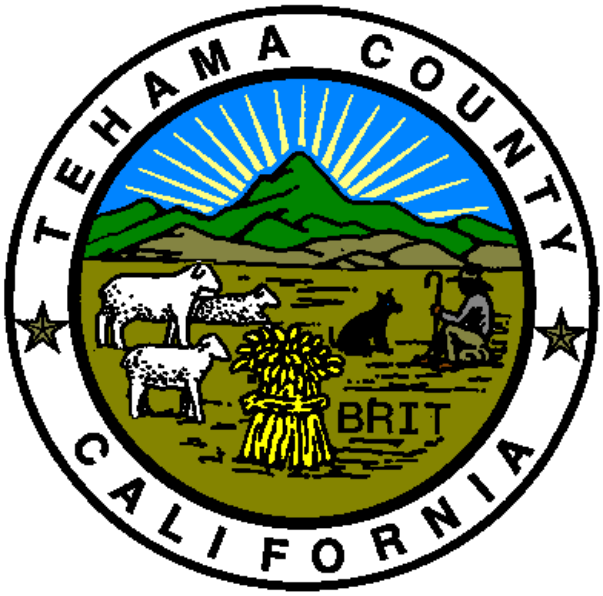

TEHAMA COUNTY
PERSONNEL RULES

April 21, 2026

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.

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GENERAL PROVISIONS

DEFINITIONS

457(b) Plan: A pre-tax retirement plan in which an employee defers compensation *5302*
Absence: The failure of an employee to report for work when they are scheduled to work. *4101, 6105*
Abuse: Abuse means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself, or herself, or another. *8101*
Abuse of Sick Leave: Abuse of sick leave is the misrepresentation of the actual reason for taking sick leave, using sick leave for unauthorized purposes, failure to report sick leave, and may include chronic, persistent, or patterned use of sick leave. *4101*
Active Duty: Ordered active military service for members of the Armed Forces of the United States, National Guard, or the Naval Militia. *6205*
Acts of Violence: The exertion of force or aggression with the intent of causing injury or abuse. *8101*
ADA: Americans with Disabilities Act *6302*
Adverse Action: A disciplinary action which results in a loss of an existing employment benefit, such as an unpaid suspension, salary step reduction, involuntary demotion, or termination *7401*
Allocation: The full time equivalent (FTE) assignment of an individual position to an appropriate class within a department, as determined in the position allocation list *2201*
Alternate Schedule: An alternate work schedule is defined as a variation of the standard workweek with the purpose of better serving the public and providing flexibility in coverage. Alternate schedules include 4/10 schedules, 9/80 schedules, hours from 7am – 3:30pm, and others, but in each case the schedule will result in employees working a fixed schedule. *4101*
Appeal: In context of this Tehama County Personnel Rule, a procedure by which a disciplinary action is brought before a higher authority for review *7410*
Applicant: For the purpose of this rule, “applicant” will include any prospective regular employee, extra help employee, or volunteer. *2110*
Application Screening Matrix: A numeric rating system used for comparing candidates’ qualifications with both the essential functions of the job *2105*
AQI: The Air Quality Index tells you how clean or polluted the air is, and what associated health effects might be a concern. *8203*
Authorized Absence: Permission to be absent from duty for a specified purpose, with the right to return before or upon the expiration of the leave. *4101, 6105*
AWOL: Absent Without (approved) Leave *4101, 6105*
Benefit: Any service or supply covered by the member's health insurance plan *5106*
Bilingual: Refers to a person who speaks more than one language *3302*
Bilingual Pay: A salary differential allowance paid to employees in positions requiring bilingual proficiency *3302*
Break in Service: Termination of County employment for any length of time. *3206*
Budget Process: Recommended or adopted budget *2201, 2202*
Bumping Right: The right of an employee who is facing layoff, and may displace an employee with less seniority in accordance with this rule.
CalPERS: The California Public Employees Retirement System is a defined benefit retirement system. *5301*
CalPERS Retiree: An employee of a CalPERS employer who terminates active employment and receives a monthly CalPERS retirement allowance *2304*
Candidate: For the purpose of this rule, “candidate” will include any prospective regular employee, extra help employee, or volunteer. *2110*
Career Path Demotion: When an employee is seeking a position with a salary range lower than their current classification, however the new position allows for upward mobility which exceeds the range and salary of the current classification. *3207*

Catastrophic: A medically certified condition in which the employee is incapacitated and unable to work due to an illness or injury which is estimated to last for at least thirty (30) calendar days. *6110*

CFRA: California Family Rights Act *4101, 6105, 6107, 6109, 6110, 6302*

Classification Specification: Job descriptions which outline essential functions of a position based upon an analysis of the duties and responsibilities performed, supervision received or exercised, organizational considerations, and the qualifications necessary to perform those duties, including, but not limited to title, class characteristics, a definition of the class, a list of examples of duties, and a statement of qualifications required for appointment. *2202, 2203, 2204*

Continuing Education Units (CEUs): Continuing education units are a measurement used within continuing education programs and are mandated in certain professional fields to maintain a license or certificate as specified in the employee's job description or approved by the Department Head. *7302*

Coordination of Benefits: Also known as integration of wages, or supplementation is when an employee receives disability or paid family leave benefits, and also uses available leave to cover the difference in salary. *5105*

COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that may allow an individual to keep health coverage after employment ends, loss of coverage as a dependent of a covered employee or another qualifying event. If COBRA is elected, *5101*

Copyright: The exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same. *1402*

Corrective Action Plan: A plan of objectives, training, supervisor check-ins, job shadowing, or other activities developed by the supervisor to improve on areas of weakness. This may also be known as a performance improvement plan (PIP). *7101*

COVID-19: COVID-19 is an illness caused by a novel coronavirus causing severe acute respiratory syndrome. *6113*

Crime Victim: For the purpose of this Rule, a crime victim is one who is a victim of one of the following crimes: a) a violent felony as defined in Penal Code 667.5; b) a serious felony as defined in Penal Code 1192.7; or c) a felony provision of law proscribing theft or embezzlement. *6203*

Cyberbullying or Cyber Harassment: Bullying or harassment that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through short message service (SMS), text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. *8103*

Date of Hire: The date the employee begins employment as a regular employee with Tehama County *2308*

DD214: Certificate of release or discharge from the armed forces of the United States *2107*

Defined Benefit: A retirement formula used to determine the percentage of pay an employee is eligible to receive upon their retirement *5301*

Demotion: The movement of an employee from a higher paying classification to a lower paying classification. *3207*

Designated Person: An individual related by blood or whose association with the employee is equivalent of a family relationship. *6107*

Development Goals: Areas in which the employee can take steps to improve work that is relevant and specific to building professional knowledge, skills, and effective working practices. *7101*

Development Plan: Suggestions, objectives, training, supervisor check-ins, job shadowing, or other activities assigned to the employee to meet development goals. *7101*

Direct Supervisor/Direct Supervision: This is characterized by the person physically present and supervising daily tasks of the subordinate. This person is generally the person who assigns work, evaluates the employee, enforces rules, and imposes discipline. *1308*

Direct Threat: A significant risk of substantial or imminent harm, which cannot be eliminated or reduced to an acceptable level by reasonable accommodations. Assessment of whether a person poses a direct threat must be made on a case-by-case basis considering the follow *6302*

Disaster Service: Activities authorized and carried out pursuant to the California Emergency Services Act to aid in the response and recovery phases of a disaster or emergency *1404*

Disaster Service Worker (DSW): Pursuant to the California Emergency Services Act, any person employed by a county, city, state agency, or public district in California is a public employee and is considered a Disaster Service Worker *1404*

Discovery: The compulsory disclosure, by a party to an action, of relevant documents referred to by the other party. *1203*

Discrimination: Adverse actions, decisions or other treatment affecting an employee and motivated by or directed toward the employee on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, military or veteran status, or age, including but not limited to those affecting hiring, placement, compensation, assignments, leave, promotion, training, disciplinary action, lay-off, recall, transfer, leave of absence, termination, and reinstatement. *8102*

Disparate Impact: Following a rule or practice that has a discriminatory impact on a protected person (unintentional) *8102*

Disparate Treatment: Treating an individual less favorably than another individual for discriminatory reasons (intentional) *8102*

DOJ: California Department of Justice *2110*

Domestic Partnership: Two adults who are not married and have chosen to share one another's lives in an intimate and committed relationship of mutual caring. Such relationship must be registered with the State of California. *5101*

Domestic Violence: Abuse perpetrated against any of the following persons: 1) A spouse or former spouse; 2) A cohabitant or former cohabitant; 3) A person with whom the accused perpetrator is having or has had a dating or engagement relationship; 4) A person with whom the accused perpetrator has had a child, where the presumption applies that the male parent is the father of the child of the female parent; 5) A child of a person defined here in 1, 2, 3, or 4; or 6) Any other person related within the second degree *6207*

Domestic Violence: Abuse committed to a spouse or former spouse, cohabitant/or former cohabitant, current or past dating relationship or person with whom the victim had a child. *8101*

Drugs: For the purpose of personnel rules, "drugs" shall mean any controlled substance not legally obtainable under State or Federal law – including without limitation: the amphetamine group, cocaine, opioids, phencyclidine, and cannabis – or a prescription medication obtained or used without a valid prescription from a licensed physician *1306*

Dual Fill: When an incoming employee and an outgoing employee occupy the same allocation for a defined transition period for the purpose of training and/or assuming a position while the outgoing employee exhausts leave at separation *2201*

Due Process: Due process is the course of formal proceedings carried out regularly and in accordance with established rules and principles. 7409

Electronic Information Systems: Technology or software, administered by Tehama County, designed to collect, process, store, and distribute electronic information. *1402*

Eligible Family Members: Legal Spouse; domestic partner; natural, adopted or step child(ren) under 26 years of age (even if married or employed); Legal Ward(s) under 18; a disabled dependent child; qualified dependents of a spouse or domestic partner. *5101*

Eligibility List: An eligibility list is an arrangement of candidates for employment who are deemed qualified as a result of an open recruitment process. An eligibility list is limited to use only by the department within it was established. *2111*

Emergency: For the purpose of this rule, examples of an emergency requiring a DSW response include, but are not limited to, a declared fire, flood, earthquake, public health emergency, or other natural or manmade disaster *1404*

Emergency Appointments: Prior to Board approval, a department head may hire extra help without allocated funds in cases of urgent necessity, to preserve life, or to prevent great property loss to the County or its citizens. Approval shall be obtained for such hiring at the first regular Board meeting following hire. *2103*

Emergency Military Leave: A military leave for members of the National Guard during such time as the Governor may have issued a proclamation of a state of extreme emergency or insurrection or during such time as the National Guard may be on active duty for one or more situations. *6205*

Emergency Rescue Personnel: Emergency rescue personnel means any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of the state or of a sheriff's department, police department, or a private fire department, or of a disaster medical response entity sponsored or requested by this state, whether that person is a volunteer or partly paid or fully paid, while he or she is actually engaged in providing emergency services as defined by Section 1799.107 of the Health and Safety Code. *6105*

Employment List: An arrangement of candidates for County employment or promotion created as a result of a recruitment or examination process. See TCPR §2111: Employment Lists. *2103*

EOC: Emergency Operations Center *1404*

Essential Services: Services that, if not provided, would endanger the life, health, or personal safety of the whole or part of the population. *4109*

Essential Services: Services that, if not provided, would endanger the life, health, or personal safety of the whole or part of the population; or services which are not essential in the strict sense of the term, but where the extent and duration of a disruption might be such as to result in an acute local crisis endangering normal living conditions of the population; and in public services of fundamental importance. *8104*

Excessive Absenteeism: When the amount of time the employee is absent from work is frequent, and significantly disrupts the workflow in the department. *4101, 6105*

Excused Absence: An absence that occurs when an employee has sufficient accrued paid time to cover such absence and one of the following conditions are met: 1) The absence is scheduled in advance with the employee's manager or supervisor, such as a vacation, medical appointments, jury duty, family activities, funerals, etc.; 2) the employee notifies their employer in advance of their scheduled shift in the case of an unexpected illness or injury (which may require medical documentation). *4101*

Exempt Status: If an employee qualifies as exempt, the County is not required to pay overtime for hours worked in excess of forty (40) per workweek. *4104*

Exit Interview: A survey conducted by an employer or an organization with an individual who is separating from employment. *2303*

Extra Help Employee: Temporary employees who are hired to relieve or assist permanent staff members. Extra-help employees do not have property rights or rights to permanently allocated positions. *6111, 2206*

Family Member: Spouse or significant other; natural, step or legal: child, grandchild, parent, grandparent, sibling, niece, nephew, aunt, uncle; father-in-law; mother-in-law; son-in-law; daughter-in-law or individual living in the employee's immediate household. *1308*

Family Sick Leave: Family sick leave is time away from work for employees to attend to the health needs of a qualifying family member. *6101, 5105*

FBI: Federal Bureau of Investigation *2110*

FEHA: Fair Employment and Housing Act (California) *2110, 6302*

FFCRA - Families First Coronavirus Relief Act Isolation: Keeping people who are infected with a contagious illness away from those who are not infected *8104*

File: An official paper or electronic record *1202*

Final Compensation: Calculated by averaging your highest base pay rate over a continuous 12- or 36-month period. *5301*

Flexibly Allocated: Multiple classifications identified within a single allocation on the Position Allocation List, which allows the department flexibility in filling the position. *2201, 2308*

Flexibly Staffed: Multiple positions identified within a single classification specification in which an employee may promote without the recruitment process, once they have met or exceeded the qualifications of the entry level position through fulfilling training requirements, licensing, or experience timeframes *2201, 3206, 2308*

FMLA: Family Medical Leave Act *4101, 6105, 6107, 6109, 6110, 6302*

Follow Up Questions: A question that is asked after a structured interview question to provide the interviewee with a better understanding of the candidate's initial answer. For example, "What was the outcome of this project?", "Can you expand on that?", "Can you provide an example of a time when you used the method you described?" *2106*

FSLA: Fair Labor Standards Act *4101*

FTE: Full Time Equivalent *2201*

Full-Time: Defined in Labor Code Section 515(c) as 40 hours per week. *4104*

Good Standing: Refers to complying with expectations for workplace conduct and not subject to suspension or disciplinary actions. *2306*

Harassment: Any unwelcome or offensive conduct motivated by or directed to a person on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, military or veteran status, or age, including harassment of a person of the same gender as the harasser. *8102*

The Hatch Act: A federal law passed in 1939, which limits certain political activities of federal employees, as well as some state, D.C., and local government employees who work in connection with federally funded programs. *1407*

Health Care Provider: A medical provider under FMLA and CFRA described as: 1) A doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; 2) A podiatrist, dentist, clinical psychologist, optometrist, or chiropractor authorized to practice, and performing within the scope of their practice under state law; 3) Nurse practitioners, nurse-midwives and clinical social workers, authorized to practice, and performing within the scope of their practice, as defined under state law; 4) A health care provider as previously listed, who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country. *5105*

Holiday-In-Lieu (HIL): Holiday-in-Lieu is a bank used to hold accrued holiday time off.

Holiday Pay: Holiday pay is a monetary compensation an employee may receive for an observed holiday.

Holiday Time Off: Holiday time off is time off accrued in lieu of receiving holiday pay. Holiday time off may accrue only when the holiday lands on an employee's regularly scheduled day off or when an employee is scheduled to work on a holiday.

Hostile Work Environment: Referred to under Equal Employment Opportunity Commission (EEOC) guidelines as "work environment" harassment. A hostile work environment exists when one's behavior within a workplace creates an environment that is difficult or uncomfortable for another person to work in, due to discrimination. Hostile work environment harassment is a common complaint in sexual harassment cases when there is unwelcome sexual advances, requests for sexual favors (even if not of a quid pro quo or conditional nature), verbal, visual and physical conduct of a sexual nature. Conduct creating a hostile work environment is a violation of this rule whether or not there is any tangible, adverse impact on the employee's job benefits. The conduct need not be explicitly sexual to meet this definition and may include repeated or continuing unwelcome or offensive romantic advances, requests, invitations, or unwelcome or offensive overtures to express a romantic or intimate interest in another employee. *8102*

HVAC: Heating, Ventilation, and Air Conditioning system *8106*

Inclement Weather: Conditions which are severe or harsh enough to make working outdoors or traveling to work unsafe or impractical. *4109*

Immediate Family Member: Includes only employee's spouse, child, parent, step-parent, brother, brother-in-law, sister, sister-in-law, step-sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, great grandparents, spouse's great-grandparents, grandchildren, the other parent of the employee's child, aunt, uncle, niece, nephew, foster child, foster parent, registered domestic partner, spouse's aunt or uncle, and any child or close relative who resided with the employee at the time of death, or other persons living in the same household. *6202*

Imminent Danger: Imminent danger is an immediate concern about the safety of yourself or someone else.

Impaired: Affected by alcohol or drugs to the extent of not functioning normally or safely *1306*

Inactive duty: Reserve obligations and scheduled reserve drill periods or other non-ordered training. *6205*

Incompatible activities: Any activities prohibited under the Guidelines section of this Rule. *1406*

Indirect Supervisor/Indirect Supervision: This is characterized by some form of authority over the work of the employees, but does not directly supervise the employee. In other words, is responsible for the work, but not the worker. A good example of an indirect supervisor may be a Department Head, as opposed to the Office Manager. *1308*

Interactive Accommodation Process: Also referred to simply as the interactive process, is a discussion between the employee or applicant, health care provider for the employee or applicant, and the employer. The discussion is meant to be collaborative in nature. Each party shares information about the disability or the limitations of the disability which may affect the employee or applicant's ability to perform the essential functions of the job. *6302*

Interpretation: The process of orally translating the words of a person speaking a different language *3302*

Intoxicant: Any agent or substance capable of causing intoxication or poisoning. *1306*

Involuntary Demotion: Failed probation, discipline issues, layoff, or other just cause may be reasons for an involuntary demotion. *3207*

IRS: Internal Revenue Service *5302, 5303*

Job Announcement: A printed job flyer or a posting on the County's recruitment website. *2103*

Job Type: Extra Help, Full-Time, Limited Term – Sunset Position, Part-Time, Seasonal or Volunteer *2103*

LAPS: Local Agency Personnel Standards (Merit System) *2202, 2203, 2308*

Layoff: Layoff is defined as a reduction in the workforce. *2308*

Limited Term: A temporary position with a designated start and end (sunset) date, generally associated with a specific project or funding *2201*

Line of supervision: The connection of an employee and a supervisor on an organizational chart. For example, Bob is supervised by Mary, who is supervised by Joe, who is supervised by Tom. Bob and Tom are in a "line of supervision". *1308*

Live Scan: The technique and the technology used by law enforcement agencies and private facilities to capture fingerprints and palm prints electronically, without the need for the more traditional method of ink and paper. *2110*

Medical Certification Requirement: When an employee who may be abusing sick leave is required to provide a doctor's note for each use of sick leave when returning to work *6101*

Medical Condition: Either of the following: 1) Any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer; or 2) Genetic characteristics, including: a) Any scientifically or medically identifiable gene or chromosome, or combination or alteration thereof, which is known to be a cause of a disease or disorder in a person or in his or her offspring, or that is determined to be associated with a statistically increased risk of development of disease or disorder, and that is presently associated with any symptoms or any disease or disorder, b) Inherited characteristics which may be derived from the individual or the family member, and are known to cause a disease or disorder in a person or his or her offspring, or is determined to be associated with a statistically increased risk of development of a disease or disorder, and are presently not associated with any symptoms of any disease or disorder. *6302*

Medical Review Officer (MRO): A licensed physician responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical examinations for certain drug test results. *1306, 2108*

Mental Disability: Includes but is not limited to: Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities which limits one or more major life activities. *6302*

Military Caregiver Leave: Family Medical Leave that allows employees to care for an injured covered service member. *6204*

Military Family Leave: Family and Medical Leave specific to the needs of military families. There are two types of Military Family Leave: Qualifying Exigency Leave and Military Caregiver Leave. *6204*

Moral Turpitude: An act or behavior which gravely violates the sentiment or accepted standard of a community *7401*

MOU: Memorandum of Understanding between an employee organization and Tehama County *2109*

MOU: Memorandum of Understanding between the County and the employee bargaining unit *5303*

N95: A respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. *8203*

Negative Dilute: A negative dilute specimen is a urine specimen which has more water than urine *1306*

Nepotism: The practice of an employee using his or her influence or power to aid or hinder another in the employment setting because of a personal relationship. *1308*

New Hire: For the purpose of this Rule, a "new hire" would be someone who has been employed such a short time, they have not had the opportunity to accrue more than a month's worth of sick leave/vacation. *6105*

Next of Kin: A person's closest living blood relative or relatives. *6204*

Notice of Resignation: A notice of separation informing the employer of the employee's intent to resign. *2303*

Notice of Retirement: A notice of separation informing the employer of the employee's intent to retire. *2303*

Notice of Separation: A formal written correspondence signed by the employee notifying the employer of the employee's intent to resign from their position by way of either resignation or retirement. *2303*

Non-Paid Status or Uncompensated Leave: When an employee is on an approved job protected leave of absence, such as industrial disability leave, FMLA, CFRA, or PDL, but is uncompensated due to the exhaustion of paid leaves. *6105, 5105*

Non-Regular Employees: Extra-help employees, retired annuitants, temporary/contract workers (employed by an outside temporary agency), and probationary employees or any type of employee who is not a regular employee. *2308*

Occurrence: An occurrence of sick leave is defined as one continuous period of absence of any duration for the same reason, or a period of absenteeism related to a single cause if supported by acceptable medical documentation. An occurrence may include paid or unpaid time. Doctor appointments, bereavement leave, or leave under a protected leave does not qualify as an occurrence. *4101, 6101*

Official Duty: An employee who is summoned as a witness in official capacity on behalf of Tehama County. This is official duty, leave for legal matters. *6203*

On-the-Job-Training: On-the-job training is a time and cost-effective method of using internal resources, knowledge, and talent to assist in the development of employees. *7302*

Online Hiring Software: The software program on which the County manages recruitments. *2103*

Open Eligibility List: An arrangement of candidates for employment who are deemed qualified as a result of an open recruitment process conducted by the Personnel Office. An open eligibility list is established, approved, and maintained by the Personnel Office and is available for use by any department in the County. *2103*

Open Eligibility List: An open eligibility list is an arrangement of candidates for employment who are deemed qualified as a result of an open recruitment process conducted by the Personnel Office. An open eligibility list is established, approved, and maintained by the Personnel Office and is available for use by any department in the County. *2111*

Open Ended Questions: Questions that require more than a simple one word answer and typically allow for a more thought out or meaningful response. *2106*

Open Recruitment: An open recruitment is the process of attracting, selecting, and appointing the most qualified applicant for a position from within the County or outside the County. *2111*

OSHA: Occupational Safety and Health Administration, a division of the United States Department of Labor *8106*

Outside Employment: Any work or service, other than County employment, for which the employee accepts compensation, including, but not limited to, other paid employment, self-employment, or an ownership interest in a private business *1406*

Overtime: Hours worked in excess of forty (40) in a single workweek. *2206*

Overtime: All hours worked in excess of eight (8) in a single workday, all hours worked in excess of forty (40) in a single workweek and the first eight (8) hours worked on the seventh consecutive day of work in the workweek. *4104*

PAF: Personnel Action Form *1202, 3206, 3210, 6201*

Paid Administrative Leave: Temporary leave with pay from a job assignment while an allegation of misconduct or other similar circumstances is investigated.

PAL: The Position Allocation List, which contains the number of allocated full-time or part-time positions in each County department or budgetary division as determined by the Board of Supervisors. *2103, 2109, 2202, 2203, 2204*

Parental Leave: Sometimes called "baby bonding leave", this leave allows eligible employees to take paid leave upon the birth or adoption of a child. *6109, 5105*

Particulate Matter: Tiny particles suspended in the air, many of which may be hazardous. *8203*

Patent: The exclusive right granted for an invention, which is a product or a process that provides a new way of doing something or a new technological solution to a problem. *1402*

Pattern of Sick Leave Use: The repeated use of sick leave on a particular day or before and/or after scheduled days off, weekends, or holidays. *4101, 6101*

PDL: Pregnancy Disability Leave; Unpaid job protected leave which allows employees to take up to four months (17.3 weeks) of disability leave per pregnancy. Leave can be taken before or after childbirth, or during any period of time the employee is physically unable to work because of pregnancy or a pregnancy-related condition. *6105, 6109, 5105*

PEPRA: Public Employee's Pension Reform Act *5301*

PERL: Public Employee Retirement Law *2304*

Permanent Status: The status of a regular employee who has no pre-determined end date to employment *2301, 2206*

Personal Relationship: For the purpose of this rule, personal relationship include association by blood, adoption, marriage and/or cohabitation. In addition, there may be personal relationships beyond this general definition that could be subject to this rule. *1308*

PFL: For the purpose of this Personnel Rule, Paid Family Leave provides benefits to parents who need to take time off to bond with a new child. *6201, 6101*

Physical Disability: Includes but is not limited to: Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss which affects one or more body systems, including neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, or endocrine which limits one or more major life activity. *6302*

PIP: Performance Improvement Plan *4101*

PM2.5: The smallest atmospheric particulate matter (2.5 micrometers or smaller) and is usually the most harmful. *8203*

POBR: The Public Safety Officers' Procedural Bill of Rights (Government Code Sections 3300-3312, or AB301) applies to public safety officers' disciplinary procedures

POBR: The Public Safety Officers' Procedural Bill of Rights (Government Code Sections 3300-3312, or AB301) applies to public safety officers' when subject to investigation or discipline *7410*

POBR: The Public Safety Officers' Procedural Bill of Rights (Government Code Sections 3300-3312, or AB301) applies to public safety officers' personnel files *1203*

POST: Police Officer Standards and Training *1202*

Power Outage: Temporary disruption or loss of electrical power. *4109*

Pre-Employment Evaluation: Requirements that must be met prior to an official offer of employment, including a criminal background check, fingerprinting, reference checks, physical examination, drug screening, proof of work eligibility, and other documents verifying qualification for the position (licenses, test results, etc.). *2109*

Prescription Medication: Any substance lawfully obtained or possessed pursuant to a valid prescription from a licensed physician, nurse practitioner, or physician's assistant *1306*

Probation Period: A fixed period of time which allows an employer to assess the employee's skills, knowledge, and work conduct before making a final determination regarding an employee's suitability for the position *2301*

Probationary Employee: An employee serving an initial probation period *2301, 7101*

Probationary Status: The status of an employee who is serving a probationary period of the position and/or class in which he/she is currently employed following either initial appointment or promotion. *3206, 7101*

Progressive Discipline: A disciplinary approach based on progressive efforts to inform the employee of an issue and create an opportunity for improvement *7401*

Promotion: The movement of a regular employee from one classification to a higher paying classification. *3206*

Promotional List: A promotional list is an arrangement of employees holding classifications within Tehama County and, upon examination, have been deemed qualified for advancement. *2111*

Protected leave: A leave of absence that provides job protection under law, such as the Family Medical Leave Act, the Uniformed Services Employment and Re-Employment Act, the Americans with Disabilities Act, California Family Rights Act, Pregnancy Disability Act, Military Spouse Leave, Bone Marrow and Organ Donation Leaves, Domestic Abuse Leave, Victims of Crime Leave, Voting Leave, Jury Duty/Witness Leave, and Emergency Personnel Leave. *6101, 5105*

Public Record: Any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. For example, public records may include, but are not limited to, hard-copy documents, most information maintained electronically, photographs, audiotapes, and/or videotapes regardless of the manner in which the record has been stored. *1203*

Qualified Individual: A person who satisfies the job-related requirements of the position, and is able to perform the essential functions of the position with or without reasonable accommodation. *6302*

Qualifying Event: A change in family status through marriage, domestic partnership, birth or adoption. Other qualifying events may include loss of coverage, change in military status, change in custody status of a child, or exceeding a lifetime limit on benefits under another health plan. *5101*

Qualifying Exigency Leave: Family and Medical Leave that allows employees to attend to qualifying exigencies for their family member on active military duty. *6204*

Qualifying Family Member: A parent, spouse, or child. *6105*

Quid Pro Quo: Commonly referred to under EEOC guidelines, as "conditional" harassment. Quid pro quo (this for that – i.e., something offered or given in exchange for something else) harassment occurs when submission to the harassing conduct described above is made an explicit or implicit term or condition of employment; or rejection of such conduct is used as the basis for employment decisions. *8102*

Reasonable Accommodations: For purposes of this rule, reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking, or referral to a victim assistance organization. *6207, 6302*

Reasonable Suspicion: When two observers, who are trained in detection of drug use, articulate and substantiate in writing specific behavioral, performance, or contemporaneous physical indicators of being under the influence of drugs and / or alcohol on the job *1306*

Reclassification: A change in a position by either increasing or decreasing the level of responsibility based on the difficulty of the work performed. *2203*

Recruitment Website: The website on which applicants view County job announcements and apply for positions. *2103*

Re-employment List: Refer to TCPR §2308: Layoff

Regular Employee: An employee who has successfully completed an initial probation period *2301*

Regular Employee: One who occupies a permanent position whether part-time or full-time. A regular employee is an employee who has successfully completed the probationary period *2308 7101*

Regular Employee: An employee who has successfully completed the probationary period, whether full- or part-time. *3206*

Regular Employee (Benefits): For the purpose of this Rule, is an employee who is employed in a full-time or part-time permanent position working at least 20 hours per week. *5101*

Reinstatement: Returning from retirement status to active employment with a CalPERS employer *2304, 2306*

Retaliation: Adverse actions, decisions or other treatment including, but not limited to, threats or coercion affecting an employee and motivated by or directed toward the employee on the basis of the employee's

participation as complainant or witness in a report or complaint of discrimination, harassment, or retaliation, or the employee's participation in the investigation of such a complaint, including but not limited to actions, decisions, or other treatments affecting hiring, placement, compensation, assignments, leave, promotion, training, disciplinary action, layoff, recall, transfer, leave of absence, termination, and reinstatement. *8102*

Retired Annuitant: (RA) A former member of the California Public Employee's Retirement System who is rehired by the same employer, or a different employer who participates in the same retirement system. RAs are at-will employees who work for a CalPERS employer without reinstating from retirement. *2304, 6111, 2206*

Retirement Formula Benefit Age: The age at which an employee may receive retirement benefits. (For example, age 55 for the "2% at 55" formula.) *2304*

Rolling Back Year: The rolling backward method of calculating the 12-month period during which the 60 workdays of Catastrophic Donations may be taken is a "rolling" 12-month period measured backward from the date an employee uses any Catastrophic Donations. Under the rolling 12-month period, each time an employee receives Catastrophic Donations, the remaining leave entitlement would be any balance of the available leave which has not been used during the immediately preceding 12 months. *6110*

Roth Plan: An after tax retirement plan in which an employee defers compensation *5302*

Roth 457 Plan: An after-tax retirement plan in which an employee defers compensation *5303*

Salary Anniversary Date: The date an employee is eligible for a salary increase, determined by the start date in their most recent position (new hire, promotion, demotion, etc.) *2308*

Salary Basis: A predetermined amount of compensation each pay period on a weekly, or less frequent, basis. *4104*

Screening Checklist: A simple delineation of required or preferred criteria listed in the classification specification or on the job announcement *2105*

SDI: State Disability Insurance *6101, 6201, 5105*

Self-Evaluation: The process of evaluating one's own performance or actions. *7101*

Self-Isolation: A contagious person may be isolated at home instead of being hospitalized, as directed by a healthcare provider *8104*

Self-Quarantine: A person who has been exposed and is at risk for contracting a contagious disease may practice self-quarantine as recommended by a healthcare expert *8104*

Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility; or continuing treatment by a health care provider. *6302*

Service Credit: Represents the amount of time worked for a CalPERS covered employer. *5301*

Sexual Assault: Any of the crimes set forth in Penal Code §261-262, 265, 266-267, 269, 273.4, 285-286, 288-289, and 311.4 *6207*

Sexual Assault Counselor: A person who: 1) is employed by a domestic violence victim service organization, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic violence; 2) is engaged in any office, hospital, institution, or center commonly known as a rape crisis center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program; 3) is a psychotherapist; 4) has a master's degree in counseling or a related field; or 5) has one year of counseling experience, at least six months of which is in rape crisis counseling. *6207*

Sexual Harassment: Any unwelcome or offensive behaviors regarding sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. This also includes any unsolicited written or oral communications and physical or visual contact with sexual overtones including emails, internet links, screen savers, etc. There are two types of sexual harassment – Hostile Work Environment and Quid Pro Quo. *8102*

Shelter-in-Place: Stay at home as much as possible, only going out for essentials like food and supplies, or for medical reasons *8104*

Sick Leave: Sick leave is time away from work for employees to address their own personal health needs. *6101*

Significant Other: A person with whom someone has an established romantic or sexual relationship. *1308*

Skelly Meeting: An opportunity for an employee to refute or mitigate allegations prior to the imposition of a disciplinary action *7401*

Skelly Officer: The person who provides an objective review of the proposed discipline and the employee's response *7401*

Skelly Process: California Supreme Court decision (Skelly v. State Personnel Board) establishing public sector employees have property rights to their job and cannot be deprived of it without proper due process. 7409

Social Distancing: Deliberately increasing the physical space between people to avoid spreading illness. Examples of social distancing are standing at least six feet away from others, working from home instead of at the workplace, or holding meetings via conference call or by other electronic device. *8104*

Soft Skills: Personal attributes that enable someone to interact effectively and harmoniously with others *2106*

Spouse on Leave for Military Deployment Leave: Leave that allows the spouse of an active military member to take time off while his/her spouse is on leave from active deployment. *6204*

Stalking: A crime where a person is engaged in a pattern of conduct with the intent to follow, alarm, place under surveillance, or harass another person *6207*

STC: Standards & Training for Corrections *1202*

Standard Non-Exempt Public Record: Records that are requested regularly and/or on a reoccurring basis and have been pre-approved by County Counsel as not requiring legal review. *1203*

Structured Interview: An interview in which a particular set of questions are predetermined and prepared in advance of the interview, and each applicant is asked the exact same questions in the same order. *2106*

Subject Matter Expert (SME): A person who has expertise or knowledge in a particular career field, job, or topic *2105*

Supervisor File: A confidential file maintained by a supervisor which contains information or documents relative to a specific employee for the purpose of conducting performance evaluations, progressive discipline, or recognition. *7101*

Supervisory Authority: Authority over matters such as hiring, retention, transfer, promotions, performance evaluations, discipline, leave requests and compensation decisions. *1308*

Tardiness: Not being at the designated workstation and ready to work at the designated time or the failure to return to work at the scheduled time following a meal break or rest period. *4101, 6105*

Telecommuting: An arrangement involving the use of computers and telecommunications technology, under which an employee performs all or part of the essential functions of their job from an approved alternative worksite, eliminating the need for employees to commute every day into an employer location. *4106*

Temporary Employee: An employee working in a position designated as limited term *2201*

Temporary Military Leave: A leave of absence from public employment to engage in ordered military duty, including travel time for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or Armed Forces of the United States, the National Guard, or the Naval Militia. *6205*

Temporary Upgrade Pay: Temporary upgrade pay occurs when an employee is temporarily assigned to perform the full scope of duties in an upgraded classification and is not performing any of their regularly assigned duties in their lower-level classification. *3301*

Termination of Retirement: The cancellation of your monthly retirement allowance *2304*

Threats of Violence: Remarks, gestures, or communication which cause the individual to be concerned about their safety or the safety of others.

Trademark: A symbol, word, or words legally registered or established by use as representing a company or product. *1402*

Traditional 457 Plan: A pre-tax retirement plan in which an employee defers compensation. *5303*

Trained Observer: An employee who has successfully completed the County facilitated training for reasonable suspicion, or works as a law enforcement officer *1306*

Translation: The process of translating words or text from one language to another *3302*

Under the Influence: A positive test for drugs and / or alcohol in accordance with the testing procedures determined by the laboratory *1306*

Undue Hardship: An action that would violate an employer's duty to furnish and maintain a place of employment that is safe and healthful for all employees. *6207, 6302*

Unlawful Employment: Retiree employment found to be in violation of the retirement law and regulations *2304*

Unrepresented Employee: Someone who is hired pursuant to an ordinance, resolution, or contract and does not include any employee represented by a recognized employee organization. *6111, 2206*

USERRA: Uniformed Services Employment and Reemployment Rights Act *6205*

Victim: A person on which domestic violence as defined in this Rule has been perpetrated. *6207*

Volunteer: Volunteer means a person registered as a volunteer member of a regularly organized fire department. *6105*

Volunteer Service: Any work or service for which the employee does not accept compensation, usually provided in the form of labor for a community event or organization. *1406*

Weingarten Rights: United States Supreme Court decision (National Labor Relations Board (NLRB) v. J. Weingarten, Inc.) establishing employees have a right to union representation at investigatory interviews and pre-disciplinary meetings. 7409

Work Out-of-Class: Work out-of-class occurs when an employee is temporarily assigned to perform duties in addition to the employee's regularly assigned duties. This cannot be used in recognition of workload volume. *3301*

Workplace Bullying: Inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and / or in the course of employment. Actions such as offensive language, humiliating, gossiping, threatening, or disparaging treatment; coercive, belittling, sabotaging, isolation, and discourteousness are considered abusive behaviors and may be considered workplace bullying. These actions may be verbal or non-verbal, acts of commission or omission, direct or indirect, covert or overt, or incidents of aiding or abetting. This includes cyberbullying. *8103*

Workplace Violence: Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior which occurs at the work site. Workplace violence ranges from threats and verbal abuse to physical assaults and even homicide.

Workstation: The area where an individual performs work and/or uses equipment specific to their assigned tasks. *4101*

Workweek: The regular workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday. The workweek will begin at 12:00am on Sunday, and end at 11:59pm on Saturday. *4101*

Y-rate: Term used to indicate when the salary of a particular employee is "frozen" at a certain step. This occurs when the incumbent's salary has been determined to exceed the appropriate salary range for the classification held, due to an event such as a reclassification or reorganization. *3210*

§1101: PERSONNEL RULES

Overview: It is the purpose of these Rules to establish a system of uniform and appropriate personnel policies and procedures that shall maintain the quality of personnel administration consistent with such principles as:

a) Recruiting, appointing, and promoting employees on the basis of their relative ability, knowledge and skills, including open consideration of qualified applicants for initial appointment;
b) Retaining employees on the basis of the adequacy of their performance, correction of inadequate performance and separating employees whose inadequate performance cannot be corrected;
c) Assuring impartial treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, religion, color, gender, sexual orientation, age, marital status, national origin, or physical or mental handicap or any other basis proscribed by law and with proper regard for their privacy and their constitutional rights.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines:

Authority
The Personnel Rules have been enacted under the authority of the Tehama County Board of Supervisors.

Scope
This document is a compilation of Rules, which govern and affect personnel administration for all employees of the County of Tehama. The provisions of these Rules shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Rules shall not preclude specific County departments from developing operational policies and procedures. If this Rule conflicts with another law, policy, or agreement, the stricter document will apply.

Severability
If any provision, section, paragraph, sentence, clause or phrase of these Rules, or the application of such to any person or circumstance, shall be held invalid or declared unconstitutional or void, the remainder of the Rules shall not be affected.

Amendments to Rules
Other than for non-compliance with state or federal law, the procedure for amending or adopting new Rule is below. No Rule may be amended more than one time in a six month period.

a) A Department Head or Chief Administrator must make a request to the Personnel Director to amend or adopt a Rule. The Personnel Director may also initiate an amendment or new Rule.
b) The revised or newly created Rule is presented to the Department Heads for review and must be approved by a majority vote.
c) The Personnel Director will meet and confer with the appropriate bargaining units regarding the impact on the members.
d) The Personnel Director will present the Rule to the Board of Supervisors for adoption.

e) Upon Board adoption, the new or amended Rule is effective immediately and replaces the existing Rule.

The Personnel Director may also initiate an amendment at any time without following the process above for the following reasons:

a) When a change in state or federal law deems the Rule to be non-compliant
b) When the language could be revised for better clarification without changing the intent of the Rule

Access to the Personnel Rules

The Personnel Rules will be posted on the County website and available to the public and employees. Each Department within the County will maintain a hard copy of current Personnel Rules.

Procedure: Responsibilities for implementation, application, and enforcement of this Rule are listed below.

Personnel Director: It is the responsibility of the Personnel Director or his/her designee to maintain the Personnel Rules, ensure the Rules are compliant with state and federal law, oversee the amendment process, and provide access to the public and employees according to the Overview above.

Chief Administrator and/or Department Heads: Unless specifically noted otherwise, actions or authority assigned by these Rules to the County Administrator or Department Head may be delegated to his/her designee.

A Department Head or the Chief Administrator may initiate the amendment process as outlined in the Overview above.

The provisions of these Rules shall not preclude the development of operational policies and procedures within specific departments of the County, providing such policies and procedures are consistent with these Rules. Alternate standards shall be submitted to the Personnel Director for review and compliance in consultation with the Chief Administrator and County Counsel. The Personnel Director shall respond to the request within ten (10) business days. Any individual Department standards shall be in writing and communicated to all staff within the Department. Alternate standards may take effect immediately upon approval of the Personnel Director for all unrepresented employees of the department, and upon completion of meet and confer process for represented employees.

Each Department within the County will maintain a hard copy of current Personnel Rules.

References: CA GC §82048
Effective Date: December 5, 2017
Revised Date: April 21, 2026

§1201: PERSONNEL DEPARTMENT RECORDS

Overview: The Personnel Department shall maintain records as needed for effective personnel administration. Personnel Department records shall be retained and destroyed according to TCPR §1201 Exhibit A.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Records will be maintained by the Personnel Department and destroyed only when allowable and according to TCPR §1201 Exhibit A. Personnel Department records may include the items listed below.

- Classification, including specifications and studies
- Complaints and grievances
- Confidential Files, including confidential materials such as litigation, arbitration, investigations, etc.
- Eligibility to Work as demonstrated with identification and verified on an I-9 form
- Employee Benefits, including health, life, vision, dental, employee assistance, deferred compensation, retirement, disability
- Labor Relations, including Memorandums of Understanding, notes of past bargaining, Board Closed Sessions, contracts, unfair labor practices
- Payroll Files/Records will be maintained in the Payroll Office.
- Personnel Files, which are official files with records specific to an individual employee. This category includes, but is not limited to, the official personnel file, non-official (department) personnel files, supervisor files, training files, payroll files, medical files, and workers' compensation files. Reference TCPR §1202 for maintenance, access, and retention of these files.
- Policies and Personnel Rules
- Position Allocation List (PAL), which shows the current record of each position in the County as authorized by resolution of the Board of Supervisors. If the position is occupied, the record shall contain pertinent personal data, applicable to the incumbent of each position. If the position is unoccupied, the record shall clearly be designated as a vacancy.
- Recruitment Files, inclusive of documents related to the recruitment and filling of vacancies will be maintained.
- Safety Records including DOT drug testing, trainings, exposure, OSHA compliance

The Board has authorized the destruction of any non-judicial public record, paper or document that have been maintained for the required period and has been determined that the retention of those records is no longer necessary.

Procedure: Responsibilities for implementation, application, and enforcement of this Code are listed below.

Personnel Department: The Personnel Department shall maintain records as needed for effective personnel administration. Records shall be retained and destroyed according to the record retention policy.

Confidential and financial records should be destroyed by cross-shredding. Exhibit A establishes only the minimum periods of retention, not maximum periods. The Personnel Department may extend those periods at his/her discretion. At no time should records be destroyed if there is pending litigation, pending audits, or historical significance.

References: California Public Records Act; Govt Code §6254, §6254.3 and §26201, disclosure of personal information; Labor Code §1198.5, inspection of personnel files; Code of Regulations §16020-16027 records; TCPR §1202: Personnel Files; Tehama County Resolution 2014-9, January 28, 2014

Effective Date: February 27, 2018
Revised Date: April 21, 2026

Record Retention Policy for Human Resources Division

Name/Description of Record	Total Retention	Applicable Law/ Comments	Method of Destruction
Applications and Resumes	2 years	FEHA requires 2 years – this includes unsolicited resumes	Shred
Arbitration cases	5 years after separation		Shred
Personnel Rules Meet & Consult	2 year after bargaining		Shred
Bargaining Notes	4 years after bargaining		Shred
Benefit appeals from plan participants on claims and eligibility denials	Active, plus 5 years		Shred
Board Resolutions (related to Personnel actions)	Prior fiscal year, plus current	Originals on file with Clerk of Board	Recycle
Budget Account Files	2 prior fiscal years, plus current		Recycle
Class Specifications	Retain 1 copy of obsolete specs for reference	Retain 1 copy of obsolete specs for reference	Recycle
Classification Studies	10 years after adoption by the Board of Supervisors		Recycle
Classification Study Notes	1 year after Board adoption		Shred
Complaints	5 years after separation		Shred
Consultants Reports	5 years		Recycle
Correspondence Files for Departments, Vendors, Bargaining Units	5 years	Board policy states “at discretion of department head”	Shred
CPR/First Aid Training Records	4 years	Certificates are only good for 3 years	Shred
Damage Recovery files (Personnel Office only)	Active plus 1 year		Shred
Deferred Compensation enrollment forms and payout election forms for IRC Section 457 Plan prior to September 2000		Destroy after 1-1-2002, pending IRS guidance on irrevocable choice	Shred
DOT Drug Testing	5 years	Omnibus Transportation Employee Testing Act	Shred
Driver Training Participant records	Maintain certificate in employee personnel file		Shred
Eligibility Lists	2 years	FEHA requires 2 years	Shred
Employee Exposure Records	30 years after termination		Shred

Name/Description of Record	Total Retention	Applicable Law/ Comments	Method of Destruction
Enrollment forms for the Medical, dental, vision, life insurance plans including birth and marriage certificates, student status verifications, and court orders	4 years, plus current year		Shred
First Aid records of injuries causing loss of work time	5 years	ADEA mandate	Shred
Grievances	5 years after separation		Shred
HIPAA Certificates to employees and dependents verifying term of coverage under the Plan upon termination of medical coverage	5 years after employee separates		Shred
I-9 Immigration forms	3 years after separation (maintain in personnel file)	IRCA requires 3	Shred
Labor Relations Policy Memos	Active plus 3 years		Recycle
Layoff and Recall notices	2 years from issuance	2 years mandated by FEHA	Shred
Material Safety Data Sheets (Personnel Office only)	Current		Recycle
Medical records: Agility testing; fitness for duty; any documents containing descriptions of medical conditions including Doctor's notes describing specific illness or condition *Medical Records Must Be Kept in Separate File from Personnel File*	5 years after termination	CA Admin Code 70723(c) and 70725 require health records to be maintained 3 years after termination	Shred
MOUs, Unrepresented Resolutions	8 years after termination	ADEA requires 3 years retention	Recycle
Oral Panel Notes	2 years after list established		Shred
Organization Charts	Permanent	Board policy requires permanent retention; retain one copy of each bound countywide book	NA
Personnel Action Forms Database	5 years		Shred
Personnel Files	7 years after separation		Shred
Personnel Requisitions	2 years after position filled, unless disputed	Current Board Policy requires 5 years; EEO specifies 2 years or if charges brought until disposition.	Recycle

Name/Description of Record	Total Retention	Applicable Law/ Comments	Method of Destruction
Position Classification Questionnaires	1 year		Shred
Position Allocation Lists	Electronic versions and records of changes for 5 years		Recycle
Pre-employment physicals, fitness for duty	5 years after separation		Shred
Public Records Act Requests	5 years		
Recruitment ads, job opening notices	2 years from placement	2 years mandated by FEHA	Recycle
Salary Ordinance Amendments	Until superseded	Originals on file with Clerk of Board who maintains current ordinance files	Recycle
Salary Surveys	4 years after bargaining		Shred
Salary Tables	8 years after effective date	Retain permanently per current Board policy; FEHA and FLSA require 2 years	Recycle
Temporary employee lists and Contract employee reports	Prior fiscal year, plus current	Reports produced biweekly	Shred
Time Cards	NA	Maintained in Administration Office	Shred
Time Off Requests	NA	Maintained in Administration Office	Shred
Training Records	Current employee - maintain a training certificate in employee personnel file - 5 years after separation	FEHA – mandates two years	Shred
Training Registration Forms	Destroy after class held, unless dept is billed for non-attendance	If dept is billed, follow retention period for budget account files	Shred
Travel Requests	NA	Maintained in Administration Office	Shred
Unfair Labor Practices	5 years after separation		Shred
Vehicle Accident Reports (Personnel Office Only)	5 years	Current Board Policy	Shred
Workers Comp *accident reports, claims, declinations and correspondence*	Active, plus 10 years, indefinitely is there is a future medical liability		Shred

§1202: PERSONNEL FILES

Overview: The Personnel Department shall maintain personnel files for all current employees at the Personnel Office and shall contain information for effective personnel administration. This code regulates the types of files maintained and access to the files.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Official Personnel Files: The Official Personnel File is the repository for those documents necessary to document an individual's tenure and status as a County employee. The Personnel Department shall maintain an official personnel file for each County employee. Unless otherwise required by law, the Personnel Director shall determine whether a document and/or the data it contains is maintained in paper or electronic form. An employee may request additional information be added to their file if determined appropriate by the Personnel Director. No counseling or disciplinary document shall be placed in the employee's personnel file until such employee has had the opportunity to review the document, to receive a copy of same, and to discuss the document with the issuing party. The Personnel Office may charge a fee to provide copies of materials from the employee's personnel file. Personnel files may not be removed from the Personnel Office. The Personnel File may contain such items as:

- Work history information including job application, supplemental questionnaire responses, resumes, letters of recommendation, DMV records, pre-employment medical clearance, and certifications required for the position, and new hire information.
- Identifying information
- Evidence of transfers, promotions, PAFs
- Work performance information including evaluations, letters of commendation, recognitions, documentation of disciplinary actions
- Employment contracts and job descriptions
- Signed acknowledgements of receipt of County policy advisements
- Training and compliance certificates
- Responses by employee on any of the above

Non-Official Personnel Files: The department non-official file may contain PAFs, sick leave and vacation records, disability accommodations, and other work history records. A non-official personnel file should be destroyed upon an employee's severance.

