



## **Butte County Mosquito and Vector Control District**

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**Matthew C. Ball**  
Manager

### **AGENDA**

#### ***Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District***

(BCMVCD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents must be made 48 hours prior to the meeting.

1. *Regular Board of Trustees Meeting Time: 4:00 PM Date: August 9, 2023*
2. *Call to Order – 4:00 PM (Call Roll)*
3. *Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):*
4. *Approval of Minutes of the Meeting of: July 12, 2023*
5. *Persons Wishing to Address the Board Pertaining to Closed Session Matters:*
6. *Closed Session Announcement (District Legal Counsel Present): None*
7. *Reports: (7.1 – 7.2)*
  - 7.1 *District Manager's Report*

The District Manager will provide a brief report on current District business and activities. The Manager will also report on District employees, meetings attended, and current projects.
  - 7.2 *District Departments Report*

The Assistant Manager and District staff members present, will provide reports on the business and activities of the District's departments. District departments include, Entomology, Ground Operations, Aircraft Operations, and Public Information and Outreach.
8. *Policy Matters: (8.1 – 8.4)*

8.1 *Consider Amendment(s) to Personnel Policy, Policy 7005, Hiring, Age Limits, Advancement, Promotions, and Probation.*

The Board will be asked to consider amendment(s) to Personnel Policy, Policy 7005, Hiring Age Limits, Advancement, Promotions, and Probation.

8.2 *Consider Amendment(s) to Personnel Policy, Policy 7016, Meal and Rest Periods.*

The Board will be asked to consider amendment(s) to Personnel Policy, Policy 7016, Meals and Rest Periods.

8.3 *Consider Amendment(s) to Personnel Policy, Policy 7025, Holidays.*

The Board will be asked to consider amendment(s) to Personnel Policy, Policy 7025, Holidays.

8.4 *Consider Amendment(s) to Personnel Policy, Policy 7040, Sick Leave.*

The Board will be asked to consider amendment(s) to Personnel Policy, Policy 7040, Sick Leave.

9. *Topic of the Month:*

The Board will hear a brief report on the biology of *Anopheles freeborni*.

10. *Approve Payment of The Bills:*

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

11. *Personnel: N/A*

12. *Correspondence: N/A*

13. *Other Business: N/A*

14. *Persons Wishing to Address the Board Pertaining to Closed Session Matters: N/A*

15. *Closed Session Matters (District Legal Counsel Not Present): N/A*

16. *Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is September 13, 2023)*

***Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held July 12, 2023***

**Members Present:** Michael Barth, Darlene Fredericks, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Chuck Reynolds, Secretary Melissa Schuster, Carl Starkey, and President Bo Sheppard.

**Members Excused:** Dr. Albert Beck.

**Members Absent:** None.

**Also Present:** District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, and Entomologist Amanda Bradford.

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on July 12, 2023, at 444 Otterson Drive, Chico, CA 95928.
2. The July 12, 2023, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Sheppard.
3. Under persons wishing to address the Board on items not on the agenda, Member Schuster expressed concern and questions regarding the recent locally acquired malaria cases in Florida and Texas. The District Manager commented on the matter and answered questions presented by the Board. Seeing and hearing no additional persons wishing to address the Board on items not on the agenda, President Sheppard proceeded to request approval of the minutes.
4. After review, it was then moved by Member LaRocca, seconded by Member Kirk, and passed unanimously with a vote of 9 ayes and 0 nays to approve the minutes of the Board of Trustees meeting held June 14, 2023, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Under item 7, at 4:10 PM President Sheppard opened the public hearing regarding Resolution No. 23-05, a Resolution of the Board of Trustees of the Butte County Mosquito and Vector Control District, a resolution approving the Engineer's Reports, confirming the assessment diagram and assessment, and ordering the levy of assessments for fiscal year 2023-2024 for the Mosquito, Vector and Disease Control Assessment. The District Manager and Kyle Tankard provided a report and explained the process of Proposition 218. After the public hearing was closed at 4:14 PM, it was then moved by Member Johnson, seconded by Member Starkey, and passed unanimously with a vote of 9 ayes and 0 nays to adopt Resolution No. 23-05 a Resolution of the Board of Trustees of the Butte County Mosquito and Vector Control District approving the Engineer's report, confirming diagram and assessment, and ordering levy of the Mosquito, Vector and Disease Control Assessment for fiscal year 2023-2024.
8. Reports (8.1 – 8.4)
  - 8.1 Under item 8.1 of reports, District Manager's Report, the District Manager reported that on June 15, 2023, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee met on this date. Also on this date, District management attended a meeting to review the progress of the District's new website with Streamline. All staff received state mandated UST training provided by BL Griffin and Associates.

On June 21, 2023, District management met with Streamline to review the process of transitioning the District's website to Streamline's services. This was the last meeting to ensure that all things looked good prior to the launch of the new website.

On June 22, 2023, the District's new website launched live with 100% ADA compliance.

On June 23, 2023, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On June 29, 2023, Butte Environmental Health conducted a three-year compliance inspection of the District's hazardous waste program. The District passed the inspection with no infractions.

The District Manager reminded the Board that the District was closed on July 4, 2023.

