



Butte County Mosquito and Vector Control District

5117 Larkin Road • Oroville, CA 95965-9250
Phone: 530-533-6038 • Fax: 530-534-9916
www.BCMVCD.com

Matthew C. Ball
Manager

AGENDA

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

(BCMVCDD) 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 accommodation 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:** September 9, 2026
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:** August 12, 2026
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 District Manager and District staff members present, will provide reports on all the business and activities of all the District's departments. District departments include, Entomology, Ground Operations, Aircraft Operations, and Public Information and Outreach.

8. Policy Matters: (8.1 – 8.6)

8.1 Consider Amendments to General Policy, Policy #3050, Payment Procedures

The Board will be asked to consider amendments to General Policy, Policy #3050, Payment Procedures. The suggested amendments were due to changes with the County.

8.2 Consider Amendments to Personnel Policy, Policy #7035, Pregnancy Disability Leave

The Board will be asked to consider amendments to Personnel Policy, Policy #7035, Pregnancy Disability Leave. The suggested amendments were recommended by the District's legal counsel.

8.3 Consider Amendments to Personnel Policy, Policy #7040, Sick Leave

The Board will be asked to consider amendments to Personnel Policy, Policy #7040, Sick Leave. The suggested amendments were recommended by the District's legal counsel as well as to be compliant with State law.

8.4 Consider Amendments to Personnel Policy, Policy #7045, California Family Rights Act Leave

The Board will be asked to consider amendments to Personnel Policy, Policy #7045, California Family Rights Act (CFRA) Leave. The suggested amendments were recommended by the District's legal counsel as well as to be compliant with State law.

8.5 Consider Amendments to Personnel Policy, Policy #7065, Other Leaves of Absence

The Board will be asked to consider amendments to Personnel Policy, Policy #7065, Other Leaves of Absence. The suggested amendments were recommended by the District's legal counsel.

8.6 Board Discussion and Direction Regarding Payment of Reimbursement Procedures to Trustees

The Board will have a discussion and will direct staff to how the Board wishes to be reimbursed. Current policy, states, each Trustee who attends one or more meetings a month shall each be eligible to receive a set amount per month, for expenses incurred in attending business meetings of the Board. Payment is to be made within five (5) days following a Board of Trustees meeting (Currently the amount is \$100.00 per month, approved 2/8/06).

9. Topic of the Month:

The Board will hear a report from the District's Entomologist on the biology and control of *Aedes melanimon*.

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:

One seasonal employee employment was terminated on August 13, 2026.

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): None

16. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is October 14, 2026)

Regular Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held August 12, 2026

Members Present: Darlene Fredericks, Andy Haymond, Hank Irick, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Philip LaRocca, Steve Ostling, Secretary Melissa Schuster, Carl Starkey, President Bo Sheppard, and Eric Smith.

Members Excused: None.

Members Absent: None.

Also Present: District Manager Matt Ball, 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 August 12, 2026, at 444 Otterson Drive, Chico, CA 95928.
2. The August 12, 2026, 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. Seeing and hearing no 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 Johnson, seconded by Member Ostling and passed unanimously with a vote of 10 ayes and 0 nays with Member LaRocca abstaining due to his excused absence to approve the minutes of the Board of Trustees meeting held July 8, 2026, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.2)
- 7.1 Under item 7.1 of reports, the District Manager reported that on July 9, 2026, the District completed the monthly management meeting, staff meeting, and all vehicle inspections.

On July 13, 2026, District management hosted and attended the monthly West Nile virus task (WNV) force call with Butte County Public Health. The task force discussed public education and outreach efforts and the District shared surveillance and control efforts that are currently underway. The task force also covered WNV activity throughout the County.

On July 14, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit. Also on this date, the District Manager attended a webinar presented by the AMCA on High Impact Mosquito Control Communications.

On July 17, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On July 21 and July 22, 2026, the District's annual audit commenced. The District management is happy to report the first part of the audit went smooth with no major findings. The audit will continue in October and a final audit report will be presented to the Board at either the November or December Board meeting.

On July 22, 2026, the District met with representatives of Central Life Sciences and Orion to discuss the status of MapVision 2.0, how long the system will be supported, and what options the District will have. Also on this date, District management met with CSU Chico, GIS Department, to continue to negotiate the terms of the agreement between the project with CSU Chico and the District. The District Manager provided an update to the Board of where the District stands with MapVision and CSU Chico, GIS Department. After some discussion, the District Manager proceeded with District Manager's Report.

On July 23, 2026, the District Manager attended the Sac Valley Region to discuss MVCAC business, review and approve MVCAC Board action items, to receive reports from MVCAC committees, vendors, CDPH, VCJPA, and other MVCD districts as well as approving the previous meetings minutes.

On July 24, 2026, the District met with representatives of Central Life Sciences and Orion to discuss the status of MapVision 2.0, how long the system will be supported, and what options the District will have.

On July 27, 2026, District staff met with representatives of Clarke to review testing protocols as well as to set up and conduct a product trial. The trial results were observed on July 28 and July 29.

On July 30, 2026, the District Manager attended the MVCAC Summer Board meeting. The Executive Board discussed MVCAC business, reviewed and approved MVCAC Board action items, received and heard reports from MVCAC committees, vendors, CDPH, VCJPA, and other MVCD districts as well as to discuss DARTs current funding shortfalls.

On July 31, 2026, the District met with representatives of Central Life Sciences and Orion to discuss the status of MapVision 2.0, how long the system will be supported, and what options the District will have.

On August 3, 2026, the District Manager met with a representative of Azelis to discuss products, pricing, and availability.

On August 5, 2026, the District's Safety Committee held their monthly meeting to discuss the previous month's close calls, accidents and/or safety issues if any. The committee also reviewed past and upcoming safety training ideas for future staff meetings.

On August 10, 2026, District management hosted and attended the month West Nile virus task (WNV) force call with Butte County Public Health. The task force discussed public education and outreach efforts and the District shared surveillance and control efforts that are currently underway. The task force also covered WNV activity throughout the County.

The District Manager informed the Board of an incident that occurred earlier in the day involving District aircraft N8133K and personnel that may result in a claim with the insurance carrier.

7.2 Under item 7.2 of reports, the District Manager reported that the District's New Jersey light traps have continued catching mosquitoes. According to the graph, *Culex pipiens* and *Culex tarsalis* populations are slightly higher than the previous year at this time. *Anopheles freeborni* has continued 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 6th, 305 pools have been submitted; with 6 of those pools being positive. Also, *Aedes aegypti* has been detected throughout the county and the District has continued to provide countermeasures through surveillance, inspections, and treatments.

West Nile virus (WNV) activity has increased within the District's service area, as of August 5th, the District has a total of 2 positive humans, 16 positive pools, and 4 positive chicken. A total of 339 mosquito pools have been tested with 16 pools testing positive. WNV has been identified in 11 human cases, 288 dead birds, 1,464 mosquito pools, and 12 chickens, 3 horses in California to date. The Entomologist provided an up to date verbal report as WNV activity had increased significantly.

The District's four indoor fish tanks have undergone annual maintenance and are currently producing fry in preparation of the cold season. In July, the indoor tanks produced 9,633 fry. Also, the District's outdoor fishponds continue to produce high amounts of fish to be deployed to the field for control as well as the public fish stock tanks.

Mosquito and Vector Control Specialists have continued with mosquito surveillance and treatments in rock pits, dredger pits, flood water areas, agricultural, ditches, drains, wetlands, and urban sources. Service requests for inspections, fish, and treatments have increased over the past month with a total of 416 taken in the month of July.

As of August 5th, the District has treated 6,306 acres of wetlands; compared to 6,463 acres at this time last year. The District has treated 62,778 acres of rice this year, compared to 56,186 acres at this time last year. The District has made 2 ULV adulticide treatments thus far, compared to 2 ULV adulticide treatments at this time last year.

The District's Public Relations (PR) Department is reviewing and updating as needed the District's website, brochures, photo and video files, and other informational documents. The District public service announcements continue to run on newspapers, radio, television, digital advertising, billboards, bus stop shelters, and on buses.

