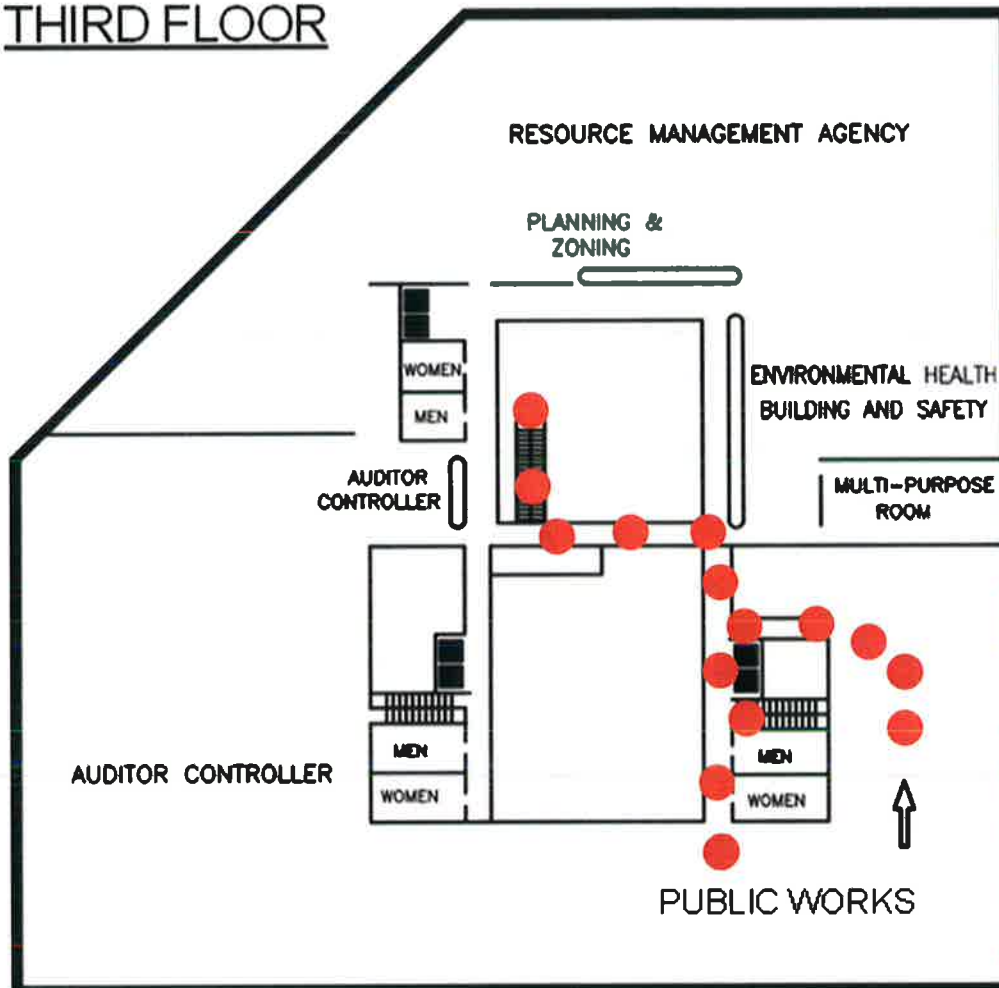
Watershed Protection

Check Conference rooms

Check Agency Operation Center

Check Southeast restrooms

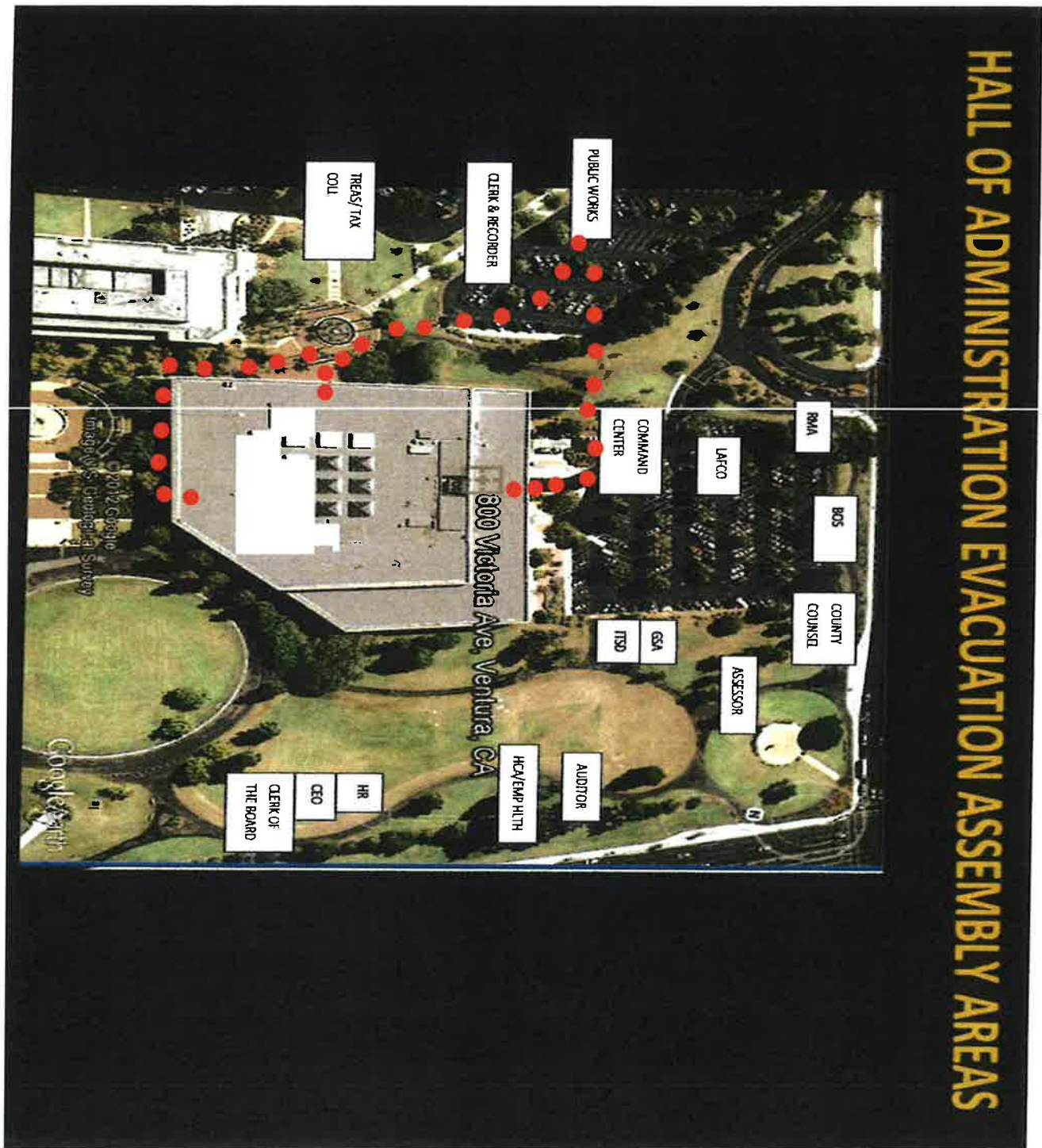
THIRD FLOOR



3rd Floor of HOA

Check Conference Rooms  
Central Services  
Check Break room

Engineering Services  
Water and Sanitation IWMD  
Check Southwest restrooms  
Check Southeast restrooms



**HOA Assembly Areas**



### WATERWORKS EVACUATION ROUTE



## Moorpark Water and Sanitation facility evacuation and assembly area

### MWRF EVACUATION ROUTE





## Saticoy Operation Yard evacuation and assembly area



**\*Note:**

**Also included in section 9**

If evacuation is not possible and employees need to shelter in place, employees should make every attempt to secure themselves in an area away from incident. An area such as a room with a locked door with no window or window that can be obscured from assailant seeing in. Employees should remain quiet, stay low, and out of view if possible. Employee should remain in their shelter in place location until all clear has been given by authorities or other safety personnel.

# SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

## NOTICE



Civil Rights  
Department  
STATE OF CALIFORNIA

**Note:** Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

## YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
  - To take part in safety planning or other actions to help keep you or your family member safe from future violence
  - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
  - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
  - To care for a family member recovering from injuries caused by violence
  - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare
- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

## YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.



# SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

## NOTICE



Civil Rights  
Department  
STATE OF CALIFORNIA

### YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

### YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

### YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. **State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working. **Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting [bit.ly/CRD-leave](http://bit.ly/CRD-leave). You can file a complaint with CRD if you believe your rights have been violated.
- **Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by visiting [bit.ly/CRD-Bereavement](http://bit.ly/CRD-Bereavement). You can file a complaint with CRD if you believe your rights have been violated.
- **Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting [bit.ly/DIR-Retaliation](http://bit.ly/DIR-Retaliation).