On July 7, 2023, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On July 11, 2023, the District Manager met with representatives of MGK and Azelis to review products, product availability, pricing, and to provide projects of use based on the current season.

On July 12, 2023, District management attended the monthly West Nile virus (WNV) task force meeting with Butte County Public Health. The District shared mosquito abundance reports and both agencies previewed the upcoming WNV season. The District will be releasing press releases as needed for WNV positive mosquitoes, sentinel chickens, and dead birds. BCPH will issue all other WNV related press releases.

The District Manager reported that some of its staff attended, on personal time, a funeral service for a previous District Supervisor, Bill Kunde. Mr. Kunde retired in 2020 and passed away in the month of June.

- 8.2 Under item 8.2 of reports, the Assistant Manager reported that the District's New Jersey light traps have continued catching mosquitoes. *Culex pipiens* populations are higher than the previous year. *Culex tarsalis* populations are much higher the previous year at this time. Most mosquito species populations have increased over the past month. Sentinel chickens sera samples are continuing to be taken biweekly. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of July 5th, 2023, 188 pools have been submitted; with one of those pools being positive and as of July 12, 2023, three pools had tested positive. Also, *Aedes aegypti* has been detected a total of four times in Chico and was detected in Oroville for the first time for 2023 on July 4th. Since then, *Aedes aegypti* has continued to be detected in Chico and Oroville, but also in Hamilton City, Glenn county, for the first time. A press release was issued and the Manager at Glenn County was notified.

West Nile virus (WNV) activity was detected within the District's service area on June 28th in a mosquito pool. WNV has been identified in 148 mosquito pools and 51 dead bird in California to date. The District now has 3 positive mosquito pools.

The District's four indoor fish tanks have undergone annual maintenance and are being stocked up in preparation for the winter. The District's outdoor fish ponds are producing high amounts of fish and the District's public fish tanks were deployed to the field on June 22nd.

Mosquito and Vector Control Specialists (Specialists) have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains and urban sources. Service requests for inspections, fish, and treatments have increased over the past month. The District has also commenced night-time ground adulticiding operations on a regular basis.

As of July 5th, the District has treated 3,905 acres of wetlands; compared to 1,538 acres at this time last year. The District has treated 18,712 acres of rice this year, compared to 21,508 acres at this time last year. The District has made 5 ULV adulticide treatments thus far, compared to 0 ULV adulticide treatments at this time last year.

The Public Relations (PR) Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District has completed the process of transferring service providers and has updated the District's website. The District public service announcements continue to run on newspapers, radio, television, and digital advertising. Information mailer will be provided to Hamilton City residents regarding it's recent *Aedes aegypti* detection. Several interviews have been conducted based on West Nile virus activity and *Aedes aegypti* detections.

After this final item of reports, President Sheppard asked the District Manager to proceed to policy matters.

- 8.3 Under item 8.3 of reports, 2022/2023 4th Quarter Fiscal Reports, the Administrative Manager reported that salaries and benefits category is 97.4% expended, services and supplies category is 96.6% expended, capital outlay category is 86.6%. It was then stated that overall expenditures are currently at 95.9% expended and current revenues are at 106.6% received.
- 8.4 Under item 8.4 of reports, 2nd Quarter Newsletter, the Assistant Manager reviewed the 2nd Quarter Newsletter with the Board.
- 9 Policy matters (9.1 – 9.2)
- 9.1 Under item 9.1 of policy matters, the Board was asked to consider adopting the 2023/2024 fiscal budgets as final as well as Resolution No. 23-06. The District Manager and Administrative

Manager reviewed and explained the budgets and reported the proposed changes made to the preliminary budgets. It was then moved by Member Schuster, seconded by Member Barth, and passed unanimously with a vote of 9 ayes and 0 nays to approve and adopt Resolution No. 23-06 and the 2023/2024 fiscal budgets as final.

- 9.2 Under item 9.2 of policy matters, the Board was asked to consider renewing membership with the AMCA. The District Manager informed the Board of the benefits of belonging to the association. The cost for a sustaining membership is \$3,184.36. It was then moved by Member LaRocca, seconded by Member Fredericks, and passed unanimously with a vote of 9 ayes and 0 nays to renew membership with the AMCA in the amount of \$3,184.36.
- 10 Under topic of the month, the District's Entomologist gave a presentation on biology of *Culex tarsalis*.
- 11 After reviewing the demands made upon the District for the past month, it was then moved by Member Johnson, seconded by Member Starkey, and passed unanimously with a vote of 9 ayes 0 nays to authorize checks numbered 52519 through 52675 be signed and distributed. Expenditures for the month totaled \$1,190,200.33.
- 12 Under personnel, the District Manager reported that one seasonal voluntarily quit on June 26, 2023, after six hours of employment on his first day.
13. No items of correspondence to report.
13. Under other business to report, the District Manager informed the Board that the AED's that had been back ordered since February 2023, have been replaced with a new item that was in stock, and received. The two AED's have been installed, one at the District's main Administration building in Oroville and the second at the Chico substation.
14. No persons wishing to address the Board pertaining to closed session matters.
15. No closed session matters warranting legal counsel.
16. President Sheppard announced adjournment at 4:50 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on August 9, 2023, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,  
Secretary

On July 13, 2023, the District completed the monthly staff meeting and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management.