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

8. Policy matters (8.1 – 8.3)

- 8.1 Under item 8.1 of policy matters, the Board was asked to consider a Capital Expenditure for a new wheel assembly from Jones Flying Service, Inc. in the amount of \$8,270.84 and the labor to assist in fixing it performed by John Burg in the amount of \$1,000.00 for a grand total of \$9,270.84 for an emergency repair to Jaws N8133K. The District Manager explained during the meeting the need for the emergency capital expenditure purchase. It was then moved by Member Irick, seconded by Member Schuster, and passed unanimously with a vote of 11 ayes and 0 nays to approve Capital Expenditure for a new wheel assembly from Jones Flying Service, Inc. in the amount of \$8,270.84 and the labor to assist in fixing performed by John Burg in the amount of \$1,000.00 for a grand total of \$9,270.84.
- 8.2 Under item 8.2 of policy matters, the Board was asked to consider a Capital Expenditure for a new wheel assembly for a front tire for Jaws N8133K, a rear tire assembly, axle, torque plates, and various other part from Storm Aeronautics in the amount of \$25,689.64. The District Manager will explained the request during the meeting. It was then moved by Member LaRocca, seconded by Member Johnson, and passed unanimously with a vote of 11 ayes and 0 nays to approve Capital Expenditure for a new wheel assembly for a front tire for Jaws N8133K, a rear tire assembly, axle, torque plates, and various other part from Storm Aeronautics in the amount of \$25,689.64.
- 8.3 Under item 8.3 of policy matters, the Board was asked to consider a Capital Expenditure for asphalt repairs and to slurry seal the asphalt driveway, parking area, and alley at 444 Otterson Drive, Chico, California 95928, the District's Chico Substation. It was then moved by Member Irick, seconded by Member Ostling, and passed unanimously with a vote of 11 ayes and 0 nays to approve a Capital Expenditure from Fairbanks Paving Co. in the amount of \$22,475.00 for asphalt repairs and to slurry seal the asphalt driveway, parking area, and alley at 444 Otterson Drive, Chico, California 95928, the District's Chico Substation.
9. Under topic of the month, the District's Entomologist gave a presentation on biology of *Anopheles freeborni*.
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Starkey, seconded by Member Kirk, and passed unanimously with a vote of 11 ayes 0 nays to authorize checks numbered 57146 through 57191 be signed and distributed. Expenditures for the month totaled \$1,165,524.00.
11. Under personnel, the District Manager reported that two seasonal employees voluntarily separated employment with the District on August 6, 2026.
12. No items of correspondence to report.
13. Under other business to report, the District Manager reported to the Board that there were checks issued to the Board of Trustees that remained uncashed. The Board was reminded of the stale dated check policy. The Board President also reported to the Board that no progress was made from the Board Trustees on the required mandated training discussed on July 8, 2026.
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 4:53 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on September 9, 2026, at the Chico Substation's Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary

On August 13, 2026, the District completed the monthly management meeting, staff meeting, and all vehicle inspections.

Also on August 13, 2026, the District management met with representatives of Central Life Sciences and Orion to discuss the status of MapVision 2.0, how long the system will be supported, and what options the District will have. Also on this date, District management met with CSU Chico, GIS Department, to continue to negotiate the terms of the agreement between the project with CSU Chico and the District.

On August 14, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On August 18, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit.

On August 27, 2026, the District Manager met with representatives of Clarke Mosquito Control to discuss products, pricing, and availability.

On August 28, 2026, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues.

On August 10, 2026, District management hosted and attended the month West Nile virus task (WNV) force call with Butte County Public Health. The task force discussed public education and outreach efforts and the District shared surveillance and control efforts that are currently underway. The task force also covered WNV activity throughout the County.

On September 8, 2026, the District Manager attended the monthly MVCAC Regulatory Affairs Committee meeting. Topics discussed were cannabis, Pollinator Protection Act, storm water recapture, the Monarch butterfly, and the new draft of the NPDES Permit. Also on this date, the District Manager attended a webinar on various management topics presented by California Special Districts Association.

On September 9, 2026, the District Manager attended Butte County's Weed Management Association meeting where the District is signatory to a cooperative agreement.

LAB / VECTOR SURVEILLANCE: The District's mosquito traps have continued catching mosquitoes (Attachment #1). All species of concern are currently lower than the same time frame as last year. Additionally, all species of concern populations have lowered 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. *Aedes aegypti* continues to be detected throughout the county and the District has continued to provide countermeasures through surveillance, inspections, and treatments.

VIRUS SURVEILLANCE: West Nile virus (WNV) activity has increased within the District's service area with a total of 10 positive humans, 0 dead birds, 29 positive pools, and 26 positive chickens. WNV has been identified in 65 human cases (5 fatal), 481 dead birds, 3,001 mosquito pools, 106 chickens, and 8 horses in California to date (Attachment #2). As of September 2nd, 421 pools have been submitted; with 29 of those pools testing positive.