Supervisor Files: The purpose of the Supervisor file is to collect information regarding a specific employee for the purpose of evaluations, progressive discipline, or recognition. The Supervisor's file may include performance evaluations, supervisor's notes regarding performance and discipline, counseling statements, training information, and disciplinary action. The Supervisor file is accessible only to the employee's supervisor. The employee does not have a right to access a Supervisor File. Items in the supervisor file should be destroyed when they are no longer relevant, but never maintained beyond an employee's severance.

Training Files: POST and STC require that law enforcement agencies maintain training files for peace officers.

Payroll Files: Typically, all information, data, or documents pertaining to individual employees' pay is contained in a payroll file. This includes items such as requests for garnishment or levies by outside authorities; tax withholding forms, and other forms reflecting compensation, including payroll deductions; PERS health and

retirement information; deferred compensation information; IRS 125 plan information; health benefits; and records reflecting any other deductible items including direct deposit.

Medical Files: The official repository for employees' medical-related documents is maintained at the Personnel Office. Any records or documents such as leave requests, disability accommodations, medical certifications, FMLA requests, fitness for duty, pre-designated physician, or other medical-related issues must be kept separately from personnel files.

Workers' Compensation Files: The Personnel Department is the repository for all of the official records maintained in connection with a workers' compensation claim. Medical and litigation records are kept in these files and are not freely accessed by other County departments unless appropriate releases are obtained. These files are kept specific to the individual claimant.

Procedure: Responsibilities for implementation, application, and enforcement of this Code are listed below.

All Employees: An employee has access to most records and documents generated or maintained by the County which pertain to that employee and could be used by the County to make workplace decisions about the employee. An employee may inspect documents from their own personnel or payroll file. The file review is conducted in the presence of a staff member from the Personnel Department. A fee for copies of documents may apply.

No more than once per year, an employee may request and receive a copy of the contents of this file without any charge for copying. Thereafter, a charge of fifteen cents (15¢) per page copied may be required if more than twenty-five (25) pages are requested to be copied at any one time.

Employees do not generally have access to background investigations, internal investigations, the department's correspondence with attorneys, letters of reference or ratings, records obtained prior to employee's employment, examination scores, items obtained in connection with a promotion exam or interview, and pre-litigated workers' compensation files.

With written permission from the employee, a representative or potential employer may inspect the contents of the personnel file. An authorization to release information to a third party must be clear, complete, and unambiguous.

No counseling or disciplinary document shall be placed in the employee's personnel file until such employee has had the opportunity to review the document, to receive a copy of same, and to discuss the document with the issuing party. If the employee disagrees with the placement of a document in their personnel file, the employee may attach a written response of disagreement.

Department Personnel Contacts: Every appointment, transfer, promotion, demotion, separation, change of salary rate, and any other temporary or permanent change in status of an employee must be reported to the Personnel Office by PAF or other manner as prescribed by the Personnel Director.

Supervisor and/or Department Head: The employee's immediate supervisor and/or Department Head may inspect an employee's personnel file at any time during the normal working hours of the Personnel Office.

Personnel Department: The Personnel Department shall maintain an official personnel record for every County employee.

The confidential information in personnel files shall not be revealed to outside sources, including other County departments, except as required or permitted by law, or with the written consent of the employee. The Personnel Director may reveal the following information regarding an employee or an ex-employee, in response to outside inquiries: employee's name, classification title and department, employment status, salary, and hire date and/or separation date. This information is a matter of public record and is available to anyone. For protocol for processing other requests, see TCPR §7201: Letters of Reference/Reference Checks.

The County shall allow an employee to review their file in the presence of a staff member from the Personnel Department. No more than once per year, an employee may request and receive a copy of the contents of this file without any charge for copying. Thereafter, the Personnel Department will charge fifteen cents (15¢) per page copied if more than twenty-five (25) pages are requested to be copied at any one time.

Required Forms: Personnel Action Form (when applicable)

References: California Public Records Act; Govt Code §6254 and §6254.3, disclosure of personal information; Labor Code §1198.5 inspection of personnel files; Labor Code §432 contracts and applications of employment; Labor Code §226 payment of wages; Code of Regulations §16020-16027 records; TCPR §1204: Letters of Reference/Reference Checks.

Effective Date: February 27, 2018
Revised Date: April 21, 2026

§1203: PUBLIC RECORDS ACT REQUEST

Overview: The California Public Records Act declares that access to information concerning the conduct of the public's business is a fundamental and necessary right of every person in the State because it provides the public with an opportunity to monitor the functioning of their government. Tehama County is committed to providing the public access to its non-exempt public records in accordance with State law.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: The California Public Records Act (PRA) provides members of the public access to records and information maintained by government agencies. The purpose of the PRA is to provide transparency by disclosing government records to the public upon request, unless there is a legal basis for withholding the requested records. The County is under no obligation to create a record that does not exist at the time the request is submitted.

Any member of the public may request to review or obtain a copy of any public record that is not exempt from disclosure. Requests for records may be made in writing or verbally. No individual shall be required to submit a written request. Under the PRA, the requesting individual's motive for making the request is irrelevant. Staff shall not ask the requesting individual's purpose or motive in making a particular PRA request.

The County's written response to a PRA request must be submitted within ten (10) calendar days following receipt of the request. County Counsel may request a fourteen (14) calendar day extension.

Processing Public Records Act Requests

In accordance with the Tehama County, County Counsel Public Records Act Request policy, employees who receive a verbal request to review records should suggest the request be made in writing to ensure it is interpreted and processed correctly. However, the requesting individual is not required to do so in order to review the public records.

All standard non-exempt public records, as established by County Counsel, may be produced or made available for inspection by the department during normal business hours. All other PRA requests shall immediately be sent to County Counsel with a completed Public Records Act Request form and all available responsive documents. If the requested records are not available at the time of submission, the department is required to assist County Counsel in gathering the information and providing it as soon as possible.

Much of the data processed by Tehama County employees is of a sensitive and/or confidential nature. Each employee must become familiar with the departmental PRA request process as well as the distinctions between the department records which must be disclosed to the public and those which are exempt from disclosure.

Personnel, medical, or similar files are exempt from disclosure if doing so would constitute an unwarranted invasion of personal privacy. Peace officer or custodial officer personnel records, as defined, and any records maintained by any state or local agency relating to complaints against peace officers and custodial officers, or any information obtained from these records, to be confidential and prohibits the disclosure of those records in any criminal or civil proceeding, except by discovery. Existing law describes exceptions to this requirement for investigations or proceedings concerning the conduct of peace officers or custodial officers, and for an agency or department that employs those officers, conducted by a grand jury, a district attorney's office, or the Attorney General's office.

Employees who have a question concerning the possible confidentiality of a record should follow up with the department head, or designee, before releasing any information. Further, any record requests concerning the department's procedures for processing data should be referred to the department head, or designee, who should consult with County Counsel when necessary.

Employees who access, disclose, alter, or willfully destroy information, which adversely impacts the County or violates the law shall be subject to applicable federal, state and/or local criminal law, in addition to disciplinary action.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head / Designee The department head or designee is responsible for establishing a departmental PRA request process and ensuring all employees within the department are trained properly on such process.

The department head shall work in collaboration with County Counsel to determine which records are exempt from disclosure and which are considered standard non-exempt public records.

Employee Upon receipt of a written or verbal PRA request, employees must immediately follow the department's PRA request process. Employees must be aware of department records that must be disclosed to the public and those that are exempt from disclosure.

Employees should suggest verbal PRA requests be put in writing to ensure the request is interpreted and processed correctly. If the requesting individual refuses to put the request in writing, the employee shall carefully document the verbal request.

Required Forms: Public Records Act Request form

References: Inspection of Public Records GC §6250 - §6270.7; California Senate Bill No. 1421; Tehama County, County Counsel Public Records Act Request policy; TCPR §1402 Employee Use of Technology

Effective Date: August 23, 2022
Revised Date: April 21, 2026

EMPLOYEE STANDARDS

§1301: CODE OF CONDUCT

Overview: Tehama County is committed to ensuring all business practices are conducted in a manner which upholds the ethical, professional, and legal standards of public service.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines:

Purpose

The purpose of this Code of Conduct is to provide employees with general guidance when conducting business on behalf of Tehama County and / or in the course of Tehama County employment. Tehama County employees are entrusted with the responsibility of maintaining the reputation of the County by adhering to the highest level of standards and expectations for professionalism and integrity. This Code of Conduct is intended to identify and outline expectations for performance by those who are employed by Tehama County.

Under no circumstances is this meant to be an exhaustive list or intended to cover all situations encountered by employees. Compliance with Tehama County policies, relevant to applicable laws and regulations is the minimum standard which should be adhered to by Tehama County employees.

Principles

Trust – The success of Tehama County is dependent on the trust and confidence earned through our employees. We will be judged on what we do and how we respond. Earn trust by keeping your word and adhering to commitments.
Excellence – Strive for excellence through superior quality. Set an example by always performing at your best and motivate fellow employees by outwardly recognizing their hard work. Let others know you value their efforts in striving for excellence.
Honesty – Be truthful and sincere by taking full responsibility for your own actions. Always do what is right. Abide by the highest level of professional expectations and remain mindful of the privilege to serve the citizens of Tehama County.
Accountability – Be accountable for your own behavior, whether it is personal or professional. Conduct yourself in the highest ethical manner in relationships with peers, seniors, and subordinates.
Making a Difference – Your role in the workplace is invaluable. Every employee has an opportunity to make a positive impact in another individual's life. Always treat others with respect, regardless of the encounter.
Appreciation – Show appreciation toward others. Gratitude inspires cohesiveness, strength and dedication to the organization. Successful teams are more productive, creative, and happy at work.

Values

An environment where employees value their contributions and work cooperatively with one another encourages good performance and conduct. In Tehama County, model behavior starts with leadership. Leaders will perform their duties by demonstrating responsibility through their own ethical actions and lead others by example. Tact and diplomacy will be demonstrated when resolving conflicts, or

addressing concerns. Complaints will be addressed promptly and courteously, while promoting equality and understanding.

Tehama County employees shall treat one another with respect, kindness, and fairness regardless of different perspectives and/or beliefs. Disrespectful, discourteous, or retaliatory behavior against another employee or member of the public is subject to disciplinary action. Differences in opinion or disagreements are unavoidable. However, situations such as these can be resolved through listening and understanding. Hearing different points of view from others helps to generate new ideas and problem solve.

Employee Standards

Represent the County. Good relations are vital in public service. You are a representative and spokesperson for Tehama County. People who you come in contact with on the job, in public, on County sponsored social media, and while traveling on behalf of the County, will form opinions about Tehama County through the observation of your conduct and attitude. You are responsible for creating and maintaining the public's confidence and good will. Enthusiasm and positivity are important to your overall success**.**

Provide good customer service. Regardless of your role in the County, our business is to serve the public while providing the highest level of customer service possible. When approached by a member of our community, always be courteous and respectful. Whether the interaction is through email, voicemail, or face to face, respond promptly to requests and be pleasant and polite even when others are not.

Dress professionally. Appropriate dress and grooming standards contributes to a productive and positive environment. All employees will be expected to exercise good judgement and meet acceptable norms for personal cleanliness, hygiene, and grooming.

Keep confidential information to yourself. As a Tehama County employee, you may have access to information considered confidential or private. This information may include documents concerning other employees or members of the public. As a Tehama County employee, you are personally responsible for maintaining the confidential nature of these private materials. Confidentiality shall be maintained by securing private materials from unauthorized personnel or citizens, and securing private materials when you are not directly working with them. Do not make personal copies of private or confidential materials. If you believe confidential materials have been breached, notify a supervisor immediately. Providing confidential information to unauthorized personnel or citizens could be subject to disciplinary and possibly legal action.

Cooperate with colleagues. Work together to help build relationships. Involve others in problem solving. Offer to help others, listen carefully and actively, be reliable, meet commitments, and engage good working relationships through activities and events. Share information, express ideas clearly, and if you don't understand something ask questions and clarify information.

Conduct work in the best interest of the County and use funds appropriately. Tehama County is a public agency funded by the state and federal government. All Tehama County employees, administrators, and elected officials have the responsibility of ensuring funds are spent wisely and decisions are based on what

best serves our community. Tehama County employees, administrators, and elected officials should be familiar with the Tehama County Fraud and Debarment Policy. Any party who has a reasonable basis for believing a fraudulent act has occurred is responsible for notifying the appropriate authority.

Ensure work is completed with the highest standards. Deliver error-free, accurate, timely, and visually pleasing work assignments in accordance with department standards.

Workplace bullying will not be tolerated. Actions such as offensive language, humiliating, gossiping, threatening, or disparaging treatment; coercive, belittling, sabotaging, isolating, and discourteousness are considered abusive behaviors and may all be considered workplace bullying. These actions may be verbal or non-verbal, acts of commission or omission, direct or indirect, covert or overt, or incidents of aiding or abetting. Employees who feel they are the victims of workplace bullying should tell their supervisor or director, or contact the Tehama County Personnel Office for assistance immediately. Victims of bullying are free from reprisal and those who violate this policy are subject to discipline, up to and including dismissal.

Do not discriminate. Tehama County is committed to providing equal opportunities to employees, without regard to actual or perceived race, color, religion, age, sex, national origin, sexual orientation, ancestry, marital status, pregnancy, medical condition, genetic information, veteran status, or gender. The County will not discriminate against any employee or applicant for employment based on physical or mental disability in regard to any position or activity for which the individual is qualified. Employees can report behavior which may constitute illegal discrimination or harassment by co-workers, supervisors, or others to any supervisor, director, or the Personnel Office.

Be alcohol and drug-free while performing duties. Tehama County is committed to protecting the health and safety of individual employees, their co-workers, and the public at large from hazards caused by the misuse of drugs and alcohol on the job. The safety of the public, as well as the safety of fellow employees, dictates that employees not be permitted to perform their duties while impaired. Employees should be familiar with the Tehama County Drug and Alcohol Abuse and Drug Testing Policy. Tehama County employees who are seeking treatment or rehabilitation for drug or alcohol addiction may contact the Employee Assistance Program or other professional programs for guidance.

Be familiar with department rules, statutory laws and regulations, and Tehama County policies. All employees have the responsibility of complying with general rules, regulations, policies, procedures, and safety guidelines established by the County. If you are unsure where to locate policies within your individual department, contact a supervisor for guidance. Tehama County policies and personnel rules are available on the Tehama County Personnel Office website for employee reference.

Use supplies, facilities and equipment appropriately. County supplies, facilities, and equipment are limited to use in the course of County employment. Use or removal of equipment or supplies for personal use is strictly prohibited. County equipment shall be well maintained and operation of equipment should only occur in the manner which it was intended. Personal use of the phone system, fax machine, internet, and email, other than for an emergency purpose, or communication with our employee organization should follow department guidelines. Part of your job and responsibilities may include having direct access to buildings or offices. Exercise

extreme caution and ensure access keys or codes are secured from unauthorized use. If an access key is lost or stolen, it may result in the rekeying of every door in the department. Access keys must be returned to your supervisor if or when you leave employment.

Work time is for County business. Time management is important for completing assigned tasks. Good organization skills and effective planning increase productivity. Personal tasks should be limited to breaks and the lunch period.

Adhere to scheduled work hours. Punctuality and dependability are essential in maintaining the systematic workflow within an organization. Arrive to work and meetings on time. Follow proper call-in procedures and submit absence request forms timely. Complete and submit accurate time sheets by the payroll deadline.

Report job-related injuries and hazards. Employee safety is a high priority in Tehama County. Promptly report all on the job injuries, as well as safety hazards to a supervisor immediately. Follow your departments' supplemental safety procedures.

Communicate effectively and stay informed. Check email, mailboxes, and voicemail on a regular basis. Correspond timely to any requests for information. Adhere to internet and email use policies and procedures. Be considerate and sincere, and keep others informed of anticipated changes. Adapt communication methods and always be cognizant of your audience.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee New employees will be required to read the Tehama County Code of Conduct and sign the New Appointment Checklist confirming receipt and acknowledgement of the Tehama County Code of Conduct upon hire.

Supervisor Supervisors shall confirm new employees have received a copy of the Tehama County Code of Conduct and have had time to read and familiarize themselves with the content.

Personnel Office The Personnel Office will place a copy of the Tehama County Code of Conduct with each new employee packet and ensure signature of receipt on the checklist.

References: Tehama County Drug and Alcohol Abuse and Drug Testing Policy; Tehama County Fraud and Debarment Policy; Tehama County Internet and Email Use Policy; Tehama County Harassment Policy; Tehama County EEO Plan; TCPR §1305: Dress Code; TCPR §1403: Confidentiality; TCPC §4101: Work Hours & Attendance; TCPC §8103: Respectful Workplace

Effective Date: October 2, 2018
Revised Date: April 21, 2026

§1302: EQUAL EMPLOYMENT OPPORTUNITY POLICY

Overview: Tehama County provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Equal opportunity employment encompasses all aspects of employment practices to include, but not limited to compensation, benefits, promotions, transfers, layoffs, returns from layoffs, discipline, terminations, County sponsored education, social and recreational programs, or any other consideration made unlawful by federal, state, or local laws. It is the policy of Tehama County that all employees, and applicants, shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions shall be on the basis of the qualifications of the individual for the positions being filled and the reasonableness of any necessary job accommodations.

Tehama County recognizes its legal obligation (per state and federal law) not to refuse to hire or employ a person; or refuse to select a person for a training program leading to employment; or to bar or discharge a person from employment or to discriminate against a person in compensation or terms, conditions, or privileges of employment because of the person's race, color, religion, sex, gender identity, gender expression, genetic information, military service, veteran status, citizenship status, pregnancy, childbirth, breastfeeding and related conditions, sexual orientation, marital status, national origin, ancestry, mental or physical disability, HIV/AIDS, medical condition, age (40 and above), genetics, retaliation, status as a victim of domestic violence, or use of family medical leave, military leave, other protected leaves, on any other consideration made unlawful by federal, state, or local laws.

Tehama County is dedicated to providing equal employment opportunities to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Discrimination based on a person's actual, perceived, or record of a disability will not be tolerated. Qualified employees with disabilities shall have the same access to benefits as employees without disabilities.

The County hires only U. S. Citizens and lawfully authorized workers in accordance with the Immigration Reform and Control Act of 1988.

Dissemination of the EEO Policy

The County EEO Policy will be disseminated to all new employees. County recruitment, advertising, bulletins and related materials, and employment contracts will state that Tehama County is an equal opportunity employer. The policy will be conspicuously displayed throughout the County, on the website, and all places where candidates apply for employment. The EEO will be reviewed during orientation sessions.

Those participating on oral interview panels will be advised of the County's EEO policy and coached regarding job-related interview questions and rating criteria before interviews begin. All interview questions are evaluated for job-relatedness prior to any interviews.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Supervisor/ Department Head It is expected that managers and supervisors be particularly aware of the rule and spirit of equal employment opportunity.

Personnel Office The Personnel Director is responsible for overseeing the implementation of this personnel rule and for coordinating the investigation of complaints against violations. This rule will be incorporated into the County Personnel Rules and a copy will be provided to every new employee. It is the duty of all employees to abide by the rule and to promote a workplace free from illegal discrimination or harassment.

The County will update this EEO Statement as needed to comply with the latest federal, state, and local EEO laws and regulations, and to ensure that each applicant is provided the maximum opportunity to display his or her job-related qualifications.

References: Age Discrimination in Employment Act of 1967; Americans with Disabilities Act (1990); Civil Rights Act of 1866; Equal Pay Act of 1963; Consumer Credit Protection Act; Fair Employment and Housing Act; Family and Medical Leave Act; Immigration Reform and Control Act of 1988; Pregnancy Discrimination Act of 1978/ Title VII of the Civil Rights Act of 1964; Uniformed Services Employment and Reemployment Rights Act of 1994; TCPR §2103: Recruitment

Effective Date: February 25, 2020
Revised Date: April 21, 2026

§1306: DRUG & ALCOHOL FREE WORKPLACE / TESTING

Overview: Tehama County prohibits the use or possession of drugs or alcohol on the job and reporting to work or the work site under the influence.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Tehama County is committed to enhancing the safety, health, and well-being of employees and the people they serve. This rule is in support and compliance with Tehama County Resolution (#95-1991) which declares Tehama County to be a drug-free workplace.

Employees who are commercial drivers for Tehama County are subject to Department of Transportation standards and should consult the County of Tehama Drug and Alcohol Testing Policy for Positions Requiring a Commercial Driver's License for more information.

Departments may adopt a policy with higher standards regarding drugs, alcohol, and / or other intoxicants, based on lawful and appropriate job-related justification and after consultation with employee organizations.

Performance Standards
Tehama County employees shall not:

- Be under the influence or impaired during the course or performance of their assigned duties due to on or off-duty use of drugs, prescription medications, alcohol, or other intoxicants.

- Report to the work site under the influence or impaired, due to on or off-duty use of drugs, alcohol, or other intoxicants.
- Use any drugs or alcohol while assigned to on-call duties.
- Purchase, possess, use, sell, manufacture, or furnish any drug or alcohol while in the course or performance of their assigned duties, during breaks, or on lunch period (Exception: Law Enforcement under the authority of the County and in the official capacity of their duties.).
- Directly or through a third party illegally provide or sell drugs or alcohol to any person, including any fellow employees, while in the performance of their assigned duties or subject to being called to duty (Exception: Law Enforcement under the authority of the County and in the official capacity of their duties.).
- Take any prescription or over the counter medications or drugs, which may interfere with the safe and effective performance of their assigned duties or during the operation of Tehama County equipment.
- Refuse to provide a bona fide verification of a current valid prescription for any potentially impairing drug or medication when requested.

Prescription and Over-the-Counter Medications
The illegal or unauthorized use of prescription medications is prohibited by law and is a violation of this policy. Prescription drugs are not prohibited when taken according to a physician's prescription. Employees taking prescribed medications will be responsible for consulting the prescribing physician to ascertain whether the medication may interfere with the safe performance of the employee's job duties.

Over-the-counter medications are not prohibited when taken in standard dosage. Employees taking over-the-counter medications will be responsible for consulting a pharmacist to ascertain whether the medication may interfere with the safe performance of the employee's job duties.

Employee Responsibility to Disclose
As a matter of privacy, an employer may not ask an employee what medications they are taking. However, if an employee is prescribed medications or taking over-the-counter medications which carry a warning label indicating mental function, motor skills, or judgement may be adversely affected, it is the employee's responsibility to notify a supervisor before beginning work.

When notified of an employee's use of prescription or over-the-counter medications, the supervisor should assess whether there is a risk to the individual's safety or the safety of others, and/or whether there is an impact on cognitive ability or judgement. Because of the diverse duties of County employees, the supervisor must make a determination on a case-by-case basis as to whether the employee has the ability to perform the job safely and effectively. Should the supervisor determine, the employee should not work while on the medication, the supervisor may dismiss the employee for the day. The employee may use sick leave or any other leave available to them in this circumstance. If the employee is expected to be on the medication for several days or on a long-term basis, an interactive meeting may be scheduled, or a more thorough assessment will be performed.

Should an employee be unexpectedly contacted by a supervisor to report to work, and they have consumed alcohol or drugs, they should inform their supervisor that they may be impaired and are not available for work.

Workplace Searches
The County reserves the right for Department Heads or their designees to search, without employee consent, all areas and property in which the County maintains control or joint control with the employee, except the lockers of peace officers, or other space for storage which may be assigned to peace officers. No peace officer shall have their assigned locker, or other space for storage which may be assigned searched except in the peace officer's presence, or with consent, or unless a valid search warrant has been obtained or where the peace officer has been notified a search will be conducted. This section shall apply only to lockers, other space for storage or property owned or leased by the County.

Except as otherwise lawfully permitted (e.g. search required for entering a secured facility), no persons shall physically search an employee, or shall they search the personal possessions of employees without the freely given consent of, and in the presence of, the employee.

If there is reasonable basis to conclude drug possession, the County may notify the appropriate law enforcement agency an employee may have drugs in their possession or in an area not jointly or fully controlled by the County.

Reasonable Suspicion
The process for observing an employee for being under the influence is initiated when a supervisor obtains information from a reliable person or directly observes the behavior.

To determine reasonable suspicion, two trained observers monitor the condition and behavior of an employee suspected of being under the influence and determine if enough supporting evidence exists to perform drug and alcohol testing. Trained observers can be from within the same Department, another Department, or from the Personnel Office.

The following conditions or behaviors may constitute reasonable suspicion, but are not limited to:

- Incoherent, slurred speech or rapid, excessive talking
- Odor of alcohol on the breath or odor of marijuana on a person
- Staggering or unsteady gait, disorientation, or loss of balance
- Red and watery eyes
- Dilated or constricted pupils
- Involvement in a physical or verbal altercation
- Possession of alcohol or illegal drugs
- Paranoid, abnormal, erratic, or unexplained behavior, or drastic change in behavior
- Drowsiness or sleeping on the job
- Any observable, objective phenomena (i.e., physical symptoms such as passing out)
- Unsafe operation of county vehicles or equipment

Upon conclusion of observation, the trained observers shall immediately notify the Department Head or their designee of their findings. The trained observers will be required to complete an Incident Report Form documenting their observations.

Tehama County will periodically provide reasonable suspicion training for Department Heads, managers, supervisors, or their designees to ensure an adequate number of trained observers exist countywide.

Testing Procedures
Based on the information received from the observers, the Department Head or their designee may order the employee to submit to drug and alcohol testing. Employees believed to be impaired shall be prevented from engaging in further work. If working off-site, the employee may be transported back to the department or office by a supervisor or their designee.

The Department Head or their designee shall notify the employee of their right to have a Union representative present for the testing procedures. The drug and alcohol test shall not be delayed more than 15 minutes if the Union representative is not immediately available. If the employee declines Union representation, this information shall be documented on the Incident Report Form.

The supervisor shall arrange all transportation for the employee. If an employee refuses transportation and demonstrates their intention to drive a vehicle, the supervisor shall notify the employee law enforcement will be contacted and be prepared to follow through.

Any refusal to submit or consent to testing, tampering with testing procedures, or departure before testing, will be considered insubordination and a violation of this policy and could result in discipline up to and including termination.

Testing shall be conducted at an authorized facility. Employees will be asked to sign a consent form authorizing the laboratory to obtain the specimen. The consent form shall provide space for an employee to indicate current or recent use of prescription drugs and over-the-counter medications. Testing during normal business hours will occur at the contracted vendor. After hours testing will occur at St. Elizabeth Hospital.

Testing results will be released to the Personnel Director and the applicable Department Head. Information from an employee's drug and alcohol testing will be considered confidential for purposes other than determining whether violation of this policy has occurred and any resulting proceedings.

Test Results
For a drug test, the specimen sample will be split into two samples and a standard drug test will be performed. Cutoff concentration amounts will be in accordance with State and Federal guidelines. If the initial screening test results in a positive test, a second or confirmation test may be conducted on the second specimen sample. Upon receiving notification of a positive drug test, the Union and / or employee shall have seventy-two (72 hours) to request further action be taken with respect to the second specimen sample.

For a breath-alcohol test, a screening test is conducted first. Any result less than .02 alcohol concentration is considered a "negative" test. If the alcohol concentration is .02 or greater, a second or confirmation test must be conducted.

Positive test results will include specific quantities.

If the laboratory concludes the reasonable suspicion test resulted in a negative dilute, the County will immediately conduct one additional retest. The result of the second test will be considered the test of record.

A Medical Review Officer (MRO) will review and interpret all confirmed positive test results obtained through the County testing program. An employee who tests positive will be contacted by the MRO and will be given the opportunity to provide the MRO with reasons explaining the positive drug and / or alcohol test, other than the presence of alcohol or the illegal use of drugs. If the employee provides a legitimate medical explanation for the presence of alcohol and / or drugs in their system, the positive test result will be disregarded and reported to the County as negative. Otherwise, the MRO will report the results of the test as positive.

Due to safety concerns, a Department Head or their designee may place employees who are found to be under the influence on administrative leave pending test results.

Violations
The employee and the Union shall be presented with a copy of the laboratory report before any discipline is imposed.

If the results of the test determine the employee was under the influence of drugs or alcohol while on duty, appropriate disciplinary action may be imposed, up to and including termination.

All disputes concerning the interpretation or application of this drug and alcohol abuse and drug testing policy will be subject to the applicable grievance procedure of the collective bargaining agreement, if any.

Reasonable Accommodation
Tehama County is committed to providing reasonable accommodation to those employees whose drug or alcohol problem qualifies as a disability under federal and/or state law.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee It is the responsibility of Tehama County employees to ensure compliance with this policy. Upon appointment, each employee is required to sign an *Acknowledgement of Receipt, Review, and Understanding of Policy* form.

Department Head All Department Heads, managers, and supervisors have a duty to ensure all employees receive a copy of this rule upon appointment, and sign the *Acknowledgement of Receipt, Review, and Understanding of Policy* form. Department Heads will work with the Personnel Office to ensure an adequate number of supervisors, managers, or designees have received reasonable suspicion training.

Personnel Office The Personnel Office may assist Department Heads, managers, and supervisors with determining if a violation of policy has occurred, and what actions, if any, are necessary thereafter. In addition, the Personnel Office is responsible for arranging reasonable suspicion training to ensure an adequate number of trained observers exist countywide.

Required Forms: Incident Report (Reasonable Suspicion) Form; Rule Acknowledgment

References: Drug-Free Workplace Act of 1988; California Drug-free Work Place Act of 1990 Government Code §8350 - §8357; Government Code 3300: Public Safety Procedural Bill of Rights Act; County of Tehama Drug and Alcohol Testing Policy for Positions Requiring a Commercial Driver's License; Tehama County Resolution #95-1991; TCPR §1301: Code of Conduct; Tehama County Vehicle Use Policy

Effective Date: June 23, 2020
This Personnel Rule deletes and replaces Tehama County Policy/Procedure #309: Drug and Alcohol Abuse and Drug Testing Policy, adopted by the Tehama County Board of Supervisors April 21, 2015.

Revised Date: November 5, 2024, April 21, 2026

§1308: NEPOTISM

Overview: Due to the potential for perceived or actual conflicts of interest that may impact daily working relationships, such as favoritism or personal conflicts from outside the work environment, Tehama County employees are prohibited from having any supervisory authority over a family member.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Tehama County is committed to a policy of employment and advancement strictly based on qualifications and merit. It is found by the County that a business purpose exists relating to supervision, safety, security, and morale, and the public's trust in the agency's qualifications and merit-based employment practice, and dictates that a prohibition on supervision of family members within County departments is essential to the equal and fair treatment of employees and applicants.

Department Heads shall not employ, or recommend for employment, any family members to a position in their department. Other appointing authorities, and/or supervisors shall not employ, or recommend for employment, any family member to a position of employment in which they would have any direct or indirect supervisory authority over said family member.

This criteria must also be considered when assigning, transferring or promoting an employee. Under no circumstance shall any employee be appointed, transferred or promoted to a position within any department, division or office in the County who is a family member of an employee in a position of direct or indirect supervisory responsibility of said department, division or office.

In addition, no special consideration shall be given to any applicant for employment who is a family member of any County employee. Applicants are required to disclose the name, relationship and department of any relative working for Tehama County.

Board Members shall abstain from voting on personnel matters that uniquely affect his/her family members. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs.

Procedure: Responsibilities for implementation, application, and enforcement of this Rule are listed below.

Employee It is the responsibility of the employees who are in a relationship prohibited under this rule or anticipate being in a relationship prohibited under this rule to immediately notify their supervisor or department head of such relationship.

Thereafter, either of the individuals must take one of the following actions within 30 days:

- Transfer to a vacant position that is lesser or equal in pay, if they meet the minimum qualifications and upon approval by the Department to which the employee is transferring.
- Apply for any vacant position for which he or she is qualified within the County. However, the length of the recruitment period or failure to secure the position does not justify additional time beyond the 30 day period.
- Resign their position

During those 30 days, the supervisory employee shall not have any involvement or direct input in the employment decisions of the other employee. Failure of either employee to voluntarily change employment status within 30 days is a violation of this rule and will thereby result in imposition of disciplinary action to resolve the issue, up to and including the termination of the employee in the role of supervisor authority.

Failure for the employee in the role of supervisory authority to disclose the existence of a relationship with any other employee or applicant to which he/she has a line of authority will result in disciplinary action, up to and including termination.

Department Head Department Heads may consult Personnel or County Counsel with concerns or questions regarding this Rule. It is the responsibility of the Department Head to notify the Personnel Director upon knowledge of any actual or suspected relationships that would be considered a family member relationship between an employee with supervisory authority and a subordinate employee within their department, office or division.

Personnel Director The Personnel Director and/or County Counsel may assist Department Heads in the interpretation of this Rule. If the Personnel Director is notified of a claim from the Department Head, he/she can determine the validity of the claim.

The Personnel Director may make reasonable efforts to assist the employee in the supervisory role in seeking transfer or reassignment, but the sole responsibility for securing an alternate position rests on the employee.

Job Applicants It is the applicant's responsibility to disclose the name, relationship and department of any family member working for the County when completing the Tehama County Employment Application.

Required Forms: Tehama County Employment Application (when applicable)

References: Tehama County Nepotism Policy

Effective Date: July 17, 2018
Revised Date: April 21, 2026

EMPLOYEE RESPONSIBILITIES

§1402: EMPLOYEE USE OF TECHNOLOGY

Overview: Access to the internet, electronic mail (email), and electronic information systems may be provided to Tehama County employees for the benefit of the County. Tehama County authorizes employees to use technology owned by the County subject to the conditions and restrictions set forth under the following guidelines.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: County technology, including all County electronic information systems, are considered the property of Tehama County. For the sake of this rule, "County owned, leased, or subscribed to technology" will include electronic information systems that is used to conduct County business and owned by the County, or a State/Federal entity. Tehama County may authorize employees to use technology owned by the County as necessary to fulfill the requirements of their position. County technology includes, but is not limited to, computers, the County's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, universal serial bus (USB) drives, wireless access points (routers), tablets, smartphones or smart devices, telephones, cellular telephones, facsimile machines, photocopiers, printers, MP3 players, wearable technology, any wireless communication device including emergency radios, and / or future technological innovations, whether accessed on or off site, or through County owned or personally owned equipment or devices used to access web-based or cloud-based electronic information from the County.

The use of County technology is a privilege permitted at the County's discretion and is subject to the conditions and restrictions set forth. The County reserves the right to suspend access at any time, without notice or reason. The County may place restrictions on employee access to sites, material, and information, including access to systems from personally owned equipment. In addition, any financial obligations which may arise from unauthorized use may be the responsibility of the employee.

Employee Obligations and Responsibilities

Tehama County employees are responsible for the proper use of County technology at all times. System use shall only occur under the individual account assigned. Employees shall not share their account information, passwords, or other information used for identification and authorization purposes. Employees shall not gain unauthorized access to files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Employees shall not attempt to access any data, documents, email, or programs in any system for which they do not have authorization and a business need to know.

County employees shall use their assigned County email address to conduct County business. Personal or non-County email addresses shall not be distributed to contacts related to County responsibilities.

Documents, data, inventions, programs, training materials, templates, and scripts developed, generated or provided by employees, consultants, or contractors for the

benefit of the County are the property of the County unless covered by a contractual agreement. Nothing contained herein applies to software purchased by District employees at their own expense.

Any usage costs associated with personal use will be the responsibility of the employee.

Prohibited Activities
Equipment, software, and data are the sole property of the County. Unauthorized use of these systems is strictly prohibited and may result in discipline. Employees are prohibited from using County technology for improper purposes, including activities prohibited by law, but not limited to, use of County technology to:

- Access, post, display, or otherwise use material which is discriminatory, defamatory, offensive, obscene, sexually suggestive, harassing, intimidating, threatening, or disruptive
- Disclose, or in any way cause to be disclosed, confidential or sensitive County, employee, customer, or client information without proper authorization
- Engage in personal, financial, commercial, or other for-profit activities
- Engage in use of County technology for political activities
- Infringe on copyright, license, trademark, patent, or other intellectual property rights
- Intentionally disrupt or harm County technology or other County operations (such as destroying County equipment, placing a virus on County computers, adding or removing a computer program without permission, moving, disconnecting, or changing settings on shared computers)
- Install or download unauthorized content
- Engage in on-line gambling
- Engage in or promote unethical practices or violate any law or County policy, administrative regulation, or County practice

De minimis use of technology for non-profit activities may be authorized at the discretion of the Department Head or their designee.

Confidentiality
A large quantity of information and/or data processed by Tehama County employees is sensitive and/or confidential in nature. Supervisors and managers are responsible for administering controls which adequately protect the security, confidentiality, availability, and integrity of electronic information and/or data processed by Tehama County agencies. Tehama County employees are required to exercise a proper level of protection by taking steps to guard information and assets in their direct control. Providing unauthorized access, releasing data, disclosing information considered confidential in nature, providing electronic information or data which adversely impacts the department, or accessing information for which you are not specifically authorized and don't have a business need to know, is considered a violation of this policy and may subject the employee to disciplinary action.

Safeguarding of Information Assets
All information maintained by Tehama County is considered a County asset and shall be protected from damage, loss, misuse, or inappropriate disclosure. Department Heads, or their designee, are responsible for administering adequate controls to insure the security, confidentiality, and integrity of information. Furthermore, all County employees are required to maintain proper levels of

protection for information assets.

County technology is intended for use in conducting County business. Employees, contractors, consultants, and other workers should not have an expectation of privacy when using County electronic systems and information assets. All messages created, sent or retrieved on any County electronic system are the property of Tehama County and may be subject to the Public Records Act. Government Code Sections 6252 and 6254 define the term "public record" for purposes of the Act's disclosure requirements. “Public record” includes most information maintained electronically. Much of the data processed by Tehama County employees is of a sensitive and/or confidential nature. Each County employee must become familiar with the distinctions between the information assets of the employee's department which must be disclosed to the public and those which are exempt from disclosure. Any employee having a question concerning the possible confidentiality of information assets should question his/her Department Head, or his/her designee, before releasing any information. Further, any citizen inquiries concerning the department's procedures for processing data should be referred to the Department Head or his/her designee, who should, when necessary, consult with County Counsel. Providing access to production data or information without a work related need to know without authorization is in direct violation of this policy and could subject the employee to disciplinary action.

The Department Head or their designee reserves the right to monitor and record all use of County technology, including, but not limited to, access to the Internet or social media, communications sent or received from County technology including electronic messages originating outside of the County, or other uses within the jurisdiction of the County. Such monitoring or recording may occur at any time without prior notice for any legal purposes, record retention and distribution and / or investigation of improper, illegal, or prohibited activity. Any review of audit of electronic systems and information assets may be conducted by authorized individuals as directed by the Department Head, or his/her designee, and/or the Chief Administrator, or his/her designee.

Employees should be aware their use of County technology cannot be erased or deleted. All files, including emails remain in the system and can be retrieved even if “deleted”. Employees who access, disclose, alter, or willfully destroy information which adversely impacts the County's services or who violate copyright laws, are and will be subject to applicable federal, state and local criminal laws as well as to disciplinary action pursuant to County policies and procedures.

Computers should be electronically locked when unattended. Where possible, all PCs, laptops, and workstations must be secured with a password-protected screen saver with the automatic activation feature set at 10 minutes or less, or by logging off when unattended. All personal devices must be secured in a manner that requires the entry of a password whenever the device is powered on.

All passwords created for or used on any County technology are the sole property of the County. Employees must ensure their passwords are secure and/or protected from disclosure to an unauthorized user at all times. The creation or use of a password by an employee on County technology does not create a reasonable expectation of privacy.

If an employee uses a personally owned device to access County technology or conduct County business, the guidelines for use and prohibited activities outlined

within this policy will apply. Any such use of a personally owned device may subject the work-related contents of the device and any work-related communications sent or received on the device to disclosure pursuant to lawful subpoena or public records request.

Employees must use extreme caution when opening email attachments. Email attachments may contain viruses, email bombs, or other malicious code. If an employee becomes aware of a security concern or a virus is detected, such as a compromise in the confidentiality of a login or account information, or misuse of County technology, he or she shall inform the appropriate county personnel when the user's software does not appear to be functioning correctly. The malfunction - whether accidental or deliberate - may pose an information security risk. If the user, or the user's manager or supervisor, suspects a computer virus infection these steps should be taken immediately:

- Stop using the computer
- Do not carry out any commands, including commands to save data.
- Do not close any of the computer's windows or programs.
- Do not turn off the computer or peripheral devices.
- If possible, physically disconnect the computer from networks to which it is attached.
- Inform the appropriate personnel or District ISO as soon as possible. Write down any unusual behavior of the computer (screen messages, unexpected disk access, unusual responses to commands) and the time when they were first noticed.
- Write down any changes in hardware, software, or software use that preceded the malfunction.
- Do not attempt to remove a suspected virus!

Those in the department responsible for managing technology should monitor the resolution of the malfunction or incident, and report to the result of the action with recommendations on action steps to avert future similar occurrences.

Remote Access

An employee working remotely may be responsible for ensuring the security and confidentiality of all County work and information at their remote work site. All information provided by the County for working remotely or used by the employee for job purposes must be protected from unauthorized or accidental access, use, modification, destruction or disclosure.

The County has an unrestricted right of access to and disclosure of all data and software being used in connection with working remotely on any County furnished equipment. Information generated or placed into personally-owned personal computers being used on County time or undertaken on behalf of the County outside of any County worksite and/or work hours shall be made available for review at the request of appropriate County officials.

Files and online data that belong to Tehama County can only be accessed from personal computers with permission from the Department Head.

Software Copyrights and Licensing

There is a significant financial liability to the County if software that has not been legally obtained is used on County-owned or leased equipment. All employees and other users of County computers shall adhere to computer software copyright statutes when on County-owned or controlled property. Copyright infringement is a

felony. The County will not condone nor contribute to the commission of a felony. Only licensed copies of copyrighted software may be installed on the County's PCs, laptops, servers, or other electronic storage devices.

Consequences for Violation
Violations of any guidelines listed in this policy or laws may result in revocation of an employee's access to County technology and / or discipline, up to and including termination. Violations of the law may be reported to law enforcement.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee It is the responsibility of Tehama County employees to use Tehama County technology in compliance with the guidelines outlined in this rule. Prior to Internet and electronic mail use, each employee is required to sign an *Acknowledgement of Review and Understanding by User* as an indication he/she has reviewed, become familiar with, and will comply with the policy.

Department Head All Department Heads, managers, and supervisors have a duty to ensure all employees, vendors and / or contractors who use County servers receive a copy of this rule, and sign the required *Acknowledgement of Review and Understanding by User* form.

Personnel Office The Personnel Office may assist Department Heads, managers, and supervisors with determining if a violation of policy has occurred, and what actions, if any, are necessary thereafter.

Required Forms: Acknowledgement of Review and Understanding by User

References: Model State Trademark Law §14200 of the Business Professions Code; Section 101 of Title 17 of the United States Code; Public Records Act

Effective Date: June 30, 2020 - This Personnel Rule deletes and replaces Tehama County Policy/Procedure #203: Internet and E-mail Use Policy, adopted by the Tehama County Board of Supervisors September 29, 2009.

Revised Date: April 21, 2026

§1403: EMPLOYEE RESPONSIBILITY TO MAINTAIN CONFIDENTIALITY

Overview: Legal obligations and privacy laws require employers to establish processes and procedures to secure and safeguard sensitive employee data against unauthorized access or use. When working with confidential information, employees take on the responsibilities to identify, protect, communicate, and maintain the confidentiality of the information.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Employees entrusted with sensitive employee and client information must understand the importance of maintaining confidentiality and privacy in matters including, but not limited to:

- Hiring information – job applications, names of job applicants, resumes, interview notes, employment history, employment assessments, background checks, reference checks, I-9 forms, criminal records, drug test results, physical exams, fingerprint results
- Performance and disciplinary documents – reviews, warnings, disciplinary notices, conduct problems, reasonable suspicion drug testing
- Payroll – direct deposit (banking) information, authorization for deductions, deferred compensation accounts, tax forms, pay garnishments, financial records
- Attendance – dates and specific reasons for absences, time off, leaves
- Personal information - Social Security numbers, address, date of birth, marital status, ethnicity, gender, education level, financial matters, birth certificates, marriage certificates, beneficiaries, home address, phone numbers, dependents
- Workplace investigations – complaints of harassment, discrimination, retaliations, threats, witness statements, meeting notes, written summaries of incidents, names of people involved, other documentation
- Workplace injury reports – illnesses and injuries, worker's compensation records
- Health-related information – medical exam information, statutory leave certifications and medical documentations, leave dates, reasonable accommodations, doctor notes, drug test results, past/present/future physical/mental health conditions, qualifying events
- Subsequent (after hire) arrests
- Driving records associated with the Employee Pull Notice or Department of Transportation (medical exams, random drug testing)

Protecting Confidential Information & Sensitive Data

All confidential information must be cared for with the appropriate level of physical and electronic security. Confidential information or sensitive data may be stored in emails, electronic documents, printed information, files, computers, laptops, electronic devices, and removable media.

Information must be protected against unauthorized access, unauthorized use, loss, or damage. Some examples of recommended practices include, but are not limited to:

- Not sharing, disclosing or utilizing another's user identification or passwords or other forms of electronic authorization with other individuals
- Granting appropriate access to information only to those who "need to know"
- Maintaining up to date security software updates in all computer work stations
- Password protecting confidential information
- Keeping portable equipment, storage devices, and removable storage media in a secure location
- Not leaving computer equipment unattended with sensitive data in view of others or positioning monitors so that others cannot see or obtain sensitive data
- Logging out, shutting down, or locking the system when leaving your computer unattended for a period of time
- Storing confidential information, personnel files, medical files, and official/working files in locking filing cabinets or locked storage areas
- Transporting confidential information, personnel files, and medical files in locking/secure mailbags, briefcases, etc.
- Changing locks, keys, passwords, etc. used to secure confidential information when someone's access authorization changes or a key is lost

- Placing fax machines or printers which may produce sensitive data in a secure location or, if in a common area, be present at the device to retrieve information when produced
- Labeling electronic files, hard files, or sealed envelopes as “confidential”
- Removing confidential information from view in office spaces (or turning it over) when those who are not authorized are present
- Not removing confidential information from premises except as authorized
- Before sending out emails containing confidential information, confirm names entered are the intended recipients, and are in “need-to-know” status
- Closing office doors or finding a private area to discuss confidential matters
- Shredding documents when no longer needed
- Training employees to understand the responsibility and expectation to follow appropriate procedures for the protection of confidential information
- Reporting any possible unauthorized access, use or loss of information

Confidential and sensitive data may not be provided to prospective employers without consent from the employee or unless otherwise allowed by law.

Health Information
HIPAA, ADA, GINA, and statutory leaves impose very strict rules for handling health-related information obtained through medical examinations and inquiries. Medical and benefit records should be kept separate from personnel files and may be revealed with employees’ permission only to certain individuals on a legitimate “need-to-know” basis as defined by specific statutes.

Workplace Investigations
When conducting investigations, Department Heads or their designee should balance preserving confidentiality and conducting a fair and complete investigation. Department Heads or their designee cannot promise complete confidentiality because other individuals may need to be involved. Detailed information gathered in an investigation will not be divulged other than needed. Instead, employees should be reassured that their issue will be taken seriously and dealt with in a fair and appropriate manner.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees entrusted with confidential information must take on the responsibilities to identify, protect, communicate, and maintain the confidentiality of the information.

Supervisors and Department Heads Department Heads and their designees will monitor access to confidential information and sensitive data within their department and ensure employee information is protected. Any unauthorized access or breach of confidentiality will be addressed with the offending employee.

Personnel Office If requested, the Personnel Office may provide guidance to the Department Head or supervisor.