On July 18, 2023, the District Manager met with a representative from Clarke to discuss products, pricing, projections, and product availability.

On July 19, 2023, the District Manager and Administrative Manger gave a presentation to the Oroville Exchange Club. The presentation was a brief overview of the District and Invasive Aedes detections and response.

On July 21, 2023, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On July 25, 2023, District management attended the MVCAC Summer Board meeting virtually. The association discussed items such as a possible dues increase, the dead bird program, received reports from the MVCAC committees, and heard reports from CDPH and industry.

On July 26, 2023, District management attended a meeting with the AB 896 working group to discuss wetland owner communications with member districts, projects underway, a new CDFW wetland incentive program, and the Bird Haven Ranch project.

On August 3, 2023, the District Manager met with a representative from Central Life Sciences to discuss products, pricing, projections, and product availability.

**LAB / VECTOR SURVEILLANCE:** The District's New Jersey light traps have continued catching mosquitoes (Attachment 1). According to the graph, *Culex pipiens* and *Culex tarsalis* populations are higher than the previous year at this time, but are lower than past years. *Anopheles freeborni* has begun to increase over the past month. Sentinel chickens sera samples are continuing to be taken biweekly. CO2 trapping has continued and traps are being deployed routinely. Mosquito pools are being submitted for mosquito-borne disease. As of August 1<sup>st</sup>, 2023, 349 pools have been submitted; with 24 of those pools being positive. Also, *Aedes aegypti* has been detected a total of 12 times in Chico, 17 times in Oroville, and 5 times in Hamilton City.

**VIRUS SURVEILLANCE:** West Nile virus (WNV) activity has increased within the District's service area with a total of 24 positive pools and 4 positive chicken coops. WNV has been identified in 2 human cases, 147 dead birds, 1,225 mosquito pools, 13 chickens, and 1 horse in California to date (Attachment 2).

**MOSQUITOFISH OPERATIONS:** The District's four indoor fish tanks are fully operational and produced 6,223 fry in July. This number is higher than the previous six month average. The District's outdoor fish ponds continue to produce high amounts of fish.

**CONTROL OPERATIONS:** Mosquito and Vector Control Specialists (Specialists) have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains and urban sources. Service requests for inspections, fish, and treatments have increased over the past month.

**AIRCRAFT OPERATIONS:** As of August 1<sup>st</sup>, the District has treated 6,149 acres of wetlands; compared to 2,253 acres at this time last year. The District has treated 36,496 acres of rice this year, compared to 39,186 acres at this time last year. The District has made 8 ULV adulticide treatments thus far, compared to 2 ULV adulticide treatments at this time last year.

**PUBLIC INFORMATION & OUTREACH:** The Public Relations (PR) Department is reviewing and updating (if needed) the District's website, brochures, photo and video files, and other informational documents. The District has completed the process of transferring service providers and has updated the District's website. The District public service announcements continue to run on newspapers, radio, television, and digital advertising. The District Manager and Administrative Manger gave a presentation to the Oroville Exchange Club on a brief overview of the District and Invasive *Aedes* detections and response.