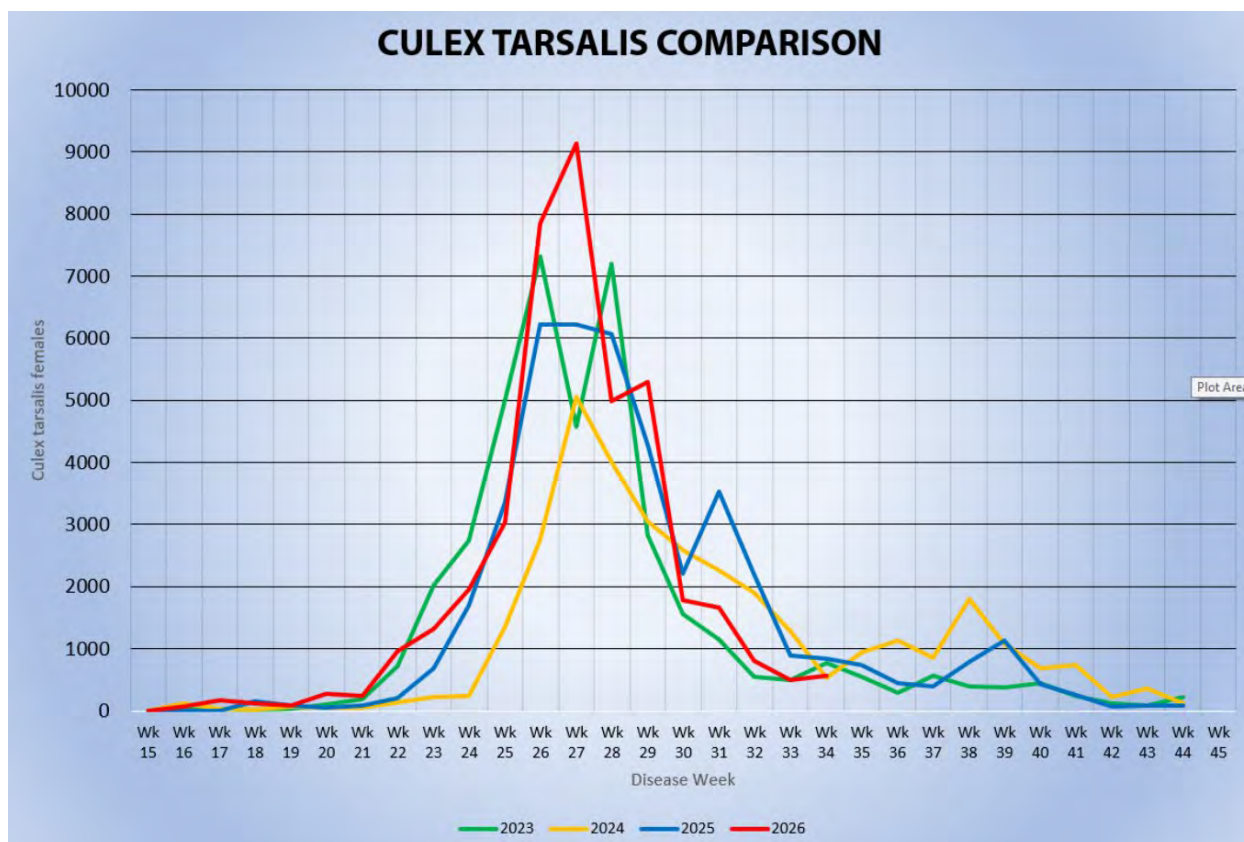
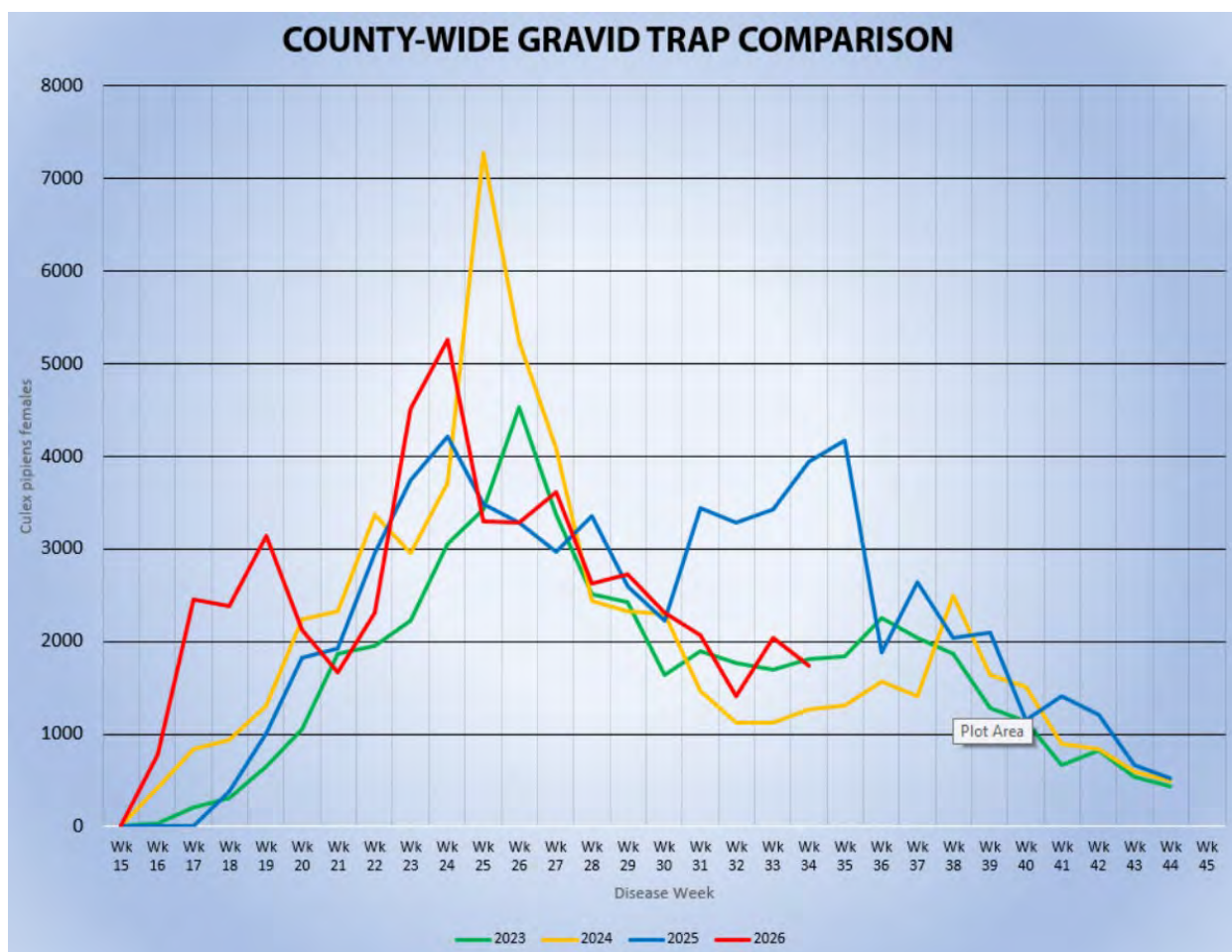
MOSQUITOFISH OPERATIONS: The District's four indoor fish tanks have been operating as normal in preparation for winter production. For the month of August, the indoor fish tanks produced 11,324 fry. The District's outdoor fish ponds continue to produce high amounts of fish as well.

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 with a total of 555 taken for the month of August compared to 850 last year.

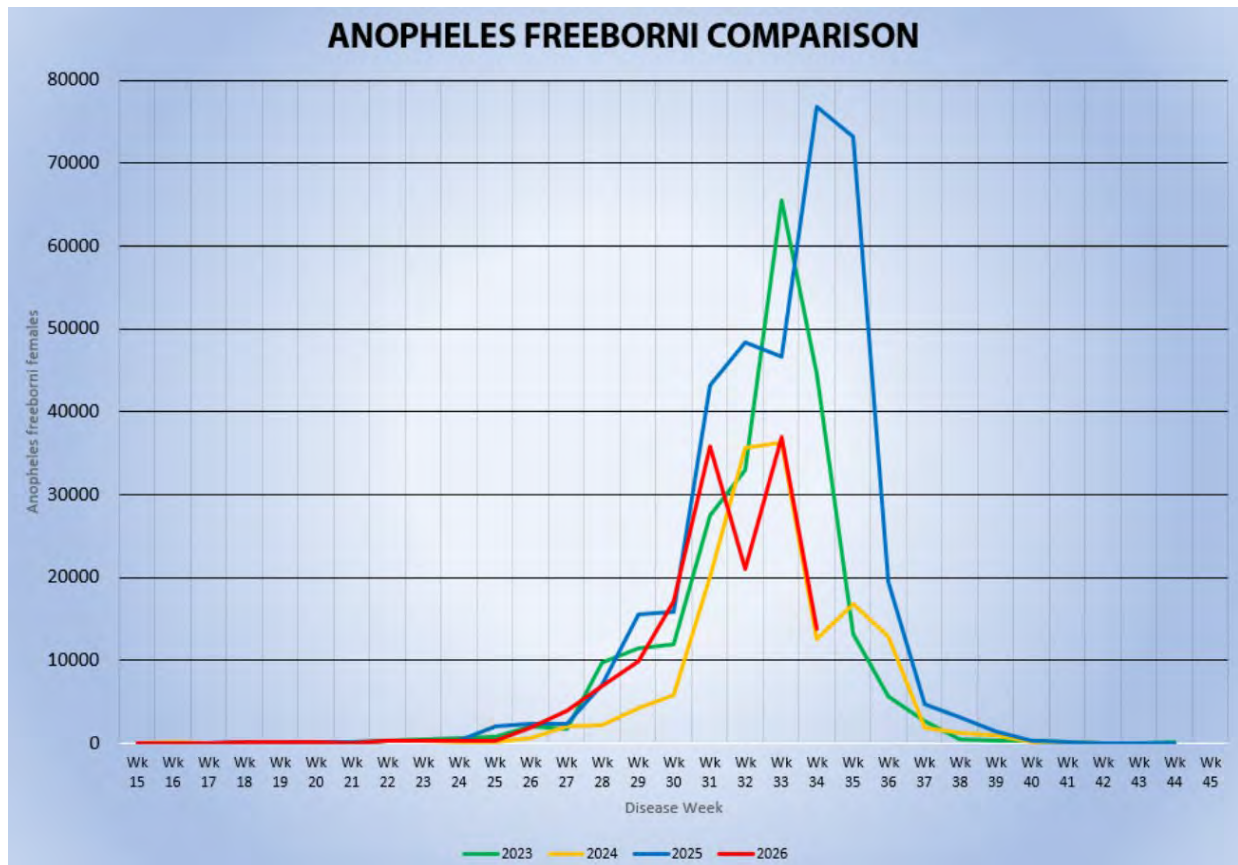
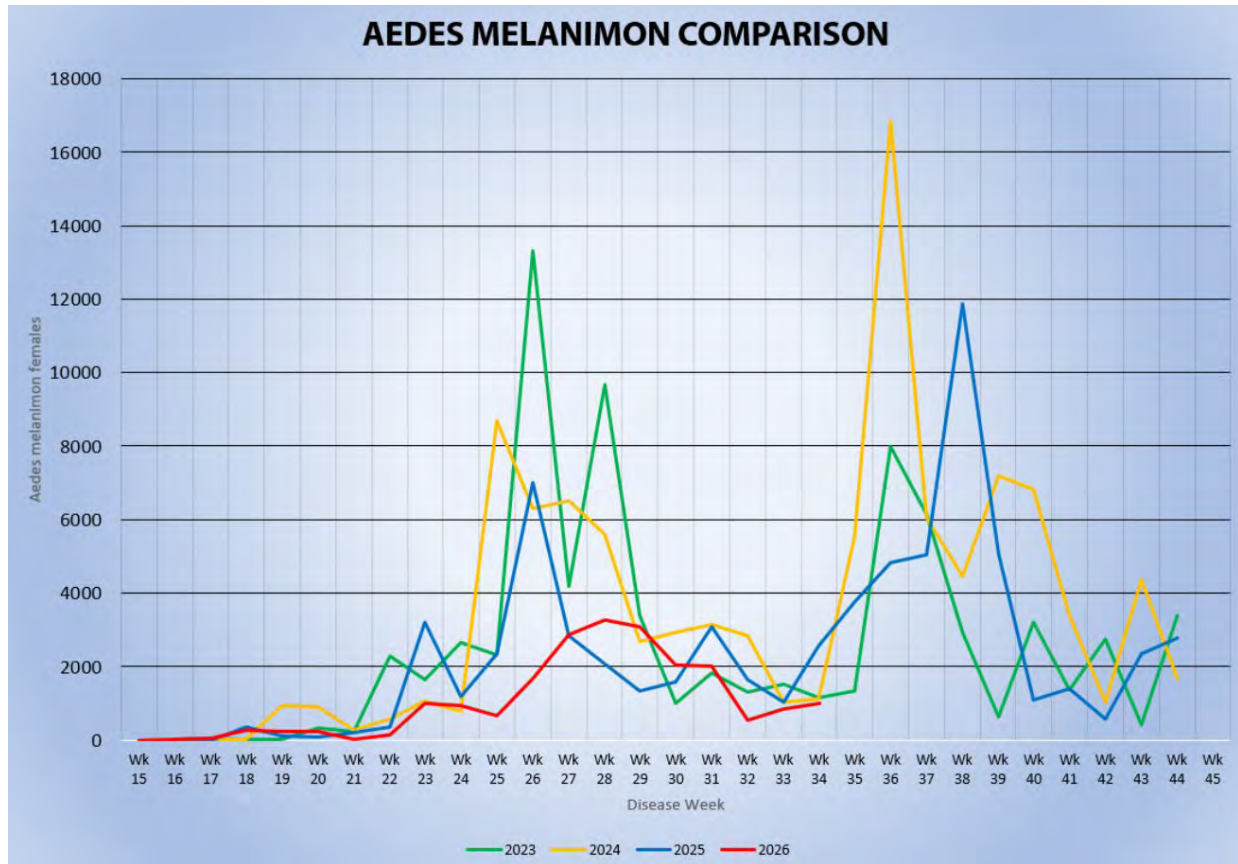
AIRCRAFT OPERATIONS: As of September 1st, the District has treated 7,563 acres of wetlands; compared to 8,722 acres at this time last year. The District has treated 88,204 acres of rice this year, compared to 79,739 acres at this time last year. This is a record for acres of rice treated for the second year in a row. The District has made 6 ULV adulticide treatments thus far, compared to 6 ULV adulticide treatments at this time last year.