References: Americans with Disabilities Act; Genetic Information Nondiscrimination Act; Family and Medical Leave Act; Health Insurance Portability and Accountability Act; Penal Code 632; TCPR §1201: Personnel Department Records; TCPR §1202: Personnel Files; TCPR §1403: Employee Responsibility to Maintain Confidentiality; TCPR

§1042: Employee Use of Technology; TCPR §2110: Pre-Employment Background Checks

Effective Date: July 14, 2020
Revised Date: April 21, 2026

§1404: DISASTER SERVICE WORKER/OATH

Overview: All Tehama County employees are Disaster Service Workers (DSWs). DSWs may be called upon to perform work in an emergency. The information contained in this document will assist employees in understanding their role and obligations as a disaster service worker, and how to respond in an emergency.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines:

California Disaster Service Worker Program

The State of California has a DSW Program which includes all public employees. By law, all disaster service workers shall, before entering the duties of their employment, take and subscribe to the Oath or Affirmation of Allegiance for Public Employees and Disaster Service Workers set forth in the California Constitution which declares them to be disaster service workers in a time of need. If a person cannot or will not take the oath, they are ineligible for public employment.

Employees will be provided a photo identification badge which officially identifies them as a Tehama County employee. This badge may provide access to enter authorized facilities and Emergency Operation Centers (EOC). Employees should keep this identification badge with them at all times.

Disaster Service Worker Role and Responsibilities

Should an emergency occur, Department Heads will be contacted to know where employees should report for duty. Employees acting as DSWs will be assigned duties within their scope of training, skill, and ability. Employees may be assigned activities by a supervisor or their designee, or by legal authority.

Many Tehama County employees and/or departments have been identified to fulfill specific assignments during a disaster response, such as staffing an EOC. Employees in these positions will be trained to fulfill their assigned duties. Employees who do not have a specific disaster assignment, and have not received specific training, may be asked to perform general duties as assigned under the Disaster Service Worker Program.

Examples of DSW responsibilities include:

- Registering people at a shelter or clinic
- Translating for non-English speaking individuals
- Delivering messages or supplies
- Serving or preparing food
- Answering phones
- Filling sandbags
- Managing volunteers

- Staffing barricades
- Providing clerical support

Every effort will be made to permit employees to check on the safety and security of family members during a disaster. Employees who are at work during a disaster should report to their supervisor or their department staging area for further instructions. Employees who are either not on duty or are on duty, but away from work when a disaster strikes, shall call their supervisor or designee and notify them of their location and status as soon as practical. The supervisor or their designee may provide the employee with instructions on where to respond or how to proceed. Employees are responsible for reporting to work if requested.

When considering an assignment of a DSW, accommodations may be made for employees with disabilities or functional needs.

For DSWs, there are many factors that can lead to increased risk of fatigue, accidents, and injuries, as well as reduced alertness and productivity. A chief contributing factor is the length of work shifts. Whenever possible, supervisors should work to ensure that exempt and non-exempt employees have a minimum of 8 hours rest time in a 24-hour time period, with as much of that in consecutive hours as possible; and 48 hours' time off after 14 consecutive days of work.

Emergency Response Training
All Tehama County employees are required to complete the on-line Standardized Emergency Management System / National Incident Management System (SEMS/NIMS) combined courses within the first thirty days of employment.

Required courses are listed below:
- IS-100.c – Introduction to the Incident Command System
- IS-200.c – Basic Incident Command System for Initial Response
- IS-700.b – An Introduction to the National Incident Management System

Employees will be provided an instructional handout with information on how to access the online training upon their Tehama County appointment. Copies of certificates confirming successful course completion should be forwarded to the Tehama County Sheriff's Department and Personnel for tracking and record keeping.

Preparing Employees and Families
Being prepared for an emergency is essential. A DSW may be required to work additional hours outside and in excess of their regular work schedule. Therefore, Tehama County employees can help their families navigate an emergency by preparing an emergency preparedness plan for their loved ones, home, pets, and other responsibilities in the event they are called upon to assume their role as a DSW.

Information on how to prepare for a disaster can be found on the Red Cross website, the Federal Emergency Management Agency (FEMA) website, or the California Office of Emergency Services (CalOES) website.

Compensation
Disaster Service Workers shall be paid their regular rate of pay for work performed as a DSW. Non-exempt employees will be paid overtime and other compensation in accordance with the applicable memorandum of understanding. Exempt employees are not eligible for overtime pay for disaster work.

In the event of a long-term disaster (three days or more), hours of work and overtime will be determined by the supervisor or their designee. Supervisors and managers may revoke requests for paid leave, such as sick leave, paid time off, vacation leave, management leave, or compensatory time off, during a major emergency.

DSW Injuries
Injuries sustained by public employees while performing work as a DSW will be filed as worker compensation claims under the same authorities and guidelines as with all employees within Tehama County.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Upon appointment, new employees will be asked to take the Oath or Affirmation of Allegiance for Public Employees and Disaster Service Workers. In addition, new employees are required to complete the SEMS / NIMS online training course within the first thirty days of appointment. Employees can help their families be prepared by developing an emergency preparedness plan.

Department Head and/or Supervisor Ensure all new employees are provided an opportunity to complete the required online combined courses.

Personnel Office Maintain records verifying employees have taken the Oath or Affirmation of Allegiance for Public Employees and Disaster Service Workers. In an emergency, the Personnel Office may be asked to certify whether a DSW has taken an oath or affirmation.

Required Forms: Oath or Affirmation of Allegiance for Public Employees and Disaster Service Workers

References: California Government Code §3100-3109; California Emergency Services Act; TCPR §4104: Exempt Employees; www.caloes.ca.gov; www.fema.gov; www.redcross.org; safeathome.com

Effective Date: July 21, 2020
Revised Date: April 21, 2026

§1406: OUTSIDE EMPLOYMENT & INCOMPATIBLE ACTIVITIES

Overview: Tehama County recognizes employees may want to engage in outside employment. Employees of Tehama County are permitted to engage in outside work, subject to certain restrictions.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The County is considered the primary employer. An employee's outside employment and volunteer service may be restricted if:

- The employee uses County time, facilities, equipment, supplies, property, vehicles, tools, badge, uniform, influence, certificates/licenses (excluding drivers'

licenses) provided under or sponsored by Tehama County, or prestige of the employee's position for personal profit or advantage.

- The employee performs any work, service, or counsel that involves the receipt or acceptance of money or other consideration from any person or agency other than the County for the performance of an act that is required of the employee as part of their regular County duties.
- The employee performs any act in other than his/her capacity as a County employee which may later create an obligation or liability for the County, or be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee of the County and there is likelihood of potential favoritism, selective enforcement, or misuse of County information. An example of this would be to serve on a steering committee or board of a public or private foundation which is funded, contracted, or administered by a County agency.
- It results in poor job performance, absenteeism, tardiness, or unnecessary distractions such as communications during paid work hours.
- It involves the availability of County information which would not be available to the general public.
- It improperly represents the service provided as a service of the County or as endorsed by the County.
- It implies the employee will use his/her position with the County to further the interests or goals of an individual, company, or firm in doing business with the County.
- It involves activities rendered to County clients for private compensation which are expected to be rendered in the course of duties of the County employee.
- The service is one mandated by the County as part of a treatment or punitive program. An example of this would be for a County employee to mandate counseling as treatment under a County drug and alcohol recovery program, and then providing the counseling as a private practitioner.

Secondary Employment as an In-Home Support Services (IHSS) Worker

Tehama County has general supervision over the services provided by IHSS workers, and maintains control over their payment rates and methods. This determines Tehama County and IHSS as "joint employers". Under the Fair Labor Standards Act (FLSA), any hours over 40 worked for the same employer (or joint employers) would be eligible for overtime pay. County Employees may be denied secondary employment as an In-Home Support Services Worker due to the costs associated with overtime.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee

Notice to Department Head

Employees who wish to engage in outside employment or volunteer work that is substantially similar in nature to their County employment, or possibly creates a conflict of interest shall submit a completed Request to Approve Outside Employment form to their Department Head prior to engaging in such activity. Department Heads who wish to engage in outside employment shall submit a completed Request to Approve Outside Employment to the Chief Administrator. Employees who were engaged in outside employment prior to the creation of this Rule must submit a completed Request for Outside Employment form to their Department Head within 30 working days of receiving notice of the approval of this Personnel Rule.

Receipt and filing of the Request to Approve Outside Employment form does not constitute approval of such outside employment by the Department Head. The Department Head will provide approval or denial of the request in writing to the employee within 10 working days.

The employee's failure to provide notification as required may be cause for disciplinary action pursuant to the provisions of this Personnel Rule. An employee's failure to comply with a written order to cease outside employment or volunteer services may be cause for disciplinary action.

If request is approved:
Any County employee who is a member, officer or director of a corporation, including non-profit, shall recuse him/herself from any involvement in establishing or influencing any contractual relationship between the County and the corporation, including making or influencing decisions regarding whether to enter into a contractual relationship, procurement, contract drafting or negotiation, or monitoring of the contractor's performance, unless statutorily authorized to do so.

If request is denied:
Employees shall have the right to appeal an order to cease outside employment by submitting an appeal in writing to the review committee by way of the Personnel Director. The written appeal must be submitted within 10 working days of the employee's receipt of the order to cease outside employment. The appeal should present evidence or argument in opposition that the employee is engaging in incompatible activities.

Department Head

Upon receipt of a Request to Approve Outside Employment form, the Department Head will review the request for potential interference with the employee's performance of his/her regularly assigned job duties and compliance with this Personnel Rule. The nature of the employee's proposed secondary employment cannot in and of itself prevent an employee from being allowed to pursue the secondary employment. The Department Head shall notify the employee, in writing, within 10 working days of receipt of the request whether the request has been approved or denied. If the request is denied, the Department Head shall provide reasons for such decision.

If the Department Head believes that the secondary employment has caused the employee's overall work performance to drop below a satisfactory performance level, the supervisor must first approach the matter with the employee as a performance issue and provide the employee adequate time to demonstrate improved performance.

If, within a reasonable period of time, the employee's performance continues to be below satisfactory, and if the Department Head has supporting documentation which indicates that the secondary employment is the cause of these performance problems, the Department Head may deny the employee's secondary employment. The Department should allow the employee a reasonable amount of time to give notice of termination to the secondary employer. An employee's refusal to end his/her secondary employment as directed by this rule is considered a matter of personal misconduct and may be subject to disciplinary action, up to and including dismissal.

A Department Head may order an employee to cease working at any volunteer work or outside employment, if the employment is in violation of any of the provisions of

this Rule. The Department Head may immediately demand suspension of the outside employment pending the final determination of the incompatibility.

Personnel The Personnel Department will place any requests, approvals, denials, or appeals for Outside Employment in the employee's personnel file.

Review Committee The Personnel Director, Chief Administrator, County Counsel, and a Department Head not involved in the matter shall act as a review committee in the event an employee is denied outside employment/activities and wishes to appeal. The review committee will review the order to cease outside employment, and the employee's written appeal. The review is not a formal hearing. The review committee must provide a recommendation within 10 working days of receipt of the written appeal. The committee recommendation is not binding on the Department Head and nothing in this policy is intended to interfere with a Department Head's authority. Should a Department Head reject the committee's recommendation, and require that the employee cease the outside employment and/or activity, such action would not constitute a violation of this Personnel Rule.

Required Forms: Request to Approve Outside Employment

References: Govt. Code §1125-1126, §1090, §19990; Tehama County Conflict of Interest Policy; Fair Labor Standards Act §207; Fact Sheet #23: Overtime Pay Requirements of the FSLA; Guerrero vs. Superior Court; National Labor Relations Board Browning-Ferris Decision

Effective Date: May 22, 2018
Revised Date: October 22, 2019, April 21, 2026

§1407: POLITICAL ACTIVITIES

Overview: To maintain a workplace that is free of political distraction, the County establishes the following guidelines regarding permitted political activities. Employees are encouraged to participate in political activities before the commencement of, or at the end of any standard or overtime hours, during lunch and/or breaks, or during paid/unpaid leave. This Personnel Rule does not apply to political activities related to employee unions.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: For activities not listed, employees should consult the Department Head for guidance.

Employees who perform duties in connection with programs financed in whole or in part by federal loans or grants are subject to the political restrictions of the Hatch Act. The purpose of the Hatch Act is to ensure federal programs are administered in a nonpartisan fashion, to protect federal employees from political coercion in the workplace, and to ensure that federal employees are advanced based on merit and not based on political affiliation. Alleged Hatch Act complaints can be filed with the U.S. Office of Special Counsel.

Permitted Activities
An employer cannot lawfully prohibit workplace conversations about political subjects, unless it similarly prohibits all other non-work-related conversations (what they did over the weekend, TV shows they watch, etc). The law also allows employees to discuss employment-related issues while at work. Because a (local) campaign may determine who will run specific departments, conversations about a (local) campaign could be considered employment related.

Employees may wear campaign buttons or other campaign attire, providing they do not have direct contact with the public or clientele they manage or serve. Employees may display political messages such as bumper stickers on their private vehicles, which may be parked on County property. However, private vehicles displaying bumper stickers with political messages shall not be used for official County business.

Employees may register and vote in elections, participate, contribute, and assist in campaigns, run for office in a non-partisan elections, hold office in a political club or party, and attend political rallies on their own time and while not using any County issued equipment or resources.

Prohibited Activities
The following activities are prohibited while on-duty in all County workplaces, including working in the field or attending meetings on behalf of the County:

- soliciting campaign contributions, or contributions of service on behalf of a candidate or in opposition of a candidate
- debates about candidates, including advocating the nomination or election of a candidate or the defeat of an opposing candidate, or debating a candidate's position on issues or their qualifications for office
- circulating petitions
- distributing or displaying campaign materials (other than as described in Permitted Activities above), such as communications directed to voters or potential voters encouraging advocacy of the nomination or election of a candidate, proposition, or measure, or the defeat of an opposing candidate, proposition, or measure
- working on campaigns during work time or in work areas, including arranging, coordinating, developing, writing, or preparing any communication or activity, related to a campaign, such as a campaign budget or campaign disclosure statement
- using County resources for a campaign
- disrupting operations or productivity
- use of authority to influence or interfere with any election or nomination for office

Maintain a Culture of Respect
It is every employee's responsibility to maintain a culture of respect throughout the political process. While employees may have strong, opposing political views, the County will not tolerate discrimination, harassment, or retaliation. Employees should be considerate of coworkers, the public, and clients.

Time Off for Voting
Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of work hours to vote. If an employee is scheduled to be at work during election day during the time that polls are open, they are allowed to

take up to two hours off to vote, without loss of pay or accrued leave. Additional time may be granted, but a maximum of two hours will be paid. The time off must be at the beginning or end of the regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless another arrangement is made with the supervisor. If an employee needs time off for voting, they must provide their supervisor with two days' notice.

Union Activities
Employees have the right to join or support a union and to participate in union activities, wear union buttons, T-shirts, stickers, hats, or other items on the job. However, employees must still adhere to department standards for professional attire. For example, wearing a T-shirt and hat to court may be prohibited by department policy. Further, employees have the right to organize as a recognized bargaining unit with the County, as well as, sign petitions, file grievances related to wages, hours, and working conditions and other job issues. Employees may read, distribute and discuss literature, hold meetings, and vote on successor memorandums of understanding during non-work hours in non-work areas, such as breaks and lunch hours.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee If an employee needs time off for voting, they must provide their supervisor with two days' notice.

Supervisor A supervisor may not prohibit or intimidate an employee from participating in political activities on their own time or voting. Upon receiving proper notification of the need for leave for voting, the Department Head or designee shall review the request and follow the law in granting such leave.

Department Head Enforce rules for political activity consistently across all employees.

Forms: Request for Leave Form (for Voting Leave)

References: Govt Code §3201-3209, and §19990; National Labor Relations Act; DiRuzza v. Tehama County; The Hatch Act (5 U.S.C. 1501-1508, interpreted at 5 Code of Federal Regulations, Part 151)

Effective Date: May 15, 2018
Revision Date: March 19, 2024, October 21, 2025, April 21, 2026

§1409: EXPECTATION OF PRIVACY

Overview: The California Constitution identifies certain inalienable rights for citizens, including various statutes that protect their privacy.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: **County Property**

The County maintains control over all County owned, County leased or County supplied vehicles, offices and workspaces, storage facilities, desks, furnishings, lockers, file cabinets and files. The County reserves the right to have access to these areas and to such property at any time, without advanced notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. An employee has no reasonable expectation of privacy with regard to those County owned or County leased places or items.

Likewise, electronic mail and voice mail are also County property and are to be used for business purposes. The County reserves the right to inspect, monitor, and have access to County computers, electronic mail, voice mail messages, and internet connections, with authorization from the applicable Department Head.

With regards to public safety officers as defined in the Peace Officer's Bill of Rights, County supervisors or managers shall have access to a locker or other storage space assigned to a public safety officer only in the presence of the employee, or with his/her consent, or when a valid search warrant has been obtained, or where the employee has been notified with reasonable advance notice that a search would be conducted. If the search occurs on the employee's day off, he/she may be compensated for the time to be present for the search.

Personal Property
County employees have a reasonable expectation of privacy as to their own personal property and effects, such as their purses, brief cases, lunch boxes or other personal items the employee may bring to the workplace. However, the County assumes no liability whatsoever to the damage, loss or theft caused by third parties to the personal property of staff members.

Disclosure of Employee Information
The County prohibits access to or disclosure of any employee information collected by the County for personnel administration purposes except as provided by law and these Rules. (Refer to TCPR §1403: Employee Responsibility to Maintain Confidentiality.)

Video Surveillance
To promote the safety of employees and visitors, as well as the security of facilities, the County reserves the right to conduct video surveillance of any portion of its premises at any time. Cameras will be positioned in appropriate places within and around County buildings. The only exceptions to this policy include private areas of restrooms, showers, locker rooms, and lactation rooms. Employees must be notified if surveillance systems record audio in addition to video.

To protect the privacy of employees and clients, video surveillance may not be viewed or the content discussed by anyone who is not specifically authorized to do so. Should a need arise (suspected crime, discipline) for unauthorized persons to view surveillance, permission must be granted by the Department Head or their designee. If the video is viewed as part of an investigation, the reason the video was viewed, and who viewed it will be included in the documentation of the investigation.

Audio & Video Recording
Other than surveillance systems, an employee may not record another person without consent, unless otherwise authorized by law. A person who intentionally and without the consent of all parties records a confidential communication is in violation of state law. A confidential communication means any communication carried on in

circumstances as may reasonably indicate that any party to the communication desires it to be confined to the included parties. This excludes a communication made in a public gathering or training presentation.

References: Americans with Disabilities Act; Genetic Information Nondiscrimination Act; Family and Medical Leave Act; Health Insurance Portability and Accountability Act; Penal Code 632; TCPR §1201: Personnel Department Records; TCPR §1202: Personnel Files; TCPR §1403: Employee Responsibility to Maintain Confidentiality; TCPR §1042: Employee Use of Technology; TCPR §2110: Pre-Employment Background Checks

Effective Date: July 14, 2020
Revised Date: November 10, 2020, April 21, 2026

§2103: RECRUITMENT

Overview: Tehama County is committed to ensuring the methods and techniques used in the recruitment process are effective in attracting the most qualified individuals possible for employment consideration.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: All regular positions and extra help positions, except emergency appointments, shall be filled by persons who have participated in the recruitment process.

Prior to requesting a recruitment, the hiring manager shall review the classification specification to verify that it accurately represents the essential functions and qualifications of the position. If no revision is necessary, the hiring manager may move forward with the recruitment process. If a revision is necessary, the department head shall request to revise the classification specification in accordance with TCPR §2204: Request to Revise a Classification Specification. If the revision is approved by the Board of Supervisors, the department may then begin the recruitment process.

To begin the recruitment process, a department must have an open allocation for a classified position, or have available funds appropriated for an extra help position. If there is no vacancy within the department's allocated positions, or there are not funds appropriated for an extra help position, or if a position is expected to become vacant but the employee has not vacated the position, a recruitment may only be conducted to establish an employment list.

If the recruitment is for a classified position and is not allocated for in the current PAL, the department head must obtain approval from the Board of Supervisors prior to starting the recruitment process. See TCPR §2201: Request for Changes to PAL.

A department head may hire seasonal, temporary, or extra help employees without approval by the Board of Supervisors, if there are available funds appropriated. However, a recruitment must still be completed. Candidates who have completed the recruitment process and were not selected for the permanent position, may be offered an extra help position without an additional recruitment.

Types of Recruitment

The determination of the type of recruitment to be conducted shall be made by the department head or his/her designee with approval by the Personnel Director. When a position is promotional in nature, the recruitment and selection process may be limited to County or departmental employees.

- Open Recruitment - This is a general recruitment and is open for anyone to apply. This is the basis upon which most vacant positions are posted.
- Promotional County Recruitment - Open to current Tehama County employees who meet the minimum qualifications of the position.
- Promotional Departmental Recruitment - Open only to employees within the department in which the vacancy exists, and who meet the minimum

qualifications of the position. This type of recruitment must be approved by the Personnel Director.

Promotional recruitments are not allowed if a current employment list exists for the classification within that department. Exceptions may apply with approval from the Personnel Director.

Open Eligibility List Recruitment
The Personnel Office may hold open eligibility list recruitments for certain classifications which are considered to be shared throughout the County. If an open eligibility list exists, a department must review the candidates on such list prior to initiating a new recruitment. Candidates who apply for an open eligibility list recruitment may be called upon from any County department.

The Personnel Office will be responsible for preparation, approval, and maintenance of open eligibility list recruitments.

Recruitment Request
To fill a vacant position, recruit for an extra help position, or recruit to establish an employment list, the department must submit a requisition to the Personnel Office via the County's online hiring software system. Requisitions must be submitted no less than three (3) consecutive business days prior to the desired posting date of the position.

The requisition shall include the following:

- Department
- Classification title
- Job type (full-time, part-time, extra help, sunset position, seasonal or volunteer)
- Type of recruitment (Regular, Promotional County Recruitment or Promotional Departmental Recruitment)
- Number of vacancies (not applicable for eligibility list recruitments)
- Position details and PAL number of the position (not applicable for eligibility list recruitments)
- Desired closing date
- Any supplemental information to be added to the recruitment

Once a requisition has been submitted by a department, the Personnel Office shall review the request for approval. An approval or denial notification shall be sent to the department.

Job Announcement
After a recruitment request has been approved, the Personnel Office shall create a job announcement.

Job announcements and advertisements may not contain requirements for any specific knowledge, abilities, education, experience, etc., which are not specified in the classification specification. However, desirable knowledge and abilities or ideal candidate language may be included. Job announcements must include the following:

- Classification title
- Wage

- Any special requirements; i.e. licensing certification, etc.
- Minimum qualifications
- Example of duties
- Notice that an eligibility list may be established
- The statement, *Equal Opportunity Employer / Americans with Disabilities Act Compliant/ Veterans' Preference Policy / Drug Free Workplace*

Prior to posting, the Personnel Office shall send the job announcement to the department for final review and approval.

Posting of Job Announcements
Following review and approval by the department, the Personnel Office shall post the job announcement to the County's recruitment website.

Job announcements, other than Promotional Departmental Recruitments, shall be sent via email to the Clerk of the Board's Office, all department heads, personnel contacts and the recognized employee organization for the position. Promotional Departmental Recruitment announcements shall be sent to the department which the vacancy exists, as well as the recognized employee organization for the position.

The announcement shall be posted in an area easily accessible to or circulated among departmental employees. The purpose of this procedure is to afford County employees an opportunity to apply for vacant positions. An application for employment does not ensure any rights to the position.

Closing Date
A job announcement must be posted for a minimum of ten (10) calendar days prior to interviews being conducted. Due to the possibility of a potential candidate having questions or experiencing technical difficulties with the recruitment website, job announcements shall not close on a weekend or holiday. Under no circumstances, will a job posting be closed prior to the advertised closing date. The closing date time for all recruitments shall be 5:00 pm.

To ensure job announcements are current and competitive, continuous recruitments shall not be conducted. Alternatively, the Personnel Office will set the internal closing date sixty (60) calendar days from the date of posting. On such recruitments, a closing date will not be visible. Instead, the advertised posting date will indicate "Open Until Filled." The department may request to close the recruitment prior to the end of the sixty (60) day period. However, the ten (10) calendar day posting requirement must still be met. The Personnel Office shall then close the recruitment and notify other departments to remove the job announcement.

Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). MSS requires the job announcement includes the closing date and time. Therefore, continuous recruitments titled "Open Until Filled" are not permitted for MSS recruitments. The method for accepting applications for MSS recruitments is listed below under "Methods of Accepting Applications for Employment". Applications for employment for MSS recruitments must be received by the closing date and time listed on the job announcement.

Advertisement

Various methods of media publicity may be used to bring notice of vacancies to as many qualified persons as possible. Publication of advertisements shall not be scheduled until the Personnel Office has posted the approved job announcement on the recruitment website.

A department may use paid advertisement to promote job announcements, at the expense of the department.

The Personnel Office may assist a department with an advertisement plan.

Methods of Accepting Applications for Employment
No applications shall be accepted after the recruitment has closed.

Applicants must submit a separate application for each position in which he/she is applying for. All applications must be submitted via the recruitment website. A link to the recruitment website can be found on the Tehama County Personnel Office internet page under the tab titled “Job Opportunities”. Should a paper application be accepted by the department, the application must be manually entered by the department hiring manager into the online hiring software system.

To allow a comprehensive review and evaluation of an applicant’s qualifications, an application must be completed in sufficient detail. Incomplete applications may not be considered. Applications not including satisfactory evidence of certification, registration, license, or educational attainment where such requirement is stated in the classification specification / job announcement, may not be considered.

All applications must be completed and signed (may be electronically signed) by the applicant.
Applications must include:

- The applicant’s name, address and personal data
- The applicant’s work background

Extended Recruitment
If there are ten (10) or less qualified applicants for a recruitment, a department may request an extension. Such requests shall be submitted to the Personnel Office prior to the closing date of the recruitment. A job announcement may only be extended twice. If the second extension is unsuccessful, the department should consult with the Personnel Office.

In the event of an extension, the hiring manager shall notify all current applicants of the extension and the new closing date.

Failed Recruitment:
Should a department be unable to obtain any qualified candidates during the recruitment process, the department shall consult with the Personnel Office to determine other methods of recruitment, and/or determine if a revision of the classification specification is necessary.

To determine whether a recruitment has failed, a department will have completed the following and found no qualified candidates:

1. Posted the job announcement two consecutive times or extended a job announcement twice
2. Advertised the position on multiple advertising platforms

3. Evaluated all applications received during the recruitment period (See TCPR §2105 Screening Process)
4. Interviewed applicants that meet the minimum qualifications (See TCPR §2106: Interview Process)

In cases when the need exists to recruit for, and hire employees whose skills, professional licenses, professional degrees, or certifications by law are in such demand that Tehama County wages attract no qualified candidates, the department shall consult with the Personnel Office. In an effort to obtain qualified applicants for such positions, the Personnel Office may conduct a classification study and/or a salary survey.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Hiring Manager The hiring manager is responsible for:

- Reviewing the classification specification to verify accuracy of the essential functions and qualifications prior to requesting a recruitment
- Submitting a recruitment request to the Personnel Office, no less than three (3) business days prior to the desired posting date of the position
- Reviewing and approving the job announcement created by the Personnel Office
- Manually entering paper applications received into the online hiring software system
- Submitting a request to extend a recruitment to the Personnel Office prior to the closing date of the posting, as well as notifying all current applicants of the extension and new closing date

Department Head Department Heads or his/her designee are responsible for:

- Requesting to revise the classification specification in accordance with TCPR §2204: Request to Revise a Classification Specification, if a revision to a classification specification is necessary prior to starting the recruitment process.
- Requesting approval from the Board of Supervisors, prior to starting the recruitment process, if a position is not allocated for in the current PAL.
- Requesting approval from the Personnel Director to conduct a Promotional Departmental Recruitment.
- Consulting with the Personnel Office in the event of a failed recruitment

Personnel Office The Personnel Office is responsible for:

- The preparation, approval, and maintenance of open eligibility list recruitments
- Reviewing recruitment requests submitted by a department
- Sending an approval or denial notification to a department
- Creating job announcements
- Sending job announcements to a department for final review and approval
- Posting job announcements
- Extending job announcements at the request of a recruiting department
- Consulting with a department to determine other methods of recruitment, if a revision of the classification specification is necessary, and/or if a classification study or salary survey is necessary if a department is unable to obtain any qualified candidates during the recruitment process

Required Forms: Recruitment Request (via the current online hiring software)

References: TCPR §2105 Screening Process; TCPR §2106: Interview Process; TCPR §2111 Employment List; TCPR §2201: Request for Changes to PAL; TCPR §2204 Request for Revision to Class Spec; Tehama County Charter and Code 3.28.080; 3.28.090; Tehama County Administrative Policies & Procedures #318 Failed Recruitment; Tehama County Ordinance No. 1886

Effective Date: November 5, 2019
Revised Date: March 19, 2024, October 21, 2025, April 21, 2026

§2104: ORIENTATION

Overview: Employee orientation covers important information for employees stepping into new roles. A successful orientation program accelerates engagement while increasing employee satisfaction and performance.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: All orientations are to include a review of vital policies/rules, procedures, benefits, County information, compensation, leaves/time off, resources, employee standards, and workplace safety as listed on Exhibit 2104A of this Personnel Rule. In addition to items listed on Exhibit 2104A, the department may develop an orientation list specific to their department.

Employees shall be released from duty with pay to attend orientations.

To be most effective, an employee should attend orientations within the time frames listed below. In cases when an employee does not attend within the required time frames, the employee is still required to attend.

County New Hire Orientation
Within the first 60 days of employment, all new hires or newly appointed elected officials are required to attend new hire orientation as facilitated by the County Personnel Office.

Employees returning to County employment after a break of three years or more must attend the new hire orientation as a refresher.

A Certificate of Completion with a list of items covered in the orientation will be placed in the employee's personnel file.

Department Orientation
Within the first 10 days of new employment or transfer to a new department within the County, all employees or elected officials are required to attend department orientation as facilitated by the Department Head or their designee. In addition to items listed on Exhibit 2104A, the department may develop an orientation list specific to their department.

Supervisorial or Management Orientation
Employees who did not complete new hire orientation at any point in Tehama County employment should attend new hire orientation when promoted. Within the first 10 days of an appointment or promotion into a management or supervisorial position, employees are required to attend an orientation outlining their additional duties as a supervisor/manager as facilitated by the Department Head or their designee.

Department Head Orientation
Employees who did not complete County new hire orientation at any point in Tehama County employment should attend new hire orientation when promoted or appointed to Department Head. Within the first 10 days of an appointment to Department Head, employees are required to attend an orientation outlining their duties as a Department Head as facilitated by the Chief Administrator (or their designee) and the Personnel Office. This training includes items listed in the Exhibit under Supervisorial and Management if the new Department Head has not already completed this training.

Board of Supervisors Orientation
Within the first 30 days of an appointment to the Board of Supervisors, County Supervisors are required to attend an orientation outlining their duties as a County Supervisor as facilitated by the Chief Administrator (or their designee) and the Personnel Office. Supervisors are also required to attend New Hire Orientation.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employee should attend orientation as scheduled by supervisors.

Department/ Department Head Prior to or immediately upon hire, departments will register new employees for the County facilitated orientations and schedule any department orientations. New employees must be notified of dates and times of the orientations.

Personnel Office The Personnel Office will facilitate the new hire orientation at least once a month.

Effective Date: June 23, 2020
Revised Date: April 21, 2026

Orientation Topics

All orientations are to include a review of vital policies/rules, procedures, benefits, County information, compensation, leaves/time off, resources, employee standards, and workplace safety as listed below. In addition to these items, the department may develop an orientation list specific to their department.

County New Hire Orientation presented by Personnel
All new hires or newly appointed elected officials
<u>County Governance</u>
Board of Supervisors/Districts/Map
Chain of command
Charter County
County Administration
County Departments
Mission Statement/Strategic Initiatives

<u>Benefits</u>

CalPERS Pension Plan
Health Insurance
Dental Insurance
Vision Insurance
Life Insurance
Supplemental Life
Deferred Compensation
Employee Assistance Program
Flexible Spending Accounts
Growth Opportunities/Trainings
State Disability Insurance
Social Security/Medicare
Unemployment Compensation

Compensation
Direct Deposit
Paydays

Labor
Memorandum of Understanding

Procedures
Forms
Travel/Vehicle Use

Leaves
Bereavement Leave
Call-in procedures
FMLA/CFRA
Military Leave
Paid Family Leave
Parental Leave
Pregnancy Disability Leave
Requesting time off
Sick Leave
Vacation
Holidays

Rules/Policies
Drug & Alcohol Abuse and Drug Testing Policy
Drug Free Workplace Policy
Harassment Policy
Internet and Email Use Policy
Personnel Rules

Workplace Safety
Disaster Service Worker Oath
IIPP
Injury reports/Workers Comp
NIMS/SEMS
Safety orientation
Workers Compensation/Workplace Injuries

Standards

Dress code
Equal Employment Opportunity
Management expectations for performance
Respectful Workplace
Code of Conduct

Department Orientation
All new employees or those transferring to a new department within the County
The employee should attend "County New Hire Orientation presented by Personnel", any items developed by the department, and the following:
Introduction/Tour
Contact information
New hire paperwork
Structure and workflow of the department
Work hours/lunch period
Management expectations
Performance Evaluations
Workspace
Growth opportunities/training
Chain of command
Summary of programs
Workplace Safety/Injuries

Supervisorial or Management Orientation
As applicable to the position, all employees appointed or promoted to a supervisorial or management position
Budget - specific to program or Department
Budget timeline
Funding sources/uses
Position Allocation List
Purchasing/Submitting claims
Personnel Rules (Resource)
Performance Evaluations
Supervisor Training Plan
Employee representation groups

Department Head Orientation
All employees appointed or promoted to a Department Head position
The employee should complete the items listed under "Supervisorial or Management Orientation", and the following:
Confidential directory
Grant Proposal Process
Growth Opportunities/Trainings
Negotiations status
Labor relations
Department Head meetings
Risk Management
Introduction meetings arranged with Auditor, Personnel, County Counsel, Maintenance, and Administration
Board Communications: presenting to the Board, Department Head announcements, reports, and agenda submittals

County Supervisors Orientation
All Supervisors appointed or elected to the Board of Supervisors

CSAC EIA Health
Growth Opportunities/Trainings
Ad Hoc Committees
BOS Agenda item protocol
BOS Meeting Protocol
Employee Employer Relations
Negotiations status
County Budget
Budget timeline
Forms
Funding sources/uses
Position Allocation List
Purchasing/Submitting claims
Risk Management
Travel/Vehicle Use
Personnel Rules (Resource)
Injury reports/Workers Comp
Contact information
Workspace
Meeting with Department Heads

§2105: SCREENING PROCESS

Overview: Tehama County is committed to ensuring the methods and techniques used in our hiring practices result in the appointment of the most qualified applicants. The intent of this rule is to provide effective tools for screening and evaluating all potential job candidates.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The importance of identifying intelligent, motivated, and dedicated employees and placing those employees in critical positions within Tehama County cannot be overemphasized. Tehama County must ensure the selection process is nondiscriminatory, reliable, valid, legal, and cost-effective.

A comprehensive screening process not only assists with ensuring Tehama County maintains an exceptional level of employees in our work force, but also contributes to minimizing challenges which may arise from ineffective hiring practices. Because each hiring decision can have long term ramifications, fair, honest, and consistent applicant screening practices are essential to preserving the integrity of our organization and may contribute to reducing agency liability.

Applications and accompanying materials may contain sensitive information, such as the applicant's home address and driver's license number. This information must be kept confidential and shall not be shared outside those directly involved in the screening process.

Application materials must be screened by at least two reviewers. Screening of applications may be done by the Department Head, supervisor, manager, personnel

staff, or a subject matter expert. Sufficient time should be spent to ensure a fair and thorough review of all applications, including all attached materials.

The following information has been identified as effective strategies and tactics for screening applications. Department heads or designees may utilize their own methods and techniques for screening applications, as long as they align with the basic fundamentals of this rule, unless otherwise identified below

Social Services and Child Support Service Employees
The screening process for **Social Services and Child Support Service Employees** (Merit System Services (MSS)) applicants will be conducted in a manner which recognizes only a candidate's knowledge, skills, and abilities to perform the work prescribed in the classification specification. All candidates who meet the minimum requirements as outlined in the classification specification will be invited to participate in the examination process to establish their merit and eligibility for hire. Subjective screening criteria, such as neatness, grammar, or spelling errors, shall not be used in either the pre-screening or secondary screening process.

MSS applicants may appeal decisions made during the selection process in accordance with Cal. Code Regs. Title 2, §17036. Specifically, the grounds on which applicants can appeal actions and decisions made during the selection process are;

- Irregularity, discrimination, bias, or fraud in one or more examination steps
- Improper acts or circumstances leading to erroneous interpretation and application of skills, knowledge, and abilities considered essential for the job

Appeals must be filed with the applicable Department within 30 calendar days of the date on which the appellant receives notice of the decision that he or she is appealing. Information on how to file a selection process appeal and who will review the appeal and make the final decision can be found in the applicable Department selection process appeal policy.

EEO Policy Statement
Tehama County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic, protected by federal, state, or local laws.

Pre-screening Applications
The first step in the screening process is to review applications and confirm the candidates have met the minimum qualifications, or other pre-determined criteria for appointment. A screening checklist may be utilized to help the reviewer verify the qualifications for employment.

Those applicants who do not meet the minimum qualifications, or other preferred criteria, should be removed from consideration. Only well-qualified candidates will be forwarded to the next phase in the selection process.

Meeting the minimum qualifications does not guarantee a candidate will advance to the next step in the selection process. Other considerations may be made when evaluating applications, such as neatness, expired certifications or licensures, important areas left blank, grammar or spelling errors.

Application Screening
Applicants who have moved through the first tier in the screening process will receive a more thorough evaluation for completeness, education, training, and experience. All considerations and judgements will be based on the requirements outlined in the classification specification. An application screening matrix may be used for this portion of the application screening.

Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). Applications for MSS recruitments will be screened according to the MSS screening process. After the recruitment closing date, representatives of the hiring department and / or Personnel Office will screen applications to set criteria. Applicants that do not meet the minimum requirements will be notified they have not been selected for an interview.

Examinations
Those applicants who pass the second phase of application screening may be asked to undergo an examination process to further assess their qualifications for the position. This process may include written and/or oral examinations. Examinations will serve as a valid measurement of an individual's knowledge and understanding of factors associated with successful job performance. The County will determine the passing score for each examination.

All MSS applicants who meet the minimum requirements as outlined in the classification specification will be invited to participate in the examination process to establish their merit and eligibility for hire. The examination process can include a variety of testing instruments, including written exams, education and experience (E & E), training and experience (T & E), and / or structured oral exams. Testing instruments will examine candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Written examinations will be weighted 100% of the final score.

A final passing score must be attained to be placed on the eligibility list. In addition to evaluating applicants' knowledge, skills, and abilities, as demonstrated by quality and breadth of education and / or experience, emphasis in each exam component will be measuring competitively relative job demands and each applicant's ability.

Veteran's Preference Points
After the examination process is complete, Veterans' Preference points may be added to those who are eligible and have provided proper documentation in accordance with TCPR §2107: Veterans' Preference.

Recommendation to Interview Chairman
Upon completion of the screening and examination processes, the candidate ratings will be provided to the interview chairman or designee.

Any candidate who is eliminated during any part of the screening process shall be notified by mail, regular or electronic, by the hiring department.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head All applications and screening materials should be retained in a recruitment file for a period not to exceed two years, reference TCPR §1201: Record Retention Policy for Human Resources Division.

Personnel Office The Personnel Office is able to assist at any stage of the screening process. Example materials may be made available upon request.

Required Forms: None

References: TCPR §1201: Record Retention Policy for Human Resources Division; TCPR §2102: Non-Discrimination in Hiring; TCPR §2103: Recruitment; TCPR §2106: Interview Process; TCPR §2110: Pre-Employment Background Investigations; TCPR §2111: Eligibility and Employment Lists; Americans with Disabilities Act www.ada.gov; Department of Fair Employment and Housing www.dfeh.ca.gov; U.S. Equal Employment Opportunity Commission www.eeoc.gov, Tehama County Charter and Code §3.12.80 Eligibility List

Effective Date: April 16, 2019
Revised Date: March 19, 2024, October 21, 2025, April 21, 2026

§2106: INTERVIEW PROCESS

Overview: Tehama County is committed to hiring qualified individuals who will contribute to the overall strategic success of our organization. With each new appointment, our goal is to hire an individual who is committed to making a significant impact to Tehama County. The intent of this rule is to outline the process for interviewing applicants.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: Well planned interviews are an invaluable tool for assessing an applicant's suitability for a position. Successful hiring decisions can lead to long-term employment, which may deter costs associated with recruitment and retention. In turn, applicants will also benefit individually from an effective interview structure, because it enables them to decide if their own employment needs and interests are going to be met. Structured interviews may enable employers to adequately gauge whether an applicant's experience and skills will be suitable within the department culture.

Applications for Tehama County positions are submitted through the on-line recruitment software program. Interviews may not take place until after the application deadline has closed. The department may review the applications anytime during the recruitment process and begin making appointments for interviews with the candidates. However, the review process is not over until the deadline listed on the job posting and all candidates have been considered. When scheduling interviews, it is important to allow enough time for each candidate to fully answer the structured questions and for the candidate to comment or ask questions.

Interviews are generally administered by the department, however Personnel Office staff is available to participate or assist departments with interviews upon request. For more information on screening applications, reference the Tehama County Personnel Rule for Recruitment and Screening Process.

Panel Selection
Interview panels are advantageous because hiring decision input is provided from multiple sources, rather than one source. (Merit Systems require that a panel is utilized in the interview process.) Each department will be responsible for selecting who will participate on the interview panel and how the interview will be administered. Interview panels for the first round of interviews should consist of three to five members. Panel members may be employees who work within the department, someone who works directly with the department, someone who may have experience or knowledge with hiring practices and procedures, an objective outsider, or a subject matter expert within the specific occupational field.

One of the panel members should be designated to lead the applicant through the interview process. This person should welcome the applicant, introduce the panel members, confirm the job title and department, and provide the applicant with a brief overview of how the interview will be administered. The overview should inform the candidate of the time limit and the number of questions to be asked.

Interview Questions
The best practice for creating questions would be to determine the ideal qualities of the candidate and formulate the questions to best address those qualities. It is also useful to ask questions that will have unique responses from each candidate to determine individual abilities. Avoid questions that provoke the usual rehearsed responses. Questions should be open-ended to allow candidates to expand on their personal strengths and characteristics. In addition, open ended questions help the panel members evaluate the applicant's communication skills, ability to problem solve, and their level of interest in the occupational field. Therefore, the usefulness of each interview question should be examined thoroughly.

Interview questions may only be asked if they are exclusively job related, so questions must be limited to an applicant's knowledge, education, skills (including soft skills) and experience. Keep in mind that federal and state employment laws prohibit employers from asking questions which are irrelevant to whether or not the candidate is capable of performing the essential functions of the position. It is pertinent interviewers avoid asking questions which could be construed as evidence of unlawful discrimination. The interview panel may not ask questions relating to:

- A persons protected class, such as; race, color, sex, sexual orientation, citizenship, marital status, ethnicity, age, religion, gender identity, gender expression, genetic information, national origin and ancestry, political affiliation, creed, military or veteran status (type of discharge), physical disability, mental disability, medical condition or any other characteristic protected by state or federal law
- Citizenship
- A physical or mental disability (even if the candidate is clearly disabled)
- Financial status (credit history or bankruptcy)
- Arrests or convictions
- Prior salary, compensation, or benefits (You may ask candidates about their salary expectations.)

- Place of residence
- Physical appearance
- Birthplace
- Relatives not employed by Tehama County
- Membership in nonprofessional organizations

To ensure interview questions are appropriate and legal, interview questions may be forwarded to the Personnel Office for review at least 48 hours prior to the interview date and time. Questions repeated in subsequent interviews within the calendar year do not need to be reviewed again. The Personnel Office cannot accept responsibility for the legality or appropriateness of questions if they are not provided for review in advance. Departments who choose not to submit questions in advance will submit them to Personnel with the results of the selection process.

Initial Interview Process
Applicants may be interviewed in person, by phone, or by other technological means. Regardless of the format, to reduce liability and ensure fair and legal employment practices, departments shall conduct “structured” interviews. In a structured interview, candidates are asked the same series of interview questions in the same order by the same interview panel. A typical interview will include ten to twelve questions, divided equally among the panel, so each panel member has an opportunity to interact with the candidate.

Panel members are free to ask additional inquiries or follow up questions throughout the interview process. Prior to the interviews, the panel may wish to discuss what would be ideal responses so that follow up questions would provide the intended information. Candidates should be allowed additional time to elaborate on their responses and ask clarifying questions. Statements which could be construed as an offer of employment or creating an employment contract should be avoided.

At the end of the interview, the applicant should be given an opportunity to provide additional information or ask questions of the panel members. This is also the candidate’s opportunity to make sure the position will be a good fit for them.

Each panel member should use a method of scoring or ranking candidates with predetermined criteria. The Personnel Office will provide a sample candidate evaluation form upon request.

Subsequent Interview Process (Optional)
Departments may elect to conduct more than one interview. Subsequent interviews may be conducted with a panel or as a one-on-one with the Department Head. If multiple interviews are held, the first interview is typically intended to be a screening interview in which the interview panel’s function is to assess whether the applicant has the basic skills to perform the job.

Subsequent interviews are an opportunity for reexamination and clarification. The subsequent interview should include more detailed questions with the goal of narrowing the focus to specific qualifications or personal characteristics which are of particular interest. The department may want to include different panel members in order to gather input from a broader selection of sources. As with the first interview, interview questions should be prepared in advance and all applicants should be asked the same series of questions, in the same order.

The Department Head may want to conduct the subsequent interviews as a one-on-one with the top candidate/s. Although the process may be more personable and less structured, the Department Head should still adhere to the law when asking questions. This is an additional opportunity for candidates to make sure the position will be a good fit for them.

Interviewees Not Selected
The Interview Chairman or their designee will contact unsuccessful candidates to inform them that they were not selected for the position. Notification to unsuccessful candidates will occur regardless of whether the candidate is an external candidate or an internal candidate. Notification can be made verbally or in writing through the on-line recruitment software program or via email.

Accommodations
Disabled applicants may make a request for a reasonable accommodation during the interview process. Under the Americans with Disability Act (ADA), Employers are required to provide a reasonable accommodation throughout all aspects of employment. Therefore, changes or adjustments should be made to ensure disabled applicants receive the same benefits and privileges as non-disabled applicants. If there are questions or concerns about an applicant's request for an accommodation, contact the Personnel Office for guidance.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head To ensure interview questions are appropriate and legal, the Department Head or their designee may forward interview questions to the Personnel Office for review at least 48 hours prior to the interview date and time. Departments who choose not to submit questions in advance will submit them to Personnel with the results of the selection process.

Personnel Office The Personnel Office will review interview questions as submitted by the departments to ensure compliance in state and federal employment laws and usefulness of interview questions. The Personnel Office staff may also offer guidance as to the ADA accommodations.

Required Forms: None

References: TCPR §2102: Non-Discrimination in Hiring; TCPR §2103: Recruitment; TCPR §2105: Screening Process; Americans With Disabilities Act www.ada.gov; California Department of Fair Employment and Housing www.dfeh.ca.gov; California Government Code §12952; California Labor Code §432.3; Civil Rights Act of 1964 §7, 42 U.S.C. §2000e et seq (1964); Military and Veterans Code §395-395.9; United States Code Title 38 §4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994; U.S. Equal Employment Opportunity Commission www.eeoc.gov

Effective Date: October 2, 2018
Revised Date: October 21, 2025, April 21, 2026

§2107: VETERAN'S PREFERENCE

Overview: Both federal and California laws require granting Veterans' Preference points in open entrance examinations and open non-promotional examinations.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: Active duty members and veterans who have served 24 months or more of consecutive active service in the armed forces of the United States may have five (5) additional points added to their final passing score on an open entrance examination or open non-promotional examination.

Honorably separated veterans who have been declared currently disabled as a result of a service connected disability by the United States Veterans' Administration may qualify for ten Veterans' Preference credits. In addition, Purple Heart recipients; a spouse of a disabled veteran who is unable to work due to a service connected disability; widows of deceased veterans or mothers of a veteran who died in the service or who is permanently and totally disabled may also qualify for ten (10) Veterans' Preference credits.

Those who served at or above the rank of Major or equivalent, or who retired after serving 20 years or more and are not disabled are not eligible for Veterans' Preference credits.

Procedure: Proof of service, such as a copy of the applicant's DD214 or equivalent, must be provided by the applicant with their employment application prior to the final filing date of the recruitment. Active duty members of the armed forces may use a document signed by the applicant's commanding officer. Such evidence must be provided for each recruitment.

Once the applicant has secured County employment, his/her veteran's preference shall not be applied to any subsequent County recruitment, reclassification, transfer or other employment decision during the time he or she remains employed in a regular County position.