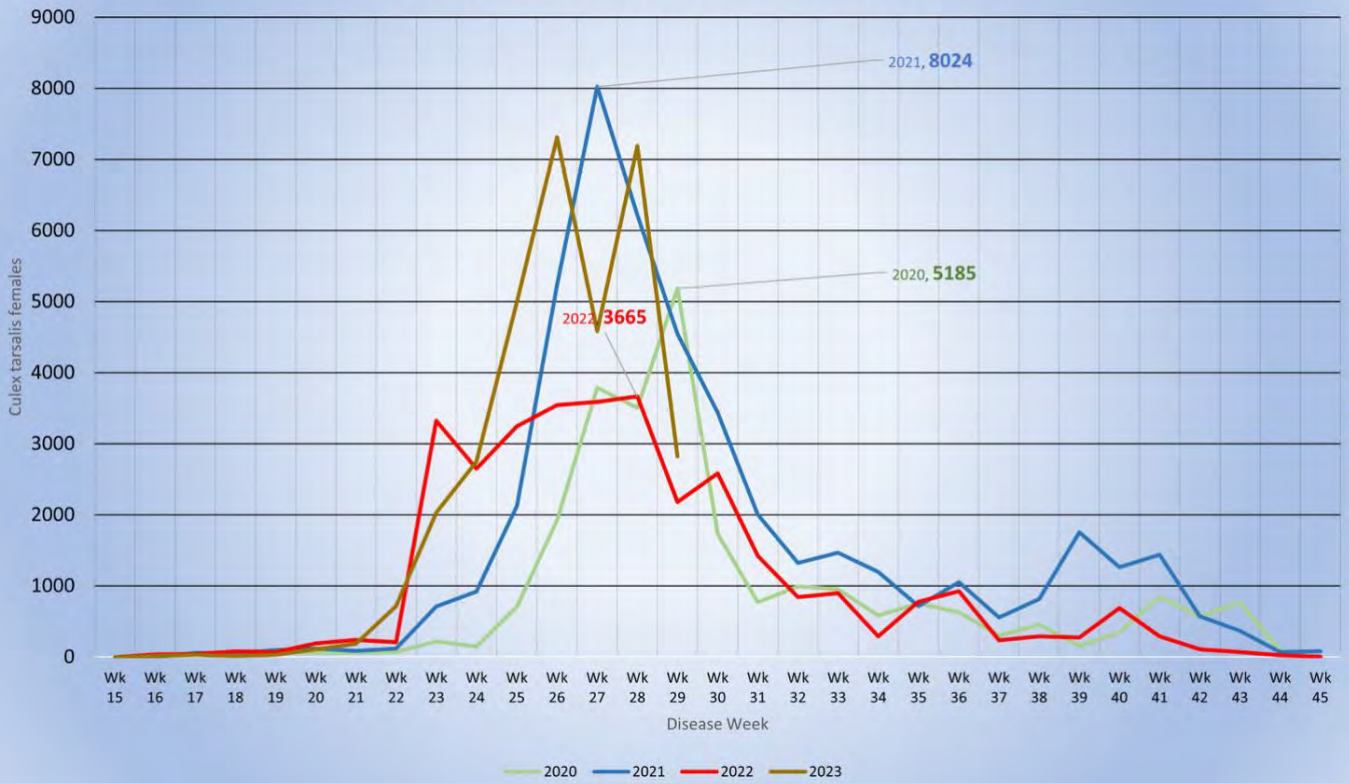


# Attachment #1

## COUNTY-WIDE GRAVID TRAP COMPARISON

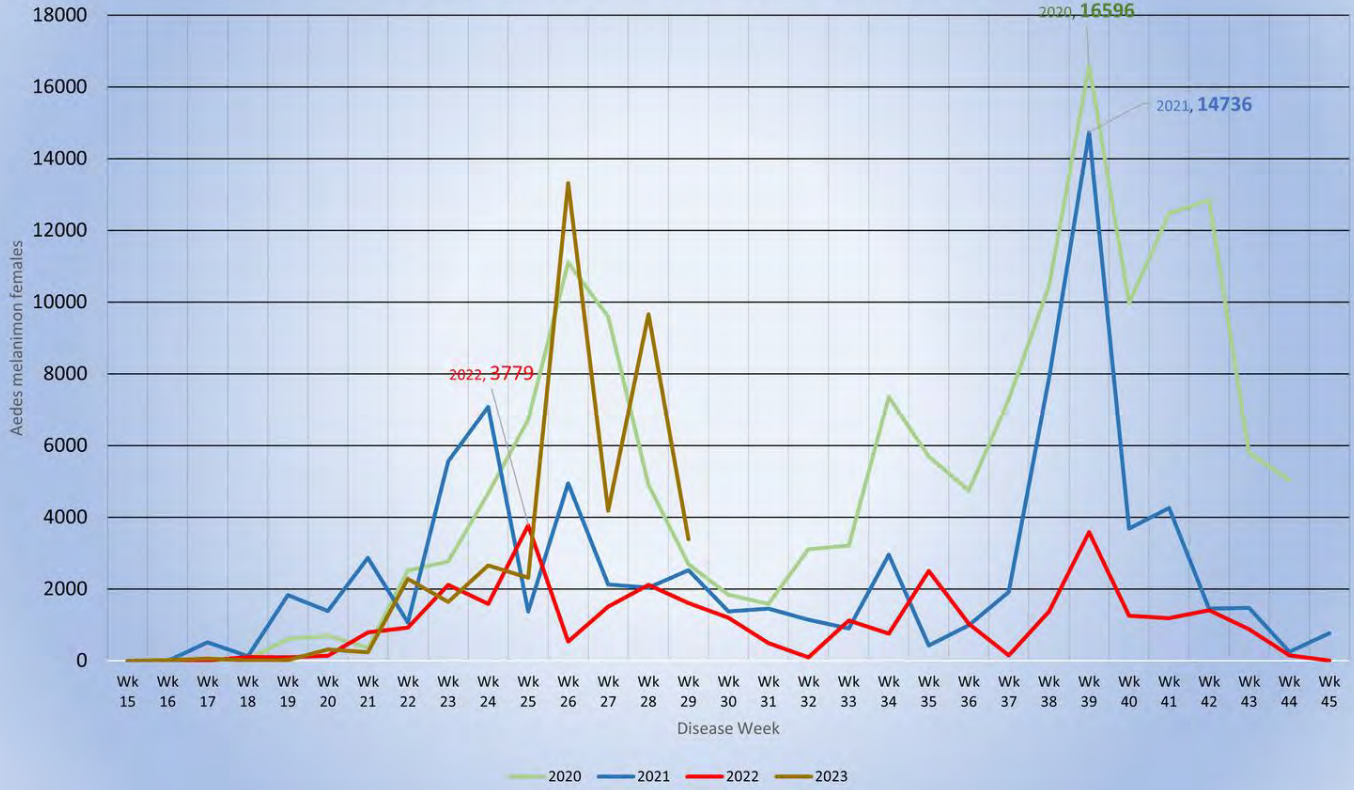


## CULEX TARSALIS COMPARISON

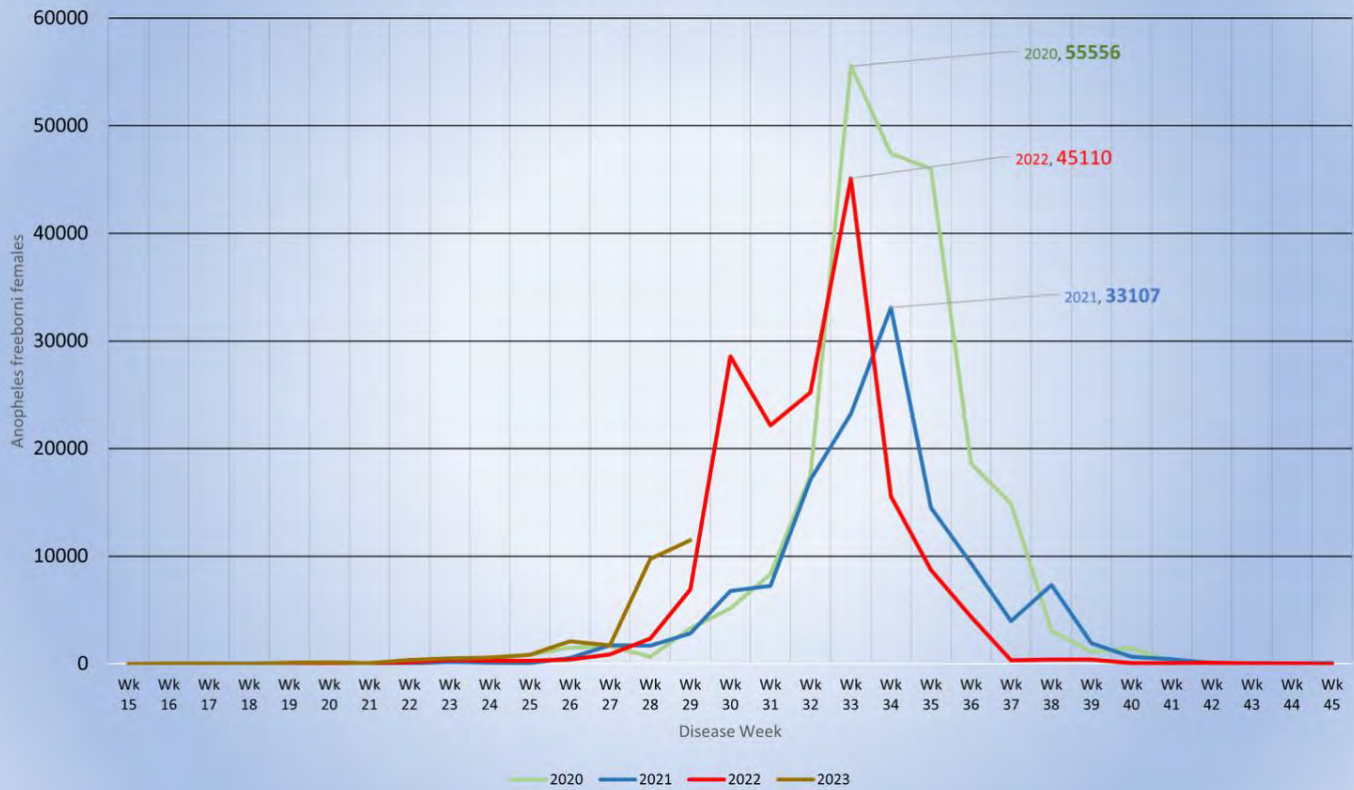




## AEDES MELANIMON COMPARISON



## ANOPHELES FREEBORNI COMPARISON



Attachment # 2



	Humans	Horses	Dead Birds	Dead Squirrels	Mosquito Pools	Sentinel Chickens
2004	7	18	118	0	1	50
2005	25	7	79	0	4	15
2006	34	0	40	1	1	49
2007	16	0	27	0	5	32
2008	6	0	38	0	5	31
2009	2	0	13	0	5	36
2010	1	1	6	1	7	7
2011	3	0	0	0	1	20
2012	10	2	53	2	27	43
2013	24	0	42	1	38	57
2014	25	0	22	0	43	37
2015	55	0	38	0	101	37
2016	21	0	22	0	48	38
2017	3	0	5	0	49	31
2018	12	0	4	0	49	37
2019	5	0	1	0	45	34
2020	4	1	4	0	31	23
2021	12	0	2	0	80	26
2022	3	0	2	0	39	26
2023	0	0	0	0	14	4
<b>Totals</b>	<b>268</b>	<b>29</b>	<b>516</b>	<b>5</b>	<b>593</b>	<b>633</b>

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Hiring, Age Limits, Advancement, Promotion, and Probation

**POLICY NUMBER:** 7005

**7005.1 General:** The District hiring system shall be administered so that District employment, retention, and promotion shall be on a merit basis to assure that the best qualified persons available are employed and retained by the District. Minimum qualifications for original or continued employment are established in the job description for each class of employment.

**7005.2** The minimum age for any employment at the District shall be 18 years.

**7005.3** Retirement is to be encouraged at age 65. Employment may be continued beyond age 65, provided the employee's physical condition will not constitute an undue risk to the District, and the employee can meet the conditions found in his/her job description.