PUBLIC INFORMATION & OUTREACH: The Public Relations (PR) Department is reviewing and updating the District's website, brochures, photo and video files, and other informational documents. The District public service announcements continue to run on newspapers, radio, television, digital advertising, billboards, bus stop shelters, and on buses. On September 26th, the District is planning on attending the Salmon Festival in Oroville.

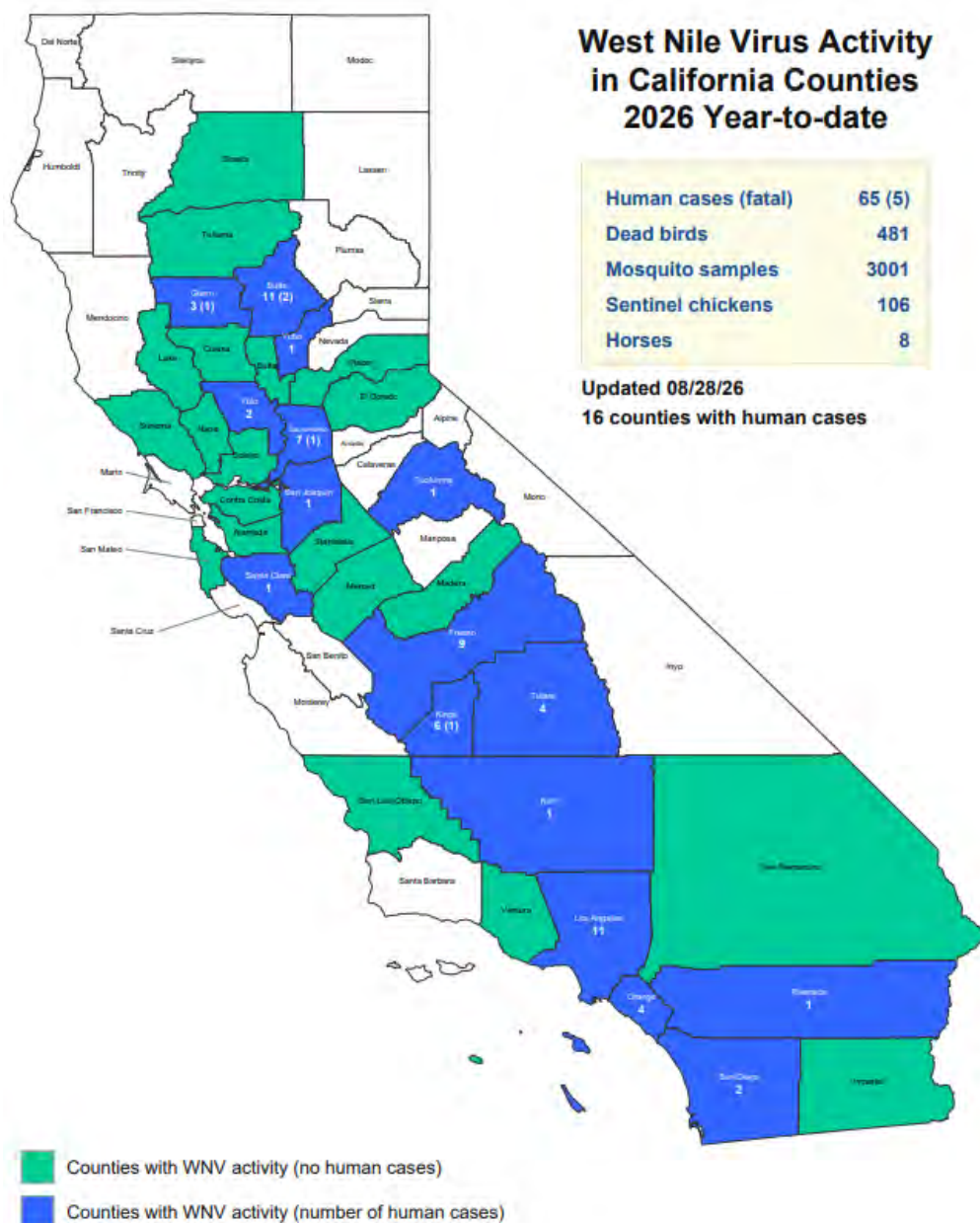
Attachment #1



Attachment #1 Continued



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	18	1	2	0	70	31
2024	12	0	4	0	70	28
2025	3	0	0	0	28	14
2026	10	0	0	0	29	26
Totals	313	30	522	5	776	731

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Payment Procedures

POLICY NUMBER: 3050

3050.1 Voucher type checks shall be used, and audits shall be in a form acceptable to the County Auditor.

3050.2 Payroll: ~~The~~ Payroll does not need ~~not~~ be submitted to the Board of Trustees before issuing the checks and/or direct deposits. The pay period for the District personnel shall be bi-weekly, with payment made on Wednesday occurring eleven (11) calendar days after the end of the pay period following the last Saturday of the pay period.