Department Head

1. The Department Head or designee will review the applicable military documents as proof of military service and that the candidate is eligible for Veteran's Preference Points.
2. The Department Head or designee through a process such as a written examination or an evaluation of education and experience will create a list of eligible candidates. Veterans must meet the requirements of the position as would any other candidate. Veteran's Preference points may not be added to an examination score or evaluation rating to achieve a minimum score.
3. After all candidates have been scored or rated, a Veteran's score will be increased according to the Veteran's Preference Points.
4. The Department Head will then create an eligibility list for the next step in the interview process according to the final candidate scores, as described in c).

Personnel Office The Personnel Office will include information regarding Veteran's Preference Points on job postings. The Personnel Office may review a candidate's eligibility upon Department Head request.

Required Forms: DD214

References: 5 US Code § 2108' Govt Code §18973-18976; Military and Veteran's Code 970; California Constitution, Article VII, §6

Effective Date: December 5, 2017
Revised Date: April 21, 2026

§2108: PRE-EMPLOYMENT MEDICAL EXAMS

Overview: After accepting a conditional offer of employment, all potential Tehama County employees must participate in a pre-employment medical examination including drug screening.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: Pre-employment medical examinations are a condition of Tehama County employment to ensure job candidates are physically capable of performing the essential functions of the position. An employer may not ask job candidates to answer medical questions or take a medical exam before making a job offer. Therefore, the candidate must be offered and have accepted a conditional offer of employment prior to participating in the pre-employment medical examination and drug screening, see TCPR §2109: Offers of Employment.

Once the conditional offer of employment has been accepted, the hiring department shall schedule the candidate for a pre-employment medical examination including drug screening. All examinations will be scheduled at one of the County's designated facilities. The candidate shall be provided a copy of the classification specification and the express check-in form for the applicable designated facility. The hiring department shall pay the cost of all pre-employment medical examinations and drug screenings. However, if the County's designated facility requests the applicant participate in further medical examinations or additional testing prior to making a final determination, all costs associated with the additional procedures will be the financial responsibility of the applicant.

Unless prior approval is received from the Board of Supervisors, no candidates may commence working for Tehama County without successful completion of a pre-employment medical examination and drug screening. However, in cases of extreme emergency to preserve life or to prevent great property loss to the county or its citizens, a department head may hire extra-help prior to the time the board's approval is obtained. In such cases, board approval shall be obtained at the first regular meeting in which the fact of employment can be presented.

Medical Examination

In order to be considered qualified for employment, candidates must meet the classification specification's established screening criteria. Depending on the nature and duties of the position, pre-employment medical examinations may include physical examinations, psychological examinations, physical abilities testing (including strength testing, audiograms, and eye examinations) and other job-related medical screening tests. The Personnel Office will be notified whether the candidate has passed or failed the medical exam.

Disqualification During Medical Examination
Tehama County is committed to providing reasonable accommodation for the known disabilities of an employee or potential employee which may enable the individual to be considered for the job, enable the individual to perform the essential functions of the job, or enable the individual to enjoy equal benefits and privileges of employment. If the candidate receives work restrictions which may preclude the candidate from performing the essential functions of the position, an interactive accommodation meeting shall be scheduled with the hiring department and the candidate. A member of the Personnel Office will facilitate the meeting. The intent of this meeting will be to evaluate whether an accommodation in accordance with the Americans with Disabilities Act and Department of Fair Employment and Housing Authority (ADA / DFEH) may be considered.

Tehama County is not required to provide an accommodation if the candidate is not able to perform the essential functions/physical demands of the position, if the accommodation causes an undue hardship, or if the accommodation presents a direct threat to the safety of the potential employee or others.

Drug Screening
The pre-employment drug screening consists of a Panel 5 Drug Test which evaluates the presence of five categories of drugs established by the federal government under the definition of controlled substances, including marijuana. All drug screening will be conducted in accordance with applicable laws which follow established testing standards and protocols. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the candidate while protecting against tampering/alteration of the test results.

Positive Drug Screening Results
In the event of positive drug screening results, the medical laboratory which conducted the test will contact the candidate for additional information. The positive results will be reviewed by an independent Medical Review Officer (MRO). If the test is still considered positive after review by the MRO, the County will be notified of the positive test results.

Should the final outcome be a positive test result, the Personnel Director will notify the candidate in writing, advising them they have been disqualified from further consideration in the hiring process.

Confidentiality
Absent the candidate's consent, test results may only be disclosed to the Department Head and other County officials based strictly on a need-to-know-basis. All records pertaining to pre-employment medical examinations and drug screening shall be kept securely in a confidential medical file, separate from the personnel file or other personnel records.

Candidates who refuse to participate in the pre-employment medical examination and drug screening or fail to show up for a scheduled medical examination and drug screening may be disqualified from further consideration in the hiring process.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head The hiring department shall schedule the pre-employment medical examination once the applicant has accepted the conditional offer of employment. In the event a candidate is disqualified during the pre-employment medical examination and drug screening process, the Personnel Office shall be notified.

When the requirements or physical demands for a position change, the appointing authority is responsible for notifying the Personnel Office in order to update the classification specification.

Personnel Office The Personnel Office is able to assist at any stage of the pre-employment medical examination process. If a job candidate is disqualified during the pre-employment medical examination, the Personnel Office may schedule and facilitate an interactive accommodation meeting with the candidate and a representative from the hiring department in accordance with the ADA/DFEH.

Should the final outcome of a drug test be positive, the Personnel Director will notify the candidate in writing, advising them they have been disqualified from further consideration in the hiring process.

Required Forms: Express Check in Form, classification specification, Conditional Offer of Employment

References: TCPR §2109: Offers of Employment; TCPR §2102: Non-Discrimination in Hiring; TCPR §2103: Recruitment; TCPR §2110: Pre-Employment Background Investigations; TCPR §1201: Record Retention Policy for Human Resources Division; Americans with Disabilities Act www.ada.gov; Department of Fair Employment and Housing www.dfeh.ca.gov; U.S. Equal Employment Opportunity Commission www.eeoc.gov, Tehama County Charter and Code §3.28.050: Fingerprinting and Physical Examination Requirements; Tehama County Charter and Code §3.28.120: Hiring in Cases of Extreme Emergency

Effective Date: April 16, 2019
Revised Date: April 21, 2026

§2109: OFFERS OF EMPLOYMENT

Overview: After an applicant has been determined to be the most qualified candidate for the position, a conditional offer of employment can be made contingent upon the County's receipt of the satisfactory results of the pre-employment evaluation.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: The Department may verbally make an offer of employment, but shall make a conditional offer of employment to the candidate in writing prior to the commencement of any pre-employment exams. The conditional offer of employment will include salary information, as well as list the pre-employment conditions the applicant must meet to be hired. All employees must submit to all articles of the pre-employment evaluation. (Pre-employment testing may be waived in emergency situations only under Tehama County Charter §3.28.050.)

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Department:

- The Department will review the PAL and applicable MOU Exhibit A to determine correct rate of pay for the candidate. The starting pay rate shall be Step A of the pay range unless approval is received from the Board of Supervisors, prior to the appointment date, to appoint a new employee at an advanced step.
- The Department shall advise the applicant that employment is conditional upon successful completion of the pre-employment evaluation.
- The Department shall make appointments for the applicant to have a pre-employment physical, drug assessment, and fingerprinting.
- The Department can make the final offer of employment upon receiving receipt of the satisfactory results of all articles of the pre-employment evaluation.
- The signed Letter of Conditional Offer of Employment and the Letter of Official Offer of Employment will be forwarded to the Personnel Department with the new hire paperwork.

Personnel Department The signed Letter of Conditional Offer of Employment and the Letter of Official Offer of Employment will be filed in the employee's Personnel File.

Required Forms: Letter of Conditional Offer of Employment, Letter of Official Offer of Employment, Request for Live Scan, Medical Clinic Check-In Form

References: TCPR §2110: Criminal Background Check; TCPR §2111: Pre-employment Exams; TCPR §3202: Placement Other Than "A" Step; Tehama County Code & Charter §3.28.050

Effective Date: December 5, 2017
Revised Date: April 21, 2026

§2110: PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

Overview: It is the standard practice of the County to conduct background investigations on all prospective new employees and volunteers. After a conditional offer of employment is made, each department will conduct their own background investigations, consisting of a criminal background check, authentication of documents, and reference checks. No applicant may be given a final offer of employment prior to the successful completion of the background clearance. (Pre-employment testing may be waived in emergency situations only under Tehama County Charter §3.28.050.)

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In

accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines:

Criminal Background Check

Applicants who have been given a conditional offer of employment are required to submit fingerprints through the live scan process to the Department of Justice. Generally, this process is conducted by the Tehama County Sheriff's Office. Departments may authorize fingerprinting through another agency at their own expense and using the Tehama County live scan form. (For example, if there are no appointments available in the next ten days.) The Department of Justice will report the results of the criminal background check to the Tehama County Sheriff's Office and provided (by the Sheriff) to the Department Head or designee. If no final clearance or denial can be made within 45 days due to the delay of the criminal background check, the Department may withdraw the offer of employment. The Department Head may extend the wait period at his/her discretion.

Conviction, including pleas of guilty and nolo contendere, of a felony, misdemeanor, or any crime involving moral turpitude may disqualify an applicant from County service. However, such conviction may be disregarded if it is requested by the Department Head, and with consultation of the Personnel Director and County Counsel. Such determination would depend on mitigating circumstances, such as:

- The relationship of the qualifications, functions, and duties of the position to the nature of the conviction
- The nature and seriousness of the offense
- The circumstances surrounding the conviction
- The length of time elapsed since the conviction
- The age of the applicant at the time of conviction
- The presence or absence of rehabilitation or efforts at rehabilitation
- Contributing social or environmental conditions
- The actual or potential impact on County service

Background Checks Specific to Position

Candidates in specific positions may be subject to more extensive backgrounds due to safety and security concerns. These include specific positions in:

- The Sheriff's Department, District Attorney's Office, Probation, or when working in the jail facility
- Child Support Services and Social Services for positions with access to confidential federal tax information (FTI). In addition, a follow-up background check must be conducted at least once every five years.
- Health Services to preserve the integrity of confidential records, and when working with jail inmates (In addition, these employees are required to participate in routine checks of Federal database throughout employment.)

These agencies may require that the candidate for employment complete a Criminal Record Supplemental questionnaire *prior* to a conditional offer of employment. In addition to a DOJ fingerprint check, these background checks may include, but are not limited to:

- Fingerprinting to include FBI
- Local law enforcement agency records check for contacts of a derogatory nature
- Voice stress analysis to verify truthfulness relating to illegal drug use, sales or distributing; relationships with past or current inmates; theft; domestic

violence; sexual assault or harassment, past or current membership or affiliation with any street gang, motorcycle gang or organized criminal group
- Pre-employment Psychological Examinations shall be conducted on all public safety officers declared by law to be peace officers. (This is under CA GC 1031(f).

Reference Checks
The purpose of reference checks is to talk to persons who can comment on the person's past job performance and verify employment. Ideally, reference checks should be conducted by the direct supervisor, as they are thoroughly familiar with the duties of the job. The person doing the background check may use the Reference Check Worksheet as a guide when contacting former employers.

Reference checking can be done at any stage of the selection process, but must be completed before a final offer of employment is made.

It is best to contact only professional references. The FEHA prohibits any non-job related inquiries, directly or indirectly express an applicant's limitations or specifications as to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Document Authentication
Documents that confirm the candidate's minimum qualifications or may determine salary ranges, such as degrees and licenses, should be verified for authenticity by the Department Head or their designee.

Inaccurate, Unauthentic, or Untruthful Information
If, during the background check process, it is determined that the candidate was not truthful in completing forms, omitted relevant information, or that documents were not authentic, the Department Head may choose to investigate further or cease the background check process.

If the candidate begins employment and it is later determined that the candidate provided information that was untruthful, omitted relevant information, or provided documents were not authentic, the employee may be subject to discipline, up to and including termination.

Applicants Denied Employment
Any applicant who is denied employment due to information received in the background report will receive a notice in writing from the Department notifying the applicant of this adverse action. The letter should contain contact information for the DOJ and FBI. The candidate has the right to dispute the completeness or accuracy to the DOJ or FBI, not to Tehama County. The candidate has five days to respond to the notice before a final decision is made to rescind the conditional offer of employment. A sample letter may be obtained from Personnel.

Procedure: Responsibilities for implementation, application, and enforcement of this Code are listed below.

Employment Candidate After the candidate for employment receives a conditional offer of employment in writing from the department, the candidate must:

- Complete a Criminal Record Supplemental Questionnaire, if applicable. See Guidelines for Criminal Justice exception.
- Complete a Live Scan form and be assigned a time to be fingerprinted
- Provide the interview chairman with professional references (at least three is preferable), if not listed on the job application.

Department Head

Upon completion of the interview process, the department will make a conditional offer of employment in writing to the prospective new employee, conditioned upon his/her ability to pass a background investigation. Refer to TCPC §2109: Offers of Employment.

The Department Head or their designee will provide the candidate with the necessary paperwork to start the criminal background check process and ensures only those individuals with a legitimate need to know are permitted access to the final results of the background check.

The Department Head or their designee should conduct a reference check according to the Guidelines of this Personnel Rule.

The department, upon clearance of the applicant, will send a final written official offer of employment and notification of their authorization to work in Tehama County.

If a Department Head receives notification of criminal conduct (arrests, convictions, pleas of guilty and nolo contendere) of a felony, misdemeanor, or any crime involving moral turpitude, they may disqualify the applicant from County service. However, convictions may be disregarded only with consultation with the Personnel Director and County Counsel. Such determination would depend on mitigating circumstances, as listed in the Guidelines of this Personnel Rule.

When a candidate fails to pass a background check and is not hired by the Department, the Department must complete a No Longer Interested form and submit it to Personnel.

Personnel Office

The Personnel Director may be asked to consult on matters concerning a criminal background check that reveals criminal conduct. Criminal convictions may only be disregarded upon review of the Personnel Director and County Counsel.

The Personnel Office may assist departments in ensuring reference checks are conducted legally and appropriately. Forms and correspondence templates for reference checks may be reviewed and revised by the department as needed.

Upon notification from the Department that a person's employment has been terminated, the Personnel Office shall notify DOJ by submitting a No Longer Interested form.

Required Forms: Criminal Record Supplemental Questionnaire, Request for Live Scan, Reference Check Worksheet, No Longer Interested form

References: California Department of Fair Housing & Employment Fact Sheet; Equal Employment Opportunity Commission Enforcement Guidance 915.002; Internal Revenue Service Publication 1075; Labor Code §432.7 and 432.9; Penal Code §11105(b) & §11105.2; TCPR §1307: Post Employment Background Investigations;

TCPR §2109: Offers of Employment; Title 2 California Code of Regulations §11017; 26 United States Code §6103; www.dfeh.ca.gov; www.oag.ca.gov/fingerprints

Effective Date: October 16, 2018
Revision Date: August 16, 2022

§2111: EMPLOYMENT LISTS

Overview: Prior to appointment, the name of any person deemed qualified for Tehama County employment or promotion must be placed on an employment list. The list of qualified candidates shall be ranked from highest to lowest score following the completion of each step in the recruitment or examination process.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments. In accordance with Resolution 2026-029, elected officials who are appointed by the Board of Supervisors also follow Exhibit C.

Guidelines: An employment list is an arrangement of candidates for County employment or promotion created as a result of a recruitment/examination process. Candidate placement shall occur based upon scoring from the recruitment or examination process; see TCPR §2105: Screening Process. Employment lists are maintained in accordance with approved County established classification specifications listed on the Position Allocation List.

Establishment of an employment list allows departments to offer employment to qualified applicants at the time the job vacancy occurs without having to undertake a formal recruitment.

Types of Employment Lists

Eligibility List

Candidates who meet the minimum qualifications and are successful in a recruitment shall be placed on an eligibility list for which the recruitment was held. Eligibility lists shall be used only within the department concerned.

Promotional List

Employees who are successful in an internal departmental promotional examination shall be placed on a promotional list for the class in which the examination was held. Promotional lists shall be established, and only available for use, within the department concerned.

Open Eligibility Lists for Cross-Departmental Positions

The Personnel Office may hold open recruitments for certain classifications which are considered to be shared throughout the County. The names of the candidates who are successful in an open recruitment shall be placed on an open eligibility list. Candidates who are on an open eligibility list may be called upon from any County department. The hiring department may ask open eligibility list candidates to participate in an internal interview prior to extending a conditional offer of employment. The Personnel Office will be responsible for preparation, approval, and maintenance of open eligibility lists.

Establishing and Maintaining Employment Lists
Candidates who have successfully passed each step in the recruitment or examination process will be placed on an appropriate employment list. In accordance with Tehama County Charter and Code §3.12.080, the employment list will be established from the most qualified candidates, and the selection of the successful candidate shall be made from the top five candidates on the employment list.

Preparation, approval, and maintenance of employment lists shall be the responsibility of the hiring department.

Employment lists shall be kept confidential. A candidate's ranking on an employment list may only be made available to the candidate, their designated representative, authorized representatives within the hiring department, or the Personnel Office.

Where applicable, Veteran Preference Points are added to a candidate's final examination score following completion of the competitive selection process, see TCPR §2107: Veteran's Preference.

The selection process for Merit System Services (MSS) applicants is established and maintained pursuant to conditions and regulations imposed by the system as set forth in Cal. Code Regs. Tit. 2, §17033

Employment list effective dates shall be the date the list was approved by the hiring department. The employment list may be maintained up to one year, in order to fill subsequent vacancies which occur during the life of the employment list. The Department Head has the authority to abolish an employment list at any time during the one year period, or when the list has been exhausted. An employment list may be superseded by lists established through subsequent recruitments. Prior to expiration, the Department Head may elect to extend the expiration date of the employment list for a period not to exceed two years.

Candidates who have been placed on any type of an employment list are responsible for notifying the hiring department or the Personnel Office when their contact information has changed.

Removal of Names
Names shall be removed from an employment list after appointment, or when the employment list expires. The acceptance of extra-help employment by persons on an employment list shall not impact their eligibility for a permanent position.

The Department Head may remove names from an employment list when the candidate:

- declines a conditional offer of employment
- fails to respond to written inquiries, including emails from the hiring department
- demonstrates unsatisfactory performance in a similar position while working as extra-help or while working in any other Tehama County capacity
- fails to pass any phase of the pre-employment process including physical examination, drug screening, or background investigation
- fails to continue to meet employment standards established for the classification
- upon written request from the candidate
- fails to show up at a scheduled interview

A candidate who is temporarily unavailable for appointment may, upon written request, be placed in an inactive status. A candidate may be restored to active status, upon written request, provided the eligibility list is still in existence. A candidate who requests to be restored to active status will be placed in the same rank, or the next closest rank if there has been other candidate movement, held prior to their request for inactive status.

Individuals on an abolished list must reapply to the new recruitment in order to compete for placement on the new list.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Candidates for employment are responsible for updating the hiring department or the Personnel Office with their most current contact information.

Department Head Department Heads or their designee is responsible for establishing, approving, and maintaining eligibility lists and promotional lists.

Personnel Office The Personnel Office is responsible for establishing, approving, and maintaining open eligibility lists. The Personnel Office will notify Department Heads of the classification title and expiration date of any open eligibility lists. The Personnel Office is available to assist departments with questions or concerns regarding employment lists.

Required Forms: None

References: Cal. Code Regs. Tit. 2, §17033; TCPR §2106: Interview Process; TCPR §2105: Screening Process; TCPR §2308: Layoff; TCPR §2306: Reinstatement; TCPR §2107: Veteran's Preference; Tehama County Charter and Code §3.12.080

Effective Date: August 27, 2019
Revised Date: March 19, 2024, April 21, 2026

§2201: POSITION ALLOCATION LIST

Overview: The Personnel Department provides for the maintenance of a Position Allocation List (PAL), which contains the number of positions which are allocated to each County or budgetary division/section by position classification as determined by the Board of Supervisors.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: The Personnel Office shall maintain the PAL and a list of employees assigned to each allocation. Each allocation is assigned a unique PAL number and corresponds with the employee filling the position or the vacancy in the specific allocation.

Upon notification to the Personnel Director or their designee, a vacant position in the PAL may be filled by a qualified person in the class in which the position is authorized.

Flexible Allocations
Positions that are flexibly allocated have a series of classifications identified within a single allocation on the PAL, which allows the department flexibility in determining which classification will be used to fill the allocation. An employee's assignment within an allocation may be changed only if the classification specification indicates that the position is flexibly staffed.

Underfilling Allocations
In consultation with the Personnel Director or their designee, an allocation may be filled on a substitute basis by the employment of qualified persons in a closely related class in the same or lower salary range. Underfilling may occur when there has been a recruitment process, but there are insufficient candidates qualified on the eligibility list from which to appoint. This may also occur for budgetary reasons or when there has been a change to an allocation and the current incumbent has not been reclassified. Underfilling of positions will be reviewed on an annual basis during the budget process to determine if a change to the allocation is appropriate.

Limited Term (Sunset) Allocations
Limited Term or sunset allocations refer to working arrangements that are temporary or limited in term, based on special funding or the need of the employing department to complete a specific project. These positions require a "sunset" date in the PAL, indicating the anticipated project completion or end of funding. Employees in limited term positions are eligible for the same benefits as other County employees. Employees hired to work in sunset positions are considered temporary employees and do not have rights to other positions and are not guaranteed to have the assignment until the end of the sunset period. However, the department may offer the employee a permanent position in the same vacant classification during the sunset period.

Limited Term positions are listed as separate allocations in the PAL and must include a sunset date. The allocation will be deleted upon expiration of the sunset date unless the department requests an extension from the Board. This is usually done in the budget process.

Dual-Fill Positions
Dual-filling a position is generally appropriate when a single position classification, which is critical to department's day-to-day operations, is vacated or will be vacated through separation or use of leave at separation. The County Administrator and Personnel Director may approve a dual-fill position prior to the date of separation, and thereafter for the duration of the unused leave which is paid to the employee upon their separation. The proposed duration of the dual-fill position may not exceed three calendar months. This supports the overall countywide succession efforts for knowledge transfer and workforce management.

A department requesting a dual-fill position must:
- Have received a written notice of retirement or resignation with the specific termination date from the incumbent which will be effective within the next twelve months
- Conduct a competitive recruitment process to determine a successor to the position and follow County hiring practices in accordance with TCPR §2103: Recruitment.
- Submit a Dual-Fill Position Request Form to the Chief Administrator to include the length/duration of the dual-fill, budgetary implications, and a list of specific

tasks/responsibilities expected to be fully transitioned by the outgoing incumbent and new hire during this period.

When dual-filling a position, the incoming employee is placed in the permanent allocation. The outgoing employee is placed in a limited term allocation with a sunset date that corresponds to their retirement/resignation date. The sunset allocation will be removed from the PAL upon termination.

Adoption of PAL in Budget Process
Positions will be reviewed on an annual basis during the budget process to determine if any changes to the allocations are appropriate, including underfilled positions or positions that are vacant with no intention to fill.

Each fiscal year, the Board of Supervisors shall, by resolution, specify the total allocation, classification, and salary rate of all regular employees authorized for each department of the County. Board approval provides departments with the authority to fill positions as allocated on the list. Any subsequent change to classification or salary range requires the approval of the Board of Supervisors.

Request for Changes to the PAL
The number and classifications specified in the Position Allocation List of the County budget may only be modified as authorized by the Board.

Department Heads may identify a need to make an adjustment to their department PAL based on workload or funding. Adjustments may be made by either adding or subtracting positions currently allocated in the Position Allocation List. Department Heads should submit all requests on a PAL Budget Worksheet to the Chief Administrator in a manner that allows sufficient time for the Chief Administrator's recommendation.

Within the numerical limitations of the position allocation list and the salary limitations established for each position, the County Administrator may approve amendments to the PAL.

It is intended that PAL change requests are made in the budget process and for the department to include in their Recommended or Adopted budget. Those changes approved by the Board of Supervisors in the Recommended Budget process will be effective July 1; changes approved in the Adopted budget process will be effective October 1. No changes can be made to the PAL in the period between the Recommended Budget and Adopted Budget timeline (July 1 - October 1).

Maintenance of the PAL
The budget cycle of the PAL will run from October 1 - September 30. During this period, the Personnel Director or their designee will update the PAL as approved by the Board and maintain records of such changes. Prior to the adoption of the final budget (October 1), any revisions made to the PAL over the budget cycle or anticipated for the adopted budget will be confirmed with the department and a copy provided to the Auditor's office.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Department Head The Department Head or designee, shall submit a formal request to the Chief Administrator requesting a change to the PAL, or a dual-fill position as described in this rule.

Personnel Office The Personnel Office is responsible for:

- Preparing and maintaining the PAL, as well as all classification specifications
- Meeting with the applicable bargaining unit representative regarding the impact of the change prior to submitting the agenda item to the Board of Supervisors for approval
- Preparing the agenda items and resolutions for Board of Supervisor approval
- Updating the allocation within the PAL

Required Forms: Dual-Fill Request Form; Personnel Action Form; Position Allocation Budget Worksheets

References: TCPR §2103: Recruitment; TCPR §2106: Offers of Employment; TCPR §2202: Request for New Classification; TCPR §2203: Request for Reclassification; TCPR §3104: TCPR §2204: Request for Revision to Classification Specification; TCPR §3206: Promotion; TCPR §3210: Y-Rating; Personnel Action Form; Government Code 29007; County Budget Act §29007, §29064, and §29080

Effective Date: December 5, 2017
Revised Date: February 25, 2020, April 21, 2026

§2202: REQUEST FOR NEW CLASSIFICATION

Overview: Department Heads may periodically identify a need to create a new position to address work not done previously in the department, resulting in the creation of a new classification. This is often the result of a reorganization or special project or assignment. The procedure listed below identifies the steps to submit a request for a new classification specification.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Each position within Tehama County is identified by a classification specification, and each classification specification is allocated in the PAL. Per Tehama County Charter and Code, the Board of Supervisors may create new classes, divide, combine, alter or abolish existing classes or allocate new positions to appropriate classes.

Department Heads should submit all requests for changes to the PAL to the Chief Administrator in a manner that allows sufficient time for the Chief Administrator's recommendation and for the department to include in their Recommended or Adopted budget. Those changes approved by the Board of Supervisors in the budget process will be effective October 1.

For some job classifications, LAPS Merit Systems rules may override parts of this Personnel Rule. When Merit Systems is silent, Tehama County Personnel Rules will apply.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Department Head The Department Head or their designee, shall submit a formal request to the Chief Administrator with a detailed explanation and justification for the new classification. The budget should also address any budgetary implications, such as additional on-going costs for the current or subsequent years, funding sources, salaries, reduced expenses, cost savings, and new revenue Upon review, the Chief Administrator will have the authority to recommend the formal request.

The Department Head or their designee will work with the Personnel Office to create acceptable classification specifications and agenda items.

Personnel Office The Personnel Office is responsible for:

- Preparing and maintaining the PAL, as well as all classification specifications
- Reviewing all requests reviewed by the Chief Administrator and determining if the classification specification and salary requested are appropriate when compared with other Tehama County positions
- Meeting with the applicable bargaining unit representative regarding the impact of the new classification prior to submitting the agenda item to the Board of Supervisors for approval
- Preparing the classification specification, agenda items, and resolutions for Board of Supervisor approval, with assistance from the Department Head or designee
- Updating the PAL, Master Salary Schedule, the applicable bargaining unit agreement, and range exhibits

Required Forms: None

References: TCPR §2201 Request for Changes to the PAL; TCPR §2203 Request for Reclassification; TCPR §2204: Request for Revision to Classification Specifications; TCPR §3104: Personnel Action Form

Effective Date: December 5, 2017
Revised Date: April 21, 2026

§2203: REQUEST FOR RECLASSIFICATION

Overview: Reclassification of a position may be warranted when there is a significant change to the work needing to be done in a specific department. This is often the result of a department reorganization. The change in duties must be so different in nature that the duties identified in the original classification specification no longer reflects the work needing to be done.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Each position within Tehama County is identified by a classification specification, and each classification specification is allocated in the PAL. Per Tehama County Charter and Code, the Board of Supervisors may create new classes, divide, combine, alter or abolish existing classes or allocate new positions to appropriate classes.

The incumbent of a reclassified position may be retained in the new position, providing he/she meets the new requirements, and upon recommendation from the Department Head. Department Heads who request to retain the employee in the reclassified position agree to waive a new probationary period. Employees transferred by this process to a higher paying classification or a lateral classification will maintain the same step and the same salary anniversary date in the new position. Employees who are reclassified to a lower paying classification may be placed at a new step/salary, or may be y-rated (See TCPR §3210: Y-Rating). Salary will continue to progress according to the Wages and Classification Article of the applicable MOU.

For some job classifications, LAPS Merit Systems rules may override parts of this Personnel Rule. When Merit Systems is silent, Tehama County Personnel Rule will apply.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Department Head The Department Head, or their designee, shall submit a memo to Personnel requesting a reclassification with a detailed explanation and justification for the change. The request should also address any budgetary implications, such as additional on-going costs for the current and subsequent years, funding sources, salaries, reduced expenses, cost savings, and new revenue. Upon review, the memo will be forwarded to the Chief Administrator, who will have the authority to recommend the formal request.

Department Head or their designee will work with the Personnel Office to reclassify the position.

Personnel Office The Personnel Office is responsible for:

- Preparing and maintaining the PAL, as well as all classification specifications
- Reviewing all requests and determining if the reclassification is appropriate
- Obtaining approval from the Chief Administrator
- Creating the reclassification, with assistance from the Department Head
- Working with the Department Head to make a determination whether or not an incumbent meets the minimum qualifications for the new position
- Meeting with the applicable bargaining unit representative regarding the impact of the reclassification prior to submitting the agenda item to the Board of Supervisors for approval
- Preparing the agenda items and resolutions for Board of Supervisor approval, with assistance from the Department Head
- Updating the PAL, Master Salary Schedule, the applicable bargaining unit agreement, and range exhibits

References: TCPR §2202 Request for Classification; TCPR §2201 Request for Changes to the PAL; TCPR §3104: Personnel Action Form; TCPR §3210 Y-Rating; Tehama County Charter and Code Article VI. Ordinance 3.12.260, 3.12.270, 3.12.330

Effective Date: December 5, 2017
Revised Date: November 10, 2020, April 21, 2026

§2204: REQUEST FOR REVISION TO CLASSIFICATION SPECIFICATION

Overview: Department heads may periodically identify a need to update an already adopted classification specification to more accurately reflect the work actually being done by a specific person in the position. This may be due to a change in compliance issues, equipment, technology, etc. The procedure listed below identifies the steps to submit a request for a revision.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Each position within Tehama County is identified by a classification specification, and each classification specification is allocated in the PAL. Per Tehama County Charter and Code, the Board of Supervisors may create new classes, divide, combine, alter or abolish existing classes or allocate new positions to appropriate classes. Department heads may periodically identify a need to revise a classification specification. Revisions may occur due to changes in legislation, responsibilities, complexity of duties or operational procedures.

If revising the classification results in the requirement of significant additional skills, knowledge, or responsibility, a salary reclassification (TCPR §2203) may be recommended instead of a revision under this Personnel Rule. If there is an increase in salary, incumbents will maintain the same step and the same salary anniversary date in the new range. Incumbents will not be required to serve a new probationary period. Salary will continue to progress according to the Wages and Classification Article of the applicable MOU.

For some job classifications, LAPS Merit Systems rules may override parts of this Personnel Rule. When Merit Systems is silent, Tehama County Personnel Rules will apply.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Employee The Department Head will request completion of a PDQ from the incumbent. The Supervisor and Department Head may add comments to the PDQ where appropriate. The completed PDQ must accompany the formal request.

Supervisor After the incumbent has completed a PDQ, the Supervisor may add comments where appropriate before Department Head review.

Department Head The Department Head will request completion of a PDQ from the incumbent. The Supervisor may add comments to the PDQ where appropriate. The Department Head will add comments last.

If there is no request for an increased salary, the Department Head, or their designee, shall submit a formal request to the Personnel Office for review. If there is a request for a salary increase, the department head or their designee, shall submit a formal request to the Chief Administrator. The request should include a detailed explanation

identifying the explicit need for the revision, including justification and budgetary implications, if any. The completed PDQ must accompany the formal request.

Upon review, the Personnel Office or the Chief Administrator may recommend the requested revision to the classification specification. If approved, the Department Head or their designee will work with the Personnel Office to revise the classification specification.

Personnel Office The Personnel Office is responsible for:

- Reviewing the request for revision, providing there is no salary increase
- Preparing and maintaining the PAL, as well as all classification specifications
- Preparing the agenda items, and resolutions for Board of Supervisor approval with assistance from the Department Head
- Meeting with the applicable bargaining unit representative regarding the impact of the revision
- Updating the PAL, Master Salary Schedule, and the applicable bargaining unit agreement

References: Tehama County Charter and Code Article VI. Ordinance 3.12.260, 3.12.270, 3.12.330; TCPR §2201: Request for Changes to the PAL; TCPR §2203: Request for Reclassification

Effective Date: December 5, 2017
Revised Date: April 21, 2026

§2206: EXTRA HELP

Overview: Extra-help employees may be appointed in accordance with this policy.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Extra-help employees are considered unrepresented employees. Certain rights, benefits, privileges, and permanent status shall not be applicable to extra-help employees. Specifically, benefits which are afforded to represented employees in accordance with applicable memorandum of understandings do not apply to extra-help employees unless otherwise approved by the Board of Supervisors.

Extra-help employees shall be paid on a per-hour basis, not to exceed one thousand (1000) hours per fiscal year or nine hundred and sixty (960) hours if the employee is a retired annuitant. An extra-help employee who holds more than one (1) extra-help position within the County may not exceed the total hour maximum as outlined above.

Extra-help employees are utilized on an as needed basis and should not be hired to circumvent filling permanently allocated positions. Full-time Tehama County employees may work as extra help in more than one classification. The extra-help classification may be in the same department or a different department. However, hours worked in an extra-help capacity will be considered overtime and shall be paid accordingly by the applicable department.

Departments are responsible for tracking extra help usage and separating any extra-help employees who have not been utilized in one (1) calendar year period. The department shall provide the extra-help employee written notification of the separation.

Recruitment
Extra-help positions, except emergency appointments, may only be filled by individuals who have participated in the recruitment process. An individual who is appointed to an extra-help position must meet the minimum qualifications outlined in the classification specification to which they are appointed.

In order for an extra-help employee to be appointed to a full-time position, the extra-help employee must submit an employment application to the full-time position in accordance with TCPR §2103: Recruitment.

With approval from the department head, a regular full-time employee may reduce to extra help in the same classification without submitting an employment application to the extra-help position.

Hiring in Cases of Extreme Emergency
This section shall be applicable when there are no extra-help funds allocated and is intended only for an extreme emergency.

In cases of urgent necessity, to preserve life or to prevent great property loss to the County or its citizens, the department head may hire extra help prior to approval by the Board of Supervisors. In such cases, Board approval shall be obtained for such hiring at the next regular Board meeting.

Retired Annuitants
State and federal laws provide specific employment restrictions for retirees who return to work with an employer in the same public retirement system from which they are receiving a benefit. It is the responsibility of the employee to ensure their employment is in compliance with state and federal laws and to notify Tehama County if they are a CalPERS retiree.

Retired annuitants may work as extra help in limited duration, which is defined by a start and end date. Employment should be terminated when the limited duration work is completed. Examples of work of limited duration include, but are not limited to: work to eliminate a backlog, work on a special project, excess of what regular staff can do, or during an emergency (earthquake, flood, etc.). Retired annuitants may not exceed nine hundred and sixty (960) hours in a fiscal year. Unless authorized by law and approved by the Board of Supervisors, extra-help retired annuitants may not be employed in an extra-help capacity for a period of 180 days following the date of the employee's retirement. Retired annuitants who have received unemployment insurance compensation for prior retired annuitant employment are prohibited from appointment with a CalPERS employer for the 12-month period immediately preceding their appointment. For more information about retired annuitant regulations, see TCPR §2304 Post Retirement Employment.

Compensation
Extra-help employees shall be compensated at the first step of the salary range assigned to the regular full-time classification, unless an other than A step appointment is approved by the Board of Supervisors.

Full-time employees who reduce to extra help in the same classification, may maintain the salary step in which they are currently placed.

The compensation of a retired annuitant while working in an extra-help capacity shall not be less than the minimum, nor exceed the maximum hourly pay rate paid to other employees performing comparable duties. Further, a retired annuitant cannot receive any benefit, incentive, special pay, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

Extra-help employees may be eligible to receive bilingual pay upon successful completion of the required bilingual proficiency examination in an amount which does not exceed an additional 5% above their hourly rate. This is not applicable to retired annuitants working in an extra-help capacity.

Salary Step Advancement
At the department head's discretion, an extra-help employee who has worked one (1) full year (2080 hours) in a classification and has had a satisfactory evaluation may be eligible for a salary step increase (not to exceed E Step).

Employees who have reduced to extra help in the same classification without a break in service shall have all hours worked in a full-time capacity counted in the calculation of one (1) full year of service (2080 hours).

Hours worked as extra help shall not be counted in the calculation of one (1) full year of service (2080 hours) when an employee is appointed to a full-time position in the same classification.

Seniority
For purposes of layoff, time served as an extra-help employee shall be excluded when computing a full-time employee's continuous service credit.

Sick Leave Accruals & Usage
Full-time employees who reduce to extra help shall maintain their sick leave balance in accordance with TCPR §6101: Sick Leave. For more information regarding sick leave for extra-help employees, reference TCPR §6111: Paid Sick Leave for Temporary or Extra Help Employees.

Vacation
Extra-help employees shall not accrue vacation leave.

Leaves of Absence
Extra-help employees are not eligible to take a leave of absence, unless required by law.

Promotion
Extra-help employees are not eligible for promotion. However, an extra-help employee may apply and be appointed to a higher paid classification.

Reinstatement
Employees who attained permanent status in a regular full-time position and reduced to extra help may reinstate to the full-time position as outlined in TCPR §2306: Reinstatement.

Regular employees who have not attained permanent status may reduce to extra help. However, such employees will be forfeiting their reinstatement rights. Reinstatement from extra help to full-time status is only eligible to those who have attained permanent status.

Benefits
Extra-help employees are not eligible to enroll in the County's group health insurance plan.

CalPERS
Extra-help employees shall be excluded from CalPERS membership. Retired annuitants shall be entered into the CalPERS system in order to track the hours worked as a retiree.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Departments are responsible for tracking extra help usage and separating any extra-help employees who have not been utilized in one (1) calendar year period. The department shall provide the extra-help employee written notification of the separation.

Department Head At the department head's discretion, an extra-help employee may be eligible to receive a salary step increase once the employee has worked in the classification for one (1) full year (2080 hours) and has a satisfactory performance evaluation.

Personnel Office The Personnel Office shall enter retired annuitants into the CalPERS system.

Required Forms: Notice of Exclusion from CalPERS Membership; Temporary Assignment to Work as a Retired Annuitant form;

References: Tehama County Resolution 33-1992; Tehama County Charter and Code section 3.24.050, 3.24.170, 3.24.360, 3.24.680, 3.28.110 (B), 3.28.120; TCPR §2103 Recruitment; TCPR §2304: Post Retirement Employment; TCPR §2308: Layoff; TCPR §3302: Bilingual Pay; TCPR §6101 Sick Leave; TCPR §6111 Paid Sick Leave for Temporary or Extra Help Employees; TCPR §3302 Bilingual Pay

Effective Date: June 21, 2022

§2301: PROBATION PERIOD/PERMANENT STATUS

Overview: All Tehama County employees must serve an initial probation period, including promotional appointments, within any regularly established classification which has been authorized pursuant to the Board of Supervisors' position allocation list (PAL) resolution.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: A probation period is considered an extension of the selection process and is the most important phase in the hiring process. The probationary period shall be used

by the appointing authority to determine an employee's suitability for permanent status. Throughout the probationary period, the employee's skills, abilities, and overall job performance will be monitored on a regular and consistent basis.

Each employee serving a six month probationary period shall be evaluated in writing by the Department Head or designee no less than two times during probation: once in the first three months, and again in the three to six month period.

For employees serving a twelve month probationary period, the employee shall be evaluated in writing by the Department Head or designee no less than three times during probation: once in the first four months, again in the four to eight month period, and again in the eight to twelve month period. Reference TCPR §7101: Performance Evaluations for additional information on performance evaluations.

Status of Employee
All Tehama County employees will be designated as regular or probationary.

Both regular employees and probationary employees are entitled to the same rights and benefits including, but not limited to sick leave, vacation, holiday, group health insurance, and participation in the retirement plan.

Duration of Probationary Period
Probation periods may vary in length based on the type of work and are defined on the classification specification. Some classifications may require a longer probation period because the duration of the required training is such that it is not possible to adequately evaluate performances within a six month period. Probationary periods shall not be less than a period of six (6) months.

Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). Employees hired pursuant to conditions and regulations imposed by MSS will serve a probationary period whose length is defined by the system. The probationary period is used to evaluate the employee's performance and suitability for the position. For MSS employees, the length of the probationary period varies between six (6) months and (12) months depending on the job classification. For more information on probationary periods and the frequency of performance evaluations for MSS employees, reference TCPR §7101: Performance Evaluations and / or the applicable department policy and procedure on performance evaluations and timelines.

A probationary employee shall be required to complete the balance of his/her probationary period when he/she is restored to employment following a suspension, leave of absence, or because of a lay-off or other displacement.

Time served as an extra-help employee shall not be counted toward the completion of a probationary period.

Dismissal of Probationary Employee
At any time during the probationary period, including a probationary period for a promotional appointment, the probationary employee may be released by the Department Head or designee for any non-discriminatory reason. Employees released during their probationary period shall be without a right of appeal. Employees covered by the state Merit System Services (MSS) program may appeal a probationary dismissal to the California Department of Human Resources as set

forth in Cal. Code Regs. Tit. 2, §17045 within 30 calendar days. The appeal must be in writing and include a description of the basis of the appeal and the relief requested. Any time a probationary employee is released, notification of release shall be made in writing to the employee by the Department Head or designee.

A regular employee who is to be displaced by an employee who has failed a promotional probationary period or promotional appointment shall have a right to return to their previous classification.

Probation & Dismissal for Promotions or Appointments to Higher Classifications

All promotional appointments and appointments to a higher classification will be subject to a probationary period. The probationary period is defined by the length indicated on the classification specification.

When an employee's promotion or promotional appointment is terminated during the probationary period, the employee shall either be returned to the previous classification in which the employee successfully completed the probationary period; or be assigned to another vacant classification which is mutually acceptable. Employees who promote to a higher classification without completing the probationary period in the lower classification have forfeited their right to return to the lower classification and therefore, will be considered terminated. Employees in this situation may apply for, but cannot be assigned to vacant positions.

Extension of Probationary Period

At the discretion of the Department Head, an initial probationary period may be extended for a period not to exceed six months. The purpose of the probation extension shall be to allow for a more thorough review and evaluation prior to the employee attaining permanent status. In addition, an employee's probationary period may be extended by the duration of any leave of absence for ten (10) or more consecutive workdays.

In the event an employee's probationary period is to be extended, the Department Head or designee shall provide written notice to the employee prior to the expiration of the initial probation period. A Personnel Action Form (PAF) documenting the probation extension shall be completed and forwarded to the Personnel Office along with a copy of the employee's notification letter.

Permanent Status

Upon satisfactory completion of the probationary period, an employee shall be given the status of a regular employee. The Department Head or designee shall document the employee's permanent status within the performance evaluation. A signed copy of the employee's performance evaluation shall be forwarded to the Personnel Office to be placed in the employee's personnel file.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head The Department Head or designee is responsible for ensuring the probationary employee receives a performance evaluation in accordance with the guidelines outlined in TCPR §7101: Performance Evaluations. In the event a probationary employee is released, and the employee exercises their right to return to a former classification to which they held permanent status, the Personnel Director shall be notified.

In the event the employee's probation period is extended, the Department Head or designee shall provide the employee with written notification. A copy of the written notification should be forwarded with a PAF to the Personnel Office.

In the event the employee is released during their probation period, the Department Head or designee shall provide the employee with written notification. A copy of the written notification should be forwarded with the completed separation packet to the Personnel Office.

Personnel Office The Personnel Office will be responsible for reviewing performance evaluations, personnel action forms and written notification. In addition, the Personnel Office may provide guidance to the department and / or employee.

Required Forms: Personnel Action Form (PAF), Performance Evaluation

References: Cal. Code Regs. Tit. 2, §17045; TCPR §7101: Performance Evaluations; MOUs

Effective Date: July 21, 2020
Revised Date: March 19, 2024, October 21, 2025, April 21, 2026

§2303: SEPARATION OF EMPLOYMENT

Overview: Tehama County employees seeking separation from County employment in good standing should submit a signed written notice of resignation or written notice of retirement, including last day of employment, a minimum of two weeks prior to their actual date of separation. Separating employees may be asked to participate in an exit interview.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: **Separation Notice**

In order to facilitate a smooth transition from County employment, Tehama County employees should provide a signed written notice of separation to the Department Head or their designee, or the Personnel Office, a minimum of two weeks prior to the date of separation. Employees may request consent from the Department Head or designee to provide a shorter notice. Employees who verbally indicate their intention to resign or retire without submitting a written notice of separation, employees who do not request permission to provide less than a two-week notice, employees who abandon their position without providing any notice, or employees who refuse to sign a written notice of separation may be considered ineligible for rehire.

Written notice of separations will be considered accepted on the date received by the Department Head, their designee, or the Personnel Office. Tehama County employees who are authorized to accept a written notice of separation shall sign and date the notice as a signature of acknowledgement. The signature of acknowledgement will serve as acceptance of the written notice of separation. Each Department Head will determine who has authority within their respective department to accept a written notice of separation and provide a signature of acknowledgment.

Employees providing a written notice of separation via electronic mail will be asked to print and sign a copy of the electronic message.

Nothing in this rule is intended to prevent a Department Head or designee from accepting an employee's written notice of separation early.

Rescission of Revision of Written Notice of Separation
An employee's request to rescind or revise a previously submitted written notice of separation is subject to the discretion of the Department Head. Department Heads may consider consulting with the Personnel Director. Absence of a signature of acknowledgement from an authorized employee does not obligate a Department Head to allow an employee to rescind or revise a written notice of separation.

Exit Interview
Regular status employees submitting a written notice of separation may be asked to participate in an exit interview. Exit interviews are intended to obtain information which will improve relationships with future Tehama County employees, as well as provide separating employees with an opportunity to discuss questions or concerns related to their Tehama County employment. Employees should be encouraged to be honest, candid, and constructive when responding. Information gathered in an exit interview is confidential to the extent permitted by law.

Participation in an exit interview will be on a voluntary basis. Exit interviews should be conducted at the department level using the Exit Interview Survey form, however; the Personnel Office may assist with an exit interview upon request of the employee or the Department Head. Exit interviews may be conducted in person, by phone, or via an alternative method of video technology. Departing employees who decline participation in an exit interview may be provided with the Exit Interview Survey form for completion as an alternative. Exit interviews should also be utilized as an opportunity for the Department Head or their designee to ensure all County property and equipment has been returned.

Information obtained through the exit interview process may be analyzed by the Personnel Office to identify common themes or department trends. Analysis may include statistical information regarding the number of employee departures and reasons for leaving, summary of actions or interventions taken based on exit interview information, concerns, or opportunities identified through exit interview feedback.

Information to Departing Employees
Departing employees should provide their forwarding address to their supervisor to ensure any benefits and / or tax information is received in a timely manner. A separating employee's final paycheck and payout of accrued leave banks will occur in the next regularly scheduled pay period. Health insurance benefits will remain in effect until the last calendar day of the month.

Questions regarding deferred compensation or any other ancillary benefits should be directed to the representative or the applicable plan administrator. Employees seeking reinstatement should confirm eligibility by referencing TCPR §2306: Reinstatement for more information.

Employees must return all Tehama County property at the time of separation, including but not limited to; uniforms, cellphones, keys, laptops and identification cards.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees should submit a signed written notice of separation to the Department Head or their designee a minimum of two weeks prior to their date of separation. The written notice of separation should include the last day of employment. Employees may provide a shorter notice with written consent from the Department Head or their designee. Departing employees will be asked to participate in an exit interview. Participating in the exit interview is voluntary. Employees who decline participating will be provided with an Exit Interview Survey form for completion as an alternative. The completed Exit Interview Survey may be returned to the Department or the Personnel Office.

Department Head Department Heads should determine who has the authority to accept written notice of separations and provide a signature of acknowledgement within their own department. Departments Heads have the discretion to rescind a written notice of separation at the employee's request, however; the Department Head may consider consulting the Personnel Director for guidance. Department Heads should ensure each separating employee is being offered an opportunity to participate in an exit interview. Departing employees who decline to participate in an exit interview should be provided an Exit Interview Survey form for completion as an alternative.

