

MEETING NOTICE: There will be a Meeting of the  
Human Resources Committee of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, December 4, 2019, at 4:30 p.m.,  
Blanchard Community Library, Hardison Room,  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

## AGENDA

### A. CALL TO ORDER

### B. APPROVAL OF THE ORDER OF THE AGENDA

### C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The chairperson will acknowledge visitors wishing to speak on a topic on the special meeting agenda. Only public comments relating to a topic on the agenda will be accepted. The Committee is prohibited from taking action on any item not part of the printed agenda. When addressing the Committee, please stand to be recognized, state your full name and address, and direct your comments to the entire Committee.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

### D. OLD BUSINESS

None

### E. NEW BUSINESS

- a. Consider replacing the current vacation/sick time policies with a Paid Time Off (PTO) policy. (information, discussion, possible action)
- b. Consider amending the employee Complaint/Grievance Procedure policy. (information, discussion, possible)
- c. Consider whether to compensate employees during a natural disaster.

### F. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, Interim Director of the Blanchard/Santa Paula Community Library, at 805-525-2394. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

## 1.1 PAID TIME OFF [OPTIONAL TO REPLACE VACATION/SICK LEAVE]

Regular and probationary full-time and part-time employees, except pages, (who work at least 20 hours per week) will be eligible to earn paid time off (“PTO”). PTO is offered to eligible employees to provide them with periods of rest and relaxation away from their regular job duties, to take care of illnesses or injury, or for any personal purpose at the employee’s discretion.

Active service commences with an eligible employee’s first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or the termination of employment. You will earn PTO on a pro rata basis up to the maximum caps referenced below. Depending on your employment status and your years of service with the District, you may be eligible to accrue PTO at a higher rate.

Although you begin to earn PTO immediately upon commencing employment, you may not use your accrued PTO until your ninetieth (90th) day of employment.

If eligible, you will earn PTO as follows:

<u>YEARS OF SERVICE</u>	<u>HOUR OF CREDIT PER HOUR OF SERVICE</u>	<u>APPROXIMATE NUMBER OF HOURS/DAYS PER YEAR</u>
<u>Less than 15</u>	<u>0.0385</u>	<u>Up to 80 hours or 10 work days</u>
<u>Less than 15 and holds Master’s degree in library science (applies to hiring dates prior to 1/1/2016 only)</u>	<u>0.0577</u>	<u>Up to 120 hours or 15 work days</u>
<u>15-24</u>	<u>0.0577</u>	<u>Up to 120 hours or 15 work days</u>
<u>25 or more</u>	<u>0.0769</u>	<u>Up to 160 hours or 20 work days</u>

These accruals are pro-rated for eligible regular part-time employees (but not less than one (1) hour of PTO for every 30 hours worked).

Local city ordinances may apply to your accrual or use of PTO, depending upon the city(ies) in which you work. Local ordinances which alter your accrual or use of PTO will be applied as necessary depending upon where you work. If there is any conflict between this PTO policy and the laws of the city in which you work, the law which is more generous to you will apply.

PTO accrues on a pro rata basis. PTO is paid to you at your current straight-time hourly rate at the time you take the time off, or as otherwise required by law. You will receive payment for PTO no later than the payday for the next regular payroll period after the PTO is taken. We do not advance PTO pay to employees. Negative accruals of PTO are prohibited unless it is in the best interest of the District to permit them.

You may use vacation time in minimum increments of one hour. You may not use more than four weeks of vacation at one time. Employees are entitled to accrue vacation up to not more than 2.0 times their average annual accrual unless approved by the District Director or Board of Trustees for excess accrual based upon District need or personal emergency.

You will not accrue PTO benefits while on a leave of absence. If a designated paid holiday is observed by the District during your PTO, it will not count against your PTO bank. All accrued but unused PTO will be paid to you at your final rate of pay when you leave the District.

Although you are allotted paid time off benefits to cover periods of absence due to personal reasons, you should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your time off. The District may determine that your absences are excessive if, based on all the facts and circumstances, it is found disruptive to the District, co-workers or customers.

#### 1.1.1 Use of PTO for Vacation or Personal Leave

You may not use more than four weeks of PTO at one time.

You should submit your vacation request at least 30 days in advance. Notice of less than 30 days may be approved in the discretion of the District Director, and all vacation requests must be approved in advance by your supervisor. If there is a conflict in scheduling vacation or personal leave, we will first consider our business needs. If all other factors are equal, we will then give preference to seniority in approving conflicting requests.

We may defer your vacation or personal leave request, require you to take it at certain times, schedule it for you if you fail to do so or if we deem it necessary, pay out your accrued PTO or shut down all or any part of the District for PTO purposes if necessitated by business needs or in our sole discretion. We will give you at least 90 days' notice of District-scheduled PTO time.

#### 1.1.2 Use of PTO for Sick Leave

In the case of unexpected or emergency illness or injury, you must notify you must notify your supervisor at least 60 minutes prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must notify the District Director. If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. You must keep your supervisor informed as to when you expect to return to work. If the need for PTO time is foreseeable, you must provide reasonable advance notification.

Among other uses, PTO may be used for medical or dental appointments, as well as a need for time off due to domestic violence, sexual assault or stalking. You may also use your earned PTO to care for your injured or ill family member, including any of the

following: spouse, child of any age, sibling, parent, registered domestic partner, grandparent, grandchild or any other family member specified by applicable law.

If you abuse the use of PTO for sick leave purposes, your benefits may be denied. Subject to applicable law, we reserve the right to require a written statement from your physician or your family member's physician certifying your absence. If your absence is due to your medical condition, to the extent allowable under the law, we reserve the right to require a written release from your physician that you can return to work.

If your absence due to illness or injury extends beyond seven days, or if you are hospitalized, you should file a claim with the California Employment Development Department for State Disability Insurance. You may obtain information and claim forms from the District Director or online at [www.edd.ca.gov](http://www.edd.ca.gov).

## **1.2 COMPLAINT/GRIEVANCE PROCEDURE**

The District has established a procedure designed to provide all personnel with a means of recourse when they feel they have not been treated in accordance with the District's policy.

Any employee complaint should be discussed with the District Director within ten calendar days of the occurrence of the problem creating the grievance. The Director will make a concerted effort to resolve the grievance in a timely fashion.

In the event that the complaint is a matter involving the District Director, should be addressed to the Board of Trustees' Human Resource Committee.