3050.3 Checks for expenditures and salaries shall be made in a timely manner ~~so as~~ to avoid late fees where applicable on credit accounts. All other checks shall be issued only after the expenditure has been specifically authorized by a majority of the Board of Trustees, or as authorized by discretionary authority, such as payment from the revolving fund or other authority, or under the following special circumstances:

In the absence of a quorum of the Board at a Board meeting, the President or in the absence of the President any member present is empowered to sign a register for checks, authorizing payment to cover purchases and expenditures for the preceding month, which the President, or in the absence of the President any member determines to be consistent with the standing Board policy on purchasing and that any payment so made is subject to formal Board review at the next regular Board meeting.

3050.4 Check Signature Authority: All checks shall be listed and submitted for review by the Board of Trustees at its monthly ~~Board~~business meeting.

3050.5 Per California Government Code Section 935.4, the ~~G~~governing ~~b~~Body of a local public entity may by resolution, delegate ~~to an~~ authorized employee the function of the ~~G~~governing ~~B~~Body to settle claims against the ~~District~~Entity.

3050.6 The District Manager, Assistant Manager, Administrative Manager, and Office Manager are authorized to become Deputy County Auditors, for purposes of check signature.

3050.6.1 Whenever the District Manager is not physically present within the District or is unable to serve as the principal administrative officer of the District, the Assistant Manager may serve this function. If the District Manager and Assistant Manager are unable to serve in this capacity, the Administrative Manager may sign checks, subject to the same conditions. In cases of emergency and only if the District Manager, Assistant Manager, and Administrative Manager are unable to serve in this capacity, the Office Manager may sign checks, subject to the same conditions.

3050.7 The District Manager, Assistant Manager, Administrative Manager, and Office Manager in accordance with section 3050.6.1, is authorized to sign and issue checks having only a single signature for any expenditure up to \$15,000.00. Checks in excess of \$15,000.00 shall have two signatures. The

Board of Trustees will continue to exercise reasonable control over such expenditures by continual review.

3050.8 Stale Dated Checks: The County of Butte has determined warrants “checks” drawn on County funds will have a 6 month active life from the date of issuance, based on Bank technology paying out warrants beyond 6 months per Government Code section 29802 (a). Uncashed warrants beyond this 6 month active life period are no longer valid and shall be classified as a time expired warrant.

3050.8.1 The Administrative Manager- Auditor-Controller’s Office has the responsibility for will reviewing uncashed checks monthly. -and It is the -Auditor Controller’s Office policy is to canceling stale dated checks uncashed time expired warrants issued on the District’s behalf. It is the Auditor-Controller’s Office policy to review and process time expired warrants monthly and forward to the District.

3050.8.2 Warrants that are still outstanding as of 6 months after the issuance date are canceled on the County system and District’s system. Once cancelled the funds are applied back to cash and remains in the Fund. Cancelling the check reverses the original payment and returns the funds to the District’s account within the County’s financial system.

3050.8.3 Anytime within 2 years and 6 months of the date of issuance of a warrant, the payee of that warrant may present the original warrant to the District and a new warrant can be issued, per Government Code section 29802 (b). If the payee does not have the original warrant to present, they can sign a lost or stolen affidavit and a new warrant can be issued. The new warrant shall be subject to the same limitations as the original warrant which it replaces.

3050.8.4 After 2 years and 6 months of the date of issuance of a warrant, the payee may write a letter to the Butte County Mosquito and Vector Control District Board requesting a new check, and with that letter submit the original warrant, per Government Code section 29802 (c).

3050.9 Time Expired Checks: Per Government Code Sections 50050 through 50057, after 3 years, funds that are not the property of a District that remain unclaimed for three years become the property of the District after notice if not claimed or if no verified complaint is filed and served.

3050.9.1 At any time after the expiration of the three-year period, the District may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation. The notice will state the amount of money, the fund in which it is held and that it is proposed that the money will become the property of the District on a designated date not less than 45 days nor more than 60 days after the first publication of the notice.

3050.9.2 Upon or prior to publication, a party of interest may file a claim with the District which must include the claimant’s name, address, amount of claim, the grounds on which the claim is founded and any other information required by the District. The District Board shall accept or reject that claim.

3050.9.3 When any such money becomes the property of a District, the District’s Board may instruct District staff to transfer it to the District general fund. Any individual items of less than fifteen dollars (\$15), or any amount if the depositor’s name is unknown, which remain unclaimed in the official custody of the District for the period of one year or upon an order of the court may be transferred to the general fund by the District without the necessity of publication of a notice in a newspaper, per Government Code 50055.

3050.109 **“Petty Cash Fund”:** The District Manager is authorized to maintain a revolving fund (Petty Cash Fund) not to exceed 110% of 1/12 of the District’s adopted budget for the current fiscal year. This amount will change from one fiscal year to another as the adopted budget changes. Said fund is to be maintained by checks issued to replace the expenditures from the funds on deposit with

the County Treasury, with an accounting for the expenditures attached to the voucher of the check used to repay the expenditures. A single signature of the District Manager, Assistant Manager, Administrative Manager, or Office Manager is all that is necessary to withdraw funds from this account. Payments from this revolving fund are intended for minor purchases, reimbursement of travel expenses, postage and other similar expenditures under normal circumstances, with District Manager authorized to use this account to pay any and all bills when in his judgment, this method of payment is necessary for the fiscal stability of the District. It is the intention of the Board of Trustees that duly appointed employees of the District in these designated positions shall be authorized to sign revolving fund checks.

3050.109.1 _Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Office Manager or Office-Administrative Manager and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$6100.00.

3050.109.2 _No personal checks shall be cashed in the petty cash fund.

3050.109.3 _The petty cash fund shall be included in the District's annual independent accounting audit.

3050.110 Whenever employees or Trustees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the District Manager prior to remuneration.

REVISED 04/202309/2026

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Pregnancy Disability Leave

POLICY NUMBER: 7035

7035.1 Pregnancy Disability Leave may be taken by an employee disabled by pregnancy, childbirth, or related medical conditions, as set forth below, and as required by law.

7035.2 Notice of the employee's right to request Pregnancy Disability Leave shall be posted in a place customarily used for the posting of employee notices.

7035.3 This section does not alter the District's obligation under law to provide reasonable accommodation for disability related to pregnancy, childbirth, or related medical conditions, or to engage in a timely, good faith interactive process to determine a reasonable accommodation, if any, under state and federal law.

7035.4 Eligibility: In order to be eligible for Pregnancy Disability Leave:

7035.4.1 The employee must be actually disabled due to pregnancy, childbirth, or related medical condition.

7035.4.2 The employee's qualified, duly licensed health care provider must certify that the employee is disabled due to pregnancy, childbirth or a related medical condition. The certification indicating disability and the need for leave shall contain (a) the date on which the employee became disabled due to pregnancy, childbirth, or related medical condition; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that the employee needs to take pregnancy disability leave because, due to the disability, the employee is disabled by pregnancy, childbirth, or a related medical condition. unable to work at all or is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

7035.4.3 The employee shall notify the District of the need for Pregnancy Disability Leave and the anticipated timing and duration of the leave. Notice shall be provided at least thirty days in advance of the need for the Pregnancy Disability Leave, unless impracticable, in which case notice shall be provided as soon as practicable.

7035.5 Duration: Pregnancy Disability Leave may extend for the duration of the disability, up to four months (88 days for a regular full-time employee), for each pregnancy. The leave may be taken on an intermittent basis. Updated medical verifications shall be promptly provided upon request by the District.