**7005.4 Hiring and Advancement:** Raises will only be paid when the employee has satisfied the District Manager that a raise has been earned. Step raises are not automatic. Persons hired for 20 hours or more per week on a permanent basis shall have the same probationary period and be eligible for advancement in the same way as permanent full-time employees. Whenever a position is available in a higher classification, the District Manager may promote the best qualified presently employed person, or hire an outside person, whichever he deems best, without regard to seniority. The number of employees in each classification will be determined by the budget.

**7005.5 Promotions:** The same criteria used for layoff ranking shall serve as guidance for the District Manager in evaluating employees for promotion, in addition to the following policy:

**7005.5.1** A notice of vacancy shall be posted at all work locations at least seven (7) days prior to any filing date, when possible.

**7005.5.2** All employees who apply for a different classification will be granted an interview, if qualified, as per the job description for the position.

**7005.5.3** All interested qualified employees will be considered for any open position.

**7005.5.4** District policy on all promotions shall be on a merit basis to assure that the best qualified persons available are employed and retained by the District.

**7005.5.5** The anniversary date for salary consideration for any promoted employee shall be the first day of the pay period at one year of employment in the promoted position.

**7005.5.6** The steps of the salary schedule are merit steps, and are not automatic. Eligibility for merit increase will be considered at an employee's anniversary date or at annual evaluation. Any employee hired at other than step 1 will still come under the annual anniversary date consideration, unless a written agreement is made between that employee

and management, such as in cases of advancement, with an agreed upon anniversary date change.

**7005.5.7** Steps 6, 7 and 8 are longevity steps based on merit. Eligibility for longevity steps would normally occur after 3 years of satisfactory work for the District in each preceding step.

**7005.6 Probation:** All original appointments shall be tentative and subject to a probationary period of 1 year from the date of hire in the current position. All promotional appointments shall be tentative and subject to a probationary period of one (1) year following such promotion. The probationary period shall be utilized for closely observing the employee in his/her position and for eliminating any probationary employee whose performance does not meet the required standards of work. The 12 months of probation is for time actually worked and does not include time earned in some status other than actually performing duties assigned as part of that person's employment. In practice, a person on unpaid leave would not be credited with time worked to satisfy the probationary period. During the probationary period an employee may be rejected at any time by the District Manager without the right of review of any kind. ~~The position from which an employee is promoted will remain open for a period of three (3) months after the date of said promotion. Prior to the completion of three (3) months in the promoted position, the District will provide an employee evaluation to the promoted employee in the promoted position. Within three (3) months of promotion, the employee may request he/she be returned back to their former position.~~

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Meal and Rest Periods  
**POLICY NUMBER:** 7016

**7016.1** The District work week is Monday through Thursday, 6:00 AM to 4:30 PM. This schedule is known as a 4/10 schedule.

**7016.2** All employees are entitled a 15-minute rest period (break) for every (4) hours worked. During the District's 10-hour workday, this would be (2) 15-minute breaks.

**7016.2.1** Employees shall be compensated for the rest periods.

**7016.2.2** The rest periods shall be duty free. Employees must receive management approval prior to leaving ~~are not required to remain in~~ the workplace during rest periods when assigned to work on District grounds. However, a failure to promptly return to work at the conclusion of the rest period is grounds for discipline.

**7016.3** All employees working more than five hours per day will be required and provided (1) 30-minute meal period (lunch) which will be considered "off duty."

**7016.3.1** Employees working no more than six hours may waive the meal period provided that mutual consent exists between both the employee and District management (District Manager, Assistant Manager, Administrative Manager, and/or Regional Supervisor).

**7016.3.2** All meal periods are considered "off duty" (relieved of all duties during the meal period). Employees that perform "on duty" tasks/work is at their choosing, is completely voluntary, and will not be compensated for tasks/work performed during an "off duty" meal period.

**7016.3.4** Employees are not compensated for meal periods.

**7016.3.5** Employees are allowed to leave the District facilities for their "off duty" meal period.

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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Holidays  
**POLICY NUMBER:** 7025

**7025.1** These are the designated holidays to be observed by the District.

<b>HOLIDAY</b>	<b>DAY CELEBRATED</b>
New Year's Day	January 1st
Martin Luther King's B-day	Third Monday in January
Lincoln's Birthday	February 12th
President's Day	Third Monday in February
Cesar Chavez Day	March 31st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Designated Thursday
Christmas Day	December 25th

**7025.2** All eligible permanent and probationary employees are credited and compensated for District observed holidays. To be eligible, an employee must be in compensated status on assigned work days immediately before and after the designated holiday to be eligible.

**7025.2.1** Full time employees will be credited 10 hours for the holiday.

**7025.2.2.** Part time employees will be credited on a pro rate basis, based on hours normally worked.

**7025.3** Seasonal hourly employees shall be credited and compensated for holidays which fall on or are traditionally celebrated on the days which they normally would work. After such person has been employed for 3 or more years, they will be credited for 4th of July on the 3rd year, adding Labor Day on the 4th year, and Memorial Day on the 5th year. In order to be eligible for this benefit, an employee must be in compensated status on assigned workdays immediately before and after the holiday to be credited. First and second year seasonal hourly employees are not eligible for any holiday.