---

### TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

#### Civil Rights Department

Online at <http://ccrs.civilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200,  
Sacramento, CA 95811

By calling 800-884-1684 (voice), 800-700-2320  
(TTY), or California's Relay Service at 711

# SOBREVIVIENTES DE VIOLENCIA Y FAMILIARES DE VÍCTIMAS: DERECHO A AUSENTARSE Y A ADAPTACIONES RAZONABLES

## AVISO



Civil Rights  
Department  
STATE OF CALIFORNIA

**Nota:** Los empleadores deben proporcionar esta información a los trabajadores al momento de su contratación, anualmente, si así se lo solicitan, y a cualquier trabajador que informe al empleador que es víctima de violencia o familiar de una víctima de violencia. Las víctimas de violencia incluyen a personas que han sufrido violencia doméstica, agresión sexual, acecho, amenazas violentas, actos que involucren el uso o la presencia de un arma peligrosa, o cualquier acto de violencia que cause lesiones.

## SU DERECHO A AUSENTARSE DEL TRABAJO

- Usted tiene derecho a ausentarse del trabajo para prestar servicio como jurado o para comparecer ante un tribunal como testigo para cumplir con una citación o una orden judicial. Todos los empleados tienen este derecho, independientemente del tamaño de la empresa.
- Si usted es víctima de violencia, tiene derecho a ausentarse del trabajo para obtener una medida de protección (como una orden de alejamiento) para proteger su salud, seguridad o bienestar o los de sus hijos. Todos los empleados tienen este derecho, independientemente del tamaño de la empresa.
- Si usted es víctima de violencia o familiar de una víctima de violencia, y su empleador tiene 25 trabajadores o más, usted tiene derecho a ausentarse del trabajo por cualquiera de los siguientes motivos:
  - Participar en la elaboración de un plan de seguridad u otras medidas que le ofrezcan protección a usted o a su familiar contra futuras situaciones de violencia.
  - Prepararse, participar o asistir a procedimientos legales civiles, administrativos o penales, como una audiencia judicial, relacionados con la violencia.
  - Buscar, obtener o brindar cuidado infantil o cuidado a un adulto dependiente si dicho cuidado es necesario para proteger al niño o al adulto después de un acto de violencia.
- Cuidar a un familiar que se esté recuperando de lesiones causadas por la violencia.
- Obtener o ayudar a un familiar a obtener los siguientes servicios relacionados con la violencia: servicios legales civiles o penales; una orden de alejamiento u otra medida de protección; atención médica por lesiones; servicios de un refugio o programa de violencia doméstica, un centro de crisis por violación o una organización o agencia de servicios para víctimas; asesoramiento psicológico; servicios de salud mental; o servicios de vivienda, incluida la reubicación, la obtención de una vivienda temporal o permanente, y la inscripción de los niños en una nueva escuela o guardería.
- Si usted es víctima de violencia o familiar de una víctima de violencia fallecida, puede ausentarse del trabajo hasta por 12 semanas por cualquiera de estos motivos. Si es familiar de una víctima sobreviviente de violencia, pero usted no es la víctima, puede ausentarse del trabajo hasta por 10 días por estos motivos, con excepción de la reubicación, para la cual puede ausentarse hasta por cinco días.
- Puede utilizar vacaciones disponibles, tiempo libre remunerado, licencia personal o licencia por enfermedad pagada para ausentarse por cualquiera de los motivos descritos en este aviso.



# SOBREVIVIENTES DE VIOLENCIA Y FAMILIARES DE VÍCTIMAS: DERECHO A AUSENTARSE Y A ADAPTACIONES RAZONABLES



Civil Rights  
Department  
STATE OF CALIFORNIA

## AVISO

- Debe notificar a su empleador con anticipación antes de ausentarse, a menos que no le resulte posible. Si no notifica con antelación, su empleador no podrá sancionarlo si le proporciona documentación, dentro de un plazo razonable, que justifique el motivo de su ausencia.