7035.6 Salary: Pregnancy Disability Leave shall be without pay. ~~An employee on Pregnancy Disability Leave is not eligible to receive holiday pay, unless the employee has used their District provided paid leave in the day immediately preceding and following holiday.~~

7035.6.1 An employee who is disabled by pregnancy may qualify for State Disability Insurance (SDI) wage replacement while the employee is unable to work. Employees are encouraged to contact the

California Employment Development Department (EDD) to apply for benefits. The EDD determines eligibility and the payment amount.

The employee 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 SDI. 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.

If SDI payments, plus compensation from allowed sick leave, exceeds the employee's regular compensation, the employee shall be responsible for curing the overpayment with EDD. The District shall not adjust sick leave accrual balances, accept remittance of overpayment by personal check or reduce an employee's wages to cure any overpayment. Employees are advised to consult with EDD and review their overpayment procedures prior to electing to integrate SDI with sick leave

~~7035.6.2 If the employee is eligible for SDI, she may elect to use available sick leave during the waiting period for SDI payments to start if the State requires a waiting period. Employee must present documentation requesting the use of sick leave to Office Manager.~~

~~7035.6.3 When the employee is receiving SDI wage replacement benefits, the employee may elect to use available sick leave, vacation, or CTO to supplement the benefits received up to the employee's usual compensation.~~

~~7035.6.3.1 Employee must provide Office Manager documentation of wage replacement to include period of payment and amount.~~

7035.6.3.2 The use of any paid leave will not extend the duration of your PDL.

7035.7 Insurance Benefits: An employee on Pregnancy Disability Leave may continue to participate in the District provided health, life, and other insurance plans. As provided by state law, the District will continue to make its contributions toward group health coverage at the level and under the conditions that coverage would have been provided if the employee had continued ~~in employment in employment~~ for the duration of the allowable leave, ~~but not to exceed four (4) months in a twelve (12) month period.~~ District may seek reimbursement should the employee not return to work, as provided by law. Employee contributions toward health premiums, if any, must be delivered to the District Office no later than 15th of each month.

7035.8 Sick Leave/Vacation: Neither Sick Leave, Vacation, nor other paid time off will accrue while on Pregnancy Disability Leave. If the employee is in paid status during the Pregnancy Disability Leave solely because of the use of District provided vacation, CTO, or sick leave, the employee will accrue sick leave and vacation for the period in which the employee is in paid status to the extent the employee would otherwise be entitled to such accrual.

7035.9 Holiday: An employee on Pregnancy Disability Leave is not eligible to receive holiday pay, unless the employee has used solely their District provided paid leave in the day immediately preceding and following a holiday.

7035.109 Retirement Benefits: Upon return from the Disability Leave of absence the CalPERS member may elect to purchase service credit for the time the employee was on non-paid leave up to one year at the employees' own expense as stated in the District contract with CalPERS and subject to CalPERS rules and regulations. The District makes no representation or guarantees regarding eligibility and entitlement to purchase CalPERS service time credit. ~~Costs of the service credit will be based on the CalPERS valuation.~~

7035.119 Longevity: Time spent on non-paid Pregnancy Disability Leave shall not be counted towards years of District employment.

7035.121 Return to Work: Employees have a right to reinstatement in the same or a comparable position at the end of the leave, subject to any defense allowed under the law. The failure to return to work the next regular workday following the conclusion of Pregnancy Disability Leave shall be grounds for termination of employment, unless the employee's absence is otherwise authorized under these Personnel Policies. The District shall reinstate the employee to the same position, or unless (1) the employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reason unrelated to the employee taking Pregnancy Disability Leave (such as lay-off) or (2) means of preserving the job or duties for the employee would substantially undermine the District's ability to operate safely and efficiently. In either of such cases the employee shall be reinstated to a comparable position, unless there is no comparable position available or, although a comparable position is available, the filling of such with the returning employee would substantially undermine the District's ability to operate safely and efficiently. The failure to return to work the next regular workday following the conclusion of Pregnancy Disability Leave shall be grounds for termination of employment, unless the employee's absence is otherwise authorized under these Personnel Policies.

7035.132 As a condition of the employee's reinstatement from leave, the employee shall obtain a release to "return to work" from a qualified, duly licensed health care provider, stating that she is they are able to resume their her original job duties with or without accommodations. ~~Note that in some cases leave may end before exhaustion of the maximum allowable days; in others there may be a second allowable leave that is available at the conclusion of the first.~~

7035.143 Note: Pregnancy Disability Leave and California Family Right Act Leave, if otherwise eligible, may be taken consecutively.

| REVISED 09/2026~~11/2022~~

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.~~89~~. 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.~~89~~ 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. Sick leave may also be used pursuant to the requirements of California Government Code section 12945.8. Sick leave should be used on an as-needed basis only.

~~**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.~~23~~ 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.~~34~~ 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.~~34~~.1, 7040.~~34~~.2, ~~and 7040.34.3, and 7040.3.4~~. 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.~~34~~.1 Sick leave can be accrued to a maximum of 100 hours.

7040.~~34~~.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 available paid sick leave and as it is accrued.

7040.~~34~~.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.

~~**7040.3.4** However, a~~ **7040.3.4** However, an employee's may use of paid sick leave shall be limited up to 50 hours in paid sick leave in each year of employment.

7040.~~45~~ Sick leave may not be used in less than .25 hour increments.

7040.~~56~~ An employee who is absent on sick leave shall notify the District management as early as practicable on each day of such absence, unless ~~an~~ previous understanding regarding an alternate

notification schedule is agreed upon by the District management. Failure to request sick leave as required by this policy may result in the employee being treated as absent without leave.

7040.67 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 within ~~committed to~~ the District Manager's discretion. Failure to provide evidence after requested by the District Manager may lead to disciplinary actions (Section 7260.~~32.1829~~) and/or termination of employment.

7040.78 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:

7040.78.1 Was hospitalized during the period for which sick leave is claimed, or

7040.78.2 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.~~

7040.89 Each full-time employee may use accrued sick leave, up to ~~8040~~ hours, for family sick leave, per half of the calendar ~~yearquarter~~. For this policy, ~~the first half of the a calendar yearquarter shall be from will as follows;~~ January 1 to ~~June 30~~ March 31; April 1 to ~~June 30~~; and the second half of the calendar year shall be from July 1 to December 31 ~~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. For purposes of this section ~~F~~family members ~~covered include parents, children, spouses, and siblings and~~ are defined as follows:

7040.89.1 A "child" which 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.

7040.89.2 A "~~parent~~" means a biological, ~~foster or~~ adoptive, or foster parent, ~~a~~ stepparent, legal guardian of an employee or the employee's spouse or registered domestic partner, or a ~~other~~ person who stood in loco parentis ~~to the employee~~ when the employee was a minor child.

7040.89.3 A spouse-

7040.89.4 A registered domestic partner

7040.89.5 A grandparent

7040.89.6 A grandchild

7040.89.7 A sibling

7040.8.8 A designated person, which means a person identified by the employee at the time the employee requests paid sick days. An employee is limited to one designated person per 12-month period for paid sick days.

7040.910 Upon separation in good standing, as defined in District policy, 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 elect to be compensated for that portion of unused sick time ~~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 will be reported to CalPERS as unused sick leave. CalPERS member whose effective date of retirement is within four months of separation from employment with the District, may be credited at the time of retirement with service credit for unused sick leave hours, in accordance with the current CalPERS rules and regulations and formula at the time of retirement. The District makes no representation or guarantees regarding eligibility or entitlement to the use of sick leave as CalPERS service time credit.~~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.~~

7040.101 Upon retiring, a ~~qualifying~~, full-time employee who is eligible to retire as defined by CalPERS, may elect to take one of the following options for credit of unused sick leave:

7040.101.1 An employee with more than 240 hours of accrued sick leave may be compensated for that portion of unused sick time in excess of 240 hours at the normal rate of pay for that employee, up to a maximum of \$25,000 per year; until the calculated amount is paid or the employee becomes eligible for Medicare, whichever comes sooner, but not to exceed three years. Sick leave not exchanged for cash credit under this program will be reported to CalPERS, in accordance with the current CalPERS rules and regulations and formula, as unused sick leave towards service time credit at the time of retirement. The District makes no representation or guarantee regarding eligibility or entitlement to the use of sick leave as CalPERS service time credit~~may be used under section 7040.11.2; or~~

7040.101.2 In accordance with CalPERS regulations, an employee may upon retirement from the District under CalPERS, use any sick leave accumulation as service time credit, in accordance with the current CalPERS rules and regulations and formula at the time of retirement. The District makes no representation or guarantees regarding eligibility or entitlement to the use of sick leave as CalPERS service time credit.