Personnel Office The Personnel Office is responsible for advising Department Heads or their designee on matters pertaining to an employee's separation, providing the department the appropriate separation paperwork packet, and ensuring exit interviews are offered in accordance with this rule. The Personnel Office may assist in the exit interview process, share analysis and recommendations, provide information regarding departures, and summarize actions and or interventions based on exit interview information.

Required Forms: Exit Interview Survey

References: TCPR §2306: Reinstatement; TCPR §4202: Vacation;
Effective Date: January 25, 2022
Revised Date: April 21, 2026

§2304: POST RETIREMENT EMPLOYMENT

Overview: State and federal laws provide specific employment restrictions for retirees who return to work with an employer in the same public retirement system from which they receive a benefit. There are specific laws governing the type, timing, and amount of work retired annuitants can accept without affecting their pension.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Tehama County and retired annuitants (RAs) have an equal responsibility to ensure employment after retirement is lawful by meeting the eligibility and requirements listed in this rule.

RAs must be identified as such on the Personnel Action Form and must be enrolled in CalPERS within 30 days after the effective date of hire. Since a RA will not accrue service credit or retirement benefits during extra help employment, the enrollment is solely for purposes of tracking the RA's hours, pay, and duration of employment.

Retired Annuitant Eligibility and Requirements
The basic requirements include:

- The position must be designated as a RA position. (See Retired Annuitant Designated Positions below.)
- If the employee retires prior to the retirement formula benefit age, they can't agree verbally or in writing to post-retirement employment before they retire. If the employee has multiple retirement benefit formula ages, the highest benefit formula age applies, up to the maximum normal retirement age of 62.
- The employee must wait 180 days after the retirement date before they can return to work for a CalPERS employer, unless otherwise authorized by law, and approved by the Board of Supervisors.
- A maximum of 960 hours can be worked within a fiscal year (July1 – June 30). (See Hours Limit below.)
- The salary must be an hourly pay rate that falls within the regular salary schedule for the position. (See Salary below.)
- RAs do not accrue service credit or any additional retirement rights or benefits, including health benefits, sick leave, or vacation.
- RAs cannot be appointed to positions if they have received unemployment insurance payments within 12 months of appointment date.

Retired Annuitant Designated Positions
RAs that intend to remain retired and work for Tehama County may only work in positions designated as RA positions. RAs cannot fill long term, open-ended, or vacant positions, except as interim appointments. Appointment to any permanent or regular staff position (part- or full-time, intermittent, hourly, seasonal, or on-call) requires reinstatement from retirement.

No recruitment process is required to hire RAs in this capacity, but there must be some showing in the retirees work history that he or she has previous experience and the skill set needed to perform the desired work.

- Extra Help
  RAs may work as extra help in limited duration, which is defined by a start and end date. Employment should be terminated when the limited duration work is completed. Examples of work of limited duration included, but are not limited to: work to eliminate a backlog, work on a special project, excess of what regular staff can do, or during an emergency (earthquake, flood, etc.)
- Vacant Positions
  RAs may be appointed to an interim position if they meet the basic requirements and the following:
  - The governing body must determine that the appointment is necessary to prevent work stoppage of public business or requires specialized skills. This means these placements must be made with approval of the Board of Supervisors.
  - Before a RA is appointed to an interim position, Tehama County must have in place an active recruitment for a permanent replacement for the vacant position.

- The RA may be hired as an interim only during the period of recruitment. They cannot work in a permanent capacity or for an indefinite period of time.
- RAs may only be appointed once to the vacant position.

Hours Limit
Without exception, a maximum of 960 hours can be worked within a fiscal year (July1 –June 30). Nonpaid or volunteer hours cannot be used in order to exceed 960 hours in a fiscal year. (See Volunteering below.)

Once the 960 hour limit has been reached, the RA is not permitted to receive any additional compensation from the employer for the remainder of the fiscal year. Should a RA work more than 960 hours, any compensation received for work performed in excess of 960 hours must be returned to the employer or the RA risks having their retirement benefit suspended and being reinstated to active employment.

Salary
The RA may not receive any other compensation (pay incentives, special pays) or benefits in addition to the hourly pay rate, with the exception of mileage reimbursement. The salary rate for RAs will be calculated as follows: Monthly salary rate (as listed in the MOU exhibit which includes the classification), divided by 173.333, to equal the hourly rate. RAs will be placed at Step A, but may be approved for a step other than A with Board approval.

RAs are not eligible for overtime. Should a RA work an overtime hour, it will count as one hour toward the 960-hour limit.

Working After Disability/Industrial Disability Retirement
A person who has retired for disability is prohibited from being employed without reinstatement from retirement if the position is the position from which the person retired, or if the position includes duties or activities the person was previously restricted from performing at the time of the disability retirement. (Government Code 21233) If a person retired for disability is employed without reinstatement from retirement, the County shall provide to CalPERS the nature of the employment and the duties/activities the person will perform.

A limit may be placed on the retirement allowance relative to their post-retirement earnings.

Volunteering
RAs may serve as volunteers for Tehama County after retirement in a non-paid position. RAs cannot “volunteer” to work in any compensated position. In addition, they cannot “volunteer” to avoid meeting any of the restrictions of working after retirement.

Penalties for Unlawful Employment
Eligibility and requirements for post-retirement employment are based on the PERL and federal tax law. An unlawfully employed retiree is subject to mandatory reinstatement from retirement as follows:

- The retiree is reinstated from retirement by CalPERS. Upon appointment by the employer, he or she becomes the active employee and contributing CalPERS member of that employer, in the position in which unlawfully employed, and as of the date the unlawful employment began.

- The now active employee must pay retroactive member contributions, plus interest for the period of unlawful employment. Likewise, the employer will pay employer contributions plus interest on the employee's behalf for the period of unlawful employment via retroactive payroll reporting.
- The now active employee must reimburse CalPERS the entire amount of retirement allowance he or she received during the period of unlawful employment.
- The member and the employer, to the extent each is determined to be at fault, may be required to reimburse CalPERS for administrative expenses incurred in responding to the investigation and resolution of the unlawful employment.

If a RA is working in violation of the law, CalPERS must terminate the employee's retirement and collect all of the retirement allowance paid to the employee during the period of unlawful employment. The County is also subject to fines and reimbursement to CalPERS, compounded monthly, for non-compliance.

Elected Officials
RAs may serve as elected officials or on governing boards under additional regulations.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employees (Retired) Retired employees accepting an appointment to a RA position must meet the requirements under the PERL. They must acknowledge the requirements by signing a retired annuitant form.

Supervisors and Department Heads Department Heads will determine which positions will be designated as RA limited duration extra help or RA interim. The Department Head or their designee will monitor retired annuitant hours to ensure they do not exceed 960 hours in a fiscal year.

Personnel Office The Personnel Office is responsible for enrolling RAs into the CalPERS system. The Personnel Office will provide oversight in compliance with RA regulations.

Forms: Temporary Assignment to Work as a Retired Annuitant form; Personnel Action Form; Other Than A Step form; Notice to Employee Working as Extra Help

References: Government Code §7522.56, §21221, §21224, §21227, §21229, §21233; Public Employees Pension Reform Act of 2013; CalPERS Publication #33: Employment After Retirement; CalPERS Circular Letter #200-002-14; www.calpers.ca.gov

Effective Date: March 31, 2020
Revised Date: April 21, 2026

§2306: REINSTATEMENT

Overview: A former Tehama County employee, who voluntarily resigned or retired in good standing, may request reinstatement in the same classification, by submitting a new application for employment, if within one (1) year of the date of separation.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: An employee who attained permanent status in a classification, and subsequently voluntarily resigned in good standing, may be eligible for reinstatement in the same classification if a vacancy exists. Reinstatement may occur upon the former employee submitting a new application for employment, within one (1) year of the date of separation.

Compensation
Reinstatement is subject to successful completion of the interview process, including all other required terms and conditions of employment. Upon selection for re-appointment, a reinstating employee will have compensation and benefits restored to the same salary range and step held prior to separation. In addition, vacation accrual rates, adjusted for any modification in benefits, will be reinstated based upon the level received prior to the employee's separation. Any remaining sick leave balances at the time of resignation will also be restored. Employees who are reinstating from CalPERs retirement shall have the amount of sick leave hours cashed out at time of retirement deducted from the restored sick leave balance, if applicable.

Probationary Period
An employee who is reinstated into the same classification in the same department, regardless of the department division, shall not be subject to a new probationary period. Employees who reinstate into the same classification in a different department will be required to serve a new probationary period.

Continuous Service Credit (Seniority)
Employees who voluntarily separate from County employment and return within one (1) year of the date of separation, to the same classification the employee held prior to the separation, regardless of department, shall have their service credit prior to separation count towards an employee's continuous service credit. The employee's salary anniversary date and date of hire will be extended in accordance with the number of months in the gap of employment.

Reinstatement After Layoff
Employees displaced as a result of layoff should reference TCPR §2308: Layoff for information on re-employment after layoff.

Reinstatement From Extra Help to Full Time
An employee who attained permanent status in a classification, and subsequently voluntarily transitioned from full time to extra help, may reinstate to full time, providing there is a vacancy in the classification. If there is no break in service during the extra help assignment, the employee will be placed at the same pay range previously held when in full time status. (Time period for reinstatement is not limited to one year.)

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Former employees seeking reinstatement to County employment must submit an application for re-employment. Employees returning within one year of separation to the same classification should notify the hiring department so that appropriate reinstatement rights may be applied.

Department Head The Department Head or their designee is responsible for ensuring all reinstatements occur within the parameters of this rule.

Personnel Office The Personnel Office is responsible for reviewing all new appointment actions, including reinstatements and personnel action forms. In addition, the Personnel office may provide guidance upon request.

Required Forms: Tehama County Employment Application, Personnel Action Form (PAF)

References: TCPR §2308: Layoff; MOUs

Effective Date: June 30, 2020
Revised Date: November 5, 2024, April 21,2026

§2308: LAYOFF

Overview: Employees may be subject to layoff when it becomes necessary to reduce employee staffing levels due to a lack of funding, lack of work, or the necessity for the position no longer exists.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Layoffs may occur per classification, department-wide or by division, program, function, or as recommended by the appointing authority and reviewed by the Chief Administrator and Personnel Director. Layoffs may impact regular employees designated as either full-time or part-time employees.

Examples of when an employee may be subject to layoff are listed below, but not limited to:

- An employee's position is abolished
- Lack of work or funds
- Interest to reduce staff due to the economy
- Necessary due to a modification of service requirements
- Another employee with greater seniority displaces an employee under the provisions of this rule

Order of Layoff
The following provisions apply to the order of layoff:

For Joint Council, Peace Officers Association, and Deputy Sheriff's Association: Layoff shall occur by inverse order of continuous service credit (seniority) within the classification and department, with the least senior employee within the classification being the first employee laid off. For example, an employee may have less seniority within a classification due to a promotion, but more overall seniority in the County. This person would receive the layoff, due to less seniority within the classification and the department.

For Management Employee Association, and Law Enforcement Management Association: Layoff shall occur in the inverse order of the employee's total County seniority, with the least senior employee being laid off first.

For purposes of layoff, flexibly staffed classifications should be considered as a single classification. If the Department Head determines that it is appropriate to lay off a specific classification within a flexibly staffed classification, they must justify this action based on department needs, such as specialty certifications or qualifications, the work being done, and grant funding.

Employees with equal continuous service credit shall be laid off in the order prescribed by the Personnel Director.

The Department Head will determine the order of layoff for all non-regular employees. Employees who are emergency, temporary, limited term, extra-help, at will, or probationary employees do not have rights under this rule. All non-regular employees, including extra-help, retired annuitants, temporary workers, probationary employees, or any other type of employee who is not a regular employee shall be released before the County has laid off a regular employee in the same classification and department.

Continuous Service Credit (Seniority)
The following provisions apply to determining continuous service credit:

a) Paid time, including vacation, sick leave, holiday pay, bereavement leave, parental leave, management leave, industrial leave in accordance with Labor Code 4850, and compensatory time off shall count towards an employee's continuous service credit.
b) Hours worked in an overtime capacity shall be excluded in computing an employee's continuous service credit.
c) Wage replacement benefits coordinated with leave accruals will be considered paid time and shall count towards an employee's continuous service credit. When wage replacement benefits are not coordinated with leave accruals, the time shall be excluded in computing an employee's continuous service credit.
d) Time spent on a military duty leave of absence, whether paid or unpaid, shall count towards an employee's continuous service credit.
e) Hours donated to an employee due to catastrophic leave or disaster leave shall be excluded in computing an employee's continuous service credit.
f) Time spent in an approved or not approved unpaid status, or Leave Without Pay as defined in TCPR §6105, shall be excluded in computing an employee's continuous service credit.
g) Time served as an extra-help employee shall be excluded in computing an employee's continuous service credit.
h) Part-time service shall be prorated and computed as a fractional portion of full-time employment.
i) An employee who was formerly displaced due to a layoff and subsequently returned to County employment in the same classification and department within two years from the effective date of layoff, shall have their service credit prior to separation count towards an employee's continuous service credit calculation. The employee's service credit calculation does not include time spent in layoff status.
j) An employee who experiences a classification change as a result of reorganization or reclassification shall have their service credit prior to the classification change count towards an employee's continuous service credit calculation.
k) Exempt employees shall have their work hours calculated based on a 40-hour work week.

Merit rules regarding layoff, including calculation of seniority follows Tehama County criteria except for those hired prior to July 1, 2016. Seniority accrued prior to that date must be calculated according to LAPS §17042(b)(1).

Notification to the Bargaining Unit
Prior to initiating a layoff, the County will give the applicable Bargaining Unit thirty (30) calendar days' advance notice.

The applicable Bargaining Unit will have five (5) working days to initiate bargaining over the impact of the layoff. The applicable Bargaining Unit will be provided the County layoff worksheet(s). The County (Personnel Director, Chief Administrator, affected Department Heads, etc.) and the Bargaining Unit may agree to alternatives to layoff where it is mutually determined that an alternative is in the best interest of both parties. The alternative to layoff will be confirmed by both parties in a written agreement.

Notification to the Impacted Employee
Regular employees will receive at least fourteen (14) working days' notice of layoff, which will provide the employee's options for layoff, as described in this rule. This notice may run concurrent with notice to the Bargaining Unit.

An employee who has received a layoff notice shall notify the department within seven (7) working days of their selected option. When an employee elects an option other than layoff, the option may be implemented immediately as determined by the employee's Department Head, in order to avoid a long delay in the layoff and displacement process.

If no selection is made by the employee after seven (7) working days, the employee will be laid off, effective the 8th day, and all other options for layoff will be considered forfeited.

Options for Layoff
Regular employees whose position has been reduced or eliminated must select one of the following options:

a) Select a position in the department in a lower or lateral paid classification in which the employee previously had successfully completed the probationary period and which will be vacated by the least senior employee through the bumping process. Full-time employees have bumping rights for either full-time or part-time positions. For the purpose of exercising bumping rights, part-time positions shall be considered as a different and lesser class, even if the classification and salary are identical. Bumping may occur across bargaining units.
b) Select a vacant position in the department in a lower or lateral paid classification provided the employee meets the minimum qualifications and successfully completes any testing requirements for the alternative classification
c) Accept reduced work hours, if any exist in the current classification and department
d) Elect to be laid off

Any employee who has been displaced by another more senior employee may be entitled to exercise the options for layoff listed above.

Reemployment List

Regular employees who are laid off from County service or who have had their hours reduced in lieu of layoff shall be placed on a re-employment list and offered future vacancies in the classification and the department from which they are laid off for a period of up to two (2) years. Any person who declines two (2) offers of re-appointment in the same classification and department will be removed from the re-employment list.

In the event that more than one employee is laid-off in the same classification, employees shall be placed on the list in accordance with the date of layoff, with the last employee laid off to be the first to be reemployed.

It is the responsibility of the employee to keep the Department Head advised of their current address and contact information. Offers will be mailed to the last known address.

Reinstatement from Layoff

A regular employee that was formerly displaced due to layoff and returns to County employment in the same classification and department within two years will have their pay range, step, vacation accrual rate, and sick leave balances reinstated based on date of hire at the time of layoff. The employee's salary anniversary date will be extended in accordance with the number of months in layoff status. This is also true if the employee elects a demotion in lieu of layoff and later works in their former classification, either full-time or part-time, and either permanently or temporarily.

Employees who return to the same classification and the same department will not be required to serve a new probation period. Employees who return to the same classification in a different department shall be subject to a new probationary period. Employees who return to County employment in a different classification than the classification held prior to layoff shall be required to serve a probation period in the new classification.

Any person who declines two (2) offers of re-appointment in the same classification and department will forfeit their right to reinstatement.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Impacted employees will receive notification of layoff, including options for layoff, as outlined in this rule. Employees who elect layoff will be placed on a re-employment list. Reinstatement to County employment shall occur in accordance with the provisions of TCPR §2306: Reinstatement

Department Head The Department Head, or their designee, will work in conjunction with the Chief Administrator and Personnel Director to address budgetary implications and impacts of layoff. In the event of layoff, the Department Head may assist the Personnel Office with notification to the bargaining unit and impacted employee, as well as assist with the displacement process.

The Department shall be responsible for maintaining the re-employment list including most current contact information for those employees on the list. In the event of a future funding and vacancy, the Department Head or their designee is required to make notification to those employees laid off from that classification on the re-employment list and document any refusals of re-appointment.

Personnel Office The Personnel Office may meet with the applicable bargaining unit representatives in regards to impacts and alternatives to layoff. In addition, the Personnel Office may assist the Department Head, as well as the employee in the displacement process.

In layoff situations where two employees have equal continuous service credit, the order of layoff shall be prescribed by the Personnel Director.

Required Forms: Notice of Layoff; Layoff Worksheet

References: TCPR §2111: Employment Lists; TCPR §2302: Seniority; TCPR §2306: Reinstatement; TCPR §3207: Demotion; TCPR §3210: Y-Rating; TCPR §6105: Leave Without Pay; TCPR §6205: Military Duty Leave of Absence; LAPS §17042(b)(1) and (2)(A), (B), and (C)

Effective Date: January 5, 2021
Revised Date: April 21, 2026

COMPENSATION

§3202: PLACEMENT OTHER THAN "A" STEP

Overview: Department Heads may request approval from the Board of Supervisors to appoint a candidate with superior qualifications at a salary step higher than Step A.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: All Tehama County employees are paid in accordance with ranges prescribed for each classification within the corresponding bargaining unit memorandum of understanding. The normal entry step for all new appointments shall be Step A. However, a Department Head may request Board of Supervisor approval to appoint the candidate at higher than Step A for one or more of the following reasons:

- The applicant has experience and/or education which exceed the minimum qualifications
- The applicant has specialized skills
- The applicant's skill level is relatively equal to an existing employees' skill level who is currently placed in a higher step than A
- When such hiring is necessary due to an otherwise unsuccessful recruitment

Under no circumstances will a candidate be placed at a salary step higher than Step A if:

- They do not meet the minimum requirements of the position as they are described in the classification specification
- The applicant's prior salary history is the sole justification for Other Than A Step placement

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head Board of Supervisor approval shall be obtained prior to the candidate's appointment date. The Department Head may elect to extend a conditional offer of employment to the candidate prior to Board of Supervisor approval. However, additional language should be included to indicate the salary placement is contingent upon Board of Supervisor approval.

The completed Other Than A Step Form (with justification for the placement) and the Tehama County Employment Application, including all attachments, shall be forwarded to the Personnel Office. The Personnel Office will review all of the documentation to ensure Other Than A Step placement is appropriate.

Upon approval from the Personnel Director and the Chief Administrator, the Department Head or their designee shall draft the agenda item, to include a completed Other Than A Step Form and justification for the placement. Other than "A" Step appointments will be placed on the Consent Agenda. The name of the candidate shall be redacted from all documents in the agenda item.

Upon receiving board approval, and the candidate's successful completion of all pre-employment requirements, a final offer of employment may be extended.

Personnel Office The Personnel Office will review all of the documentation to ensure Other Than A Step placement is appropriate.

Required Forms: Other Than A Step Form, Tehama County Employment Application

References: AB 168; TCPR §2103: Recruitment; TCPR §2109: Offer of Employment; TCPR §3206: Promotion

Effective Date: May 22, 2018
Revised Date: June 10, 2019, April 21, 2026

§3206: PROMOTION

Overview: All Tehama County employee promotions shall be made in accordance with established standards outlined in this policy.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: All promotions will be in accordance with the governing MOU, or if not governed by an MOU, at the Department Head's discretion. All promotion processes will be conducted in a manner which recognizes only a candidate's qualifications to perform the work prescribed in the classification specification. Employees who accept an offer of employment in a higher paying classification, or are promoted to a higher paying classification within their department as a result of a flexibly staffed position, fulfilling training requirements, licensing, or experience, shall receive salary step placement as described below.

Reclassifications and equity adjustments do not constitute a promotion. For purposes of this personnel rule, moving from a position designated as non-bilingual to a position designated as bilingual is a "classification change" and does not constitute a promotion.

Local Agency Personnel Standards (LAPS) Merit System rules specifically addressing promotions will override this rule. When Merit System is silent, this rule shall prevail.

Compensation
Compensation will be at the range provided for in the MOU in which the new, higher paying classification exists. The employee will be placed at a step in the new classification which is higher than the employee's former pay rate, at the percentage indicated in the respective MOU. With prior approval from the Board of Supervisors, applicants with experience and qualifications which exceed the minimum qualifications of the new position may be appointed at a salary step higher than the minimum as indicated in the MOU. Department Heads choosing this option will follow the process for placement other than A Step. (TCPR §3202: Placement Other Than "A" Step) In no event shall an employee be placed at a pay rate higher than Step E (or Step EL depending upon the governing MOU and date of hire).

When practicable, the effective date of the appointment should be the first day of the pay period following qualification for the promotion or the date of appointment in the new department.

After one (1) full year of employment in the higher classification, the employee is eligible to advance to the next salary step effective the first day of the following pay period after completion of one (1) full year of service in the previous step.

Probation
All promotional appointments will be probationary for six months or one full year, depending upon the classification and governing MOU. All promotional appointments may have their probationary period extended for a period not to exceed an additional six months for purposes of conducting a more thorough review and evaluation.

Whenever a regular employee's promotional appointment is terminated during the probationary period, the employee shall either be returned to the previous classification in which a probationary period was completed or to another vacant classification which is mutually acceptable. Employees who were appointed to a higher paying classification prior to completing the probationary period do not have bumping rights, and therefore; will not be allowed to return to their former position or be given the opportunity to agree to a position which is mutually acceptable.

If the regular employee is returned to the previous classification, the employee's placement will be at the same range and step the employee held prior to the promotion. The employee's prior salary anniversary date shall be extended by an amount of time equal to the period in which the employee held the promotional position. If the employee is placed in another mutually acceptable position, placement will be at the range and step which represents the salary closest to, but not less than, the salary the employee was receiving prior to the promotion action.

Leave Balances
When an employee is promoted without a break in service from one department to another department, the department in which the employee is moving shall accept the employee's sick leave and vacation balances. The department in which the employee previously served shall pay all compensatory time off to the employee upon transfer to the new position. A regular or probationary employee, who is promoted without a break in service, shall retain their original hire date for computation of vacation accrual.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Department Head The Department Head or their designee should thoroughly review the employee's experience, knowledge, training and skills prior to the promotion to ensure the individual meets the minimum qualifications of the higher classification.

Personnel Office The Personnel Office will review all documentation to ensure the promotion is in accordance with the guidelines established in this rule.

Required Forms: Personnel Action Form, Tehama County Employment Application

References: TCPR §3207: Demotion; TCPR §2301: Probationary Period; TCPR §3202: Placement Other Than "A" Step; TCPR §3203: Appointment to a Higher Classification

Effective Date: April 24, 2018
Revised Date: November 10, 2020, April 21, 2026

§3207: DEMOTION

Overview: All Tehama County employee demotions shall be made in accordance with established standards outlined in this policy.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines:

Voluntary Demotion

If an employee previously held permanent status in a classification that is currently vacant, he or she may request to voluntarily demote back into the lower paying classification. The Department Head or their designee would have the authority to approve or deny the request.

Any Tehama County employee may also go through the application process to voluntarily demote to any position with a lower salary range for which the employee possesses the minimum qualifications.

Employees who voluntarily accept a demotion do not have return rights to the higher paying classification, even if they have passed probation in the higher paying classification. Employees seeking to return to a higher paying classification, which they previously held, must reapply for the vacant position.

Involuntary Demotion

All involuntary demotions will occur in accordance with the applicable memorandum of understanding.

Employees who have failed to pass probation after a promotion may return to their prior classification if they successfully passed the probationary period in that classification. An employee does not have rights to return to a classification previously held unless they successfully passed the probation period.

Career Path Demotion

An employee may request a career path demotion for purposes of career development and lateral advancement. The Personnel Director and the Department Head or their designee will review the employee's knowledge, skills, and experience to establish salary step placement. An employee may request a career path demotion when:

- The employee has successfully passed the probationary period in their current classification.
- The employee has applied for the position and has been placed on an eligibility list.
- The classification to which the employee is demoting is in the same occupational group and aligns with the professional development of the employee's current or chosen career field.
- The employee has received a rating of satisfactory or better on their most recent performance evaluation.

Compensation
Employees who demote into a classification in which they previously held permanent status will be re-appointed at the same range and salary step they held prior to the promotion. The employee is eligible to advance to the next salary step effective the first day of the following pay period after completion of one (1) full year of service in the previous step. Any partial years served in the lower classification, which occurred prior to the promotion, will be credited towards the one (1) full year of service. *Example: If the employee spent three months in the lower classification before promoting, and then demotes back into the lower position, their "year of service" would be credited by three months.*

Employees who demote into a position they have not previously held will have their salary reduced to the salary step in the lower classification's range that is the next lower in amount than the salary they were receiving before the demotion. *Example: Employee is currently at Range 50, Step C, or $2705. Employee demotes to Range 48. The employee's current salary, $2705 is Step D in Range 48. Employee would be placed at Step C in Range 48, or $2572. (The next lower in amount than the salary they were receiving before the demotion.)* Upon demotion, the employee shall advance to the next salary step effective the first day of the following pay period after completion of one (1) full year of service in the previous step.

Employees who demote into a position they have not previously held, as part of a Career Path Demotion, will have their salary reduced to the salary step in the lower classification's range that is closest or equal to, but not more than, the salary they were receiving before the demotion. Upon demotion, the employee shall advance to the next salary step effective the first day of the following pay period after completion of one (1) full year of service in the previous step.

For purposes of this personnel rule, moving from a classification designated as bilingual to an allocation designated as non-bilingual does not constitute a demotion.

Probation
If an employee demotes into a lower paying classification, which they have not previously held, they will be required to complete the probationary period as defined in the new classification specification.

If the employee has already passed the probationary period in the lower paying classification, they will not be required to serve a new probationary period.

Employees do not have right of return to any classification in which they have not successfully passed the probationary period.

Leave Balances
When an employee demotes without a break in service from one department to another department, the department in which the employee is moving shall accept all the employee's sick leave and vacation balances (via a payroll function). The department in which the employee previously served shall pay all compensatory time off to the employee. A regular or probationary employee, who is demoted without a break in service, shall retain their original hire date for computation of vacation accrual.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees who are applying for or requesting a voluntary demotion will be asked to provide a written request of concurrence to the Department Head.

Department Head If the demotion is voluntary, the Department Head or their designee shall review all the documentation prior to the demotion to ensure the demotion is applicable and in accordance with the guidelines established in this rule.

If the demotion is involuntary, the Department Head or their designee shall reference the personnel rule for Discipline Procedures.

Personnel Office The Personnel Office will review all documentation to ensure the demotion is in accordance with the guidelines established in this rule.

Required Forms: Personnel Action Form, Tehama County Employment Application, Written Request of Concurrence

References: TCPR §3206: Promotion; TCPR §2303: Layoff; TCPR §7401: Discipline Procedures; TCPR §7402: Cause for Dismissal; TCPR §7408: Discharge of Probationary Employees

Effective Date: June 19, 2018
Edited for clarification purposes only - May 15, 2019
Revised Date: November 10, 2020, April 21, 2026

§3210: Y-RATING

Overview: An employee's salary may remain at a higher salary range upon appointment to a position in a lower salary range as a result of a reclassification or reorganization.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Reclassification to a lower salary range: Generally, when a position is reclassified to a class with a lower salary range, an incumbent's salary step is adjusted to a corresponding step of the new range. Should the new salary range be less than the employee's existing salary, the employee's salary rate is not reduced, but maintained (y-rated) until the salary range for the classification is an amount greater than the employee's y-rated salary. At that time, the employee's pay rate is adjusted to the nearest higher rate in the salary range for the class.

Elimination of a position: A Department Head may determine during a program reorganization that specific positions will be eliminated. If an employee whose position is being eliminated is determined by the Department Head to be qualified for a new position within the reorganization, the employee may be offered a new position. Should the new salary range be less than the employee's existing salary, the department has the option of not reducing the employee's salary, but maintaining (y-rating) the rate until the salary range for the classification is an amount greater than the employee's y-rated salary. At that time, the employee's pay rate is adjusted

to the nearest higher rate in the salary range for the class. If the employee chooses not to accept the new position, he/she is subject to the layoff process.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Department Personnel Contact:

- The Department will submit a PAF reflecting the y-rating condition to the Personnel Office.
- When the salary range reaches an amount greater than the employee's y-rated salary, it should be indicated on a PAF and submitted to the Personnel Department.

Personnel Department:

- The y-rate should be presented for approval by the Board of Supervisors as part of the reclassification, reorganization, or layoff process.
- The Personnel Department will receive the PAF from the department and verify the y-rate. Upon Board approval, the Personnel Department will route the PAF in the usual manner.

Required Forms: Personnel Action Form

References: Salary schedule; TCPR §2202 Request for New Classification; TCPR §2203 Request for Reclassification; TCPR §2204 Request for Changes to the PAL; TCPR §3104: Personnel Action Form

Effective Date: December 5, 2017
Revised Date: April 21, 2026

§3301: WORK OUT-OF-CLASS

Overview: All Tehama County employees assigned to work out-of-class in either a work out-of-class or temporary upgrade pay assignment shall be in accordance with established standards outlined in this policy.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: From time to time, employees may be temporarily assigned to work in a classification which is higher in pay than their regularly assigned classification. This is called working out-of-class. Working out-of-class normally occurs when a position is vacant for recruitment or a leave of absence. However, for purposes of reporting requirements under the California Public Employees Retirement System (CalPERS), there are two types of working out-of-class assignments, work out-of-class and temporary upgrade pay. Employees assigned to work out-of-class shall be assigned to one of these two categories.

Work Out-of-Class vs. Temporary Upgrade Pay
When an employee is temporarily assigned to work out-of-class in recognition of duties performed in addition to the employee's regularly assigned duties, this is called work out-of-class. Work out-of-class is not in recognition of workload volume. Rather, work out-of-class is in recognition of the additional higher-level duties assigned which fall outside the employee's regular classification. In other words, an employee

assigned to work out-of-class is being compensated for the additional higher-level duties being performed in addition to their regularly assigned duties.

Temporary Upgrade Pay is distinguished from work out-of-class pay in that the latter is in recognition for assignments in which the employee is temporarily performing the full scope of an upgraded classification. Meaning, the employee temporarily assigned in this capacity is not performing any of the duties of their regularly assigned duties in the lower-level classification. When an employee is required to perform the full range of duties of the higher position it is considered Temporary Upgrade Pay and the additional pay is reportable to CalPERS as outlined in CCR Section 571(a)(3).

Employees who meet the definition of "Classic" members as defined by the California Public Employee's Pension Reform Act of 2013 (PEPRA), working in a Temporary Upgrade Pay assignment vacant due to an ongoing recruitment, cannot exceed 960 hours per fiscal year. Although both "Classic" and PEPRA "New Members" will be allowed to work in Temporary Upgrade Pay assignments, "Classic" employees will not be permitted to exceed the 960 hour per fiscal year limit.

All employees assigned to work out-of-class, and PEPRA "New Members" working in a Temporary Upgrade Pay assignment, for a period of more than six months, shall be reviewed by the Personnel Director, or his/her designee for CalPERS compliance.

Terms and Compensation

All work out-of-class assignments must be in accordance with the terms and compensation listed in the applicable bargaining unit memorandum of understanding (MOU).

Work out-of-class or temporary upgrade pay shall be assigned in writing (on the County's Work Out-of-Class or Temporary Upgrade Pay Assignment form) approved by a Department Head and/or designee and submitted to the Personnel Director and Chief Administrator for verification of eligibility and/or approval. A copy of the completed form will be provided to the employee.

An employee assigned to perform duties of a classification paid at a higher rate of pay than an employee's regularly assigned classification shall be compensated on an hourly basis only for those hours worked while assigned in a work out-of-class or temporary upgrade pay capacity. In other words, an employee may be assigned to work in either capacity for a limited number of hours per week as long as they are compensated accordingly.

An employee assigned to perform duties of a classification paid at a lower rate of pay than the employees regularly assigned classification will suffer no loss of compensation because of such an assignment.

Employees designated as bilingual will continue to receive bilingual pay, based on the working out-of-class or temporary upgrade rate of pay, when assigned to a working out-of-class or temporary upgrade pay assignment.

Probationary Employees

Probationary employees are not eligible to be assigned to work out-of-class or in a temporary upgrade pay capacity.

Training

A work out-of-class or temporary upgrade pay assignment for training purposes may be excluded from compensation for up to a cumulative total of twenty (20) working days per fiscal year provided such training purposes can be adequately demonstrated. "Training purposes" shall not be primarily for the purpose of production or to fill a vacant position. The County will notify the employee it intends to place in a temporary training position prior to the assignment and may not retrospectively inform the employee.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee shall review the job specification for the higher paid classification and complete the Work Out of Class or Temporary Upgrade Pay Assignment form acknowledging the terms of the assignment.

Department Head The Department Head and/or designee shall notify the employee of the anticipated end date, as well as any revisions to extend or shorten the assignment, provide the employee with the most recent classification specification for the work out-of-class or temporary upgrade pay assignment, and complete the Work Out of Class or Temporary Upgrade Pay Assignment form and provide a copy to the employee.

The Department Head or their designee shall thoroughly review the employee's experience, knowledge, training, and skills prior to the work out-of-class or temporary upgrade pay assignment to ensure the assignment is appropriate. The Department Head or their designee shall review and discuss expectations with the employee. The Department Head or their designee shall submit a Personnel Action Form, and the Tehama County Work Out of Class or Temporary Upgrade Pay Assignment form to the Personnel Office outlining the terms of the assignment.

Personnel Office The Personnel Office will review all documentation to ensure the assignment is in accordance with the guidelines established in this rule and CalPERS compliance.

Required Forms: Personnel Action Form, Tehama County Work Out-of-Class or Temporary Upgrade Pay Assignment form.

References: CalPERS Government (Gov.) Code Section §20480, CCR §571(a)(3), MOU's
Effective Date: November 25, 2025
Revised Date: April 21, 2026

§3302: BILINGUAL PAY

Overview: Employees may be eligible to receive bilingual pay.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The ability to speak a second language may be considered a critical business need in order to provide primary services to the public. When the use of bilingual skills has been determined to be an essential function in the day-to-day operations of a County

department, Department Heads may submit a formal written request for bilingual pay designation(s) during the budget process. The number of employees eligible to receive a bilingual pay designation shall be established annually by Department with the adoption of the County's Position Allocation List (PAL), refer to TCPR §2201: Position Allocation List.

Requests for bilingual pay designations shall include:

- Description of the bilingual duties being performed by each employee in sufficient detail to indicate the second language to be utilized, purpose, nature, and frequency of use (frequency of use shall meet or exceed 10% of the employee's total work time – see Eligibility for Bilingual Pay)
- Location of work assignment

Eligibility for Bilingual Pay

Bilingual pay shall be based exclusively upon the operational needs of the department. An operational need for a bilingual pay designation exists when there is a need to communicate in a language other than English, more than 10% of the total work time.

All employees deemed eligible for bilingual pay must first successfully complete the required bilingual proficiency examination.

Extra-help employees may be eligible to receive bilingual pay upon successful completion of the required bilingual proficiency examination in an amount which does not exceed an additional 5% above their current hourly rate.

Bilingual Proficiency Examination

All bilingual proficiency examinations, methods, and/or vendors shall be approved by the Personnel Office in advance of the testing. Each department will coordinate their own bilingual proficiency examination and be responsible for corresponding fees associated with examination services.

Bilingual proficiency examinations may be administered by either oral examination or by written examination. Department Heads should determine whether the employee will be providing interpretation services or translation services before administering the bilingual proficiency examination. Positions which require interpretation services only and do not include a requirement to provide translation services shall administer oral examinations. Positions which require both interpretive services, as well as translation services shall administer written examinations.

Applicants for Tehama County employment who have continuously held a bilingual pay allocation in another government agency, without a break in service, may request to have proof of successful completion of the bilingual proficiency examination forwarded to the Tehama County Personnel Director. The Personnel Director in consultation with the Department Head will review the proof of successful completion of the bilingual proficiency examination before making a final determination of eligibility.

When an employee separates from Tehama County service and becomes reappointed to a position requiring the use of bilingual skills, the employee may be required to retake the bilingual proficiency examination if a period of five or more years has passed since the initial bilingual proficiency examination was conducted.

Compensation
Bilingual pay amounts are defined within each applicable memorandum of understanding.

Bilingual pay shall be effective the first day of the following pay period after official notification to the department head, their designee, or the Personnel Office, indicating the employee's successful completion of the required bilingual proficiency examination.

Termination of Bilingual Pay
Bilingual pay shall discontinue if the department no longer has the need for interpretation or translation services, or the employee is appointed to an alternative position (either by assignment, transfer, classification change, reclassification, promotion, or demotion) which does not require interpretation or translation services.

Language Line Interpreter Services
Some Tehama County Departments have contracts and procedures in place for outside interpretation services. Departments experiencing an infrequent or de minimis need for interpretation services may contact purchasing for information and authorization.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee In order to be eligible for bilingual pay, employees must pass a bilingual proficiency examination.

Department Head Requests for consideration of bilingual pay designations shall be submitted on the Position Allocation List Budget Worksheet by the Department Head or designee to the Chief Administrator and the Personnel Director through the budget process. The Chief Administrator, Personnel Director, and the Board of Supervisors shall have final determination.

Personnel Office The Chief Administrator and Personnel Director is responsible for reviewing all new requests for bilingual pay and making a recommendation to the Board of Supervisors as outlined above. The Personnel Office will update the position allocation list. All processes and/or vendors for bilingual proficiency examinations shall be approved by the Personnel Director before examinations can be conducted.

Required Forms: Position Allocation List Budget Worksheet

References: TCPR §2201: Position Allocation List; TCPR §2304: Post Retirement Employment; Memorandums of Understanding

Effective Date: July 21, 2020
Revised Date: April 16, 2024, April 21, 2026

§4101: WORK HOURS & ATTENDANCE

Overview: Tehama County employees provide important and valuable services to the public and each other. To accomplish this mission, it is imperative that every employee be present when scheduled to fulfill their obligation. Tehama County employees are expected to report to work and perform assigned duties on a consistent, regular, and punctual basis.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Good attendance habits form an integral part of every employee's job and are essential job functions. Among other things, good attendance habits mean:

- Reporting to work at the designated time
- Being at your work station ready to work at the start of the shift
- Remaining at your assigned work location unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks) and lunch periods.
- Remaining at work until the scheduled end of your shift, unless excused by a supervisor
- Leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past the end of the shift.
- Calling in and personally notifying your supervisor or designee if you are going to be either absent or tardy, unless an emergency makes it impossible for you to do so

The department head may, at any time, cause any employee or group of employees to change a work schedule permanently or temporarily. Except in case of an emergency, the department head shall provide the employee with advance notice of fourteen days of a permanent schedule change and/or 12 hours' notice of a temporary change.

Improper use of sick leave, excessive absenteeism, tardiness, unplanned absences, a pattern of absences, or failure to notify your department when you are unable to report to work may result in disciplinary action, up to and including termination.

Unless specifically authorized in advance by the department head or his/her designee, employees may not begin work prior to the regular starting time, take work home, or otherwise engage in overtime work.

Rest and Lunch Periods

Non-Exempt employees shall be granted one 15-minute rest period during shifts of four to six hours. Employees whose shift is longer than six hours shall be granted a 15-minute rest period in each half of the work shift. Unless otherwise approved by the department head for a non-recurring circumstance, such breaks shall not be taken within one hour or the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, late arrival to work, or early departure.

Employees shall be permitted a lunch period of not fewer than thirty (30) minutes or more than one (1) hour, which shall be scheduled generally in the middle of the work shift. Employees working more than ten (10) hours may be entitled to additional rest periods.

Employees are required to take their full rest and lunch periods as directed.

Reporting of Time
An employee's signature on their time sheet is the employee's verification that the time reported accurately reflects the time worked, inclusive of all rest and lunch periods.

Overtime and Compensatory Time
Employees are expected to stop working at the scheduled stop time. Work beyond the assigned work period must be expressly approved by the department head or his/her designee in advance. Only those hours actually worked may be used to qualify for overtime compensation. Overtime will be computed on actual minutes worked, adjusted to the next increment of 15 minutes.

In recording time under the FLSA, infrequent and de minimis periods of time beyond the scheduled working hours, which cannot as a practical matter be precisely recorded for payroll purposes, may be disregarded. For example, if an employee voluntarily comes in before their starting time or remains after quitting time, the employee does not have to be paid for such periods, provided that they do not do any work during this time. Likewise, minor differences between time clock records and actual hours worked cannot ordinarily be avoided because all employees cannot clock in or out at precisely the same time.

Alternate Schedules
Department Heads who wish to assign alternate schedules must initially have the schedule(s) approved in writing by the Chief Administrator, with the notice to the employee, Personnel, and the employee's representative (if any).

The usage of accrued leave balances such as vacation, sick leave, and other paid time off shall be on an hour-to-hour basis. For example, an employee on a 4/10 schedule who misses a day because of illness shall be charged 10 hours sick leave for that day.

Management reserves the right to revoke or deny alternate schedules. Denial of an alternate work schedule, or rescission of a work schedule, is not grievable.

Temporary Flexible Scheduling
At the request of an employee, the Department Head or their designee may temporarily flex an employee's schedule, but not as a recurring option. For example, an employee who needs to leave 15 minutes early for an appointment may request to arrive 15 minutes early that day.

Requests for Time Off
Employees who have accrued vacation, paid time off, compensatory time, holiday in lieu, or other applicable leave must request permission from their supervisor or designee to be absent from duty. Employees who request permission and receive approval will be on an authorized absence.

If two or more requests are submitted requesting time off for the time period, the employee whose request is submitted first shall be given priority for time off. If two or more requests are submitted on the same day for the same time off period, the employees will be granted time off by seniority.

Call in Procedures
If an illness or emergency causes an unforeseeable absence, employees are expected to notify their immediate supervisor or designee as soon as possible. Notification should be made as soon as practicable, and preferably prior to the employees scheduled work time on the first day of the absence. If additional time off is required, employees must advise the department of each subsequent day during the absence. In the case of an extended leave of absence, employees may be asked to complete additional forms and submit medical certifications as required.

Employees who are on an approved leave of absence do not have to make daily notifications.

Tardiness
Tardiness is considered a form of absenteeism. Employees are expected to be at the workstation and prepared to work at the scheduled time. An employee is considered tardy and may be subject to discipline if he/she reports to work after the scheduled start time or returning late following a meal break or rest period.

The supervisor may require an employee who is tardy to: 1) adjust a day's schedule to work the equivalent amount of time at the end of the shift on the same day; or 2) record any missed time of eight minutes or more on their time sheet as vacation or other paid time off (minimum absence of 15 minutes).

Excessive Absenteeism
Excessive absenteeism occurs when the amount of time the employee is absent from work is frequent and consistent, or forms a pattern, or significantly disrupts the workflow in the department.

The number of occurrences of absences should not exceed eight (8) in a 12-month period. If more than eight are used, progressive disciplinary action may be initiated. If less than a year of data is available, the supervisor may calculate use of sick leave on a proration basis. The County uses a rolling calendar year when determining excessive absences. For the purpose of calculating tardiness for discipline, a tardy of up to 30 minutes is tallied as half an occurrence.

In establishing excessive absenteeism "occurrences", a supervisor may consider:
- An unscheduled absence when an employee calls in sick following the established process and has sufficient leave available to cover the time off
- A leave that is scheduled when an employee has sufficient leave, but then the employee exhausts all leave prior to the scheduled absence.
- An absence in which an employee failed to appropriately request and receive approval for paid leave, or failed to follow the established procedure for calling in to report an unscheduled absence (AWOL)
- Failure to maintain scheduled work hours, tardiness, leaving work early, taking extended breaks, and taking lunch hours beyond the allotted time
- An absence that is not scheduled in advance and the employee doesn't have sufficient paid leave to cover the absence

- An absence in which the employee does not have adequate documentation to support an absence when requested by their supervisor
- When an employee requests to come in late or leave work early for an unexpected event such as a sick child, vehicle issues, home emergency, etc. (The circumstances of these events are usually of a serious nature and it is difficult for the supervisor to say no to the request. An employee may use appropriate leave for the absence.)

An occurrence may qualify under more than one of these descriptions.

In establishing "occurrences", a supervisor may not consider:

- Protected leaves of absence such as FMLA, CFRA, parental leave, pregnancy disability, Military Family Leave, leave for military duties
- Leave supported by acceptable medical documentation
- Leave due to an industrial injury
- Jury Duty
- Bereavement Leave
- Leave for victims of domestic violence
- Approved vacation or management leave

Abuse of Sick Leave
For sick leave accruals and standards for sick leave, see TCPR §6101: Sick Leave.

No-Call/No-Show or Absent Without Leave (AWOL)
Not reporting to work and not calling to report the absence is a no-call/no show.

It is a serious matter when an employee fails to show up for work as scheduled and does not contact their supervisor. If the department is unable to contact the employee within two hours of the assigned start time, the supervisor should bring the issue to the department head. The department head or designee may begin phoning emergency contacts. If the Department Head or designee is still not successful in contacting the employee, the Department Head may contact law enforcement to request a welfare check. The department will make the Personnel Office aware that law enforcement has been contacted. Supervisors and/or staff are not to make a home visit. A supervisor may start the process of attempting to contact the employee as soon as the supervisor deems appropriate.

If it is determined that the employee is safe, but negligent in contacting their supervisor, the employee will be subject to disciplinary action. A second separate offense may result in severe discipline up to and including termination.

If the employee has already begun the step discipline process for attendance and punctuality when a no-call/no show occurs, the disciplinary process may be accelerated to the final step.

Any no-call/no-show lasting three days is considered job abandonment and will result in immediate termination of employment. However, when there are extenuating or mitigating circumstances which delay the employee's return, the County will allow the employee an opportunity to provide the County with the circumstances to make a final determination of employment by way of appealing a finding that the employee had automatically resigned. Additionally, an employee who fails to return to work within three working days of the expiration of the employee's approved leave shall be deemed to have tendered an automatic resignation. The Department Head will

acknowledge the resignation in writing and send the notification to the employee's last known address.

Management may consider extenuating circumstances when determining discipline for a no-call/no-show and has the right to exercise discretion in such cases. (For instance, if the employee is in a serious accident and is hospitalized.) When there are extenuating or mitigating circumstances which delay the employee's return from leave, the County will allow the employee an opportunity to provide information regarding the circumstances to make a final determination of employment by way of appealing a finding the employee had automatically resigned.

Addressing Excessive Absences and/or Tardiness
Employees who do not adhere to the standards outlined in this rule will be subject to discipline and will be delivered by the direct supervisor or department head. The steps below may vary when used in conjunction with discipline for reasons other than absences or tardiness.

To maintain consistency across the departments, the following guidelines have been established to assist supervisors in the monitoring of attendance and communicate expectations to employees.

A pattern of frequent occurrences (absences and tardiness combined) in less than a 12-month rolling period may be basis for a coaching discussion between the employee and their direct supervisor. The purpose of the coaching session is to make the employee aware of the frequency of occurrences, to be certain the employee understands the rule, and the consequences of violation.

Eight occurrences in the same 12-month rolling period are cause for a face-to-face meeting with the employee's supervisor and documentation in the employee's supervisor file. Documentation for this meeting may be in the form of a confirming memo when the performance problem is acute or has a demonstrable impact on operations. The confirming memo will memorialize the meeting, what was discussed, the response, and/or an agreement reached.

Ten occurrences in the same 12-month rolling period are cause for a face-to-face meeting with the employee's supervisor and a written counseling memo, putting the employee on formal notice of violation. This documentation will be placed in the employee's personnel file.

Twelve occurrences in the same 12-month rolling period are cause for a face-to-face meeting with the employee's supervisor and a performance improvement plan (PIP). The PIP specifies the supervisor's expectations for performance, establishes the standards, sets regular meetings between the employee and supervisor to discuss progress, and explains consequences for failing to meet and/or sustain improved performance within an established time frame. This documentation will be placed in the employee's personnel file.