## SU DERECHO A LA CONFIDENCIALIDAD

- Si usted es víctima o familiar de una víctima, su empleador debe mantener la confidencialidad de la información sobre su solicitud de tiempo libre o adaptación razonable, a menos que la ley federal o estatal exija su divulgación o en caso de que sea necesaria para proteger su seguridad en el trabajo. Si su empleador planea divulgar información sobre usted o sus circunstancias, debe informarle al respecto con antelación.

## SU DERECHO A ADAPTACIONES RAZONABLES PARA SU SEGURIDAD

- Si usted o un familiar suyo es víctima de violencia, usted tiene derecho a solicitar adaptaciones razonables para garantizar su seguridad en el lugar de trabajo. Su empleador debe colaborar con usted para determinar qué cambios se pueden realizar.
- Su empleador puede solicitarle una declaración que certifique que su solicitud está relacionada con ser víctima o familiar de una víctima.

## SU DERECHO A NO SUFRIR REPRESALIAS NI DISCRIMINACIÓN

Su empleador no puede sancionarlo, tratarlo de manera diferente ni despedirlo por los siguientes motivos:

- Usted es sobreviviente o familiar de una persona que ha sido víctima o sobreviviente de violencia doméstica, agresión sexual, acecho, amenazas violentas o violencia que haya causado lesiones.

- Solicitó ausentarse del trabajo para recuperarse o recibir ayuda relacionada con la violencia.
- Solicitó adaptaciones razonables para garantizar su seguridad en el lugar de trabajo.

## TAMBIÉN PUEDE TENER PROTECCIONES EN VIRTUD DE OTRAS LEYES:

- **Reemplazo de salario:** Puede ser elegible para recibir un reemplazo de salario si no puede trabajar debido a su salud o porque necesita cuidar a un familiar con una afección de salud grave. El **Seguro Estatal por Incapacidad (State Disability Insurance, SDI)** proporciona un reemplazo de salario a corto plazo cuando usted no puede trabajar temporalmente debido a una discapacidad. La **Licencia Familiar Pagada (Paid Family Leave, PFL)** proporciona un reemplazo de salario a corto plazo para que usted pueda cuidar a un familiar gravemente enfermo, entre otros motivos. Obtenga más información o presente una solicitud de reemplazo de salario; para ello, comuníquese con el Departamento de Desarrollo del Empleo (Employment Development Department, EDD) en línea (<https://edd.ca.gov/>) o por teléfono al 800-480-3287 (para SDI) o al 877-238-4373 (para PFL).
- **Licencia familiar y médica:** En virtud de la Ley de Derechos Familiares de California, usted puede tener derecho a ausentarse del trabajo por una afección de salud grave suya o de un familiar, o por el nacimiento, la adopción o la obtención de la custodia tutelar de un niño. Obtenga más información sobre la licencia familiar y médica en [bit.ly/CRD-leave](https://bit.ly/CRD-leave). Puede presentar una denuncia ante el Departamento de Derechos Civiles de California (Civil Rights Department, CRD) si considera que se han infringido sus derechos.



# SOBREVIVIENTES DE VIOLENCIA Y FAMILIARES DE VÍCTIMAS: DERECHO A AUSENTARSE Y A ADAPTACIONES RAZONABLES

## AVISO



Civil Rights  
Department  
STATE OF CALIFORNIA

- **Licencia por duelo:** Esta licencia permite que los empleados que cumplan con los requisitos se ausenten del trabajo hasta por cinco días dentro de los tres meses posteriores al fallecimiento del familiar. No es necesario tomar la licencia completa de una sola vez. Obtenga más información sobre las protecciones de la licencia por duelo en [bit.ly/CRD-Bereavement](http://bit.ly/CRD-Bereavement). Puede presentar una denuncia ante el CRD si considera que se han infringido sus derechos.
- **Permiso para comparecer ante el tribunal por ciertos delitos:** Si usted es víctima de ciertos delitos o familiar de una víctima de ciertos delitos, tiene derecho a ausentarse del trabajo para asistir a procedimientos judiciales relacionados, en virtud de las Secciones 230.2 y 230.5 del Código Laboral. Puede obtener más información o presentar una denuncia ante la Oficina del Comisionado de Trabajo del Departamento de Relaciones Industriales; para ello, visite [bit.ly/DIR-Retaliation](http://bit.ly/DIR-Retaliation).