7040.112 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:

7040.112.1 Excessive sick leave: Deliberate or habitual absenteeism; when sick leave use is beyond what is usual and customary in the District.

7040.112.2 Sick leave abuse: Sick leave used for purposes other than those defined in this policy.~~legitimate illness or injury of an employee or (where appropriate) an immediate family member.~~

7040.112.3 Pattern: More than One or more days~~instance~~ 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.

7040.1~~23~~ Subsections (7040.1~~12~~.1 - 7040.1~~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.

7040.1~~34~~ When an employee is absent by reason of injury or illness which qualifies for State Disability Insurance (SDI), he/she shall be eligible for prorated sick leave for the duration of temporary disability. Employees are encouraged to contact the California Employment Development Department (EDD) to apply for benefits. The EDD determines eligibility and the payment amount. 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 ~~SDI~~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.~~

7040.1~~45~~ ~~If, at the conclusion of the disability, SDI payments, plus compensation from allowed sick leave, exceeds the employee's regular compensation, the employee shall be responsible for curing the overpayment with the California Employment Development Department. The District shall not adjust sick leave accrual balances, accept remittance of overpayment by personal check or reduce an employees wages to cure any overpayment. Employees are advised to consult with EDD and review their overpayment procedures prior to electing to integrate SDI with sick leave. 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.~~

REVISED ~~09/2026~~11/2024

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: California Family Rights Act (CFRA) Leave
POLICY NUMBER: 7045

7045.1 The CFRA provides up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period for eligible employees. Leave may be taken for any one, or for a combination, of the following reasons provided below.

7045.2 Eligibility: In order to be eligible for this leave:

7045.2.1 Employee must have been employed by the District for at least 12 months and have worked for at least 1250 hours during the 12-month period immediately preceding the commencement of the leave.

7045.3 CFRA leave may be taken for any of the following reasons:

7045.3.1 For the employee's own serious health condition (excluding pregnancy/childbirth).

7045.3.2 To care for the serious health condition of the employee's child, as defined by statute, immediate family member, spouse, registered domestic partner, child, child of registered domestic partner, parent, parent-in-law, grandparent, grandchild, or sibling, or designated person, who is someone else related by blood or in family-like relationship with the employee. [Employees are limited to one designated person per 12-month period for family care and medical leave.] with a serious health condition.

7045.3.3 Definitions:

7045.3.3.1 A 's Serious health condition" is means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a family member of the employee that involves (a) either (1) inpatient care or continuing treatment, in a hospital, hospice, or residential health care facility, or any subsequent treatment in connection with such inpatient care, and either (2) any period of incapacity or (3) a continuing treatment by a health care provider, including but not limited to treatment for substance abuse.

7045.3.3.2 "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or an adult dependent child.

7045.3.4 To bond and/or care for the employee's newborn child, new child by adoption, or foster care placement with the employee.

7045.3.5 Because of a qualifying exigency related to the covered call to order to covered active duty status of an employee's spouse, domestic partner, child, or parent of the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code, for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country.

7045.4 Notice: Employees must provide at least 30 days' advance notice before CFRA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Failing to provide notice is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

7045.5 Certification:

7045.5.1 Employees requesting leave because of their own, or a covered family member's serious health condition, must supply medical certification ~~supporting the need for such leave~~ from their health care provider or, if applicable, the health care provider of their covered family. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

7045.5.2 The District may require employees to provide recertification of the medical conditions giving rise to the need for leave. If such recertification is required, the District will give the employee no less than 15 calendar days to provide medical recertification.

7045.5.3 Employee requesting leave to bond or care for newborn child, new child by adoption, or foster care placement must supply certification establishing relationship and/ or placement.

7045.5.4 For qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the employee must provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service and, 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

7045.6 Duration:

7045.6.1 Qualifying Leave may extend for the duration of up to 12 weeks during a 12-month period.

7045.6.2 Leave can be taken for a period of consecutive days, weeks, or months.

7045.6.3 Leave can be taken intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee, a serious health condition of a covered family member, or the serious injury or illness of a covered servicemember. Intermittent leave can also be taken for any qualifying exigency.

7045.6.3.1 Employees must consult with the District Manager prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the District and the employees, subject to the approval of the applicable health care provider.

7045.6.4 Employees are also eligible for intermittent leave for bonding with a child following birth, adoption, or placement. Intermittent leave for bonding purposes must be taken in two-week increments, when it is in the District's best interest. ~~Agreement with District Manager must be set if leave is taken in intermittent increments.~~

7045.6.4.1 Leave for bonding must be completed within one year of the birth, adoption, or placement.

7045.6.6 If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more leave than originally anticipated, the employee must provide the District with ~~2 business days'~~ notice of the employee's changed circumstances and new return to work date as soon as practicable. If employee does not give the District unequivocal notice of their intent not to return to work, they will be considered absent without leave and dismissal in accordance with District policies. ~~to have voluntarily resigned and the District's obligation to maintain health benefits and to restore their positions will cease.~~

7045.6.7 If an employee's anticipated return to work date changes and it becomes necessary for the employee to take less leave than originally anticipated, the employee must provide the District with 1 business days' notice of the employee's changed circumstances and new return to work date.

7045.7 Salary: CFRA Leave shall be without pay. Employees are encouraged to contact the California Employment Development Department (EDD) to apply for benefits. The EDD determines eligibility and the payment amount. ~~An employee on CFRA Leave is not eligible to receive holiday pay, unless the employee has used their District provided paid leave in the day immediately preceding and following a holiday.~~

7045.7.1 When the employee is receiving any wage replacement benefits, the employee may use available sick leave, vacation, or CTO to supplement the benefits received up to the employee's usual compensation.

7045.7.1.1 Employee must provide Administrative Office Manager documentation of wage replacement to include period of payment and amount.

7045.7.1.2 The use of sick leave, vacation, or CTO paid time off during CFRA leave time does not extend the length of any CFRA leave and the paid time off runs concurrently with any CFRA entitlement.

7045.7.1.3 If the employee receives State Disability Insurance (SDI) payments during the CFRA leave in addition to use of available sick leave and SDI payments, plus compensation from allowed sick leave, exceeds the employee's regular compensation, the employee shall be responsible for curing the overpayment with EDD. The District shall not adjust sick leave accrual balances, accept remittance of overpayment by personal check or reduce an employee's wages to cure any overpayment. Employees are advised to consult with EDD and review their overpayment procedures prior to electing to integrate SDI with sick leave.

7045.7.2 Employees can request to substitute or use accrued paid time off while taking an unpaid CFRA leave as follows:

7045.7.2.1 If an employee requests CFRA leave because of their own serious health condition, the employee may use any accrued paid sick leave, vacation, or CTO, ~~or sick leave~~ during unpaid leave.

7045.7.2.2 If an employee requests CFRA leave to care for a covered family member with a serious health condition or to bond with a new child, the employee can use any accrued paid vacation and/or CTO during the unpaid family/medical leave. Once vacation is exhausted, upon request of an employee, the employee can decide to use paid sick leave during unpaid CFRA leave to care for a covered family member with a serious health condition but not to bond with the new child.

7045.7.2.3 If the employee requests military exigency leave, the employee may use vacation and/or CTO during the unpaid CFRA leave.

7045.7.3 When leave is paid because the employee is receiving wage replacement benefits, the employee is not required to substitute/use vacation, sick leave, or CTO paid time off during the leave.