Fourteen occurrences in the same 12-month rolling period are cause for intermediary disciplinary action. Employee will be noticed and heard through the Skelly process and may involve such disciplinary action as a one day suspension, reduction in pay, withholding a salary step increase, or demotion. Documentation will be placed in the employee's personnel file.

Eighteen occurrences in the same 12-month rolling period are cause for severe disciplinary action. Employee will be noticed and heard through the Skelly process and may involve such disciplinary action as termination. Documentation will be placed in the employee's personnel file.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees must request permission from their direct supervisor or designee to be absent from duty. If the need for leave is due to an unforeseen injury or illness, the employee shall make notification to the supervisor or designee as soon as practicable.

Supervisor Supervisors shall thoroughly document all absences, tardiness, and sick leave abuse.

Department Head If an employee has been issued discipline for excessive absences or tardiness, a copy of the documentation should be provided to the Personnel Office and placed in the employee's official personnel file.

Personnel Office If requested, the Personnel Office may provide guidance to the department head or supervisor. The Personnel Office will maintain any documentation or discipline for violation of this rule in the employee personnel file as provided by the department.

Required Forms: Absence Request Form (or complete the time off request process specific to the department)

References: U. S. Department of Labor Fair Labor Standards Act; Govt. Code §12945.1-12945.6 Calif Family Rights Act; Govt. Code §19702.3 Family Care Leave; Code of Regulations Title 2 §11087-11098 California Family Rights Act; United States Code Title 29 §2601-2654 Family and Medical Care Leave Act of 1993; Code of Federal Regulations Title 29 §825.100-825.800 Family and Medical Leave Act of 1993; Family Sick Leave CAL Labor Code §233; TCPR §2308: Reinstatement; TCPR §6101: Sick Leave; TCPR §6105: Leave Without Pay; TCPR §6107: Family Medical Leave; TCPR §6207: Leave for Domestic Violence Victims; TCPR §7401: Discipline Procedures; bargaining unit MOUs

Effective Date: November 5, 2019
Revised Date: April 21, 2026

§4104: EXEMPT EMPLOYEES

Overview: Tehama County employees who meet both the salary threshold and duty requirements set forth by the Federal Fair Labor Standards Act (FLSA) exemptions, shall be classified as exempt employees and are therefore exempt from overtime pay. Exempt employees shall devote the time necessary to fully perform their functions during assigned hours.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The Federal Fair Labor Standards Act (FLSA) has regulations regarding an employee's status as being exempt from overtime provisions.

To qualify as exempt, an employee must meet one of the exemption categories, as defined by the FLSA. In addition to meeting the duties outlined in these categories, an employee must also be paid on a salary basis that meets the current Federal threshold. If an employee's position meets the duties and salary requirements, a review of their classification may be conducted and recommended to the Board for exempt status. If an employee fails to meet any part of the criteria, he/she is not exempt and shall be paid overtime wages. Meeting the salary and duty requirements under the FLSA does not automatically qualify an employee for exempt status. (See Creation/Revision of Classification Specifications section below.)

Employees who are bona fide practitioners of law or medicine are not subject to salary requirements to be in exempt status. Deductions from the salary or pay of such employees do not make him/her an hourly employee and will not result in loss of the exemption.

Creation/Revision of Classification Specifications
Upon recommendation by the Personnel Office, the Tehama County Board of Supervisors may approve overtime exempt status for certain classifications based upon the duties and salary outlined in the classification specification.

When determining the salary of exempt classifications, the Personnel Office shall take into account the scope of responsibility and the fact that it may be necessary to work a significant number of hours beyond the standard workweek to adequately perform the job duties.

Hours & Schedule
Attendance is an essential function of all positions within the County, including positions held by exempt employees. Each position within the County has an established work schedule and site that is determined by the appointing authority. It is expected an exempt employee reports to his/her assigned work site on a regular, sustained and punctual basis.

In addition, an exempt employee is expected to work the number of hours necessary to perform assigned duties and meet deadlines.

Salary and Leave Deductions for Full Day Absences
An exempt employee shall receive his/her full salary for any week in which any work is performed. In the event of an absence, the exempt employee's full salary amount may be met by requiring the exempt employee to use the applicable leave accruals.

Absences of one or more full days due to illness, injury, medical appointments or to care for an immediate family member will be deducted from leave banks when made in accordance with the County's sick leave policy.

If an exempt employee is absent for an entire regularly scheduled workday, the appropriate leave accruals (sick leave, vacation, management time, PTO) will be deducted.

Deductions from salary are permissible when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability

and the exempt employee does not have sufficient leave accruals available. Tehama County is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act (FMLA).

An exempt employee's salary may be deducted due to budget-required furloughs, but only in the workweek when the furlough occurs. Furloughs do not disqualify the employee from being exempt.

Salary and Leave Deductions for Partial Day Absences
In recognition of the requirement that exempt employees occasionally work beyond a normal workday, some flexibility is allowed for authorized time off with pay during the normal workday or workweek. An absence of less than half of the employee's regularly scheduled workday will not be deducted from leave accruals. Also, if an employee has worked a total of 40 or more hours in a workweek, he/she is not required to use leave accruals for partial day absences. However, an absence equal to or greater than half of the employee's regularly scheduled workday shall be deducted from an exempt employee's appropriate leave accruals when the employee has not worked 40 or more hours in a workweek. In accordance with this Rule, salary deductions are not permissible for partial days.

If the exempt employee is ready, willing and able to work, their salary may not be reduced because of variations in the quality or quantity of work, as determined by the supervisor.

If an employee takes intermittent unpaid leave under FMLA, the County may pay a proportionate part of the full salary for the actual hours worked.

Requests for Time Off
Nothing in this rule relieves the employee from the obligation to obtain approval for being absent. When an exempt employee, other than a department head, intends to be absent during his/her regularly scheduled hours, the employee shall provide reasonable advanced notice to his/her supervisor or designee by submitting a request (as established by the department head).

If the absence is unforeseeable, it is required the employee notify his/her supervisor or designee as soon as practicable. Upon the employee's return, he/she is required to submit the applicable department request for time off form.

Time Tracking
Accountability of time is an important responsibility of public employees. Therefore, departments may require exempt employees to track actual hours worked and/or how time is allocated to tasks.

Emergency or Contracted Overtime
Provisions for allowable emergency or contracted overtime, if any, are addressed in the applicable Memorandum of Understanding.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Prior to taking time off, a request (as established by the department head) shall be submitted to his/her supervisor or designee. If time off is needed for an unforeseeable event, the employee shall notify his/her supervisor or designee as soon as practicable.

If an employee takes a full-day absence or an absence equal to or greater than half of his/her regularly scheduled workday, and has not worked 40 hours in the workweek, it must be accounted for on the employee's timecard with the appropriate leave accrual designated.

Employees may be required to track actual hours worked and/or how he/she designates his/her time.

Supervisor Once a request for time off is received, the supervisor shall either approve or deny the request.

Department Head The department head shall establish the method in which he/she would like exempt employees to submit a request for time off.

Personnel Office Upon creation or revision of a classification specification, the Personnel Office shall determine the eligibility of exempt status and submit their recommendation to the Board of Supervisors for approval.

The Personnel Office may, at any time, request a Tehama County employee complete a Tehama County FLSA Exemption Test Worksheet form to determine the eligibility for exempt status.

Required Forms: Tehama County FLSA Exemption Test Worksheet, Absence Request Form

References: 29 Code of Federal Regulations, Part 541; Fair Labor Standards Act Fact Sheet #17G; LEMA MOU Sections 12.3, 12.4; TCPR §4101: Work Hours & Attendance; TCPR §6101: Sick Leave, TCPR §6107 Family Medical Leave; www.wagehour.dol.gov

Effective Date: January 5, 2021
Revised Date: April 21, 2026

§4106: TELECOMMUTING

Overview: Tehama County may offer telecommuting as an alternative work arrangement for employees whose essential functions are compatible with this approach.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Telecommuting is a discretionary alternative workplace agreement utilized when the department will benefit from the arrangement, and the employee has an interest. Examples of circumstances when telecommuting may be approved, include but are not limited to: inclement weather, power outages, special projects, employee displaced due to construction projects, travel for County related business, and public health emergencies. Regular County Employees whose work is deemed feasible to be performed from home (telecommute) and a work plan is approved by the Department Head, may be assigned to work from home on predetermined assignments or schedules.

Department Heads and employees may initiate the telecommuting process by meeting and completing a Telecommute Agreement. All telecommute arrangements are made on a case-by-case basis, considering whether the nature of the work lends itself to telecommuting. An employee's prior work performance and reliability may also be used as a tool to evaluate whether a telecommuting arrangement is suitable for an employee. No telecommuting may be done prior to an approved agreement.

Telecommuting is not a benefit or entitlement, but a voluntary work arrangement. The Department Head may terminate the agreement and telecommute arrangements at any time, and for any reason.

Telecommuting does not change the terms and conditions of employment with the County. Meaning, employees authorized to work from an approved alternative worksite are subject to the same basic terms and conditions of employment as if they were working at the official County worksite.

Telecommuting is not a substitute for child or dependent care. Adequate arrangements should be made to assure the telecommuter's work time remains uninterrupted. However, a Department Head may create unique schedules or flex core work hours.

All participants must understand and agree to the following:

- An employee's official worksite location is the location or facility where the employee normally works, not their approved alternative worksite.
- Employees approved to work at an alternative worksite are required to complete all assigned work according to procedures mutually agreed upon between the employee and the employee's supervisor or designee.
- Standards and expectations for work productivity and performance, as well as employee conduct, are the same as if the employee were assigned to their official worksite. Employees must comply with Personnel Rules, including, but not limited to, TCPR §1306: Drug & Alcohol-Free Workplace and Testing while working remotely.
- Employees will not engage in activities unrelated to their County employment during assigned telecommute hours.
- Employees will work at the approved designated alternative worksite location during the agreed upon hours. Employees will not work elsewhere, unless an alternate worksite location is approved in advance by their supervisor or designee. Arrangements for flexible hours may be authorized at the discretion of the Department Head.
- If it becomes impossible for the employee to continue to telecommute, for a circumstance such as the repair or replacement of equipment or any other unforeseeable circumstance, the employee will contact their supervisor immediately and may be required to return to their official worksite.
- Telecommuting may be authorized in either full or partial workdays.
- Requests to use leave accruals must be pre-approved by the employee's supervisor in the same manner as when the employee is assigned to their official County worksite.
- Non-exempt employees approved for telecommuting will be required to accurately record all hours worked.

- Telecommuting employees will not work in excess of regularly scheduled work hours unless advance approval has been granted.
- Telecommuting employees shall provide contact information and be accessible by phone and email throughout the workday, excluding breaks and lunch.
- All work produced by telecommuting employees is the property of Tehama County.
- Violations of the telecommute policy may result in preclusion from telecommuting and / or disciplinary action, up to and including termination of employment.
- Employees will not be compensated for mileage when they are required to leave the telecommute site and return to the regular office work site.

Equipment and Supplies

The County accepts no responsibility for damage or repairs to employee-owned equipment used for telecommuting purposes.

Employees may be allowed to take County equipment or supplies to the alternate worksite with prior permission from the Department Head or designee. Employees must be able to independently transport and set-up equipment at their telecommute site.

Employees are responsible for ensuring all County equipment and supplies are used properly. Use of County equipment and supplies is limited to authorized persons for purposes relating exclusively to County business. Any damages or theft of County equipment or supplies shall be reported to the employee's supervisor or designee as soon as possible.

Worksite

Employees approved for telecommuting shall designate a workspace at the alternate worksite, which will be maintained in a safe condition, free from hazards, and other dangers to the employee or County equipment. The County is not responsible for any modifications, operating costs, or installation costs associated with the use of the employee's alternate worksite. Specifically, if the employee's alternate worksite is their residence, the County will not pay or reimburse an employee for costs associated with mortgage, rent, home maintenance, insurance, utilities, internet access, or phone, including the installation or modification of internet and / or phone access, or any other costs associated with telework. Damages incurred to an employee's real or personal property while the employee is telecommuting are the sole responsibility and liability of the employee.

Telecommuting employees are responsible for providing their own office furniture and configuration of their workspace.

Workspace Ergonomics

The employee must complete the Telecommuting Safety Checklist prior to working off-site and provide a photograph(s) of the work area to their supervisor. Recommendations for workspace ergonomics using either a laptop, desktop, or tablet:

- The monitor/screen should sit on something stable, bringing it to eye level
- The keyboard and mouse should be placed at a level which allows for arms to be at a 90-degree angle, and slightly lower if possible, with hands and wrists flat
- Use a chair with good back support, preferably not a couch
- Sit all the way back in the chair for support and do not perch
- Avoid forward head positioning or leaning forward in the chair

- Set a phone alarm or reminder to move around at least once per hour
- Set phone to Bluetooth or speaker mode
- Incorporate mini stretching breaks throughout the day

Injuries sustained by telecommuting employees working at an alternate worksite, in the designated workspace, may be covered by the County's worker's compensation policy. Employees are responsible for notifying their supervisor or designee of any work-related injury as soon as practicable. The County is not liable for any injuries sustained by family members or visitors to the alternate worksite who are not Tehama County employees.

Security and Confidentiality

Telecommuting employees are responsible for upholding the same level of security and confidentiality of all County work and electronic information at their alternate worksite as if they were working at their official County worksite. All information provided by the employee for use in the course of County business must be protected from unauthorized or accidental access, use, modification, destruction, or disclosure. Employees may not take confidential information home (either on a laptop, flash drive, CD, paper copy, or other medium) without the prior approval from the supervisor. Employees should ensure the proper destruction of sensitive documents, including shredding, when working from home. Documents should not be discarded in a household receptacle.

The County has an unrestricted right of access to and disclosure of all data and software being used in connection with telecommuting on any equipment. Information generated or placed into personally owned computers being used on County time or work undertaken on behalf of the County outside of the employee's official worksite and/or work hours shall be made available for review at the request of appropriate County officials.

Under the California Public Records Act, upon receipt of an appropriate request, and subject to authorized exemptions, a telecommuter may be required to produce any public record or public information in his/her custody, within required time limits. This requirement is applicable for any public record located at his/her personal residence.

For more information on Tehama County standards for security and confidentiality, see TCPR §1402: Employee Use of Technology and TCPR §1403: Employee Responsibility to Maintain Confidentiality.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees approved for telecommuting are responsible for adhering to the guidelines outlined in this rule, including following the telecommute plan, maintaining availability regarding County business, maintaining a safe work environment, and consistent communication with their supervisor. Telecommuting hours should be recorded the same as work completed at the workplace.

Supervisor Prior to approving an employee to work from an alternative worksite location, expectations for performance and productivity levels, including productivity measurements, should be pre-established in writing between employees and

supervisors. Supervisors should work with telecommuting employees to develop a written telecommute plan. Any equipment or supplies provided to the telecommuting employee should be documented on an inventory list and signed by both parties. Supervisors should provide consistent communication with employees to relay any changing needs.

Department Head Department Heads are responsible for determining if telecommuting is a suitable arrangement.

Personnel Office The Personnel Office may provide guidance to the Department Head or supervisor upon request.

Required Forms: Telecommuting (Off-Site) Work Plan and Agreement, Telecommuting Safety Checklist, Telecommuting Daily Work Report, Inventory List of Equipment and Supplies

References: California Public Records Act, Government Code §6250; TCPR §1402: Employee Use of Technology; TCPR §1403: Employee Responsibility to Maintain Confidentiality; TCPR §1409: Expectation of Privacy; TCPR §4104: Exempt Employees; TCPR §4109: Power Outages; TCPR §8104: Declared Health Emergencies;

Effective Date: June 30, 2020
Revised Date: April 21, 2026

§4109: POWER OUTAGES & INCLEMENT WEATHER

Overview: This rule provides guidance to employees in the event of power failure, power outage, disruption or interruption, either planned or unplanned. This rule also addresses inclement weather events, whether independent of or accompanied with a power outage. When emergency situations result in a power failure, this rule will be superseded by the County disaster plan as integrated by the Office of Emergency Services (OES).

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Whether caused by a natural disaster, man-made error, unforeseen event, or planned maintenance, there may be times in the course of conducting County business when power may be disrupted. In addition to power outages, circumstances may arise where weather conditions are so extreme it is not safe or practical for employees to travel to work. Safety will be the priority consideration during any power outage or inclement weather event.

During a power outage or inclement weather event, the Chief Administrator or designee may authorize a delayed opening or early release depending on the circumstances. In the event of a delayed opening due to inclement weather, the general practice will be a delayed opening of two hours. Employees who are ready and able to work at their regularly scheduled start time will receive a delayed start time. The intention of the delayed opening is to allow time for conditions to improve, so employees can arrive to work safely.

Reporting to Work
Once the impact of the power outage or inclement weather event has been determined, and upon consulting with the Chief Administrator or designee, the Department Head may initiate contact procedures with employees. For unplanned power outages or unpredicted inclement weather events occurring before the start of an employee's work shift, the employee should plan on reporting to work at their usual workplace unless they are informed otherwise by the Department Head or their designee.

For planned power outages or predicted inclement weather events, the Department Head or their designee will communicate to employees in advance as to whether an employee is to report to work, and if so, when and where. Should the power be restored or inclement weather improve earlier than anticipated, the Department Head or their designee is responsible for communicating the revised plan.

Continuation of Work Plan
In the case of a power outage or inclement weather event, it is the County's goal to keep employees working by having a continuation of work plan in place, although tasks and locations may be temporarily changed. The inability to operate lights, phones, computers, servers, time clocks, automatic door locks, security alarms, surveillance cameras, and other equipment may limit employee safety and productivity. Departments should plan in advance to establish the following at a minimum:

- A plan to provide essential services for longer term outages
- Priorities for alternate power source, such as refrigeration, technology, cooling, internet access, etc.
- Alternate light sources
- Useful tasks that can be accomplished without the need for power-connected technology (projects, organization, filing, meetings)
- Tasks that can be completed remotely or an alternate work location, such as another County facility or from the employee's home
- A plan to assist clients/customers with/without the use of power-connected technology, including the ability to accept payments
- A plan to evacuate clients/customers and secure the building
- An internal security plan to ensure cash, confidential documents, and files are locked and secured
- Tasks that may keep employees productive while assisting other departments
- Tasks related to obligations as a disaster service worker

Supervisors may also consider reassigning lunch and rest breaks to coincide with power outages in order to minimize down time.

Compensation
It is the goal of the County to keep employees working during a power outage or inclement weather event. In the event of a delayed opening or early release declared by the Chief Administrator or designee, employees who are ready and able to work will be compensated at their normal rate of pay for the amount of time not worked (the number of hours will be designated by the Chief Administrator or designee). Employees will be required to return to work, after the County confirms conditions have improved enough for employees to safely return to the workplace. In the case of a delayed opening, employees unable to return to work as scheduled due to their own personal circumstances must notify their supervisor or designee as soon as

possible. Employees who are not ready and able to work due to their own personal circumstances will be required to use their leave accruals. Leave without pay may be authorized by the Department Head or designee for those employees who have no accruals available for use. An employee may use management leave, vacation, personal time off (PTO), holiday in lieu (HIL), or compensatory time off (CTO) during any time off due to a power outage or inclement weather event. Sick leave will not be permitted.

For power outages or inclement weather lasting for more than one workday, the County is not responsible to pay the employee when all the following apply:

- Alternative assignments at the workplace or telecommuting is not considered feasible by the supervisor
- The (non-exempt) employee is completely relieved from duty and not on standby
- The employee is able to use the time effectively for their own purposes

Employees may elect to use accrued leave to receive compensation for a power outage or inclement weather event lasting more than one day. An employee may use management leave, vacation, personal time off (PTO), holiday in lieu (HIL) or compensatory time off (CTO). Sick leave will not be permitted. Leave without pay may be authorized by the Department Head or their designee for those employees who have no accruals available for use. In this situation, the absence would not be considered an "occurrence" under TCPR §4101: Work Hours and Attendance.

When there is a power outage or inclement weather event and working conditions are such that the County cannot meet OSHA standards (sanitation issues, non-functioning toilets), employees will be placed on standby with pay. Employees must be available to supervisors and may be assigned work to complete at home.

In recognition of the requirement that exempt employees occasionally work beyond a normal workday, some flexibility is allowed for authorized time off with pay during the normal workday or workweek. An absence of less than half of the employee's regularly scheduled workday will not be deducted from leave accruals. Also, if an employee has worked a total of 40 or more hours in a workweek, he/she is not required to use leave accruals for partial day absences. However, an absence equal to or greater than half of the employee's regularly scheduled workday shall be deducted from an exempt employee's appropriate leave accruals when the employee has not worked 40 or more hours in a workweek.

Employees called back to work after release will be paid according to the procedures in the applicable Memorandum of Understanding.

Disaster Service Worker
All Tehama County employees are disaster service workers. Should the power outage or inclement weather event result in a declared emergency or natural disaster, employees who are unable to perform their regular duties may be assigned to other areas of need, see TCPR §1404: Disaster Service Worker / Oath.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee is responsible for keeping up-to-date contact information available, and informing their supervisor and/or Department Head if they are unable to respond to work due to personal circumstances, as soon as practical.

Supervisor The supervisors should work with the Department Head and staff to create a continuation of work plan. If directed to do so by the Department Head, the supervisors will initiate contact procedures in the event there is a power outage prior to the workday.

Department Head If a Department Head receives advanced warning of a planned power outage, that information should be communicated to affected departments. If the outage is unplanned, a call should be made to the electric utility to determine if there is an estimated length of the outage. The Department Head or their designee will consult with the Chief Administrator or their designee to determine whether employees should be released during a power outage, following the guidelines in this rule. The Department Head or their designee is also responsible for initiating contact procedures with employees in the event there is a power outage or inclement weather event prior to the workday. A Department Head who becomes aware of a planned power outage or predicted inclement weather event should inform the Chief Administrator or their designee.

Administration Inform Department Heads of any planned outages or predicted inclement weather events.

Required Forms: None

References: California Department of Industrial Relations; California Government Code §3100-3109; TCPR §1404: Disaster Service Worker / Oath; TCPR §4104: Exempt Employees; TCPR §6105: Leave Without Pay; TCPR §8106: Power Outage Safety Plan; Tehama County Emergency Preparedness and Response Plan (EPRP); 29 Code of Federal Regulations §785.16 and 785.17

Effective Date: February 27, 2024
Revised Date: April 21, 2026

§4201: HOLIDAYS

Overview: Regular or probationary Tehama County employees shall receive holiday pay or holiday time off as described in this rule.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: **Holidays – Observed**
Tehama County observes the following holidays:

1. New Year's Day, January 1*
2. Martin Luther King Jr. Day, the third Monday in January
3. President’s Day, the third Monday in February
4. Cesar Chavez Day, March 31st*

5. Memorial Day, the last Monday in May
6. Juneteenth, June 19th*
7. Independence Day, July 4th*
8. Labor Day, the first Monday in September
9. Columbus Day, the second Monday in October
10. Veteran's Day, November 11*
11. Thanksgiving Day, the fourth Thursday in November
12. The Friday following Thanksgiving Day
13. Christmas Day, December 25*
14. Either the day before Christmas Day or the day before New Year's Day – as agreed upon between the department head or designee and the employee

*Date specific holidays

If any of the foregoing holidays fall on a Saturday, the preceding Friday shall be the County observed holiday. If any of the foregoing holidays fall on a Sunday, the following Monday shall be the County observed holiday. Those employees who work on Saturday or Sunday will observe date specific holidays on the actual day on which the holiday falls.

Holidays – Compensation
Holiday pay and holiday time off will be calculated based on eight (8) hours. Part-time employees will be granted a pro-rated number of hours based on the ratio of hours worked.

Holiday pay will be compensated at the employee's base rate, excluding shift differential, premium pays, or other specialty pays, unless authorized by the applicable memorandum of understanding.

Holiday pay does not constitute or represent actual hours worked, and will consequently be paid at the straight-time rate, and will not be subject to paid overtime.

Employees who are in an unpaid status on both the employee's workdays immediately adjacent to the holiday, shall not receive pay for the holiday.

County observed holidays which fall within the period of an employee's scheduled vacation shall receive pay for the holiday. Employees will not be required to use their vacation accruals for the paid holiday unless their scheduled vacation day exceeds the eight (8) hours of holiday pay.

Holiday Time Off
Holidays which fall on an employee's non-work day or employees who are scheduled to work on holidays, will be entitled to receive another work day off with pay to be scheduled as mutually agreed upon between the department head or their designee and the employee. Until used, holiday time off shall be placed in the employee's "Holiday-In-Lieu" (HIL) bank. In some instances, holiday time off is placed in the employee's vacation bank, reference the applicable memorandum of understanding for more information on the placement of holiday time off. Employees scheduled to work on holidays will also be compensated at their regular rate of pay for their actual hours worked, including any overtime hours worked if applicable.

The maximum accumulation l for HIL shall not exceed forty-eight (48) hours. If an employee has met the maximum accrual of 48 hours at the time of the next holiday they are scheduled to work, and has not been scheduled to take another day off during the pay period in which the holiday falls, the employee will receive holiday pay in the following pay period.

Employees who separate from County service shall be entitled to a payment for all unused HIL as of the employee's last day of work. Payment shall be computed based on the employee's regular rate of pay at the time of separation.

Personal Holiday
Tehama County employees who are eligible for a personal holiday will receive eight (8) hours (members of Tehama County Peace Officers Association receive ten (10) hours) of personal holiday time in their vacation bank annually on July 1st. Reference the applicable memorandum of understanding for eligibility.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees requesting to use their accrued HIL or personal holiday time shall submit an absence request form to their supervisor or designee in the same manner used for scheduling vacation.

Department Head Department Heads and supervisors shall approve or disapprove accrued HIL and personal holiday time in the same manner as vacation days.

Personnel Office If requested, the Personnel Office may provide guidance to the Department Head or supervisor.

Required Forms: Absence Request Form

References:
Effective Date: July 13, 2021
Revised Date: October 21, 2025, April 21, 2026

§4202: VACATION

Overview: Regular or probationary Tehama County employees shall receive vacation accruals and request vacation time-off as described in this rule.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: **Vacation Accrual Rates and Maximum Accumulation**
Vacation accrual rates and maximum accumulation will occur in accordance with the applicable memorandum of understanding. Tehama County employees shall accrue vacation leave, with adjustments made to reflect any amount of unpaid time, each pay period.

Vacation accrual rates and maximum accumulation are shown in the tables below.

Joint Council-Local 39

Years of Service	Hours Per Pay-Period
1-4	3.7
5-10	5.54
11-20	6.47
21+	7.7

*Maximum accumulation is 310 hours through employee's 20th year of employment, and thereafter shall be 350 hours

Tehama County Management Employees' Association-TCMEA

Years of Service	Hours Per Pay-Period
1-4	3.7
5-10	5.54
11-19	6.47
20+	7.7

*Maximum accumulation is 310 hours through employee's 19th year of employment, and thereafter shall be 350 hours

Tehama County Deputy Sheriff's Association – DSA

Years of Service	Hours Per Pay-Period
1-4	3.7
5-10	5.54
11-19	6.47
20+	6.93

*Maximum accumulation is 240 hours by December 31 each year for all employees regardless of years of service

Tehama County Peace Officers Association – POA

Years of Service	Hours Per Pay-Period
1-4	3.7
5-10	5.54
11-19	6.47
20+	6.93

*Maximum accumulation is 240 hours by December 31 each year for all employees regardless of years of service

Tehama County Law Enforcement Management Association - LEMA

Years of Service	Hours Per Pay-Period
1-4	3.7
5-10	5.54
11-19	6.47
20+	6.93

*Maximum accumulation is 310 hours by December 31 each year for all employees regardless of years of service

Vacation Accruals for Part-Time Employees

Part-time employees shall accrue vacation leave on a prorated basis. Usage and accrual increases shall be governed by the same rules and regulations applicable to full-time employees.

Vacation Accrual Upon Reinstatement

Reference TCPR §2306: Reinstatement for information on vacation accrual rates upon reinstatement.

Vacation Scheduling
Vacation leave may be requested by the employee subject to the approval of their Department Head or supervisor. Department Heads and supervisors are responsible for scheduling the vacation of employees in such a manner as to achieve the most efficient functioning of the department and County service.

Employees requesting to use their accrued vacation leave should submit an absence request form to their supervisor. Employees, Department Heads, and Supervisors should be familiar with applicable memorandum of understandings to ensure timeframes and guidelines associated with requesting, and / or approving or denying vacation leave are followed. Department Heads and supervisors may approve or deny an employee's request for vacation leave based on the needs of the department.

Employees may request vacation time off of any duration.

No employee will be permitted to work for compensation for the County in any capacity during the time of their paid vacation from the County.

In the event of a disaster, County employees may have their vacation revoked. Reference TCPR §1404: Disaster Service Worker / Oath for more information.

Vacation leave may be restricted to the actual number of accruals available. See TCPR §6105: Leave Without Pay for information on vacation time approved prior to the exhaustion of leave accruals.

Payment for Unused Vacation
Employees who separate from County service shall be entitled to a payment for all unused vacation leave as of the employee's last day of work. Payment shall be computed based on the employee's current wage rate at the time of separation. Payments for unused vacation will be made in the next available pay period. Employees who are terminated from their employment will receive payment at the time of termination.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees requesting to use vacation leave shall submit an absence request form to their supervisor.

Department Head Some memorandums of understanding have provisions which require absence request forms be submitted and approved or denied timely. Department Heads and supervisors should familiarize themselves with applicable memorandums of understanding to ensure timeframes and other guidelines associated with approving or disapproving absence request forms are followed.

Personnel Office If requested, the Personnel Office may provide guidance to the Department Head or supervisor.

Required Forms: Absence Request Form;

References: TCPR §1404: Disaster Service Worker / Oath; TCPR §2302: Seniority; TCPR §2306: Reinstatement; TCPR §6105: Leave Without Pay; California Government Code §200(b)
Effective Date: September 19, 2023
Revised Date: April 21, 2026

BENEFITS

§5101: HEALTH BENEFITS

Overview: All regular employees and probationary employees are eligible to participate in the Tehama County group health insurance benefit plan. Enrollment is offered upon initial hire appointment with the County, during the annual open enrollment period or in the case of a qualifying event.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Upon initial hire appointment, employees have the option to enroll in the County's group health insurance plan or waive coverage. Employees who choose to participate in the County's group health insurance plan have a deadline of thirty-one (31) days to submit the completed application forms and required documentation to Auditor's Office. If an employee fails to enroll timely, he/she must wait until the next open enrollment period to enroll, unless a qualifying event occurs. The County's group health insurance plan is a bundled package which includes medical, prescription drug, dental, vision and life insurance. Employees who enroll will automatically be enrolled in the entire bundled package.

Tehama County provides an Employee Assistance Program (EAP) to all employees at no cost to the employee. Employees do not have to be enrolled in the County's group health insurance plan to utilize this benefit.

The County may, at its discretion, change insurance carriers, claims administrator or the benefit structure of the group health insurance program provided overall benefits and premiums remain the same.

Coverage begins the first of the month following one (1) full month of continuous employment with the County. (i.e., an employee who is hired on January 1st would be covered effective February 1st, while coverage for an employee hired on January 2nd would be effective March 1st.)

If an employee chooses not to participate in the County's group health insurance plan, the employee must submit a completed Waiver of Group Health Benefits & Notice of Special Enrollment Rights Form to the Auditor's Office. If the employee elects to waive the group health insurance plan due to other coverage, proof of coverage must be provided.

Employees who waive the County's group health insurance plan may still enroll in the term Life & AD&D insurance. If an employee waives the term Life and AD&D Insurance, a Waiver of Life insurance must be completed and sent to the Auditor's Office.

Employees who waive the County's group health insurance plan and/or the term Life and AD&D Insurance may elect to enroll during the open enrollment period or if there is a qualifying event.

The County does not provide cash-in-lieu of benefits for employees who chose not to enroll.

Premiums
The County shall contribute an amount towards the premium cost of each enrolled employee's County-sponsored health plan premium, according to the respective MOU. The employee must pay the remaining amount of the premium cost. Once enrolled, insurance premiums shall be deducted from the employee's pay via payroll deduction.

Employees who work less than full-time will be responsible to pay a pro-rated premium which is calculated using the same ratio as the part-time employee's work hours have to the full-time employee's work hours. Employees who are not full-time and wish to enroll in the County health insurance should contact the Auditor's Office for the premium amount they would be required to pay.

There may be tax implications in covering a domestic partner if the domestic partner does not qualify as a dependent per Section 152 of the Internal Revenue Code. An Affidavit of Federal Tax Status for Health Insurance Purposes for Registered Domestic Partners Enrolled in Tehama County's Group Health Insurance Plan form must be submitted to the Auditor's Office with the enrollment forms to determine if there will be tax implications.

Covered Members
Coverage is provided to the subscriber and all enrolled eligible family members. Employees who wish to enroll their spouse or domestic partner must provide a copy of their Marriage License or Registered Domestic Partnership Certificate to the Auditor's Office upon enrollment.

A child covered as a dependent on an employee's health plan that turns twenty-six (26) years of age will be removed from the plan the first of the month following their birth month. The employee will be notified that coverage will be ending for the dependent. If coverage is to continue due to a child that qualifies as a disabled dependent a request for coverage to continue must be submitted.

Dual coverage is not allowed. Married spouses or domestic partners who are both employed by Tehama County are only allowed to have one spouse/partner enrolled as a subscriber on the County-sponsored group health insurance plan. The other spouse/partner may still be covered on the plan, however they will be enrolled as a dependent. This also applies if a parent and child (under 26 years of age) are both employed by Tehama County. The child may only be enrolled as a dependent on the parent's health plan or enrolled as a subscriber on their own individual County-sponsored health plan. However, employees covered on the same plan may still choose to enroll in the individual Term Life and AD&D insurance plan.

Employees adding a child by reason of adoption, must provide a copy of an Adoption Order, Adopt 215. However, if an employee has not yet received an Adopt 215, legal evidence of both the intent to adopt and the right to control the health care of the child or assumed legal obligation for full or partial financial responsibility for the child in anticipation of the child's adoption must be provided. Legal evidence to control the health care of the child means a written document, including, but not limited to, a health facility minor release report, a medical authorization form, or relinquishment form, signed by the child's birth parent, or other appropriate authority, or in the absence of a written document, other evidence of the subscriber's, the spouse's or the domestic partner's right to control the health care of the child.

A child for whom the subscriber, spouse or domestic partner is a legal guardian is considered eligible on the date of the court decree (the "eligibility date"). Legal evidence of the decree must be provided to the County.

Open Enrollment
Each year there will be an open enrollment period starting October 1 and ending October 31. During this period, employees have the option to enroll or change benefit decisions regarding health coverage. If an employee wishes to enroll or drop the health plan, add or delete dependents or make changes to their coverage, he/she must submit such changes to the County's online benefit portal by the last day of open enrollment. Employees who do not wish to make any changes to their health plan do not need to take any action. Changes that are made during open enrollment are effective on January 1 following the open enrollment period. If changes are not made during the open enrollment period, there must be a qualifying event to make the change throughout the year.

Retirees and COBRA Participants must submit their change forms directly to the third party administrator.

Qualifying Event
In the occurrence of a qualifying event, employees have a thirty-one (31) day period, from the day the qualifying event occurs, to add or make changes to their health care plan outside of the open enrollment period. Changes that qualify as a qualifying event include a change in family status through either marriage, divorce, domestic partnership, birth, or adoption. If an employee is not enrolled in the health benefits but has a newly eligible dependent as a result of marriage, birth, adoption or placement for adoption, he/she may then enroll themselves and eligible dependent(s). Other qualifying events may include loss of coverage, change in military status, change in custody status of a child, or exceeding a lifetime limit on benefits under another health plan. Coverage for a qualifying event will begin the first of the month following the event's start date. Births and deaths are exceptions and coverage may be added/dropped outside of the first of the month following.

Employees on a Leave of Absence
Employees on a job-protected leave of absence who are enrolled in the County's group health insurance benefit plan will continue to receive benefits at the normal premium share-of-cost basis.

Employees who elect to coordinate: Employees who elect to coordinate their leave accruals with a wage replacement benefit during a job-protected leave of absence will have the employee portion of the share-of-cost premium deducted via payroll deduction.

Employees who have elected to coordinate and have exhausted all leave balances and job-protected leave entitlements, will receive a share-of-cost premium continuation for either one (1) or three (3) calendar months based on their years of County service. See below.

- An employee with less than five (5) years of continuous regular County service may maintain the County's group health insurance plan coverage for one (1) full calendar month on the normal premium share-of-cost basis.

- An employee with five (5) or more years of continuous regular County service may maintain the County's group insurance plan for three (3) full calendar months on the normal premium cost-sharing basis.

Employees must establish a payment plan with the Auditor's Office for their portion of the share-of-cost premium continuation.

If an employee continues to be on an approved leave of absence beyond a job-protected leave entitlement and has utilized their one (1) or three (3) month share-of-cost premium continuation, they are responsible for the full premium, including the County's share-of-cost portion.

The share-of-cost premium continuation may only be received once in a twelve (12) month period. The period begins the date the employee returns to work from the leave of absence in which the employee completed the use of the one (1) or three (3) month continuation payment benefit referred to in this section.

Employees who elect to be in non-paid status: An employee who elects to be in a non-paid status during a job-protected leave of absence shall be responsible for establishing a payment plan with the Auditor's Office for continued payment of the employee portion of the share-of-cost premium.

Upon the exhaustion of job-protected leave entitlements, an employee who has elected to be in a non-paid status with the County will be required to pay the full premium, including the County's share-of-cost portion.

Employees who are on an approved industrial leave of absence should reference their applicable memorandum of understanding for the period of insurance continuation on the normal sharing premium cost basis.

Cancellation of Coverage

An employee may voluntarily cancel their County-sponsored health insurance coverage at any time via the County's online benefit portal. If the employee disenrolls from the group health insurance plan proof of other coverage must be provided (if applicable). Coverage will end on the due date for the required monthly contribution coinciding with or following the date of the voluntary cancellation. If an employee voluntarily chooses to disenroll from coverage, he/she will not be eligible to reapply for coverage until the next open enrollment period or upon a qualifying event.

If an employee is no longer employed with Tehama County he/she is disenrolled from the County's insurance. Termination is effective the last day of the month of the last day in paid status. For example, if an employee's last day in paid status is on January 12, he/she will be covered until January 31.

The County may end an employee's health coverage for non-payment of premiums. This generally occurs when an employee is on an unprotected leave of absence. Should an employee miss a full or employee's share of premium payment, they will be notified by the Auditor's office that they have thirty (30) days to bring the late payment current, along with any other payments accrued in the interim. The department will receive a copy of the notice. If no payment is received within the 30 day period, the Auditor will notice employee and department that coverage will cancel at the end of the month. The department will be responsible for any unpaid premiums.

Retiring Employees

An employee with a minimum of five (5) or more years of service with Tehama County who goes directly from active employment with active insurance coverage to retirement under the Public Employees' Retirement System (PERS) may elect to continue participation in the County-sponsored Retiree Group Health Insurance plan. To do so, a Retiree Group Health Insurance Enrollment Form must be completed and submitted to the Auditor's Office. Premiums are outlined in the Retiree Group Insurance Enrollment form. Payments under the retiree plan are to be made directly to the third party administrator. The employee is responsible to pay all of the premium costs for the benefit. Dental and Vision are not allowed as standalone coverage for retirees, and may only be taken as a supplementary to health coverage. If a retiree cancels any of his/her retiree health options he/she cannot reenroll in the future.

Flexible Spending Account

Tehama County offers employees the option of enrolling in a Flexible Spending Account (FSA). The employee does not have to be enrolled in the County group health insurance plan to enroll in an FSA. To enroll, the employee must complete an FSA Enrollment Form and elect the amount they would like to be deducted semi-monthly from their pre-tax earnings to go towards their FSA account. This election form will remain in effect and cannot be revoked or changed during the plan year, unless the revocation and new election are due to and consistent with a change in family status. Such changes include; marriage, divorce, birth, death, adoption, or applicable employment changes of a spouse or employee. Contributions made to an FSA account must be used within the plan year or the contributions will be forfeited and may not be paid to the employee or used in a later plan year. Employees must re-enroll annually during open enrollment via the County's online benefit portal.

Employees shall submit for medical, dental, vision, prescription and dependent care expense reimbursement through the third party administrator.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee

Enrollment Upon Hire

Employees who choose to enroll in the County's group health insurance plan must complete a Tehama County Health Insurance Enrollment Form. The completed form must be submitted to the Auditor's Office within thirty-one (31) days from the date of hire. It is the employee's responsibility to ensure all eligible family members are included on the enrollment form. When enrolling a spouse or domestic partner, it is required to provide a Marriage License or Registered Domestic Partnership Certificate.

Employees who choose to waive the County's group health insurance plan, must complete a Waiver of Group Health Benefits & Notice of Special Enrollment Rights. If the employee elects not to enroll due to possessing other coverage, proof of coverage must be provided.

Employees who wish to enroll in the County's Life and AD&D Insurance must complete a Life Insurance Enrollment Form. If an employee chooses to waive this benefit, a Waiver of Life insurance must be completed and sent to the Auditor's Office.

To enroll in an FSA, the employee must submit a completed Flexible Spending Accounts Enrollment form to the Auditor's Office. It is the employee's responsibility to re-enroll annually during the open enrollment period.

Qualifying Event
In the occurrence of a qualifying event, an employee must log on to the County's online benefit portal to submit the event. This must be done no later than thirty-one (31) days after the start date of the qualifying event. If the qualifying event is not submitted with all required supporting documentation by the thirty-one (31) day deadline, the employee must wait until the next open enrollment period.

Open Enrollment
If an employee chooses to enroll or make changes during the open enrollment period, he/she must do so by logging on to the County's online benefit portal by the last day of the open enrollment period.

Cancellation of Coverage
If an employee chose to disenroll from the County health insurance plan he/she must do so by logging onto the County's online benefit portal. If the employee dis-enrolls from the group health insurance plan proof of other coverage must be provided (if applicable). The employee can then only re-enroll during open enrollment or if there is a qualifying event.

Department personnel contacts shall provide enrollment/waiver forms to employees upon hire

Personnel Office Following a request from a department, the Personnel Office will provide enrollment/waiver forms.

Disenrollment
Upon receipt of a Termination Checklist from a department, the Personnel Office shall disenroll the individual from the County's group insurance plan.

Open Enrollment
The Personnel Office shall notify employees of the open enrollment dates.

Auditor's Office The Auditor's Office shall enter new employees into the County's online benefit portal upon receipt of the appointment PAF as well as review and approve changes made via the County's online benefit portal.

Required Forms: Tehama County Health Insurance Enrollment Form, Life Insurance Enrollment Form, Waiver of Group Health Benefits & Notice of Special Enrollment Rights, Waiver of Life Insurance Form, , Flexible Spending Accounts Enrollment Form, Affidavit of Federal Tax Status for Health Insurance Purposes for Registered Domestic Partners Enrolled in Tehama County's Group Health Insurance Plan

References: Family Code – Fam Division 2.5. Domestic Partner Registration [297]; County of Tehama Prudent Buyer Exclusive Plan Benefit Booklet, January 1, 2017; Joint Council MOU; Management MOU; LEMA MOU; DSA MOU; www.healthcare.gov; TCPR §5105: Coordination of Benefits

Effective Date: July 24, 2018
Revised Date: November 10, 2020, April 21, 2026

§5105: COORDINATION OF BENEFITS

Overview: Employees who are on a protected leave of absence may elect to coordinate leave accruals with a wage replacement benefit such as State Disability Insurance (SDI), Paid Family Leave (PFL), etc.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Employees who are on a job-protected leave of absence may elect to coordinate leave accruals with a wage replacement benefit for the duration of their leave. Wage replacement benefits will be considered the primary, and leave accruals coordinated with wage replacements benefits will be considered secondary. The total compensation from accrued leaves and wage replacement benefits shall not exceed the employee's base salary.

An employee must submit a Coordination of Benefits Authorization Form at the onset of their leave of absence. Once the employee has submitted their Coordination of Benefits Authorization Form, their election may not be modified during the requested leave of absence period. However, if the employee initially elects not to coordinate their leave accruals with a wage replacement benefit, and there is a change in their leave status (e.g. FMLA/CFRA is extended by the medical provider), the employee may elect to begin coordination, effective on the date of the change. To do so, the employee must submit a new Coordination of Benefits Authorization Form to the Personnel Office. Once an employee has elected to coordinate, that election is irrevocable until the employee either returns to work or exhausts all of their accrued leave.

Leave for an Employee's Own Serious Health Condition
State Disability Insurance (SDI) benefits are available to employees in accordance with the terms and conditions of the State Disability Insurance Program.

An employee who wishes to coordinate SDI with their leave accruals must utilize sick leave accruals prior to supplementing wage replacement benefits with any other accrued leave. However, if an employee is off work due to the birth of a child, the employee may utilize paid parental leave first, in accordance with the applicable MOU, prior to utilizing their sick leave accruals. Additionally, employees who may lose vacation accruals due to reaching the maximum vacation accrual amounts may elect to coordinate vacation leave accruals prior to coordinating sick leave accruals.

If an employee is receiving a wage replacement benefit, they may elect to be in a non-paid status with the County. However, if an employee is not receiving a wage replacement benefit during a leave of absence for their own serious health condition, they will be required to utilize their leave accruals in the same sequence as described above. Meaning, the employee must first utilize sick leave prior to utilizing any other leave accruals.

Leave for an Industrial Injury
Employees who are on a leave of absence due to an industrial injury may elect to coordinate leave accruals with temporary disability payments. Employees who elect to coordinate their leave accruals with temporary disability payments must utilize sick leave prior to utilizing other leave accruals.

Temporary disability is considered a wage replacement benefit. Therefore, if an employee is receiving temporary disability payments, they may elect to be in a non-paid status with the County.

Leave to Care for a Qualifying Family Member
Paid Family Leave (PFL) benefits are available to employees in accordance with the terms and conditions of the Paid Family Leave Program.

An employee who is receiving PFL benefits to care for a qualifying family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) may elect to supplement the wage replacement benefit with their leave accruals. A maximum of forty-eight (48) hours of family sick leave per fiscal year may be coordinated with a wage replacement benefit. Family sick leave hours will be deducted from the employee's sick leave accruals. Upon exhaustion of family sick leave, or if the employee chooses not to utilize family sick leave, the employee may elect to utilize any other available leave accruals.

If an employee is receiving a wage replacement benefit, they may elect to be in a non-paid status with the County. However, if an employee is not receiving a wage replacement benefit while caring for a qualifying family member, they will be required to utilize their leave accruals as described above.

Leave to Bond with a Child
Sick leave accruals may not be utilized for purposes of bonding with a child. However, an employee who requests to coordinate PFL may elect to supplement PFL for bonding with any other available leave accruals.

If an employee is receiving a wage replacement benefit, they may elect to be in a non-paid status with the County. However, an employee who is not receiving a wage replacement benefit while on a protected leave of absence for bonding will be required to utilize any other available leave accruals other than sick leave.

Health Insurance Premium Payments
Employees on a job-protected leave of absence who are enrolled in the County's group health insurance benefit plan will continue to receive benefits at the normal premium share-of-cost basis.

Employees who elect to coordinate: Employees who elect to coordinate their leave accruals with a wage replacement benefit during a job-protected leave of absence will have the employee portion of the share-of-cost premium deducted via payroll deduction.

Employees who have elected to coordinate and have exhausted all leave balances and job-protected leave entitlements, will receive a share-of-cost premium continuation in accordance with TCPR §5101: Health Benefits.

Employees who elect to be in non-paid status: An employee who elects to be in non-paid status with the County during a job-protected leave of absence shall be responsible for establishing a payment plan with the Auditor's Office for continued payment of the employee portion of the share-of-cost premium.

Upon the exhaustion of job-protected leave entitlements, an employee who has elected to be in a non-paid status with the County will be required to pay the full premium, including the County's share-of-cost portion.

The County may end an employee's health coverage for non-payment of premiums. Should an employee miss a full or employee portion of the premium payment, they will be notified by the Auditor's office that they have thirty (30) days to bring the late payment current, along with any other payments accrued in the interim. The department will receive a copy of the notice. If no payment is received within the 30 day period, the Auditor will notice employee and department that coverage will cancel at the end of the month. The department will be responsible for any unpaid premiums.

Employees who are on an approved industrial leave of absence should reference their applicable memorandum of understanding for the period of insurance continuation on the normal sharing premium cost basis.

Other Contributions/Deductions while Coordinating
An employee who is in a paid status with the County shall have their regular contributions/deductions deducted from their paycheck as customary. Conversely, during any unpaid portion of the employee's leave, payments for benefits such as deferred compensation, supplemental life insurance, a voluntary benefits plan, etc. shall be made directly to the Auditor's Office.

While coordinating, CalPERS contributions shall be made at the rate established in the respective MOU. Employees who have exhausted their leave accruals or elect not to coordinate wage replacement benefits with their leave accruals will not have contributions made to CalPERS on their behalf. Employees should contact CalPERS for information on purchasing service credits due to an unpaid leave of absence.