---

## PRESENTAR UNA DENUNCIA

Comuníquese con el Departamento de Derechos Civiles si tiene preguntas sobre sus derechos o para presentar una denuncia:

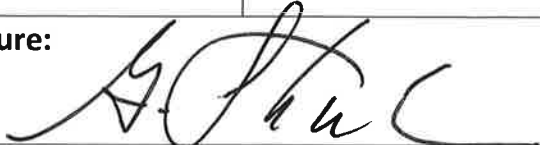
### Civil Rights Department

En línea en <http://ccrs.civilrights.ca.gov/s/>

Por correo postal a 651 Bannon Street, Suite 200, Sacramento, CA 95811.

Por teléfono al 800-884-1684 (voz), 800-700-2320 (TTY), o por el Servicio de Retransmisión de California al 711.

VCPWA Policy, Procedure & Standards Manual

<b>Chapter:</b> Employment and Recruitment		<b>Chapter Number:</b> 3	
<b>Policy/Procedure (Underline One):</b> Variable Work Hours		<b>Departments:</b> <input checked="" type="checkbox"/> CS <input checked="" type="checkbox"/> ES <input checked="" type="checkbox"/> RT <input checked="" type="checkbox"/> WP <input checked="" type="checkbox"/> WS	<b>Policy Number:</b> 6
<b>Adopted:</b> 12/1/2011	<b>Reviewed:</b> 10/22/2024	<b>Revised:</b> 10/22/2024	<b>Version Number:</b> 3
<b>Approved By:</b> Gregg Strakaluse, Agency Director	<b>Date:</b> 11/1/2024	<b>Signature:</b> 	

Departments/Staff Affected

This Standard has been adopted to provide uniformity and proper controls on all work schedules. Department Directors are not eligible to participate in the Variable Work Schedule Program.

Policy

The County defines the "normal" biweekly work period to be ten (10) working days of eight (8) hours each - a 10/80 schedule. County Administrative Policy VIII (A) - 17 and the various collective bargaining agreements allow agencies/departments to implement a Variable Work Hours Program (VWHP) at the sole discretion of the Agency Director.

**The VWHP is a privilege - it is not a benefit, vested right, or to be considered as a permanent schedule.**

A VWHP allows employees to work a compressed work schedule which permits employees to complete their 80-hour bi-week in fewer than ten days. Schedules in the VWHP may include:

- 4/10 schedule working four, 10-hour days each workweek;
- 9/80 schedule working 8 days of 9 hours and 1 day of 8 hours; or
- Flexible Working Schedule, which provides flexibility in start and end times within a workday.

The Agency recognizes the benefit a VWHP may offer employees in increased work/family life flexibility and possible reduction in greenhouse gas emissions by reducing commute trips. The

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

## VCPWA Policy & Standards Manual

### Variable Work Schedules

Agency endorses offering a VWHP to employees in departments where operations can function at a limited staffing levels without negatively impacting productivity, employee performance, or customer service levels.

#### Eligibility

Employees may be permitted, with the consent of their supervisor and the approval of their Department Director, to work a Variable Work schedule. Approval of a Variable Work schedule for individual employees will be based upon consideration of – but not limited to – the following:

1. Operational needs;
2. Employee's performance and behavioral standing;
3. Anticipated duration of variable work schedule;
4. Requirement for the employee to maintain a full-time schedule

In addition to the above criteria, approval of a Variable Work schedule related to continuing education / training will also consider:

5. To what extent the course / training supports a current and/or future PWA professional track;
6. A demonstration that the course / training is not available outside of normal work hours;

Variable Work schedules related to continuing education / training are considered on a “per course” basis and are not considered ongoing for the duration of any program or academic year.

#### Procedure

Any work schedule deviating from the provisions in this Standard must be submitted in writing to the Department Director for review and, if supported, to the Agency Director for approval.

When a variable work schedule is approved, it must be memorialized in written form. Variable work schedules related to continuing education / training must specify an end date of the variable schedule and the employee's return to a normal schedule.

A change in work schedule must begin at the start of a pay period.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

**All Schedules**

1. Employees are expected to be at their workstation ready to begin work at the start of their work period, return promptly from rest and meal breaks, and to remain working until their work period ends.
2. Per County Administrative Policy IV (A) – 1, County business hours are to be open at a minimum from 8:00 a.m. to 5:00 p.m. on each business day.
3. Sufficient staff is to be on duty during all business hours in order to carry out County business.
4. PWA “Core Work Hours” shall be no later than 8:30 a.m. and end time no earlier than 4:30 p.m.
5. Employees with specific school drop-off considerations may request Department Director approval to adjust their core hour start time to 9:00 a.m.
6. Hourly (non-exempt) employees are not allowed to have a scheduled start time that is before their supervisor's start time or an end time that is after their supervisor's end time. However, at the Department Director's discretion, an alternate supervisor may be designated during this period.
7. The normal scheduled lunch period shall be either 45 minutes or 1 hour to allow staff sufficient time to run errands, eat, rest, etc., and cannot be skipped (except under circumstances where staff is working six hours or less). Deviations of 15 minutes either way can be approved by the Department Director.

