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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Board of Trustees Implementation of Employer-Employee Rules and Regulations  
**POLICY NUMBER:** 2150

**2150.1** The following procedures will be followed in implementing the District Employer-Employee Rules and Regulations:

**2150.1.1** Any annual negotiations on salary and/or working conditions should be conducted with the aim of completion prior to the January meeting of the Board of Trustees. This provision is intended to implement salary and working condition agreements on a calendar year basis.

**2150.1.2** Salary adjustments, if any, for the District Manager, Assistant Manager, and Administrative Manager will be adopted by the Board of Trustees during the same time or before deciding on the need for salary adjustments or cost of living adjustments for the other employees. This provision is intended to eliminate the possibility of management personnel negotiating on their own during the remaining consideration of salary adjustments.

**2150.1.2.1** Whenever the agreement of employment established between the District Manager and the Board of Trustees is in conflict with any District policy, said agreement of employment shall prevail.

**2150.1.3** On any issue, other than for cost of living salary adjustment, (or annual salary comparability review) the Board of Trustees will take no action, nor give instructions to its negotiators, unless and until some formal, detailed, written request for change is made by one or more employee(s) or an employee organization. Any formal request for change should be written and posted (in each briefing room), and a time established for all other requests for change to be submitted, so that all the proposed changes can be considered as a group.

**2150.1.4** The Board of Trustees in executive session should review all proposed changes including cost of living adjustments, if appropriate and timely, and provide negotiating limits which would be acceptable to the Board of Trustees.

**2150.1.5** Negotiating instructions as given or amended in executive sessions should be decisions which will be clearly supported by a majority of the Board of Trustees members.

**2150.1.6** The meet and confer process should encourage the full understanding of the issues being negotiated. It is always the intent of the Board of Trustees to complete a reasonable negotiated settlement, taking into consideration the views of all the employees.

**2150.1.7** If the parties are not able to reach agreement within the Board of Trustees instructions, a last, best and final offer of the District will be reviewed in executive session. Once concurrence by the Board of Trustees is reached, the offer will be sustained by the Board of Trustees.

**2150.1.8** In case of impasse, where the last, best and final offer is not agreed to by any party to the negotiation, the Board of Trustees will use a formal hearing procedure, where statements will be heard, the hearing closed, and discussion then limited to the Board of Trustees. Only in cases of

extreme or compelling circumstances not previously disclosed and considered in meet and confer will the Board of Trustees order the issue reconsidered in meet and confer. In all other circumstances, the issue will be openly decided by the Board of Trustees following the formal hearing, using a rebuttal presumption that the last, best and final offer should be adopted.

**2150.1.9** The Board of Trustees in open session will hear arguments on issues in dispute in the negotiation process only when an impasse is declared. They will not publicly or privately discuss issues which are under active negotiation in the meet and confer process.

**2150.1.10** In making any determination on impasse, following a last, best and final offer, any benefits granted to any employee as a result of the hearing process will be granted to all eligible employees.

**2150.1.11** The "equal benefits for all employees" policy previously adopted by the Board of Trustees shall not preclude the need for or propriety of separate agreements with different bargaining units, consistent with good labor management practice.