**7025.4** All employees who are required and/or requested to work on a designated holiday shall be compensated as double time. Required and/or requested holiday work schedules and/or equivalent paid time off days are at the discretion of the District Manager.

**7025.4.1** Full time and part-time employees will be compensated by accruing 2 hours for every holiday hour worked as compensated time off (CTO).

**7025.4.2** Salaried employees will be compensated by earning 2 personal holidays for every holiday worked. Earned personal holidays may be used within the calendar year to which they are earned, under normal circumstances.



**7025.4.3** Seasonal employees will be compensated as double time for every holiday hour worked.

**7025.5** Each full time permanent and probationary employee shall be entitled up to four (4) personal holidays per calendar year, credited at the beginning of each quarter. Employees hired between January 1 and March 31 are entitled to four (4) personal holidays in that year. Employees hired between April 1 and June 30 are entitled to three (3) personal holidays in that year. Employees hired between July 1 and September 30 are entitled to two (2) personal holidays that year. Employees hired between October 1 and December 31 are entitled to one (1) personal holiday that year. The District Manager may require an employee to provide fourteen (14) calendar days notice in advance of the use of a personal holiday. In the event of an emergency the District Manager may deny the employee's holiday. Personal holidays shall be scheduled and taken off within the calendar year to which they are credited. Personal holidays are not compensable, if not taken, except under emergency conditions.

**7025.6** Part-time permanent employees shall be credited with hourly pro-rata designated and personal holiday credit.

**7025.7** At such time as the District is on a 4 day/40 hour work week, any designated holiday will be used or credited as follows (considering the work week to be Monday through Thursday):

**7025.7.1** When a holiday falls on Monday through Thursday, they will be observed as a working day holiday.

**7025.7.2** When a designated holiday falls on Friday or Saturday, they will be observed on the preceding Thursday. When the holiday falls on Sunday it will be observed on the following Monday.

**7025.7.3** Any eligible part-time employee will be credited on a proportionate part, consistent with the above listed days.

**7025.7.4** The practice of celebrating a holiday on a Monday will not change the basis of determining whether it is a paid holiday or not, based on the day the holiday actually falls, and the standards listed above.

**7025.7.5** Anyone on vacation will be credited for 10 hours per holiday, except part-time, which will be credited as stated on 7025.65.

**7025.7.6** Personal holidays accrued are to be used as full days.



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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 7040

**7040.1** Sick leave is defined as absence from work due to illness, non-industrial injury, and quarantine due to exposure to a contagious disease. In addition dental, eye, and/or other physical or medical examinations or treatments by a licensed practitioner for the employee or a person in the employee's immediate family as defined by Section 7040.9. Sick leave used for dental, eye, and/or other physical or medical examinations or treatments by a licensed practitioner for the employee or a person in the employee's immediate family as defined by Section 7040.9 may only be used for travel time to and from the licensed practitioner, time to pick up a prescription if needed, and the duration of the visit, examination, or treatment.

**7040.2** Sick leave is not like vacation or compensated time off (CTO) where the employees are encouraged to use available time. Sick leave should be used on an as-needed basis only.

**7040.3** Full Time Employees. Each full-time employee shall be entitled to sick leave with pay. Time to be allowed shall be computed and accumulated at the rate of 3.75 hours per bi-weekly pay period. Unused sick leave may be accumulated without limit. Sick leave does not accrue while on unpaid leave of absence.

**7040.4** Part Time and Seasonal Employees. Each part-time or seasonal employee who works for the District for 30 or more days within a year from the commencement of employment is entitled to sick leave with pay [subject to sections 7040.4.1, 7040.4.2, and 7040.4.3](#). Time to be allowed shall be computed and accumulated at the rate of 3.75 hours per bi-weekly pay period. Sick leave does not accrue while on unpaid leave of absence or when not employed with the District.

**7040.4.1** Sick leave can be accrued to a maximum of 60 hours.

**7040.4.2** An employee covered under this section shall be entitled to use accrued paid sick leave beginning on the 90th day of employment, after which the employee may use paid sick leave as it is accrued.

**7040.4.3** Accrued sick leave shall carry over to the following year of employment as long that employee is rehired within one calendar year from the date of separation. However, an employee's use of paid sick leave shall be limited to 30 hours in each year of employment.

**7040.5** Sick leave may not be used in less than .25 hour increments.

**7040.6** An employee who is absent on sick leave shall notify the District management as early as practicable on each day of such absence, unless a previous understanding is agreed upon by the District management.

**7040.7** The District Manager may require evidence in the form of a physician's certificate or other evidence to substantiate the adequacy of the reason for an employee's absence during the time which sick leave is requested or used. Such request will be made at the time of notification by the employee. The circumstances under which a doctor's note will be required are committed to the District Manager's

discretion. Failure to provide evidence after requested by the District Manager may lead to disciplinary actions (Section 7260.2.20) and/or termination of employment.