**4/10 Schedule**

Employees in the Operation and Maintenance divisions in Roads & Transportation, Water & Sanitation, and Watershed Protection are approved and authorized to work a 4/10 schedule.

**9/80 Schedule**

All employees approved for the 9/80 schedule will be issued the attached memo and will be required to sign acknowledging that they read and agree to comply with the provisions in the Standard. The supervisor will also sign acknowledging that he/she has read and will enforce the provisions of the Standard. The work schedule will not become effective until the Central Services Department receives the original signed acknowledgment.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

**VCPWA Policy & Standards Manual**  
**Variable Work Schedules**

Employees on the 9/80 schedule are to adhere to the following requirements:

1. Department Directors shall be responsible for determining eligibility of their staff to participate in a 9/80 schedule.
2. Written notification to the Agency Director is required for any Division Manager approved to be on a 9/80 schedule.
3. Friday is the only allowed day off.
4. Switching of Fridays is not allowed. If an employee requests to be off on his/her normal work Friday, he/she must submit a time off request to his/her supervisor and record the time in VCHRP appropriately.
5. It is at the discretion of the Department Director to assign staff recurring Fridays off in to appropriately balance operational needs and service coverage.
6. On the employee's 8-hour Friday, start and end time are to comply with the "PWA Work Hours" discussed above in the "All Schedules" section.
7. Staff are not to be inconvenienced or rushed to accommodate a co-worker's 9/80 schedule.
8. Sufficient coverage must be provided. Therefore, a back-up staff person shall be trained and available to assist on-duty staff with tasks or other services. Student workers will not be used as the sole or major source of coverage.
9. Exempt employees are required to come in on their Friday off if operations require.
10. To avoid unintended overtime, hourly employees are not allowed to make-up time taken off Monday through Thursday by working extra time on their Friday workday or Friday off. If an hourly employee requests to leave early on a particular day, he/she must submit a time off request to his/her supervisor and record the time in VCHRP appropriately.

**Vacation Scheduling**

While every effort will be made to accommodate time off requests, employees on a standard 10/80 schedule will be given preference over 9/80 employees' time off requests for Fridays where there is reduced staffing.

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.



**SUBJECT: VARIABLE WORK SCHEDULE PROGRAM STANDARDS AND SCHEDULE ACKNOWLEDGMENT**

This memo is being issued to provide the standards for participation in the PWA's Variable Work Hours Program, establish your workday start and end time in accordance with the Fair Labor Standards Act (FLSA). Per FLSA definition, a work week (or work period) for general employees is a fixed, regularly recurring period of 168 consecutive hours or seven consecutive 24-hour periods.

**9/80 Schedule:**

Effective \_\_\_\_\_, (date) your first Friday off shall be \_\_\_\_\_, and every other Friday thereafter until this schedule changes. Your normal work-day schedule shall be \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. with a \_\_\_\_\_-minute lunch break. On your 8-hour Friday, your normal work-day schedule shall be \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. with a \_\_\_\_\_-minute lunch break.

**Alternate Schedule:**

Effective \_\_\_\_\_ (enter date-must be start of pay period), your scheduled work week will be: \_\_\_\_\_ (list days of the week). Your normal work-day schedule shall be \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. with a \_\_\_\_\_-minute lunch break.

**Standard Schedule:**

Effective \_\_\_\_\_ (enter date-must be start of pay period), your scheduled work week will be: \_\_\_\_\_ (list days of the week). Your normal work-day schedule shall be \_\_\_\_\_ a.m. \_\_\_\_\_ with a \_\_\_\_\_-minute lunch break.

You are expected to comply with the scheduled work week unless prior approval is given for a change. Only requests for long-term changes in schedules will be considered for approval. Furthermore, Public Works management reserves the right to modify or eliminate this schedule as necessary. Additionally, the PWA Work Schedules Standard (WSS) available on the PWA Intranet Site is to be read and acknowledged. Any questions should be referred to your supervisor. Also, you may refer to the appropriate Memorandum of Agreement for more information.