Vacation and Sick Leave Accruals while Coordinating
An employee who is receiving their regular salary in coordination with a wage replacement benefit shall receive full sick leave and vacation leave accruals. However, if an employee enters into a non-paid status for any portion of the pay period, sick leave and vacation accruals will be adjusted and prorated accordingly by the department and reported to payroll. At no time should an employee receive full leave accruals for a pay period in which the employee is in an unpaid status. See TCPR §6105: Leave Without Pay (LWOP).

Holiday Pay while Coordinating
If an employee is coordinating their leave accruals with a wage replacement benefit, they shall receive holiday pay in accordance with the respective MOU. Such hours shall not be deducted from the employee's leave accruals. However, if an employee is in a non-paid status with the County the day before and the day following a holiday, the employee does not receive pay for the holiday.

Seniority while Coordinating
When coordinated with an employee's leave accruals, wage replacement benefits will be considered paid time and counted towards an employee's continuous service credit. However, when not coordinating with leave accruals, time spent on wage replacement benefits alone will not count towards an employee's continuous service credit. Departments are responsible for tracking accordingly, and reporting any changes in leave or seniority to payroll.

Coordination with Catastrophic Donations
An employee who is receiving catastrophic donations may coordinate such donations with a wage replacement benefit. Coordination of catastrophic donations with short or long-term disability will not extend the employee's benefit beyond 60 workdays.

If an employee elects to coordinate their leave accruals prior to the exhaustion of all leave banks, they must continue coordination while receiving catastrophic donations. However, they shall not accrue vacation, sick leave, or holiday pay. Additionally, the County will not contribute matching deposits to an employee's deferred compensation plan. See TCPR §6110: Catastrophic Donations Plan for more information.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee At the onset of an employee's leave of absence, a Coordination of Benefits Authorization Form must be submitted to the Personnel Office. If the employee wishes to begin coordination following a change in their leave status (e.g. FMLA/CFRA is extended by the medical provider), a new Coordination of Benefits Authorization Form must be submitted.

If an employee has elected to coordinate their leave accruals with SDI or PFL, they shall be responsible for providing the SDI/PFL Award Letter to the department's payroll coordinator to begin the coordination process.

If an employee is in a non-paid status while on a leave of absence, they must contact the Auditor's Office to establish a payment plan for the continued payment of the employee portion of the health insurance premium and/or any other contributions/deductions.

Department Upon receipt of the employee's SDI/PFL Award Letter, the department's payroll coordinator shall begin coordination of the employee's leave accruals with the wage replacement benefit.

Personnel Office The Personnel Office shall review the Coordination of Benefits Authorization Form for completion and forward a copy to the department's payroll contact.

Auditor's Office The Auditor's Office shall work with employees to establish a payment plan for the employee's portion of the health insurance premium and/or any other contributions/deductions when necessary.

Required Forms: Coordination of Benefits Authorization Form

References: TCPR §5101: Health Benefits; TCPR §6101: Sick Leave; TCPR §6105: Leave Without Pay (LWOP); TCPR §6107: Family Medical Leave Act; TCPR §6108: California Family Rights Act; TCPR §6109: Pregnancy Disability Leave; TCPR §6110: Catastrophic Donations Plan; TCPR §6201: Parental Leave; Employment Development Department www.edd.ca.gov/

Effective Date: October 20, 2020
Revised Date: April 21, 2026

§5106: HEALTH ADVISORY COMMITTEE

Overview: The purpose of this rule is to serve as a guide for the Tehama County Health Insurance Advisory Committee (the "Committee") members and others.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: **Program**

The County agrees to provide medical, dental, vision, and life insurance benefits to its employees and others. The County maintains the discretion to change plans and providers so long as the basic options and benefits remain unchanged or are enhanced, the County will, at the Union's request, meet and confer with the Union prior to actually changing plans or providers.

Committee Responsibilities

All actions taken by the Health Insurance Advisory Committee are to be considered recommendations to the Board of Supervisors. The Board retains responsibility for oversight of the Committee and approving/ denying Committee recommendations. The Committee retains responsibility for the general oversight of the Health Insurance Program, including but not limited to:

- Conducting meetings and other administrative tasks of the Health Insurance Advisory Committee
- Maintaining all Health Insurance Advisory Committee documents
- Reviewing renewal options for the upcoming benefit year with the underwriters and making recommendations to the Board of Supervisors
- Gathering employee feedback to share with plan administrators and the Board of Supervisors
- Assessing utilization data to understand what drives benefit costs to strategize about future programs and education to membership
- Assessing the effectiveness of the plans in delivering benefits to participants and beneficiaries
- Addressing questions and requests from participants in the health plan
- Reviewing the County Personnel Office's efforts in communication and educational activities in relation to health benefits to not only the employee, but the employee's family as well

Committee Composition

The voting members of the Committee will have equal voting status, shall consist of fifteen (15) members who are representative of the employee population, and will include:

- the Personnel Director
- two representatives from each bargaining unit
- one elected official
- one contract employee
- one retiree
- one unrepresented employee

Voting members may assign an alternate from their designation who is authorized to vote in their absence.

If the committee is unable to fill the designations above as listed, the committee may appoint an additional voting member from another designation for a one year term, and a maximum of 15 voting members.

The non-voting members of the Committee shall include:

- other Personnel Office staff
- the Auditor or his/her designee
- the Chief Administrator or his/her designee
- the Risk Manager or his/her designee

Other attendees to Health Committee Advisory Meetings may include up to two additional members from each bargaining unit.

The Committee members may serve on the committee as long as they hold their identified position and will have all the rights, powers, privileges, liabilities, and duties.

The Personnel Director shall act as Committee Chair. The Vice Chair will be selected during the first scheduled meeting of the calendar year from among the voting Committee members.

Regular meetings will be held twice annually and/or as needed under the following guidelines:

- Any Committee member wishing to place an item on the Agenda for a meeting must submit the item to the Chair at least three (3) calendar days prior to the distribution of the Agenda.
- The Order of Business shall be at the discretion of the Chair but will include approval of the minutes of the previous meeting, unfinished business, new business and adjournment. The Committee may invite various service providers, staff members, consultants, or other guests as desired.
- The Chair shall preside at all Committee meetings. When the Chair is unavailable, the Vice Chair shall serve as Chairperson.
- The Chair shall be entitled to vote on all questions and shall not be required to relinquish the chair in order to participate in discussions.
- A majority of the Committee members shall constitute a quorum. Decisions will require eight or more affirmative votes by the members participating at the meeting. The agreement or disagreement of any member may be by means of any form of written or oral communication.
- In the absence of a quorum, the meeting will be rescheduled one time. Should the second meeting result in no quorum, and action must be taken in order to meet a specific timeline a recommendation from the voting members present will be presented to the Board. The Board will be notified that the recommendation was made without a quorum present.
- Minutes shall be taken at the direction of the Chair and distributed within ten (10) calendar days after the date of each meeting. A permanent file of all meeting minutes shall be maintained.
- A Committee member shall not vote on any question relating exclusively to the individual member or his/her relatives; in the determination of any such question, the decision of a majority of the remaining members of the Committee shall govern.
- Communications and requests to the Committee shall be made in writing addressed to the Chair and the substance of such requests and the action of the Committee thereon shall be noted in the minutes.

- The Chair, if in his/her judgment, determines there is an insufficient number of matters to be discussed, may cancel any regular meeting. Cancelled meetings may not exceed two (2) meetings in a row.

The County will defend, indemnify, and hold harmless the current and former members of the Committee to the fullest extern permitted by law relating to their relationship with the Committee unless the employee's action, inaction, or conduct arise out of a result of gross negligence, bad faith, willful misconduct, or a willful violation of the law.

Changes to this Personnel Rule
Written notice of any proposed amendment to this rule shall be submitted to all members of the committee at least seven (7) calendar days prior to any meeting of the Committee. Changes approved by a majority of the Committee will be presented to the Tehama County Board of Supervisors for approval.

Effective Date: September 29, 2020
Revised Date: April 21, 2026

§5301: PENSION PLAN

Overview: Tehama County participates in the State of California Public Employees Retirement System (CalPERS). CalPERS provides retirement benefits to miscellaneous and safety members who are employed by public agencies and is regulated by California Public Employees' Retirement Law. The purpose of this Rule is to define the employee/employer responsibilities for the application of the pension plan.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: All regular and probationary Tehama County employees are enrolled in CalPERS upon initial appointment.

Employees make contributions into the CalPERS system through an automatic payroll deduction. The percentage of the contribution varies depending on the employee's defined benefit retirement formula. Employees should reference the applicable memorandum of understanding to determine their defined benefit retirement formula and required member contribution.

Employees may be eligible for a CalPERS service retirement once they have reached the minimum age for retirement and have at least five years of CalPERS credited service. The amount of an employee's retirement benefit will be calculated based upon their service credit, benefit factor, and final compensation. PEPRA requires all public agency employees hired on or after January 1, 2013 to have a 36-month final compensation period. Those employees hired prior to January 1, 2013 have a 12-month final compensation period. Employees with prior CalPERS service credit who were hired by Tehama County after January 1, 2013 may still qualify for the 12-month final compensation period if their break in service was for a period less than six months.

Employees may be eligible for reciprocity through CalPERS if the prior employer has a reciprocal agreement on file with CalPERS. All newly hired employees will be asked to complete the CalPERS Reciprocal Self-Certification form to determine their eligibility for reciprocity.

Employees can view more information about retirement benefits and access their CalPERS account by visiting www.calpers.ca.gov.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Eligible employees will be automatically enrolled in the CalPERS retirement system upon appointment. All enrolled employees will be asked to complete the Pre-Retirement Lump Sum Beneficiary Designation form, as well as the Reciprocal Self-Certification form. Employees should update their beneficiary designation upon a change in their family status, such as marriage, divorce, or birth of a child. In addition, employees should complete a Special Power of Attorney to appoint an attorney-in-fact. An attorney-in-fact will be able to conduct retirement affairs in the event the employee is unable to act on their own behalf. A Special Power of Attorney is specific to the employee's CalPERS retirement benefits. Other power of attorney documents set up through another resource may not specifically address CalPERS retirement benefits.

Department Head The Department Head or their designee shall complete the CalPERS Member Action Request. The Department Head or their designee shall provide the new employee with the Pre-Retirement Lump Sum Beneficiary, and the Reciprocal Self Certification forms. Upon completion of these forms, all CalPERS documents shall be forwarded to the Personnel Office for processing.

Personnel Office The Personnel Office will be responsible for activating and deactivating members in the CalPERS system. In addition, all required CalPERS forms will be processed by the Personnel Office and forwarded to CalPERS.

Required Forms: CalPERS Member Action Request, Pre-Retirement Lump Sum Beneficiary Designation, Reciprocal Self-Certification, Special Power of Attorney

References: California Public Employees' Retirement Law; California Code of Regulations §550 - §599.515; California Government Code §20000 - §22970.89; www.calpers.ca.gov; bargaining unit MOUs; Public Employee's Pension Reform Act

Effective Date: April 24, 2018
Revised Date: April 21, 2026

§5302: DEFERRED COMPENSATION COMMITTEE

Overview: The purpose of this rule is to serve as a guide for process for the Tehama County Deferred Compensation Committee (the "Committee") members and others. It is intended to assist the Committee in meeting its fiduciary obligations by effectively constructing, supervising, and evaluating the Deferred Compensation Program.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials

(appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: **Program**

On April 8, 1980, the County established a program whereby County employees could voluntarily authorize deferral of a portion of their wages to be invested in an approved deferred compensation plan regulated by applicable state and federal law (Resolution 42-1980).

The County agrees to provide access to a minimum of three IRS deferred compensation plans. The Count maintains the discretion to change deferred compensation plans and providers so long as the basic options and benefits remain unchanged or are enhanced, the County will, at the Union's request, meet and confer with the Union prior to actually changing plans or providers. The County agrees to meet and confer with the Union should there be any reduction in or addition to the number of 457(b) plans available to employees.

For a bargaining unit employee who contributes to a 457(b) plan, the County will contribute a matching contribution in accordance with the employee's bargaining unit MOU.

Deferred Compensation Committee

The Board of Supervisors has given the Committee the authority to establish rules and processes consistent with fiduciary laws and regulations, County policy and best practices. The Board retains responsibility for oversight of the Committee's management and approving/denying Committee recommendations. The Committee retains responsibility for the general oversight of the Deferred Compensation Program, including but not limited to:

- Conducting meetings and other administrative tasks of the Deferred Compensation Committee
- Maintaining all relevant Deferred Compensation Committee documents
- At least once annually, assessing the effectiveness of the plans in delivering benefits to participants and beneficiaries and at a reasonable cost. This process may include, but is not limited to, reports from vendors and review of employee feedback.
- Periodically providing status reports to the Board as appropriate, including any recommendations for changes
- Extending and/or reviewing contracts of existing providers
- Recommendation selection of new plans and providers
- Ensuring plans are in compliance with laws and regulations, including those established and enforced by the IRS
- Addressing questions and requests from participants
- Reviewing employee applications to withdraw funds from their Deferred Compensation plan
- Review the County Personnel Department's efforts in communication and educational activities in relation to Deferred Compensation

The Committee shall consist of five (5) members and will include:

- The Chief Administrator
- The Auditor-Controller
- The County Counsel
- The Personnel Director
- The Treasurer-Tax Collector

The Committee members will serve on the committee as long as they hold their identified position and will have all the rights, powers, privileges, liabilities, and duties established by the Board.

The officers shall include a Chair, Vice Chair, and Secretary elected during the first scheduled meeting of the calendar year from among the serving Committee members. All members will have equal voting status. All formal documentation, executed on behalf of the Committee, will require two signatures to be valid. The Vice Chair may call, cancel or reschedule meetings in the absence of the Chair.

Regular meetings will be held quarterly and/or as needed under the following guidelines:

- The meeting place of the Committee will be accessible to the public.
- All meetings and Committee action shall be called, noticed, held, conducted and documented in accordance with the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).
- Any Committee member wishing to place an item on the Agenda for a meeting must submit the item to the Chair at least three (3) calendar days prior to the distribution of the Agenda.
- The Agenda for regular meetings will be posted in an area freely accessible to members of the public outside the Board's Chambers and the Personnel Office seventy-two (72) hours in advance of the meeting.
- The Order of Business shall be at the discretion of the Chair but will include approval of the minutes of the previous meeting, unfinished business, new business and adjournment. The Committee may invite various service providers, staff members, consultants, or other guests as desired.
- The Chair shall preside at all Committee meetings. When the Chair is unavailable, the Vice Chair shall serve as Chairperson.
- The limit for public comments will be three (3) minutes per individual.
- The Chair shall be entitled to vote on all questions and shall not be required to relinquish the chair in order to participate in discussions.
- A majority of the Committee members shall constitute a quorum. Decisions will require three or more affirmative votes by the members participating at the meeting. The agreement or disagreement of any member may be by means of any form of written or oral communication.
- Minutes shall be taken at the direction of the Chair and distributed within ten (10) calendar days after the date of each meeting. A permanent file of all meeting minutes shall be maintained.
- A Committee member shall not vote on any question relating exclusively to the individual member or his/her relatives; in the determination of any such question, the decision of a majority of the remaining members of the Committee shall govern.
- Communications and requests to the Committee shall be made in writing addressed to the Chair and the substance of such requests and the action of the Committee thereon shall be noted in the minutes.
- The Chair, if in his/her judgment, determines there is an insufficient number of matters to be discussed, may cancel any of the regular quarterly meetings. This may not exceed two (2) meetings in a row.

The County will defend, indemnify, and hold harmless the current and former members of the Committee to the fullest extern permitted by law relating to their relationship with the Committee unless the employee’s action, inaction, or conduct

arise out of a result of gross negligence, bad faith, willful misconduct, or a willful violation of the law.

Service Provider Contracts
The Committee, with approval from the Board, may contract with one or more third party administrators, investment funds, record keepers, investment advisors, and/or investment consultants. Such service providers must comply with the guidelines established in this Rule and governing documents.

Prior to the expiration of the term of an existing contract with a service provider for the Deferred Compensation Program, the Committee shall determine whether to renegotiate an extension of the contract with the current provider, or whether to solicit bids from other providers pursuant to a formal Request for Proposal ("RFP"). If the Committee determines to renegotiate an extension of the contract with a current provider, this recommendation shall be taken to the Board for approval. If the Committee, with the approval of the Board, decides to issue an RFP for a new provider and negotiate a new contract for provider services, this process shall allow adequate time for the set up and transfer of all account services.

Changes to this Personnel Rule
Written notice of any proposed amendment to this rule shall be submitted to all members of the committee at least seven (7) calendar days prior to any meeting of the Committee. Changes approved by a majority of the Committee will be presented to the Tehama County Board of Supervisors for approval.

References: Tehama County Resolution 42-1980; Government Code Section 54950

Effective Date: September 29, 2020
Revised Date: April 21, 2026

§5303: DEFERRED COMPENSATION PLAN

Overview: The purpose of this rule is to serve as a guide for the Tehama County Deferred Compensation Plan.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: **Program**
On April 8, 1980, the County established a program whereby County employees could voluntarily authorize deferral of a portion of their wages to be invested in an approved deferred compensation plan regulated by applicable state and federal law (Resolution 42-1980).

The County agrees to provide access to at least one (1) IRS deferred compensation plan. The County maintains the discretion to change deferred compensation plan and provider so long as the basic options and benefits remain unchanged or are enhanced.

Deferred Compensation Plan
The Deferred Compensation plan is sponsored by the County and is under the administration of the Deferred Compensation Committee. For more information

regarding the Deferred Compensation Committee, see TCPR §5302 Deferred Compensation.

Deferred Compensation permits full-time and permanent part-time employees (working 20 or more hours per week), on a voluntary basis, to authorize a portion of their wages to be withheld and invested until a specified date, usually upon separation or retirement.

The Deferred Compensation Plan is not subject to an open enrollment period. Employees may enroll, disenroll or change their contribution amount at any time during the year. Contributions are deducted automatically from the employee's biweekly paycheck. As part of the biweekly payroll system, contributions will not be deducted on the third paycheck on any months that contain three pay dates. Contributions shall not exceed any annual contribution limits set by the Internal Revenue Service (IRS).

The County offers two Deferred Compensation Plan options, a Traditional 457 pre-tax option and a Roth 457 post-tax option.

Under the Traditional 457 Plan, neither the deferred amount nor earnings on the investments are subject to current federal or state income taxes. Taxes become payable when deferred income plus earnings are distributed.

The Roth 457 Plan option provides an alternative to pre-tax investing. Roth contributions are considered "after-tax," which means taxes are withheld upon contribution. However, qualified distributions of contributions plus any earnings are completely tax-free.

County Match
Employees represented by a union or an association who contribute to a Traditional 457 Plan or a Roth 457 Plan, may receive a matching contribution from the County in accordance with the applicable memorandum of understanding (MOU).

For information regarding deferred compensation contributions for Elected Officials, refer to the current Ordinance Establishing the Salaries and Compensation of Certain Elected Officials of the County of Tehama.

Distributions Prior to Separation from County Service
For information regarding loans and hardship withdrawals, employees must contact the plan provider.

Plan Provider
For information regarding the plan provider, employees may contact the Personnel Office or visit the Tehama County Personnel website.

Sick Leave Balance and Conversion
Sick leave shall not exceed a balance greater than 500 hours. However, if and when an employee earns sick leave beyond the 500-hour threshold/balance, 50% of the dollar value of the sick leave will automatically be deposited into the employee's deferred compensation account each payroll period. The dollar value will be based upon the employee's hourly rate at the time of conversion. Employees must be

enrolled in a 457 deferred compensation plan administered by Tehama County in order to receive this benefit. This benefit shall not be available to the employee as a direct cash payment and shall not be subject to CalPERS contributions. The remaining 50% of the dollar value of the sick leave earned past the 500-hour threshold/balance will be considered lost.

Unpaid Status
Employees in unpaid status for a full pay period cannot make deferred compensation contributions and are not eligible for the County match for deferred compensation for that pay period.

Contributions/Deductions while Coordinating
An employee who is in a paid status with the County shall have their regular contributions/deductions deducted from their paycheck as specified by the employee.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Employee Employees who wish to enroll in the Deferred Compensation Plan must register for an online account via the plan provider's website and complete the enrollment process. Employees who wish to make changes to their contribution amount must complete the process through their online account via the plan provider's website.

Personnel Office The Personnel Office shall provide employees with information regarding the Deferred Compensation Plan during new employee orientation in accordance with TCPR §2104: Orientation and upon request.

Auditor's Office The Auditor's Office is responsible for reviewing and implementing all enrollments and changes, and ensuring the deductions from employee paychecks are processed correctly.

Department The department is responsible for submitting the biweekly contribution amount elected by the employee on the Payroll Control Sheet.

Plan Provider The Deferred Compensation Plan providers are responsible for providing the County and/or employees educational materials regarding the program and investment options.

References: Tehama County Resolution 42-1980; TCPR §5302 Deferred Compensation; TCPR §2104: Orientation; TCPR §6105: Leave Without Pay (LWOP); TCPR §5105: Coordination of Benefits; TCPR §6101: Sick Leave

Effective Date: March 19, 2024
Revised Date: April 21, 2026

§6101: SICK LEAVE

Overview: Employees who are away from work because of a personal illness or injury, to receive medical treatment, or to attend to the medical need of a qualifying family member may be eligible to use accrued sick leave.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: All full-time regular and probationary Tehama County employees may be eligible to accrue sick leave at a rate of 3.7 hours per pay period. Part-time regular and probationary employees may be eligible to accrue sick leave at a pro-rated amount based on the ratio of assigned work hours. Sick leave shall not exceed a balance greater than 500 hours.

Sick Leave Standards

Regular attendance of employees is necessary to carry out the County's work. Continuity of service, coverage, and production all rely on the dependability of staff to report to work as scheduled. It is recognized that abuse and/or excessive use of sick leave places a hardship on each department. Sick Leave procedures as defined in this Rule will be monitored and utilized in the employee's overall performance.

- The number of occurrences of sick leave use should not exceed eight (8) in a 12-month period. If more than eight are used, progressive disciplinary action may be initiated. If less than a year of sick leave data is available, supervisor may calculate use of sick leave on a proration basis.
- When evaluating an employee's use of sick leave, the employee's entire attendance record should be considered, including: 1) number of days taken, and number of occurrences; 2) pattern of usage including employee's actual schedule; 3) the employee's past record; and 4) extenuating circumstances.
- Indications of possible abuse of sick leave include (but are not limited to): 1) a pattern of sick leave use as defined above; 2) a low accrual balance or usage of sick leave accruals as they are earned; 3) usage of sick leave on days previously requested and denied as vacation; 4) failure to produce medical certification; and 5) usage of more than eight occurrences in a 12-month period.
- Use of sick leave will be monitored by the employee's supervisor or designee on a regular basis and may be used in the evaluation process.
- Use of unpaid leave may result in disciplinary action, including but not limited to postponement of step increases.
- No employee will be disciplined in any way for sick leave abuse on the basis solely of statistical evidence or mechanical application of the number of sick leave occurrences. Discipline will be imposed on the basis of loss to the County, i.e. deadlines not met or delayed, public not served, others having work reassigned for cover, etc.
- Sick Leave used to supplement Worker's Compensation payment for injuries will not be considered in calculating the total amount of sick leave usage.

Sick Leave Use

With approval from the supervisor or designee, employees may be eligible to use accrued sick leave for the following events:

- Employee's own bona fide incapacity due to illness or injury;
- Employee treatment or examination by a licensed medical practitioner;
- Bereavement Leave - Employees may be eligible to use sick leave to extend bereavement for a period not to exceed forty-eight (48) hours per occurrence;
- Domestic Violence, Sexual Assault, or Stalking for the employee to obtain relief, including seeking a restraining order or ensure the health, safety, or welfare of themselves or their children. See Leave for Domestic Violence Victims §6207.

Family Sick Leave Use

With approval from the supervisor or designee, employees may be eligible to use half of their annual sick leave accruals to attend to the medical need of an immediate family member. Sick leave for this purpose shall not exceed forty-eight (48) hours per fiscal year. Eligible family members who qualify as an immediate family member, includes only:

- Child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the eligible employee stands in loco parentis, regardless of age or dependency status);
- Parent (biological, adoptive, foster parent, stepparent, or legal guardian of an eligible employee or the eligible employee's spouse or registered domestic partner, or a person who stood in loco parentis when the eligible employee was a minor child);
- Spouse
- Registered domestic partner
- Grandparent or step-grandparent
- Grandchild
- Sibling
- Designated person (An individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee may only request Family Sick Leave for one designated person per fiscal year.)

Notice for Sick Leave Use

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice to the employee's direct supervisor or designee by the department's usual method. A supervisor may suggest alternative options for foreseeable appointments and elective procedures if the employee's absence will negatively affect service to the public or clients. If the employee is requesting accommodation of recurring appointments, the supervisor may request resolution through an interactive process.

If the need for paid sick leave is not foreseeable, the employee shall provide notice to the employee's direct supervisor or designee as soon as practicable. Upon the employee's return to work from the unforeseen paid sick leave, the employee shall complete the department's usual process for requesting time off.

Any use of sick leave will decrease the employee's sick leave balance in an amount equal to the amount of sick leave taken. Sick leave taken in increments less than one hour will be calculated to the nearest quarter hour for purposes of the County's payroll system.

Employees who become ill during an authorized vacation and wish to use sick leave instead of vacation leave, shall make a request to their supervisor or designee as soon as possible. The supervisor or designee shall make a determination regarding

whether to approve the request based on the information normally utilized in approving sick leave.

Sick Leave Verification
Employees who are sick for four consecutive workdays (paid or unpaid status) or more may be required to provide a physician's verification before returning to work. At the discretion of the supervisor or designee, employees may be required to provide a written verification of illness or family illness, excluding diagnosis, signed by a licensed medical practitioner. An employee who fails to provide verification upon return to work may be placed in leave without pay status for the absent period.

In some circumstances, the County may request a fitness-for-duty examination by a physician upon return from sick leave. The exam would be approved and paid for by the County. The purpose of the exam would be to determine the employee's ability to perform the essential functions of the position without hazard to the employee's fellow workers.

At the discretion of the supervisor or designee, employees with excessive sick leave use as defined in the standards above may be placed on medical certificate requirement status. An employee who has been placed on a medical certificate requirement must provide a medical certificate for each absence to their supervisor no later than the day they return to work. Employees who fail to provide a medical certificate should be disciplined consistent with County procedures. The requirement for a medical certificate may be withdrawn after improvement to a satisfactory level has been sustained. The decision to remove the medical certificate requirement is at the discretion of the supervisor or manager. An employee that doesn't provide a medical certificate as required will be considered on "unauthorized leave", which may result in disciplinary action or unpaid leave.

Sick leave Coordination
State disability insurance benefits are available to employees in accordance with the terms and conditions of the State Disability Insurance Program (SDI). Employees who wish to coordinate SDI, or any other wage replacement benefit, with accrued leave balances must initially use their sick leave balances prior to supplementing wage replacement benefits with other accrued leave balances (vacation, compensatory time off, holiday). Should the status of their leave change (exhaustion of FMLA, etc.), the employee may resubmit a coordination form to use other accrued leave balances. Disability payments will be considered the primary benefit and leave accruals will be used and treated as secondary to supplement the employee's earnings. The total compensation from accrued leaves and disability payments shall not exceed the employee's base salary at the time of disability.

Employees who are receiving Paid Family Leave (PFL) benefits to care for a qualifying family member will be limited to coordinating forty-eight (48) hours of family sick leave per fiscal year. If applicable, the employee may be eligible to supplement PFL with other available leave accruals after sick leave is exhausted. For purposes of bonding with a child, sick leave coordination with PFL is not allowed. However, employees may be eligible to supplement PFL for bonding with other available leave accruals.

Employees who are on a leave of absence and not receiving SDI, or other wage replacement benefits, must exhaust all accrued sick leave before using accrued vacation, management leave, or compensatory time off.

Sick Leave Balance and Conversion
Sick leave shall not exceed a balance greater than 500 hours. Upon an employee's use of sick leave, the balance will be decreased by an equal amount. Sick leave will continue to accrue each pay period at the employee's normal pay period accrual rate until the 500 hour balance is reached.

For sick leave which would have been credited had the employee not had a 500 hour sick leave balance, employees shall receive 50% of the dollar value as a deposit to their deferred compensation account each payroll period. The dollar value will be based upon the employee's hourly rate at the time of conversion. Employees must be enrolled in a 457 deferred compensation plan administered by Tehama County in order to receive this benefit. This benefit shall not be available to the employee as a direct cash payment and shall not be subject to CalPERS contributions.

Change in Employment Status
If a full-time regular employee voluntarily separates from County employment and is rehired within one year from the date of separation to the same full-time classification the employee held prior to separation, the County will reinstate previously accrued and unused sick leave upon rehire.

Full-time employees who elect to reduce to extra-help status will maintain their unused sick leave balance. However, if a full-time employee separates from Tehama County employment, and reinstates as an extra-help employee, they are not eligible to receive reinstatement benefits as described in the paragraph above.

Sick Leave Upon Retirement
Upon retirement from the California Public Employees Retirement System (CalPERS), Social Security Retirement, or upon the death of an employee, an employee may be eligible to receive a cash payout of their remaining sick leave balance pursuant to the applicable MOU.

An employee who is entitled to receive a cash payout, may elect to have all or part of the funds deposited into the employees 457 deferred compensation account administered by Tehama County.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee shall make notification to the employee's supervisor or designee by completing the department's approved method for requesting and/or recording time off. If the need for sick leave is unforeseeable, the employee shall make notification to the supervisor or designee as soon as practicable.

Supervisor Upon receiving an absence request form specifying a need for sick leave, the supervisor or designee shall confirm the employee's eligibility and document the information correspondingly.

Supervisors may address excessive use of sick leave or require medical certification requirement, excluding diagnosis, as described in this Rule. Employees must be notified in writing when they are being placed on medical certification requirement and a copy provided to the Department Head and Personnel. A copy of the letter will be placed in the employee's personnel file.

Department Head If an employee has been given notice for excessive use of sick leave or for abusing sick leave, a copy of the notice will be provided to Personnel.

Personnel Office If requested, the Personnel Office may provide guidance to the department head or supervisor. The Personnel Office will maintain documentation regarding excessive use of sick leave in employee personnel files as provided by departments.

Required Forms: Absence Request Form (or the department's usual process for requesting time off)

References: Govt. Code §12945.1-12945.6 Calif Family Rights Act; Govt. Code §19702.3 Family Care Leave; Code of Regulations Title 2 §11087-11098 California Family Rights Act; United States Code Title 29 §2601-2654 Family and Medical Care Leave Act of 1993; Code of Federal Regulations Title 29 §825.100-825.800 Family and Medical Leave Act of 1993; Family Sick Leave CAL Labor Code §233; TCPR §2308: Reinstatement; TCPR §4101: Work Hours and Attendance; TCPR §6107: Family Medical Leave; TCPR §6207: Leave for Domestic Violence Victims; bargaining unit MOUs; Assembly Bill 1041

Effective Date: November 5, 2019
Revised Date: March 29, 2022, November 5, 2024, April 21, 2026

§6105: LEAVE WITHOUT PAY (LWOP)

Overview: Leave without pay (LWOP) is an approved temporary absence from duty in a non-pay status that is requested by an employee. Granting LWOP is a matter of Department Head discretion and is limited by this rule. Suspension, furlough, industrial injury leave, FMLA/CFRA, or absence without approved leave (AWOL), is not considered LWOP under this rule.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: An employee may make a request specifically for leave without pay for circumstances allowed under this rule. Requests for leave without pay may only be approved by the Department Head.

An employee may not be in Leave Without Pay status for more than 10 workdays in a rolling 12-month period, with exceptions for emergency responders as described in this rule. A Department Head may grant less than the full 10 days of leave when applicable.

LWOP shall be limited to when an employee does not have sufficient leave balances to cover an approved absence. An employee may not choose to go into LWOP status in lieu of using vacation, compensatory time, management time, or any other accrued leave.

Circumstances when LWOP may be appropriate are listed below.

- Plans made prior to hire – A new employee requires time off for a pre-planned event such as a wedding, pre-paid trip, etc.
- New hire illness/emergency - A new employee requires time off due to an illness, unavoidable emergency, hospitalization, or bereavement.

- Victims of domestic violence – An employee requires time off under Tehama County Personnel Rule §6207: Leave for Victims of Domestic Violence.
- Personal legal matters and victims of crime – An employee requires time off to attend judicial proceedings or address personal legal matters (see Tehama County Personnel Rule §6203: Leave for Legal Matters)
- Child's school related activities – An employee who is a parent/guardian requires time off for school related activities such as enrollment, discipline issues, school closure, etc. Under the labor code, the employee may use up to 40 hours per year of vacation, personal leave, or compensatory time for this purpose. The employee may use time off without pay for this purpose, but only to the extent made available under this rule.
- Emergency Services Duty or Emergency Services Training – An employee requires time off to attend emergency services duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel or emergency services training related to their duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. Under the labor code, the employee may take a temporary unpaid leave of absence not to exceed an aggregate of 14 days per calendar year for this purpose. The employee may elect to use vacation, personal leave, or compensatory time in lieu of leave without pay. However, should the employee's paid leave not be sufficient to cover the 14 days, the employee may use time off without pay for this purpose after other leave is exhausted, but not to exceed 14 days total.
- Spouse on leave from military deployment – An employee requests time off to spend time with a spouse on leave (see Tehama County Personnel Rule §6204: Military-Related Family Leave)
- Educational purposes – An employee requests time off to attend specific training as part of career development efforts
- Other circumstances as authorized by the Department Head with consultation with the Personnel Director

The Department Head may require substantiation for LWOP, either before leave is taken, or upon the employee's return to work. An employee who does not provide substantiation as requested may be considered absent without leave (AWOL).

When an employee is absent for any portion of a pay period and there are insufficient leave balances to cover the absence, the department shall submit a Personnel Action Form (PAF) to document the period that the employee is in LWOP status.

Time Off Approved Prior to Exhaustion of Leave
If an employee requests time off and is approved when there is leave available, and then exhausts available leave, the original time off request may be retroactively denied. Or if the employee no longer has sufficient leave accrued to cover the full period of the request for leave, the leave granted may be restricted to the actual amount of accruals available.

Salary Anniversary Date
An employee who is in a LWOP status shall have an adjustment made to his/her salary anniversary date in the same manner as any other employee who is in non-pay status. In accordance with the MOU, an employee shall be advanced to the next salary step effective the first day following 2080 regular hours of service in the previous step.

Leave Accruals

Sick Leave and vacation do not accrue during periods of unpaid leave. Sick Leave and vacation will be adjusted and prorated accordingly for any unpaid absences within a pay period. At no time should an employee receive full leave accruals for pay periods which contain Leave Without Pay.

If an employee is in LWOP status the day before and the day following a holiday (as listed in the respective MOU), the employee does not receive pay for the holiday.

Seniority, Pension, and Benefits
LWOP shall be without accrual of seniority hours.

Employees on leave without pay for an entire month will not receive service credit for retirement for that month.

Employees in unpaid status for a full pay period are not eligible for the County match for deferred compensation for that pay period.

Subject to Discipline
Excessive absences may be subject to disciplinary action in accordance with the MOU and Tehama County Personnel Rule §4101: Work Hours and Attendance.

Failure to report for duty after a LWOP has expired or has been revoked may be considered absence without leave and subject to disciplinary action, at the discretion of the Department Head. Additionally, an employee who fails to return to work within three (3) working days of the expiration of the employee's approved leave shall be deemed to have tendered an automatic resignation. The Department Head will acknowledge the resignation in writing and send the notification to the employee's last known address.

An employee who is in LWOP status for more than 10 workdays in a rolling 12-month period under the provisions of this rule Is subject to discipline, up to and including termination.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Requests for LWOP must be initiated by the employee directly to the Department Head. Leave requests must be submitted by an employee sufficiently in advance of the proposed effective date or as soon as possible in the case of an emergency to permit review by the Department Head. LWOP requests shall include reasons, substantiating and supporting information, beginning dates, and ending dates which relate specifically to the reason for the request, and the employee's signature. In the event of an emergency, the employee will contact their supervisor as soon as possible.

Department Head The Department Head will review the request indicating approval or denial. When reviewing requests for unpaid leave, the Department Head will take into consideration the impact which the leave will have on the employee, department, and others who may be required to replace or fill in for the employee while on leave. If approved, the Department will submit a Personnel Action Form (PAF) for the LWOP.

Personnel Office Each PAF for a LWOP will be reviewed by Personnel and forwarded to Payroll.

Required Forms: Leave of Absence Request Form (if that is the department's process for requesting time off), Personnel Action Form

References: Govt. Code §12945.1-12945.6: California Family Rights Act; Health and Safety Code §1799.107; Govt. Code §19702.3 Family Care Leave; Govt. Code §21150-21153; Code of Regulations Title 2 §11087-11098 California Family Rights Act; United States Code Title 29 §2601-2654 Family and Medical Care Leave Act of 1993; Code of Federal Regulations Title 29 §825.100-825.800 Family and Medical Leave Act of 1993; Family Sick Leave CAL Labor Code §230.3 and §2800.2; Consolidated Omnibus Budget Reconciliation Act (COBRA); Health and Safety Code §1373.621; Insurance Code §11512.03; TCPR §2308: Reinstatement; TCPR §4101: Work Hours and Attendance; TCPR §6101: Sick Leave; TCPR §6207: Leave for Domestic Violence Victims; TCPR §6203: Leave for Legal Matters; bargaining unit MOUs

Effective Date: June 4, 2019
Revised Date: October 19, 2021, April 21, 2026

§6107: FAMILY MEDICAL LEAVE

Overview: Tehama County will grant eligible employees with leaves of absence pursuant to federal, state, and local laws.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: The Family Medical Leave Act and the California Family Rights Act allow eligible employees to take up to 12 weeks (480 hours) in a 12 month period of unpaid job protected leave for family and medical reasons with continuation of group health insurance under the same terms and conditions as if the employee had not taken leave.

An employee may qualify to take FMLA leave for any of the following reasons:

- An employee's own serious health condition;
- The birth of a child and to care or bond with such child;
- The placement of a child with the employee for adoption or foster care;
- To care for a child, spouse or parent with a serious health condition.

An employee may qualify to take CFRA leave for any of the following reasons:

- An employee's own serious health condition;
- The birth of a child and to care or bond with such child;
- The placement of a child with the employee for adoption or foster care;
- To care for a child, spouse, registered domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition. Please note, an employee may only request leave for one designated person in a rolling 12-month period.

Leave may be taken intermittently or as a continuous block of time.
FMLA may run concurrently with other leaves, including industrial leave.

To be eligible for FMLA and/or CFRA, an employee must have worked for the County at least 12 months, and worked at least 1,250 hours in the 12 months immediately preceding the commencement of leave. If the need for leave is foreseeable, the employee must give 30 days prior notice. If the leave is not foreseeable, the employee must give notice as soon as practicable. If an employee qualifies for more than one statutory leave, all applicable leaves will run concurrently.

Tehama County uses the 12-month measuring backward method to establish the 12 month period. For example, if an employee begins 12 weeks of leave on February 10, he/she is not eligible for another 12 weeks of leave until February 10 of the following year. All requests for leaves of absence will not be unreasonably denied.

Intermittent Leave or a reduced schedule under FMLA allows an employee to take leave in separate blocks of time, rather than taking one continuous leave. Guidelines for intermittent FMLA are:

- All time must be taken for one single qualifying reason
- Leave must be medically necessary (no voluntary treatments or procedures)
- Leave is subject to authorization under medical certification which specifically describes the conditions, duration, frequency, and medical necessity for intermittent leave or a reduced schedule (For example, a doctor may authorize four days per month for cancer treatments or a schedule reduced to three hours per day.)
- If an employee's absences are longer or more frequent than originally authorized, or if there are safety concerns regarding the employee's ability to perform his/her duties due to the serious health condition, the County can request reauthorization and/or schedule an interactive process meeting
- If the employee has taken intermittent leave for this medical reason prior to formal FMLA designation, the County may designate some of the leave retroactively (when allowed by FMLA)
- Employee must adhere to usual time off request procedures
- Employee may be required to schedule planned treatments in a manner that does not unduly disrupt County operations
- Employee may be reassigned to an alternative position for which he/she is qualified that has equivalent pay and benefits, and that better accommodates the employee's intermittent leave or reduced schedule
- Unscheduled, sporadic absences that do not follow the terms of the medical authorization may not be protected under FMLA and may be subject to disciplinary action
- Employees will be charged for the actual amount of leave taken, in 15 minute intervals

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee To take FMLA and/or CFRA, the employee must:

- Make notification to their immediate supervisor or designee;
- Complete a Leave of Absence Request Form;
- Submit a completed Certification of Health Care Provider. The form must be completed in its entirety by the employee's physician or qualifying family member's physician within 15 calendar days of the request for leave. Incomplete certifications will be returned to the employee for follow up with the physician.
- If the leave is due to placement of a child for adoption or foster care, the employee will be required to provide a copy of the signed Adoption Order (Adopt 215) or

placement authorization form in lieu of the Certification of Health Care Provider form;
- Complete a Coordination of Benefits Form;
- Five calendar days prior to the employees estimated return to work date, the employee will be required to submit a completed Return to Work Form. This is not applicable if the leave is for bonding or leave to care for a qualifying family member.

It is the employee's responsibility to complete these forms timely. Failure to provide sufficient information needed to determine eligibility for protected leave may delay and/or cause the request for protected leave to be denied.

Supervisor Upon receiving a Leave of Absence Request Form, the supervisor or designee shall confirm the employee's eligibility for FMLA/CFRA. Once eligibility has been confirmed, the supervisor or designee shall immediately prepare a Preliminary Designation Letter and provide the employee with the following documents and forms for completion:

- Certification of Health Care Provider for the Serious Health Condition of the Employee or the Employee's Family Member
- Leave of Absence Request Form
- Coordination of Benefits Form
- Return to Work Form with attached job description
- Department of Fair Employment and Housing – CFRA Brochure
- United States Department of Labor – FMLA Fact Sheet
- Employment Development Department – SDI Brochure
- Employment Development Department – PFL Brochure

Once the Certification of Health Care Provider has been submitted, the supervisor or designee shall complete a Leave of Absence Designation Notice and provide a copy to the employee within five calendar days of the commencement of the employee's leave. A Personnel Action Form shall be completed documenting the FMLA/CFRA leave of absence and forwarded to the Personnel Office for processing. Copies of all leave of absence documentation should be attached (Preliminary Designation Letter, Leave of Absence Request Form, Certification of Health Care Provider, etc.).

Personnel Office The Personnel Office Leave of Absence Coordinator will review, process, log, and track all leaves of absence.

Required Forms: Leave of Absence Request Form
Leave of Absence Designation Form
Preliminary Designation Letter
Medical Certification for the Serious Health Condition of the Employee or Medical Certification for the Serious Health Condition of the Employee's Family Member
Coordination of Benefits Form
Leave of Absence Designation Form
Return to Work Form with attached job description

References: TCPR §6101: Sick Leave; TCPR §6108: California Family Rights Act; TCPR §6109: Pregnancy Disability Leave; TCPR §6201: Parental Leave; TCPR §6204: Military-Related Family Leave; Govt. Code §12945 Pregnancy; Govt. Code §12945.1 – 12945.6 Calif Family Rights Act; Govt. Code §19702.3 Family Care Leave; Code of Regulations Title 2 §11087-11098 California Family Rights Act; United States Code Title 29 §2601-2654 Family and Medical Care Leave Act of 1993; Code of Federal Regulations Title 29 §825.100-825.800 Family and Medical Leave Act of 1993;

California Department of Fair Employment and Housing www.dfeh.ca.gov; U. S. Department of Labor, FMLA www.dol.gov/whd/fmla; Assembly Bill 1041

Effective Date: February 27, 2018
Revised Date: June 6, 2023, April 21, 2026

§6109: PREGNANCY DISABILITY LEAVE

Overview: Tehama County will grant Pregnancy Disability Leave in accordance with provisions set forth by the Department of Fair Employment and Housing.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: An employee who is on Pregnancy Disability Leave is entitled to a continuation of group health insurance under the same terms and conditions as if the employee had not taken leave. Employees may be eligible for Pregnancy Disability Leave if they are physically unable to work because of pregnancy, childbirth, or a pregnancy related medical condition. For example, an employee may be eligible to take Pregnancy Disability Leave for prenatal or postnatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, loss or end of pregnancy, or any other related medical condition.

Under FMLA/CFRA, eligible employees may take additional leave for the birth or bonding of a new child entering their life through birth, adoption, or foster placement. Refer to TCPR §6107: Family Medical Leave and TCPR §6108: California Family Rights Act.

Procedure: An employee is eligible for Pregnancy Disability Leave upon their first day of employment. Employees must give at least 30 days advance notice of the date for which the Pregnancy Disability Leave is sought and the estimated duration of the leave. If 30 days advance notice is not possible, the notice must be given as soon as practicable. If an employee on Pregnancy Disability Leave qualifies for other statutory leaves, all applicable leaves will run concurrently. For clarification of leave concurrence, contact the Personnel Department.

Employee The employee is responsible for:

- Making notification to your immediate supervisor or designee;
- Completing a Leave of Absence Request Form;
- Submitting a completed Certification of Health Care Provider. The form must be completed in its entirety by the employee's physician within 15 days of the request for leave. Incomplete certifications will be returned to the employee for follow up with the physician;
- Completing a Coordination of Benefits Form

Five days prior to the employees estimated return to work date, the employee will be required to submit a Return to Work Form completed by the employee's physician. If the employee will be staying off work to bond with the newborn child, the employee will need to make notification to their supervisor or designee immediately.

It is the employee's responsibility to complete these forms timely. Failure to provide sufficient information needed to determine eligibility for protected leave may delay and/or cause the request for protected leave to be denied.

Supervisor Upon receiving a Leave of Absence Request Form, the supervisor or designee shall immediately prepare a Pregnancy Disability Leave notification letter and provide the employee with the following forms for completion:

- Leave of Absence Request Form
- Certification of Health Care Provider for the Serious Health Condition of the Employee
- Coordination of Benefits Form
- Return to Work Form
- Department of Fair Employment and Housing – CFRA Brochure
- United States Department of Labor – FMLA Fact Sheet
- Employment Development Department – SDI Brochure
- Employment Development Department – PFL Brochure

Once the completed Certification of Health Care Provider has been submitted, the supervisor or designee shall complete a Leave of Absence Designation Notice and provide a copy to the employee within five days of the commencement of the employee's leave. A Personnel Action Form shall be completed documenting the PDL leave of absence and forwarded to the Personnel Office. If the employee is eligible to receive FMLA in addition to PDL, the entitlements will be designated as FMLA/PDL for the first 12 weeks. If an eligible employee elects to stay off work for bonding leave, the remaining FMLA entitlements will be ran concurrently with CFRA. Once FMLA is exhausted, the leave entitlements will be designated as CFRA only. Copies of all leave of absence documentation should be attached to the PAF (Pregnancy Disability Leave notification letter, Leave of Absence Request Form, Certification of Health Care Provider, etc.).

Personnel Office The Personnel Office Leave of Absence Coordinator will review, process, log, and track all leaves of absence.

Required Forms: Leave of Absence Request Form; Coordination of Benefits Form; Health Care Provider Certification; Return to Work Form; Pregnancy Disability Leave notification letter; any and all literature as listed under "Supervisor" section above.

References: TCPR §6107: Family Medical Leave; TCPR §6108: California Family Rights Act; TCPR §6201: Parental Leave; Cal Govt Code §12945; Cal Code Regulations Title 2 §11035-11042; www.dfeh.ca.gov

Effective Date: December 5, 2017
Revised Date: April 21, 2026

§6110: CATASTROPHIC DONATIONS PLAN

Overview: Tehama County Catastrophic Donations Plan is a program for administering time off with pay to regular employees whose leave balances have been exhausted, and they are incapacitated and unable to work due to a catastrophic illness or injury.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed

and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The purpose of this policy is to provide a method for employees to assist fellow employees who have exhausted their paid leave time due to a catastrophic illness or injury.

- Participation in the Catastrophic Donations Plan shall be voluntary.
- An employee may donate to or receive from an unrepresented employee, or a represented employee whose bargaining agreement provides for such donation or receipt, vacation, compensatory time off (CTO), paid time off (PTO), or management leave hours. Sick leave hours may not be donated.
- Employees may be eligible for catastrophic donations due to a medically certified condition related to pregnancy, but not for "baby bonding" time.
- Catastrophic donations received and applied to any one person may not exceed sixty (60) workdays in a rolling back year.
- Coordination of Catastrophic donations with short or long term disability will not extend the employee's benefit beyond 60 workdays.
- An employee's request for donations may be posted until there are sufficient donations pledged to equal the maximum of 60 workdays. When this occurs, Payroll will communicate with Personnel that the employee has reached the 60 workdays worth of donations. Personnel will advise the departments to remove the notice requesting donations.

Catastrophic donations may be used until the earliest of the following events occurs:

- All leave balances, including both donated and accrued leave have been exhausted; or
- The employee returns to work at his/her normal work schedule; or
- The employee's employment terminates.