7045.8 Insurance Benefits: The District shall maintain and pay for an employee's health coverage at the same level and under the same conditions as coverage would have been provided if the employee had not taken CFRA leave. Employee's contribution toward premiums must be delivered to the District Office no later than the 15th of each month.

7045.9 Sick Leave/Vacation: Neither Sick Leave, Vacation, nor other paid time off will accrue while on unpaid CFRA. If the employee is in paid status during the CFRA leave solely because of the use of District provided vacation, CTO, or sick leave, the employee will accrue sick leave and vacation for the period in which the employee is in paid status to the extent the employee would otherwise be entitled to such accrual.

7045.10 Holiday: An employee on CFRA Leave is not eligible to receive holiday pay, unless the employee has used solely their District provided paid leave in the day immediately preceding and following a holiday.

7045.110 Retirement Benefits: Upon return from Leave, the CalPERS member may elect to purchase service credit for the time the employee was on non-paid leave up to one year at the employees' own expense as stated in the District contract with CalPERS and subject to CalPERS rules and regulations. The District makes no representation or guarantees regarding eligibility and entitlement to purchase CalPERS service time credit. ~~Costs of the service credit will be based on the CalPERS valuation.~~

7045.121 Longevity: CFRA leave shall not constitute a break in service or cause the employee to lose seniority.

7045.132 Return to Work: ~~The District shall~~ Employees have the right to reinstatement in the employee to the same or comparable position, at the end of the leave, subject to any defense allowed under the law, or unless (1) the employee would not otherwise have been employed in her same position at the time reinstatement is requested for legitimate business reason unrelated to the employee taking CFRA Leave (such as lay-off) or (2) means of preserving the job or duties for the employee would substantially undermine the District's ability to operate safely and efficiently. In either of such cases the employee shall be reinstated to a comparable position, unless there is no comparable position available or, although a comparable position is available, the filling of such with the returning employee would substantially undermine the District's ability to operate safely and efficiently. The failure to return to work the next regular workday following the conclusion of CFRA Leave shall be grounds for termination of employment, unless the employee's absence is otherwise authorized under these Personnel Policies.

Employees on leave for their own serious health condition will be required to obtain a release to return to work from their health care provider that the employee is able to resume work with or without accommodations. Otherwise, employee will not be permitted to resume work until it is provided. Failure to provide release to work notice shall constitute as absent without leave and subject to dismissal in accordance with District policies.

7045.143 If business conditions require a reduction in force, an employee on CFRA Leave will be considered for layoff and treated as active employee for purpose of the layoff process.

| REVISED ~~09/2026~~11/2022

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Other Leaves of Absence
POLICY NUMBER: 7065

7065.1 Except as provided in this ~~policy-Article~~, or as required by law, leaves of absence may be granted only by the Board of Trustees, and then only at such times and on such terms and conditions as the Board determines proper; provided, however, that the leave shall be without pay and the employee shall not be entitled to accrual of seniority or to participate in health plans, employee benefit plans, or pension and retirement plans. ~~on terms more favorable than those applying to an employee on Pregnancy Disability Leave.~~

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Board of Trustees

POLICY NUMBER: 1040

1040.1 General: The District is governed by an appointed Board of Trustees, who represent the needs of the public and the employees. They may succeed themselves without limit. Trustees serve for a term of office of two or four years as determined by the appointing city or county. Terms of office commence on the first Monday in January. A vacancy on the Board of Trustees shall be filled by the appointing city or county pursuant to Health and Safety Code section 2024(b) and Government Code section 1779. The Trustees, acting as a body, establish the policy for the District and oversee its general programs. The Board of Trustees hires a District Manager to administer its programs, and recognizes that successful operation depends on mutual trust and cooperation between the Board of Trustees and the District Manager, and a respect for each other's responsibilities.

1040.2 Board of Trustees Meeting Attendance Standards: It is the Board of Trustees Policy that every member should diligently try to attend meetings of the Board of Trustees to the best of his or her ability. In order for the absence to be recorded as excused, it shall be the responsibility of each Trustee to inform the District office of an anticipated absence from any regularly scheduled meeting. When possible, notification should take place by no later than noon of the day of the scheduled meeting, preferable. The District shall be informed of planned absences when a Trustee has advance notice of one or more absences due to medical or business conflicts.

1040.3 The District recognizes that business or emergency situations may prevent a Trustee from attending a meeting. Illness, family emergencies, presence out of the area for vacations or business, or required presence at another meeting are typical reasons why Trustees have been excused from BCMVCD meetings. Too many missed meetings interfere with a Trustee's ability to make informed decisions on District policy. Repeated absences deprive a Trustee's constituency of representation.

1040.4 In any 12 month period, three unexcused absences by a Trustee, or four or more excused absences for any reason shall be considered excessive. The Board of Trustees shall write a letter to a Trustee with excessive absences advising him/her of the problem, and of the Board's concern. The letter will inquire about the Trustee's intention with respect to future representation on the BCMVCD Board. The letter will also ask if the Trustee wishes to continue serving as a Trustee. If a Trustee wishes to continue as a Board member after several absences, the District Manager shall offer to meet with that Trustee prior to his/her return, to review actions and decisions made during the Trustee's absence.

1040.5 As part of any letter notifying appointers of the expiration of any term for a Trustee of the District, that letter should contain information incorporating the policies of this section as a way to inform appointers of the Board's recommendation for attendance. Appointers, as part of the selection process for Trustee appointments, should be asked to inquire of any appointee whether or not they would try to meet this standard.

1040.6 Board of Trustees Meetings: Regular meetings of the Board of Trustees shall be held at the Chico substation at 4:00 P.M. on the second Wednesday of each month. If the designated Wednesday falls

on a legal holiday or is in conflict with the District Manager or Boards schedule, the meeting shall be held on a date agreed upon by the Board. Special Board of Trustees meetings may be held as needed.

1040.7 Board of Trustees Member Expenses: Each Trustee who attends one or more meetings a month shall each be eligible to receive a set amount per month, for expenses incurred in attending business meetings of the Board. Payment is to be made within five (5) days following a Board of Trustees meeting. (Currently the amount is \$100.00 per month, approved 2/8/06)

1040.8 Meeting Notice: At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board of Trustees, shall be posted conspicuously for public review at the District's Oroville and Chico offices. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

1040.8.1 The District Manager shall provide notice to anyone upon written request. The District Manager may require the requester to pay the postage in order to have notice mailed to such person. The District Manager may at his discretion and initiative provide notice to persons not requesting notice when he determines that such notice will serve a public interest. The responsibility of the District to give notice will end with the timely posting and mailing of such notice.

1040.8.2 Notice of Special Meetings shall be posted at least 24 hours before the meeting. Mailed notice will be sent in a manner and under the same conditions as for regular meeting notice, except for the reduced time for such notice, but without any reasonable assurance that notices will be received in a timely manner because delivery is not under the control of the District. Additionally, notice will be e-mailed in the same manner as the regular meeting notice.

1040.9 Committees of the Board: The President of the Board of Trustees may appoint committees to facilitate the business of the Board. These committees may be standing or ad hoc, and may include activities dealing with but not limited to: Budget, Salary Review, District Manager Evaluation, District Manager Selection, Policy Review, Program Review, etc. The President may appoint, with Board of Trustees approval, one or more Trustees or other persons to conduct hearings for any purpose at any time other than during a regular or special Board of Trustees meeting. All summaries of testimony and proposed findings and orders shall be reviewed at a subsequent regular Board of Trustees meeting and either approved or amended, before any findings or orders become final.

1040.10 The President may appoint any Trustee to serve as the hearing officer during a hearing held as part of a regular or special Board of Trustees meeting.

1040.11 Emergency Situations: Emergency situations are defined as an unforeseen combination of circumstances which calls for immediate action, such as but not limited to accidents, disease threat or occurrence and or a declared State of Emergency.

1040.12 Consideration of Items Not Posted on Agenda: Items not listed on the posted agenda will be discussed only if the item is determined to be related to an emergency situation as determined by a majority vote of the Board. A vote of 2/3 majority of the members present and voting is required to take action on any items that arise subsequent to the posting of the agenda.