---

**Employee Full Name**

---

**Employee's acknowledgment of PWA WSS  
and agreement to comply with its provisions**

---

**Date**

---

**Supervisor Full Name**

---

**Supervisor's acknowledgment of PWA WSS  
and agreement to enforce its provisions**

---

**Date**

**Original signed memo to be sent to the Central Services Department, Attention: Human Resources.**

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

**SUBJECT: TEMPORARY VARIABLE WORK SCHEDULE REQUEST – CONTINUING EDUCATION**

Temporary Variable Work schedules related to continuing education / training are considered on a “per course” basis and are not considered ongoing for the duration of any program or academic year.

**Course Information:**

- Educational Institution:
- Course Name:
- Course Details (describe to what extent the course / training supports a current and/or future PWA professional track):
- Course Start and End Dates:
- Course Meeting Schedule:
- Has the course been approved by PWA Human Resources?:

**Proposed Temporary Work Schedule:**

- Start date of temporary variable work schedule (enter date-must be start of pay period):
- Workday(s):
- Start Time to End Time:
- End Date of temporary variable schedule and the employee’s return to a normal schedule (enter date-must be start of pay period):

**Additional Information / Attachments:**

Demonstration that the course / training is not available outside of normal work hours:

You are expected to comply with the scheduled work week unless prior approval is given for a change. Public Works management reserves the right to modify or eliminate this schedule as necessary. Any questions should be referred to your supervisor. Also, you may refer to the appropriate Memorandum of Agreement for more information. **Original signed memo to be sent to the Central Services Department, Attention: Human Resources.**

---

**Employee Full Name**

---

**Employee’s acknowledgment of  
PWA Variable Work Schedules Policy**

---

**Date**

---

**Supervisor Full Name**

---

**Supervisor’s acknowledgment of PWA  
Variable Work Schedules Policy**

---

**Date**

---

**Department Director Full Name**

---

**Department Director acknowledgment  
of PWA Variable Work Schedules Policy**

---

**Date**

All policies are subject to amendment. Please refer to the Public Works Agency Shared Folder ([PWA Standards and Templates](#)) for the official current version.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES CHAPTER VIII (A) Employment &amp; Recruitment</b>
Originating Agency: CEO-HR	Last Issued/Revised  2018	<u>Policy No. Chapter VIII (A) -14</u>  NEW EMPLOYEE ORIENTATION
Policy Change Requires: <input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval Forms Change Requires: <input checked="" type="checkbox"/> CEO Approval		

## **POLICY**

This policy provides guidelines for administering new employee orientation at the County and agency/department level and ensures that such orientations provide necessary information to the new employee regarding employment with the County of Ventura.

Within 30 days from the date of employment, the agency or department shall schedule a new employee to attend an Employee Orientation Session offered by the Human Resources Division, which will provide a general overview of County government, policies, and benefits.

Every agency and/or department head is responsible for providing a departmental orientation for each new County employee within his or her organization.

## **PROCEDURE**

1. Within the first week of employment, the agency or department shall orient its new employees. This orientation should include an overview of the agency/department functions; an explanation of the agency/department safety management program, and job description; a discussion of working conditions, office equipment and procedures; completion of required legal forms/procedures (e.g., W-4 form, ID badge, loyalty oath); a medical exam; and a discussion of benefits options and time frames. Departmental orientation shall also include a discussion of County government, origin, organization, and functions; policies including Equal Employment, Sexual Harassment, Non-Discrimination, Technology Use and Health Insurance Portability and Accountability Act (HIPAA); responsibility as a County employee; and salary and benefit structure. An "Orientation Checklist" designed to assist supervisors in orienting new employees is available on request from the Human Resources Division.
2. Within 30 days of employment the agency or department shall schedule a new employee to attend an Employee Orientation Session offered by the Human Resources Division. A packet of materials is distributed at the Orientation Session and reference is made to a website where current, comprehensive, and critical information is located. If an employee is not able to attend the Orientation within 30 days of employment, it is essential that the agency or department provide the following materials to the employee which may also be found online.