**7040.8** An employee who is injured or who becomes ill while on vacation may be paid sick leave in lieu of vacation provided that the employee:

**7040.8.1** Was hospitalized during the period for which sick leave is claimed, or

**7040.8.2** Received medical treatment or diagnosis of such a nature that it would have qualified for the use of sick leave while on the job and the employee presents his/her own signed statement of facts in addition to a statement indicating illness or disability signed by a physician covering the period for which sick leave is claimed. The statement by the employee, shall be similar to the statement required for reporting on the job injuries.

**7040.9** Each full-time employee may use accrued sick leave, up to 40 hours, for family sick leave, per calendar quarter. For this policy, a calendar quarter be will as follows; January 1 to March 31; April 1 to June 30; July 1 to September 30; October 1 to Dec 31. Sick leave may be used for the diagnosis, care, or treatment of a health condition of, or preventative care for immediate-family members as defined below. Employees should notify District management to the extent feasible in order to avoid disruptions in work schedule as a result of use of family sick leave time. Employees are required to signify family sick leave on their request for time off forms as well as on their time card. Family members covered include parents, children, spouses, and siblings and are defined as follows:

**7040.9.1** A “child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.

**7040.9.2** A “parent” means a biological, foster or adoptive parent, a stepparent, legal guardian of an employee or the employee’s spouse or registered domestic partner, or other person who stood in loco parentis to the employee when the employee was a child.

**7040.9.3** A spouse.

**7040.9.4** A registered domestic partner

**7040.9.5** A grandparent

**7040.9.6** A grandchild

**7040.9.7** A sibling

**7040.10** Upon separation in good standing, a qualifying, full-time employee may elect to take one of the following options for credit of unused sick leave:

**7040.10.1** An employee with more than 240 hours of accrued sick leave may be compensated for that portion of time in excess of 240 hours at the normal rate of pay for that employee, up to a maximum of \$3,000. Sick leave not exchanged for cash credit under this program may be used under section 7040.10.2; or

**7040.10.2** In accordance with PERS regulations, an employee may upon retirement from the District under PERS use any sick leave accumulation as service time credit, in accordance with the current PERS formula at the time of retirement.

**7040.11** Upon retiring, a qualifying, full-time employee may elect to take one of the following options for credit of unused sick leave:

**7040.11.1** An employee with more than 240 hours of accrued sick leave may be compensated for that portion of time in excess of 240 hours at the normal rate of pay for that employee, up to a maximum of \$5,000 per year; until the calculated amount is paid or the employee becomes eligible for Medicare, whichever comes sooner, but not to exceed five years. Sick leave not exchanged for cash credit under this program may be used under section 7040.11.2; or

**7040.11.2** In accordance with PERS regulations, an employee may upon retirement from the District under PERS use any sick leave accumulation as service time credit, in accordance with the current PERS formula at the time of retirement.

**7040.12** Employees that use sick leave in a manner that presents a pattern, uses excessive sick leave, or appears to be abusing sick leave, shall be counseled by a supervisor or manager about the sick leave usage. In making a determination that the sick leave usage has assumed a pattern or appears to be excessive or abusive, the supervisor or manager will use his or her discretion based on all the relevant circumstances. For purposes of this policy, the terms are defined as follows:

**7040.12.1** Excessive sick leave: Deliberate or habitual absenteeism; when sick leave use is beyond what is usual and customary in the District.

**7040.12.2** Sick leave abuse: Sick leave used for purposes other than legitimate illness or injury of an employee or (where appropriate) an immediate family member.

**7040.12.3** Pattern: One or more days of sick leave usage prior to or after a holiday, or the usage of sick leave on the first or last day of a workweek.

**7040.13** Subsections (7040.12.1 - 7040.12.3) are intended to be illustrative only. The District reserves the right to address all instances of apparent inappropriate use of sick leave, even if sick leave usage does not fall within any of the subsections addressed above. Regular and punctual attendance is an essential function of the job and in fulfilling the District's mission. If an employee, after counseling/notice, fails to modify the behavior relating to sick leave usage, the employee may be subject to discipline in accordance with the District's disciplinary policy Section 7260.

**7040.14** When an employee is absent by reason of injury or illness which qualifies for State Disability Insurance, he/she shall be eligible for prorated sick leave for the duration of temporary disability. The amount of sick leave payable for each full day of absence shall be one hundred percent (100%) of an employee's basic wage rate less the sum of any payments to which he may be entitled under State Disability Insurance. For a partial day's absence, the employee will be allowed to use sick leave only to the extent that the amount received from SDI plus compensation for hours worked is less than a day's compensation at the employee's basic wage rate. Prorated sick leave is payable from and only insofar as an employee has accrued sick leave. Employee shall provide satisfactory proof of the amount of SDI payments received, such as a copy of the SDI check. Approved by Board on June 13, 2001.

**7040.15** If, at the conclusion of the disability, SDI payments, plus compensation from allowed sick leave, exceeds the employee's regular compensation, the employee may remit the amount of such exceedance to the District which shall then restore the excess sick leave to the employee's sick leave accrual. Remittance may be by personal check, or at employee's request, a reduction of wages equivalent to the amount restored to accrued sick leave. A purchase of sick leave will not be allowed in any other circumstances. Approved by Board on June 13, 2001.