- A. Employees Handbook
- B. Employee Orientation Packet, which includes: Benefit Enrollment Information, Retirement Information Booklet, Policy Handout, Credit Union Flyer, Employee Health Services Brochure, Wellness and Worklife Programs, EAP Brochure, Discrimination Policy and Complaint Procedures, and Deferred Compensation information

NOTE: In order to be timely covered by County benefits' all new eligible employees must complete and submit the necessary enrollment forms within 30 days from date of employment.



**COUNTY OF VENTURA  
PUBLIC WORKS AGENCY  
TEXTBOOK AND TUITION REIMBURSEMENT APPLICATION**

Office Use Only


**ADVANCED APPROVAL IS REQUIRED FOR REIMBURSEMENT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_ Budget Unit \_\_\_\_\_

Date of Employment \_\_\_\_\_ Class Dates From: \_\_\_\_\_ To \_\_\_\_\_

Course Title \_\_\_\_\_

Offered By \_\_\_\_\_

Will this course be taken on your own time? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimate of cost \$ \_\_\_\_\_ Reimbursement from other sources? Yes \_\_\_\_\_ No \_\_\_\_\_

Brief description of course content:

--

How does this course relate to your current job assignments?

--

I have read the textbook and tuition reimbursement procedures outlined on the reverse of this form and understand the provisions contained therein.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

I believe this course is job-related and has potential to help this employee become more effective in performing his/her job.

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Date**

Your application for textbook and tuition reimbursement for this request has been:

\_\_\_ Approved and is not to exceed \$ \_\_\_\_\_ per fiscal year.

\_\_\_ Denied for the following reason(s):

--

\_\_\_\_\_  
**Central Services**

\_\_\_\_\_  
**Date**



**PURPOSE:**

To provide a program whereby permanent and probationary employees of the County are reimbursed for the costs of textbooks, tuition, registration, and laboratory fees for occupationally related school courses, workshops, and seminars satisfactorily completed on the employee's own time.

**WHO IS ELIGIBLE:**

Permanent, probationary, full-time and part-time employees (on a pro rata basis) are eligible to participate in this program.

**WHAT COURSES ARE ELIGIBLE:**

The following criteria will be used in determining eligibility for reimbursement:

- A. Courses must have a reasonable potential for resulting in more effective County service.
- B. Job-related seminars and workshops shall be eligible for reimbursement.
- C. Courses must be satisfactorily completed. A grade of at least "C" or its equivalent is required for reimbursement. Graduate courses require a grade "B" or better.
- D. Courses must be offered by a school recognized by the State of California; the Department of Health, Education and Welfare; or the Veterans Administration, unless otherwise provided.
- E. Seminars and workshops directly job-related are eligible if offered in conjunction with a recognized college, education institution, professional organization, or County training facility. The course must be recommended and approved by the agency/department head.

**WHAT COURSES ARE NOT ELIGIBLE:**

- A. Those taken to bring unsatisfactory performance up to an acceptable level.
- B. Those which duplicate in-service training.
- C. Those which duplicate training the employee has already received.

**TEXTBOOK AND TUITION REIMBURSEMENT:**

**TUITION REIMBURSEMENT** - The County shall, subject to reasonable budgetary control and unless otherwise designated, provide for one hundred percent (100%) reimbursement of tuition for off-day, job-related, recognized courses up to a maximum specified in the appropriate memorandum of agreement or resolution.

**COSTS NOT COVERED**

In terms of both time and money, the following costs are not covered by the program:

- A. Courses must generally be taken on the employee's own time, on compensatory time, vacation time, or administrative leave approved in advance by the department/agency head. The intent is NOT to provide for time off with pay.
- B. Neither transportation nor mileage reimbursement is provided for by this program.
- C. Parking fees, meals, and other costs not specifically covered in this program will not be paid by the County.
- D. Costs for which reimbursement is received from other sources.
- E. Conventions and conferences not qualifying as a "course" are not covered by this reimbursement program.

**PROGRAM ADMINISTRATION:** The department/agency head is responsible for the administration of this program. Applications for reimbursement should be received by the department/agency head prior to the first (1st) class session. The department/agency head must receive an official record of grades and receipts within ninety (90) calendar days after the last class session. New employees will not be reimbursed until they have completed 1040 hours of compensable service with the County. The Human Resources Director may develop such forms and additional procedures which he/she deems necessary to accomplish the intent of this program. **FOR ADDITIONAL INFORMATION REFER TO THE CURRENT MEMORANDUM OF AGREEMENT.**