Health Insurance Continuation

Health insurance will be continued on the normal premium share-of-cost basis for the duration of any statutory leaves (FMLA, CFRA) of absence.

An employee who has exhausted all leave balances, with less than five (5) years of continuous regular County service, who is receiving Catastrophic donations beyond any statutory leaves may maintain the County's group health insurance coverage for one (1) full calendar month on the normal premium share-of-cost basis. An employee with five (5) or more years of continuous regular County service who is on a leave of absence beyond any statutory leaves may maintain the County's group health insurance coverage for a total of three (3) months on the normal premium cost-sharing basis.

An employee may receive the insurance continuation payment by the employer only once in a twelve (12) month period. The twelve (12) month period begins the date the employee returns to work from the leave of absence in which the employee completed the use of the one (1) month or three (3) month insurance continuation payment benefit referred to in this section.

Requesting Employee

To be eligible to use donations, an employee must:

- Be incapacitated and unable to work due to an illness or injury which is estimated to last for at least thirty (30) calendar days

- Have exhausted all usable leave balances, including sick leave, vacation and compensatory time; and
- Be on an approved leave of absence.

While receiving time off with pay under the Catastrophic Donations Plan:

- The employee will not accrue vacation, sick leave, or holiday pay.
- The County will not contribute matching deposits to the deferred compensation plan for employees.
- The employee and the County will continue to contribute to CalPERS.
- Used donated time shall be subject to the recipient's normal payroll deductions.
- All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient.
- If the employee is receiving combined payments from catastrophic donations and State Disability Insurance, or any other source of wage replacement income, the employee is required to coordinate these benefits with payroll in such a manner not to exceed the employee's gross salary.

Donating Employee

- Donations from any leave category must be a minimum of eight (8) hours.
- In order to donate leave, employees must have a minimum of 40 hours of combined accrued leave (sick, CTO, PTO, management leave, or vacation) remaining after the pledge.

Procedure: Regular employees shall be entitled to participate in the Catastrophic Donations Plan with the following provisions.

Employee Employees who meet the eligibility requirements may apply for donations by completing the Catastrophic Donations Plan Recipient Application.

Employees who wish to pledge donations shall complete the Catastrophic Donations Pledge Form and forward the completed document to the Auditor's Office for payroll. (See Guidelines)

If the employee is receiving combined payments from Catastrophic donations and State Disability Insurance, or any other source of wage replacement income, the employee is required to coordinate these benefits with payroll in such a manner not to exceed the employee's gross salary.

Department Head The Department Head will ensure the requests for donations are posted in an area easily accessible by all employees. The notice will remain posted until the department is notified by the Personnel Office.

Personnel Office The Personnel Office shall review all Catastrophic Donations Plan Recipient Applications for employee eligibility. If eligible, the Personnel Office will send a memo to all department heads requesting catastrophic donations. When notified by Payroll that the employee has received the 60 workdays' worth of donations, or has returned to regular work hours (whichever comes first) the Personnel Office will notify Department Heads to remove notices.

Auditor's Office The Auditor's Office shall review all Catastrophic Donations Pledge Forms for employee eligibility. (See Guidelines)

Prior to being disbursed, all donations shall be converted from the donor's wage to the recipient's wage.

The Auditor's Office will use a "first in" and "first out" system for all donated hours, per date received. Donated hours shall be held in a pledge status until used. Pledged hours will be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation is irrevocable. When the recipient of donated hours returns to work and a regular work schedule, the remaining hours will be returned to the donor on a "last in" and "first out" basis.

Payroll will communicate with the Personnel Office when donations pledged are equal to the maximum of 60 workdays.

Required Forms: Catastrophic Donations Plan Recipient Application; Catastrophic Donations Pledge Form

Effective Date: February 27, 2018
Revised Date: November 5, 2019, April 21, 2026

§6111: PAID SICK LEAVE FOR TEMPORARY OR EXTRA HELP EMPLOYEES

Overview: Extra-help sick leave is paid sick leave benefits provided to Tehama County extra-help and Tehama County unrepresented employees. This rule supersedes Tehama County Resolution Number 2015-72.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: After actually working 30 days within one year of the commencement of their Tehama County extra help assignment, extra-help and unrepresented employees are eligible to receive forty (40) hours of credited sick leave. Sick leave accruals will not be eligible for use until the employee has been employed by Tehama County for 90 calendar days. The requirement of serving 30 working days and the 90 day employment period prior to sick leave use is only upon initial employment, and the employee is not required to meet this minimum in subsequent years.

Extra Help employees are limited to forty (40) hours of sick leave accrual for use in a calendar year of County employment. On January 1, and on each January 1 thereafter, the extra-help or unrepresented Tehama County employee may receive up to forty (40) hours of credited sick leave, not to exceed a maximum of forty (40) hours total accruals for use during that calendar year.

Sick Leave Use
With approval from the supervisor or designee, extra-help or unrepresented employees who are scheduled to work may be eligible to use accrued sick leave for the following events:

- Bona fide employee illness during the employee's own incapacity due to illness or injury;
- Employee treatment or examination by a licensed medical practitioner for the employee to undergo any medically related treatment or examination;

- Domestic Violence, Sexual Assault, or Stalking for the employee to obtain relief, including seeking a restraining order or ensure the health, safety, or welfare of themselves or their children. See Leave for Domestic Violence Victims §6207.

Leave during which the employee is excused from working and paid for sick leave is included in calculating the employee's maximum of 1000 hours/year.

Family Sick Leave Use

With approval from the supervisor or designee, extra-help or unrepresented employees may be eligible to use sick leave accruals to attend to the medical need of an immediate family member. Eligible family members who qualify as an immediate family member, includes only:

- Child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the eligible employee stands in loco parentis, regardless of age or dependency status);
- Parent (biological, adoptive, foster parent, stepparent, or legal guardian of an eligible employee or the eligible employee's spouse or registered domestic partner, or a person who stood in loco parentis when the eligible employee was a minor child);
- Spouse
- Registered domestic partner
- Grandparent or step-grandparent
- Grandchild
- Sibling
- Designated person (An employee may only request Family Sick Leave for one designated person per fiscal year.)

Notice for Sick Leave Use

In order to request sick leave use, extra-help or unrepresented employees must have been previously scheduled to work at a designated time. Employees who are called in for duty or offered a work assignment and decline, due to an illness or prescheduled medical appointment, are not eligible for sick leave use.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice to the employee's direct supervisor or designee by completing an absence request form. If the need for paid sick leave is not foreseeable, the employee shall provide notice to the employee's direct supervisor or designee as soon as practicable. Upon the employee's return to work from the unforeseen paid sick leave, the extra-help or unrepresented employee shall complete an absence request form.

Any use of sick leave will decrease the sick leave balance in an amount equal to the amount of sick leave taken. Sick leave taken in increments less than one hour will be calculated to the nearest quarter hour for purposes of the County's payroll system.

Sick Leave Verification

Extra-help or unrepresented employees requesting to use sick leave accruals may be asked to provide a doctor's note confirming the illness or the medical appointment to be eligible for sick leave payment.

Change in Employment Status

If an employee moves from an extra-help or unrepresented position to a permanently allocated position, which entitles the employee to paid sick leave under a

Memorandum of Understanding, any sick leave accrued as an extra-help employee shall be carried over and made available for use under the guidelines of this rule.

If an employee moves from a permanently allocated position to an extra-help or unrepresented position, any sick leave accrued as a permanent employee shall be carried over and made available for use. If the accrued sick leave balance is forty (40) hours or more, the employee will not be eligible to accrue sick leave until the balance falls below forty (40) hours. If the accrued sick leave balance is less than forty (40) hours, the employee's balance shall be increased to forty (40) hours.

If an employee separates from County employment and is rehired within one year from the date of separation to the same classification the employee held prior to separation, the County will reinstate previously accrued and unused sick leave upon rehire.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee shall make notification to the employee's supervisor or designee by completing an absence request form. If the need for sick leave is unforeseeable, the employee shall make notification to the supervisor or designee as soon as practicable.

Supervisor Upon receiving an absence request form specifying a need for sick leave, the supervisor or designee shall confirm the employee's eligibility and document the information correspondingly.

Department Head Notification to the Personnel Office shall be made if an employee has excessive use of sick leave or if there is reasonable suspicion the employee may be abusing sick leave privileges.

Personnel Office If requested, the Personnel Office may provide guidance to the department head or supervisor. The Personnel Office will maintain documentation regarding excessive use of sick leave in employee personnel files as provided by departments.

Required Forms: Absence Request Form (may be specific to the Department)

References: Govt. Code §12945.1-12945.6 Calif Family Rights Act; Govt. Code §19702.3 Family Care Leave; Code of Regulations Title 2 §11087-11098 California Family Rights Act; United States Code Title 29 §2601-2654 Family and Medical Care Leave Act of 1993; Code of Federal Regulations Title 29 §825.100-825.800 Family and Medical Leave Act of 1993; Family Sick Leave CAL Labor Code §233; TCPR §2206: Extra Help; TCPR §2308: Reinstatement; TCPR §4101: Work Hours and Attendance; TCPR §6107: Family Medical Leave; TCPR §6207: Leave for Domestic Violence Victims; TCPR §6101: Sick Leave; bargaining unit MOUs, Tehama County Resolution No. 2015-72; Assembly Bill 1041; Senate Bill 616

Effective Date: November 13, 2018
Revised Date: June 6, 2023, January 1, 2024, April 21, 2026

§6113: COVID-19 DONATIONS PLAN

Overview: Tehama County COVID-19 Donations Plan is a program for administering time off with pay to regular or probationary employees whose leave balances have been exhausted, and they are unable to work due to a COVID-19 related illness, order to isolate, quarantine, or unable to work due to childcare issues (school or daycare closure) associated with COVID-19.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The purpose of this policy is to provide a method for employees to assist fellow employees who have exhausted their paid leave time due to COVID-19.

- Participation in the COVID-19 Donations Plan shall be voluntary.
- An employee may donate to or receive from an unrepresented employee, or a represented employee whose bargaining agreement provides for such donation or receipt, vacation, compensatory time off (CTO), paid time off (PTO), or management leave hours. Sick leave hours may not be donated.
- Employees may be eligible for COVID-19 donations due to a COVID-19 – see below under Requesting Employee for eligibility requirements.
- COVID-19 donations received and applied to any one person may not exceed sixty (60) workdays in a rolling back year.
- Coordination of COVID-19 donations with short- or long-term disability will not extend the employee's benefit beyond 60 workdays.
- An employee's request for donations may be posted until there are sufficient donations pledged to equal the maximum of 60 workdays. When this occurs, Payroll will communicate with Personnel that the employee has reached the 60 workdays worth of donations. Personnel will advise the departments to remove the notice requesting donations.

COVID-19 donations may be used until the earliest of the following events occur:

- All leave balances, including both donated and accrued leave have been exhausted; or
- The employee returns to work at his/her normal work schedule; or
- The employee's employment terminates.

Health Insurance Continuation

See TCPR §8104: Declared Health Emergencies for information on health insurance continuation during the COVID-19 pandemic.

Requesting Employee

To be eligible to use donations, an employee must:

- Be unable to work due to COVID-19 illness, order to isolate, order to quarantine, or childcare related issue (school closure or daycare closure) which is estimated to last for at least ten (10) consecutive calendar days – medical verification will not be required.
- Have exhausted all usable leave balances, including sick leave, paid time off, management leave, vacation and compensatory time; and

- Be on a COVID-19 related absence in consultation with their Department Head.

While receiving time off with pay under the COVID-19 Donations Plan:

- The employee will not accrue vacation, sick leave, or holiday pay.
- The County will not contribute matching deposits to the deferred compensation plan for employees.
- The employee and the County will continue to contribute to CalPERS.
- Used donated time shall be subject to the recipient's normal payroll deductions.
- All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient.
- If the employee is receiving combined payments from COVID-19 donations and State Disability Insurance, Temporary Disability, or any other source of wage replacement income, the employee is required to coordinate these benefits with payroll in such a manner not to exceed the employee's gross salary.

Donating Employee

- Donations from leave category must be a minimum of eight (8) hours.
- Sick leave hours may not be donated.
- In order to donate leave, employees must have a minimum of 40 hours of combined accrued leave (sick, CTO, PTO, management leave, or vacation) remaining after the pledge.

Procedure: Regular and probationary employees shall be entitled to participate in the COVID-19 Donations Plan with the following provisions.

Employee Employees who meet the eligibility requirements may apply for donations by completing the COVID-19 Donations Plan Recipient Application.

Employees who wish to pledge donations shall complete the COVID Donations Pledge Form and forward the completed document to the Auditor's Office for payroll. (See Guidelines)

If the employee is receiving combined payments from COVID-19 donations and State Disability Insurance, Temporary Disability, or any other source of wage replacement income, the employee is required to coordinate these benefits with payroll in such a manner not to exceed the employee's gross salary.

Department Head The Department Head will ensure the requests for donations are posted in an area easily accessible by all employees. The notice will remain posted until the department is notified to remove by the Personnel Office.

Personnel Office The Personnel Office shall review all COVID-19 Donations Plan Recipient Applications for employee eligibility. If eligible, the Personnel Office will send a memo to all department heads, using employee ID numbers in lieu of names for confidentiality, when requesting COVID-19 donations. When notified by Payroll that the employee has received the 60 workdays' worth of donations, or has returned to regular work hours (whichever comes first) the Personnel Office will notify Department Heads to remove notices.

Auditor's Office The Auditor's Office shall review all COVID-19 Donations Pledge Forms for employee eligibility. (See Guidelines)

Prior to being disbursed, all donations shall be converted from the donor's wage to the recipient's wage.

The Auditor's Office will use a "first in" and "first out" system for all donated hours, per date received. Donated hours shall be held in a pledge status until used. Pledged hours will be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation is irrevocable. When the recipient of donated hours returns to work and a regular work schedule, the remaining hours will be returned to the donor on a "last in" and "first out" basis.

Payroll will communicate with the Personnel Office when donations pledged are equal to the maximum of 60 workdays.

Required Forms: COVID-19 Donations Plan Recipient Application; COVID-19 Donations Pledge Form

Effective Date: January 26, 2021
Revised Date: April 21, 2026

§6201: PARENTAL LEAVE

Overview: Tehama County employees shall be entitled to paid parental leave for the first week the employee is out due to the birth of the employee's child or during the process of adoption of a minor child by an employee.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The purpose of Parental Leave is to facilitate parental bonding, family adjustment, and childcare, and such leave shall be used consistent with these purposes.

Procedure:

- All regular Tehama County employees with at least one year of continuous service shall be entitled to schedule paid parental leave upon the birth of the employee's child or during the adoption of a minor child by an employee.
- The maximum entitlement shall be one week for the birth or adoption regardless of the number of children born or adopted (twins, triplets, etc.). If applicable, the paid parental leave shall run concurrently with any qualifying statutory leaves.
- Parental leave is separate and distinct from the use of sick leave for pregnancy because it is not based upon an employee's ability to work.
- Parental Leave is only available for the first week of leave taken for the birth or adoption of a child. If the employee applies and qualifies to receive benefits under SDI or PFL, the Parental Leave benefit provided under Tehama County will only supplement the employee's salary for the first week of leave. Coordination with SDI/PFL benefits does not extend the length of Parental Leave beyond one week. Parental leave shall be pro-rated for part-time regular employees.

Employee Employees who are requesting parental leave shall notify their supervisor or designee in a manner consistent with the procedures for requesting a leave of absence. A Tehama County Absence Request Form and any supporting documentation shall be submitted for approval. Parental leave shall be documented on the employee's timesheet as such.

Supervisor Upon receiving notification of the need for parental leave, the supervisor or designee shall evaluate the request for approval. A PAF may be generated if this leave is not attached to another form of leave, such as Family Medical Leave.

Personnel Office The Personnel Office may provide guidance to the department and/or employee.

Required Forms: Tehama County Leave of Absence Request Form
Personnel Action Form, if necessary

Effective Date: January 23, 2018
Revised Date: April 21, 2026

§6202: BEREAVEMENT LEAVE

Overview: Tehama County will grant up to twenty four (24) work hours of paid Bereavement Leave per occurrence for bereavement of an employee's immediate family member.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Tehama County will pay a regular full-time or probationary employee up to twenty four (24) work hours of paid leave for bereavement purposes per occurrence. If the need for leave extends beyond twenty-four (24) work hours, regular full-time and probationary employee may request an extension, not to exceed forty-eight (48) work hours, for a combined total of seventy-two (72) work hours.

Regular part-time employees shall be granted a prorated amount of paid leave for bereavement per occurrence based on the ratio of the part-time employee's assigned work hours in a regular work week to the forty (40) hours normally worked by a full-time employee. If the need for leave extends beyond the allotted hours of paid leave for bereavement, regular part-time employees may request an extension based on the ratio of the part-time employee's accrual rates, not to exceed half of their sick leave accruals earned per year. For example: if a 0.70 part-time employee requests bereavement leave, they can receive up to 16.8 hours of paid leave. If the need for leave extends beyond 16.8 work hours, the employee may request an extension of up to 33.67 work hours.

Employees having sufficient leave balances must use accumulated sick leave, vacation, or compensatory time during this 48-hour extension. Employees having insufficient leave balances will be granted a leave of absence without pay, not to exceed forty-eight (48) work hours.

Time off for the death of someone not listed above would be subject to approval from the employee's supervisor, and would follow the standard process for requesting time off. If granted, the employee would use available vacation or compensatory time off for the absence. Employees with no leave available may be allowed to take leave without pay with approval from the supervisor.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Employee Employees who are requesting bereavement leave shall notify their supervisor or designee in a manner consistent with the procedures for requesting sick leave usage. The employee will notify their immediate supervisor or designee as soon as the need for bereavement leave is known. A Tehama County Absence Request Form shall be submitted for approval. Bereavement Leave shall be documented on the employee's timesheet as such.

Supervisor Upon receiving notification of the need for bereavement leave, the supervisor or designee shall process and document the request.

Personnel Office The Personnel Office may provide guidance to the department and/or employee.

Required Forms: Tehama County Absence Request Form

References: Labor Code §230.5; Assembly Bill 1949

Effective Date: January 23, 2018
Revised Date: June 6, 2023, April 21, 2026

§6203: LEAVE FOR LEGAL MATTERS

Overview: Tehama County shall grant paid leave for an employee who is absent from work as required by law to serve on a jury or to comply with a subpoena or other court order as a witness in a judicial proceeding. Other leave for legal purposes may be granted, but with the employee using vacation, personal leave, personal illness and injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines:

Jury Duty
An employee will be granted leave with pay for jury duty or jury duty selection. The employee shall refuse pay for jury duty.

Compliance with a Subpoena or Court Order
An employee will be granted leave with pay to appear in court as a witness other than a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such an employee shall receive full pay for work time lost at the employee's regular rate of pay.

Leave for Crime Victims
An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, or when a family member (see Definitions) or registered domestic partner is a victim. For these purposes, the employee may use vacation, personal leave, personal illness and injury leave, unpaid leave, compensatory time off, or any other leave that is otherwise available to the employee.

Leave for Personal Legal Matters

An employee may request time off from work to attend court proceedings which have resulted from personal affairs. This includes, but is not limited to, appearing in court as a defendant, a plaintiff in a lawsuit, or divorce/family proceedings. For these purposes, the employee may use vacation, personal leave, unpaid leave, compensatory time off, or any other leave that is otherwise available to the employee.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible party, unless advance notice is not feasible. When advanced notice is not feasible or an unscheduled absence occurs, the employee shall, within five days of the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. The employee shall complete a Tehama County Absence Request Form and provide the Department Head or designee with a copy of the notice.

If an employee is released from jury duty or a scheduled court appearance prior to the end of the employee's work shift, he/she shall return to work the remainder of their work shift.

If the court requires the employee to be available by telephone alert, the employee may remain at their workplace until called to testify or serve jury duty.

Because the employee is receiving full pay from Tehama County for court appearances, the employee should refuse jury pay. Should the employee receive any jury pay or witness remuneration, the employee must report the amount to the County and the amount will be deducted from the employee's next paycheck.

The employee may accept payment for mileage and travel expenses.

Supervisor Upon receiving proper notification of the need for leave for legal matters, the Department Head or designee shall review the request and follow the law in granting such leave. A supervisor may not prohibit or intimidate an employee from participating in a jury. Any requests for time off related to legal matters must be kept confidential.

Personnel Office If requested, the Personnel Office may provide guidance to the department and/or employee.

Payroll Pay or leave granted for legal matters shall be computed at the employee's regular rate at the time of such absence.

Required Forms: Tehama County Leave of Absence Request Form

References: Labor Code §230; Penal Code §667.5 and §1192.7; TCPR §1203: Public Records and Subpoenas; TCPR §6207: Leave for Victims of Domestic Violence

Effective Date: February 27, 2018
Revised Date: April 21, 2026

§6204: MILITARY-RELATED FAMILY LEAVE

Overview: Tehama County will grant military-related family leave to eligible employees in order to address issues arising from military deployment, care for an injured service member, or to spend time with a military member on military deployment leave. Leave for military duties is regulated under Tehama County Personnel Rule §6205.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Qualifying Exigency Leave allows a family member to take up to 12 weeks (480 hours) unpaid leave in a 12-month period. The military member must be the employee's spouse, parent, son or daughter. This leave may be used to:

- Address issues arising from short-notice deployment;
- Make or update financial/legal arrangements arising from covered active duty;
- Attend counseling for yourself, the military member, or the child of the military member when the need for counseling arises from the active duty of the military member;
- Attend military events and related activities;
- Spend up to fifteen calendar days with a military member on Rest and Recuperation leave during active duty.

Military Caregiver Leave allows an employee up to 26 weeks (1040 hours) unpaid leave in a 12-month period to care for a covered service member with a serious injury or illness.

- The military member must be the employee's spouse, parent, son or daughter, or next of kin.
- A covered service member may be either a current service member or a veteran of the Armed Forces.

Spouse on Leave for Military Deployment Leave allows an employee who works 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves to take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict.

Procedure: Employees requesting a Military-Related Family leave of absence must meet the minimum requirements. To be eligible, an employee must have worked for the County at least 12 months, and worked at least 1,250 hours in the 12 months immediately preceding the commencement of leave. If the need for leave is foreseeable, the employee must give 30 days prior notice. If the leave is not foreseeable, the employee must give notice as soon as practicable.

If an employee qualifies for more than one statutory leave, all applicable leaves will run concurrently. Tehama County uses the rolling 12-month period measuring backward method to establish the 12-month period for FMLA / CFRA. However, for military caregiver leave, the first day of the 12-month calendar begins on the first day the employee takes leave for this reason and ends 12- months later. The 26 workweeks of military caregiver leave are not in addition to the regular 12 weeks of leave available for other FMLA purposes. An employee who uses FMLA for their own serious health condition or the serious health condition of a qualifying family member before, during, or after the established 12-month calendar period for

military caregiver leave, will have their FMLA entitlements counted according to the 12-month period rolling backward. Keeping in mind, an eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month calendar period used for military caregiver leave. Spouse on Leave for Military Deployment Leave is not regulated by FMLA. Employees will follow procedure under "Employee" below to request this type of leave.

The County will continue to pay the employer's portion of the group health insurance under the same terms and conditions as long as the employee is on Military-Related Family Leave. The employee will be responsible for their portion of the group health insurance whether or not he/she is in paid status.

Employee For Military Caregiver Leave, the employee must:

- Make notification to their immediate supervisor or designee
- Complete a Leave of Absence Request Form
- Submit a completed Certification of Health Care Provider. The form must be completed in its entirety by the qualifying family member's physician within 15 days of the request for leave. Incomplete certifications will be returned to the employee for follow up with the physician.
- Complete a Coordination of Benefits Form

See TCPR §5105: Coordination of Benefits for additional information on coordinating Military Caregiver Leave benefits.

For Qualifying Exigency Leave, the employee must:

- Make notification to their immediate supervisor or designee
- The employee must submit written documentation once per deployment certifying his/her spouse will be on covered active duty or will be called to covered active duty status. Written documentation includes a copy of the servicemember's active duty orders (or other official documentation used by the military).
- Employees will be required to use paid leave accruals for Qualifying Exigency Leave. The employee may choose to use vacation or compensatory time during this period to remain in paid status. In the event the employee does not have sufficient leave accruals to cover the leave of absence, leave without pay will be authorized for the remainder of the protected leave.
- Complete a Leave of Absence Request Form
- Complete a Coordination of Benefits Form

For Spouse on Leave for Military Deployment Leave:

- Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee must provide his/her supervisor of his/her intention to take the leave.
- The employee must submit written documentation once per deployment certifying his/her spouse will be on leave from deployment during the time the leave is requested. Written documentation includes a copy of the servicemember's active duty orders (or other official documentation used by the military).
- Employees will be required to use paid leave accruals for Military Deployment Leave. The employee may choose to use vacation or compensatory time during this period to remain in paid status. In the event the employee does not have sufficient leave accruals to cover the leave of absence, leave without pay will be authorized for the remainder of the protected leave.

- The employee may take more than 10 days leave if approved in advance by the employee's supervisor.

It is the employee's responsibility to complete these forms timely. Failure to provide sufficient information needed to determine eligibility for protected leave may delay and/or cause the request for protected leave to be denied.

Supervisor Upon receiving a Leave of Absence Request Form, the supervisor or designee shall confirm the employee's eligibility for Military-Related Family Leave. If the need for leave is for Qualifying Exigency Leave, the supervisor should contact the Personnel Office for guidance. If the need for leave is for Military Caregiver Leave, the supervisor or designee shall immediately prepare a Preliminary Designation Letter and provide the employee with the following forms for completion:

- Certification of Health Care Provider for the Serious Health Condition of the Employee or the Employee's Family Member
- Leave of Absence Request Form
- Coordination of Benefits Form
- United States Department of Labor – FMLA Brochure
- United States Department of Labor – Employee Guide to Military Family Leave
- Employment Development Department – PFL Brochure

Once the Certification of Health Care Provider has been submitted, the supervisor or designee shall complete a Leave of Absence Designation Notice and provide a copy to the employee within five days of the commencement of the employee's leave. A Personnel Action Form shall be completed documenting the leave of absence and forwarded to the Personnel Office for processing. Copies of all leave of absence documentation should be attached (Preliminary Designation Letter, Leave of Absence Request Form, Certification of Health Care Provider, etc.)

Personnel Office The Personnel Office Leave of Absence Coordinator will review, process, log, and track all leaves of absence. The Personnel Office will maintain communication with Payroll throughout the process for any changes in employee status or benefits.

Required Forms: Leave of Absence Request Form
Preliminary Designation Letter
Medical Certification for the Serious Health Condition of the Employee's Family Member
Coordination of Benefits Form
Leave of Absence Designation Form
Documentation certifying military leave of absence (if applicable)

References: Department of Labor Employers Guide to The Family Medical Leave Act; TCPR §6107 Family Medical Leave; TCPR §6205 Leave for Military Duties; Military and Veterans Code §395-395.9; United States Code Title 38 §4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994

Effective Date: December 5, 2017
Revised Date: November 10, 2020, March 29, 2022, April 21, 2026

§6205: MILITARY DUTY LEAVE OF ABSENCE

Overview: Military Duty Leave of Absence is a leave of absence from employment to engage in the performance of duty on a voluntary or involuntary basis in a uniformed service

under competent authority. This includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from employment for the purpose of performing funeral honors duty as authorized by federal law. Tehama County will grant employees with military duty leave and reemployment rights pursuant to federal, state, and local laws.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: The Uniformed Services Employment and Reemployment Rights Act (USERRA) and the California Military and Veterans Code protect the employment rights of individuals who must be voluntarily or involuntarily absent from their civilian employment positions to serve in the U.S. military. USERRA and the California Military and Veterans Code also prohibit employers from discriminating against past and present members of the uniformed services. Federal and state laws apply to all service members, with a focus on those that have civilian careers while serving in the Armed Forces of the United States, National Guard, and Naval Militia.

A regular Tehama County employee, who is ordered to military duty as described above, is eligible for an approved military duty leave of absence regardless of probationary employment status.

Those ordered to inactive duty training, such as drills or regularly scheduled weekend meetings, may be eligible for a military duty leave of absence, however inactive duty is unpaid.

Paid Temporary Military Duty Leave of Absence

Paid Temporary Military Duty Leave of Absence is a leave of absence from County employment to engage in ordered active military duty, including travel time, for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or Armed Forces of the United States, National Guard, or the Naval Militia.

Employees who meet the eligibility requirements for a Paid Temporary Military Leave of Absence for ordered active military duty are entitled to receive his or her full salary and compensation during the first 30 calendar days of leave in any one fiscal year. To be eligible for a paid temporary military duty leave of absence, employees must meet the following requirements:

- Must be a regular Tehama County employee, occupying a regularly budgeted position and working a minimum of 20 hours per week (extra help employees are not eligible).
- Must have at least one year of employment in Tehama County immediately preceding the date upon which ordered military leave begins. Time previously spent by the employee in a recognized military service shall be used in computing the one year of employment. The employee may be asked to provide satisfactory evidence of prior military service when his/her total combined County service and military service is equal to the minimum of one (1) full calendar year.

Employees may be on a paid temporary military duty leave of absence for ordered active military duty more than once per fiscal year. However, pay may not exceed 30 calendar days in any one fiscal year. If the employee remains on a military duty leave of absence after exhausting the 30 calendar days of paid leave, he or she may continue to remain in a paid status by using accumulated vacation time, compensatory time off, or any other accrued paid time off. The employee may also request leave without pay.

National Guard
National Guard members called to active duty shall be entitled to a paid military duty leave of absence without regard to the length of County service. National Guard employees called to active duty are entitled to their full salary and compensation for up to the first 30 calendar days of any declared emergency regardless of the number of emergencies declared in a fiscal year, provided such duty is performed during a Governor proclaimed state of extreme emergency or other active duty as described in the Military and Veteran's Code.

Special Note Regarding Paid Military Leave Calculations: The 30 days allowed for a paid military duty leave of absence are calendar days. For example, if an employee is on a military duty leave of absence for 14 calendar days, and is eligible to receive pay, he/she will only receive pay for the actual work time missed. In this example, if the employee was scheduled five (5) days per week (40 hours), he/she would receive ten (10) days of paid leave. However, the whole 14 calendar days of leave would count against the 30 calendar days of paid temporary military duty leave allowable per fiscal year.

Accrual and Use of Leave During Military Duty Leave
Employees shall not accrue vacation, sick leave, or other paid leaves, during the period he/she is on an unpaid military duty leave of absence. Employees are permitted to use accrued leave balances while on a military duty leave of absence. However, the County does not require an employee to use accrued leave balances while on a military duty leave of absence. Sick leave may not be used during a military duty leave of absence.

Health Benefits
Arrangements for health insurance payments should be made with the Auditor's Office prior to the start of military leave. The County life insurance and accidental death and dismemberment insurance policy does not cover individuals while they are actively serving in the military.

Employees on a temporary military duty leave of absence may elect to continue their health insurance benefits at the normal employee share of cost during the first 31 days of their unpaid military duty leave of absence. After 31 days, if the employee elects to continue receiving his/her health insurance benefits, the employee will be responsible for paying both the employee share of cost and the employer share of cost. If an employee elects to use their leave accruals, they may continue their health insurance benefits at the normal employee share of cost until exhaustion of all available leave accruals.

An employee electing to continue their health insurance benefits may continue coverage for up to 24 months after the military duty leave of absence begins.

Pension Benefits

An employee reemployed from a military duty leave of absence may receive service credit in accordance with the California Public Employees' Retirement System laws and policies. Please reference the CalPERS Military Service Credit Options publication guide for additional information.

Return to Duty and Reemployment Rights
An employee shall notify the Department Head or designee of an anticipated early return from a military duty leave of absence as soon as possible. Employees returning from military leave due to an illness or injury will be required to receive a proper medical clearance prior to returning to work.

An employee returning from a military duty leave of absence shall have a right to return if released, separated, or discharged under conditions other than dishonorable, to his/her former position within six (6) months after the termination of active service, or after the emergency no longer exists. Upon returning from a military duty leave of absence, employees shall be reemployed in their former position as long as the position still exists. In the event the position was abolished during the employee's absence, he or she shall be reinstated to a vacant position of like seniority, status, and pay for which he or she is qualified. If no position exists, the employee shall have the same rights and privileges he or she would have had if he or she would have occupied the position when it ceased to exist and had not taken a temporary military duty leave of absence.

Health insurance coverage shall be reinstated upon the employee's return to work. Benefits will be effective without any waiting periods.

Time spent on a military duty leave of absence counts as service credit for any calculation of seniority, determination, promotion, or other decision dependent upon length of employment, as if the employee had remained continuously employed. This includes any salary adjustments, vacation accrual rate and seniority ranking, which may have occurred during the employee's absence. For step advancement purposes, an employee who has returned from a military duty leave of absence shall maintain the same salary anniversary date they had prior to the military duty leave of absence. If the employee did not complete an initial probationary period prior to the start of a military duty leave of absence, the employee's initial probationary period shall be extended by the number of calendar days the employee was on military leave when he or she returns to work.

In the case of an employee who incurs a disability or aggravates an existing injury while on a military duty leave of absence, and is no longer capable of performing the essential functions of their position, the employee shall be reemployed in an alternate position. The alternate position will be equivalent in seniority, status, and pay. If no position exists, the employee shall be reemployed in a position which is the nearest approximation to a position in terms of seniority, status, and pay. In each circumstance, consideration will be made in regards to the employee's qualifications, as well as the employee's ability to become qualified with reasonable efforts by the County.

Temporary or Seasonal Positions
The County is not required to reemploy an employee if the employment left was for a brief, nonrecurring period and there is no reasonable expectation the employment would have continued indefinitely or for a significant period.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee shall complete a leave of absence request form prior to the start of military leave. Please attach a copy of the military orders specifying a tour of military duty.

Supervisor Upon receiving a Leave of Absence Request Form and military orders specifying a tour of military duty, the supervisor or designee shall confirm the employee's eligibility for a military duty leave of absence and a paid temporary military duty leave of absence. A Personnel Action Form shall be completed documenting the military duty leave of absence and forwarded to the Personnel Office for processing. Copies of all leave of absence documentation should be attached.

Department Head Notification shall be made to the Personnel Director if an employee fails to return from a military duty leave of absence.

Personnel Office The Personnel Office Leave of Absence Coordinator will review, process, log, and track all leaves of absence. The Personnel Office will maintain communication with Payroll throughout the process for any changes in employee status or benefits.

Required Forms: Leave of Absence Request Form

References: TCPR §6201: Military Related Family Leave; Military and Veterans Code §389-399.5; Uniformed Services Employment and Reemployment Rights Act of 1994, U.S. Code Title 38, §4301, et seq.

Effective Date: February 27, 2018
Revised Date: April 21, 2026

§6207: ACCOMMODATIONS & LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

Overview: An employee who is a victim of domestic violence, sexual assault, or stalking as defined by law may use vacation, sick leave, personal leave, management leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to related activities. The County will also provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: An employee who is a victim of domestic violence, sexual assault, or stalking as defined by law may use vacation, sick leave, personal leave, management leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child
- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking

- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking
- Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation

The employee may also request to use vacation or compensatory time off in the usual manner, without disclosing that they have been the victim of domestic violence.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible.

When an unscheduled absence occurs, the employee shall show documentation, within ten days, certifying the absence in the form of any of the items listed below. The supervisor should not retain copies of the documentation used to certify the absence.

- A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- Documentation from a domestic violence or sexual assault counselor, licensed medical professional or health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking

The County will provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work. Upon the request of the County, an employee requesting a reasonable accommodation shall provide the employer a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for a purpose authorized under this Rule. The employer may also request certification from an employee requesting an accommodation demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking.

If circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the employer. If an employee no longer needs an accommodation, the employee shall notify the employer that the accommodation is no longer needed.

In the interest of workplace safety, employees who apply for or obtain an Order of Protection or Restraining Order which the employer's property as being a protected area, must provide their supervisor with a copy of the petition used to obtain the order, and any subsequent orders.

Supervisor and/or Department Head Any verbal or written statement, police or court record, or other documentation provided to an employer identifying an employee as a victim of domestic violence, sexual assault, or stalking shall be maintained as confidential by the employer and

shall not be disclosed by the employer except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be given notice before any authorized disclosure.

An employer shall not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of domestic violence, sexual assault, or stalking, if the victim provides notice to the employer of the status or the employer has actual knowledge of the status.

An employer who willfully refuses to rehire, promote, or otherwise restore an employee or former employee who has been determined to be eligible for rehiring or promotion by a grievance procedure or hearing authorized by law is guilty of a misdemeanor.

Personnel Office The County will provide the document "Rights of Victims of Domestic Violence, Sexual Assault, and Stalking" to all new employees.

The County will provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work. The County will engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations. Reasonable accommodations for victims of domestic violence may include, but are not limited to, putting in locks, changing shifts, changing the employee's phone number, transfer, reassignment, parking in more secure areas, arranging for escorts to vehicles, or additional time off. In determining whether the accommodation is reasonable, the employer shall consider an exigent circumstance or danger facing the employee. This Rule does not require the employer to undertake an action that constitutes an undue hardship on the employer's business operations. An employer who requests certification pursuant to the "Employee" procedure may request recertification of an employee's status as a victim of domestic violence, sexual assault, or stalking every six months after the date of the previous certification.

Required Forms: Tehama County Request for Leave

References: California Labor Code §230, 230.1, 246.5, 6400; California Evidence Code §1035.2, 1037.1; Government Code §12926; Division of Labor Standards Enforcement of the Department of Industrial Relations §98.7; Family Code §6211; Penal Code §261-262, 265, 266-267, 269, 273.4, 285-286, 288-289, 311.4, and 646.9; Civil Code 1708.7; Rights of Victims of Domestic Violence, Sexual Assault, and Stalking (Tehama County Personnel Document)

Effective Date: May 1, 2018
Revised Date: April 21, 2026

§6301: LACTATION ACCOMMODATION

Overview: Tehama County employees will be supported in breastfeeding by accommodating their need to express breast milk in the workplace in accordance with Federal and State law.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials

(appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: **Requests for Lactation Accommodation**

Tehama County employees have a right to request a lactation accommodation to express breast milk for the employee's own infant child. Expressing milk for another child, or for an organization to distribute are not considered rights under the law. A copy of this rule will be made available to all employees upon hire and when an employee makes an inquiry about or requests parental leave.

Employees requesting a lactation accommodation will be required to complete a Lactation Accommodation Request Form. The employee should provide the completed form to their supervisor or designee as early as possible. The supervisor or designee shall acknowledge receipt of the Lactation Accommodation Request Form by signing the request and providing the employee with a signed copy.

Upon receipt of the request for lactation accommodation, the supervisor or their designee shall work in conjunction with the employee to determine a suitable schedule and space to accommodate the employee. The Personnel Office may provide assistance with facilitating an Interactive Accommodation Process meeting to help reach a resolution which works for both the employee and the department.

A copy of the completed Lactation Accommodation Request Form shall be forwarded to the Personnel Office for placement in the employee's medical file.

Lactation Spaces

Areas designated as lactation spaces shall meet the requirements of Federal and State lactation accommodation law. A reasonable effort will be taken to provide an employee with the use of a lactation space, room, or other location which is in close proximity to the employee's work area. Lactation spaces must meet legal requirements and be available when needed. A bathroom is not an acceptable lactation space.

Areas designated as lactation spaces shall be safe, clean, comfortable, secure, private, and free from intrusion and hazardous materials. Lactation spaces shall be equipped with an electrical outlet or alternative devices, including, but not limited to extension cords or charging stations (needed to operate an electric or battery-powered breast pump), and contain a place to sit, and a table or other flat surface (not the floor) for a breast pump. The lactation space should be in close proximity of a sink with hot water and soap for hand washing and cleaning equipment, and a refrigeration. If a refrigerator cannot be provided, another cooling device suitable for storing milk such as a cooler, will be provided.

Departments may comply with Federal and State law by designating a lactation space which is temporary, due to operational, financial, or space limitations. Temporary lactation spaces must meet the same requirements of the law as permanent locations. Department Heads and supervisors should keep in mind multipurpose rooms designated as temporary lactation spaces are meant to allow lactation accommodation to take precedence over other uses for the room.

Departments in a multi-tenant worksite may comply by providing a lactation space which is shared among multiple departments or divisions within the designated workspace.

Breaks

Whenever possible, the break period for a lactation accommodation should run concurrently with any break period already provided to the employee. In other words, employees should be utilizing their paid or unpaid break periods for lactation accommodations. However, lactating employees must be provided an accommodation each time they request a break period to express breast milk, regardless of their pre-scheduled break periods. A break period which does not run concurrently with any break period already provided to the employee will be unpaid.

Employees who are requesting a lactation accommodation may be provided time in excess of their regular paid or unpaid break periods. Any time used in excess of the employee's break periods will not be paid or considered part of an employee's regular work time. However, an employee may use sick leave, vacation leave, management leave, paid time off, compensatory time off, or work a flexible schedule (with approval of the Department Head or designee) in order to make up the time in excess of their break period.

In situations where an employee has no available accrued leave, it is preferred employees work a flexible schedule. However, if not feasible or practical, an employee may be placed in non-paid status without any penalty.

Time used to travel to and from the employee's work location to a lactation space is not included in the calculation for tracking time spent on an actual break.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees requesting a lactation accommodation may do so by completing a Lactation Accommodation Request Form and providing the completed request to their supervisor or designee.

Employees have the right to file a complaint with the labor commissioner for any violation of rights under the California Labor Code regarding lactation accommodations.

Supervisor Supervisors or designees who receive completed request forms for lactation accommodation shall sign the form confirming receipt and provide a signed copy to the employee. Upon notification of an employees need for a lactation accommodation, supervisors or designees will work in conjunction with the employee to determine a suitable schedule and space to accommodate the employee.

A copy of the completed Lactation Accommodation Request Form shall be forwarded to the Tehama County Personnel Office for placement in the employee's medical file.

Personnel Office Tehama County Personnel may assist with accommodation issues by facilitating an Interactive Accommodation Process meeting, and conduct site visits if requested.

Required Forms: Lactation Accommodation Request Form

References: Department of Labor - Fair Labor Standards Act; California Labor Code §1030-1034; SB 142

Effective Date: July 14, 2020
Revised Date: April 21, 2026

§6302: REASONABLE ACCOMMODATION

Overview: The Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) prohibit employment discrimination based on a person's disability, perceived disability, or history of disability. Tehama County is committed to providing equal opportunity employment to all qualified applicants and employees, and a workplace free from discrimination and retaliation on the basis of a medical condition, physical disability, or mental disability.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Tehama County will make every reasonable effort to provide accommodations in accordance with the ADA, FEHA, and this policy, with the purpose of enabling an individual to: 1) be considered for a job; 2) perform the essential functions of his/her job; and 3) enjoy equal benefits and privileges of employment.

The County is required to provide reasonable accommodation for the known disabilities of a qualified individual. A reasonable accommodation may include, but is not limited to the following:
Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities
Job restructuring, part-time or modified work schedules, reassignment to a vacant position (not applicable to applicants), acquisition or modification of equipment or devices, adjustments or modifications of examinations, training materials, or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities

The ADA and FEHA require employers to engage in the interactive accommodation process with employees or applicants who request reasonable accommodation. Employers must provide reasonable accommodation to individuals who:
Have an actual medical condition, physical disability, or mental disability
Have been perceived to have a disability
Have a record or a history of a disability
Are regarded or treated as having, or having had a disability

For purposes of reasonable accommodation, physical and mental disabilities do not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance abuse disorders resulting from current unlawful use of controlled substances or other drugs.

Disability Notification
The County is subject to strict limitations with regard to making inquiries about an individual's medical condition or disability. Therefore, the employee or applicant is responsible for providing notification identifying he/she has a condition or disability which requires reasonable accommodation. Submission of this information is voluntary. A verbal or written notice of a disability may come in the form of:

- A direct statement from an employee or an applicant to a supervisor or interviewer indicating he or she is unable to perform an essential function of the job because of a disability
- An employee or applicants direct request for a reasonable accommodation to the supervisor or interviewer
- A supervisor or interviewer's receipt of information regarding an employee or an applicant's disability or need for accommodation

Notification may also be made to the County ADA Coordinator, Department Head, or the Personnel Office.

Interactive Accommodation Process (IAP)
Communication is essential throughout the interactive process. Keep in mind, each employee is unique and specific details about their disability may vary widely. The IAP should be used as a two-way dialogue between the Department and the individual requesting an accommodation. It is recommended that a member of the Personnel Office may be present to assist with facilitating the dialogue, especially in cases when an employee's statutory leave has exhausted, or there are permanent accommodations.

When a request for accommodation has been made, the Department Head or designee, in consultation with the Personnel Office and the individual requesting accommodation, must promptly engage in a good faith interactive accommodation process. The purpose of the IAP is to determine what, if any, accommodation can be provided. Employees have a right to have a representative of their choice involved during the IAP.

Responsibilities for the Department Head, or his/her designee, in the IAP should include, but are not limited to the following:
- Communicating with the employee or candidate the process of determining whether an accommodation will be provided
- Obtaining information from the individual and the individual's health care provider regarding limitations and the need for accommodation
- In consultation with the employee or applicant, identifying all possible accommodations, which would enable the employee or applicant to be considered for the position, perform the essential functions of the position, or otherwise enjoy equal privileges of employment
- In consultation with the employee or applicant, assessing the reasonableness of each accommodation in terms of effectiveness and equal opportunity for the employee or applicant
- Implementing the accommodation which is most appropriate for the employee or applicant and the County.

The interactive process is an ongoing activity. In order for all potential accommodations to be thoroughly considered, the involved parties may need to meet on multiple occasions.

It should be noted, the County is not obligated to provide the accommodation most preferred by the employee or applicant or his/her health care provider. The Department Head, or his/her designee, has the ultimate discretion to choose

amongst the accommodations, so long as the chosen accommodation is reasonable and effective. The County is also not required to provide an accommodation which would result in an undue hardship or an accommodation which would present a direct threat to the employee, applicant, or others. *For example, if one accommodation costs more or is more burdensome than the other accommodation, the Department Head may choose the less expensive or less burdensome accommodation, or another accommodation which is easier to provide.*

The County may require completion of a Return to Work/Work Status Form and/or an ADA Accommodation Packet by the individual's health care provider to establish that an individual has a disability which necessitates a reasonable accommodation. If the information provided by the health care provider is inadequate, incomplete, or conflicts with other information obtained, the Personnel Office may request further clarifying information, and in some instances may send the employee or applicant to a physician of the County's choice at the County's expense.

For current employees only: If an employee with a disability or medical condition can no longer perform the essential functions of their position, with or without an accommodation, but is qualified to perform the essential functions of a different position, the County will explore reassignment. In consultation with the Department Head or their designee, efforts will first be made to reassign the employee to a vacant and funded position within the employee's current department. If a suitable position does not exist within the employee's current department, the Personnel Office will conduct a countywide search to assess whether a vacant position (for which the employee is qualified) exists in another department. Promotions, creation of new positions, or displacement of other employees are not considered a requirement and will not be considered as part of the reasonable accommodation process.

Documentation and Communication

Documentation outlining the reasonable accommodation process establishes compliance with the regulatory requirements of the ADA and FEHA. Therefore, notes will be taken throughout the IAP and a summary of events may be drafted using the written notes taken during the interactive process. Upon conclusion of the interactive process, a copy of the notes and/or summary will be placed in the employee's confidential medical file, and a copy provided to the Personnel Office. A copy may also be provided to the employee upon their request.

When a reasonable accommodation has been established, the decision should be immediately communicated to the employee and his/her supervisor or designee, and the Department Head. Notification does not have to be provided to the employee in writing, but ensures understanding between the parties.

Confidentiality

Medical information obtained in connection with the reasonable accommodation process must be kept confidential. Documents containing medical information shall be kept in a confidential medical file which is separate from the employee's personnel file. Confidential medical information is limited to a "need to know" basis. Supervisors or managers who need to know may be informed about necessary work restrictions or duties related to the reasonable accommodation, however medical information should only be disclosed if strictly necessary. *For example, an insulin*

diabetic may need a reasonable accommodation for periodic meal breaks. The supervisor may be informed of the need for periodic breaks, AND to be cognizant of any objective signs in the employee's behavior which may signal a need for an unscheduled break.

If the disability requires emergency treatment, medical information may also be disclosed to first aid and safety personnel.

Whenever medical information is disclosed, the individual disclosing the information must ensure the recipients comprehend confidentiality requirements. For more information on the legal obligations and privacy laws for employees with access to confidential information, see TCPR §1403: Employee Responsibility to Maintain Confidentiality.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Job Applicants An applicant may initiate a request for reasonable accommodation verbally or in writing, to the Personnel Office, ADA Coordinator, Department Head, interviewer, or they may indicate a need for reasonable accommodation through the online employment application process. Reasonable accommodation may be requested during the recruitment, examination process, selection process, or if there is a need for reasonable accommodation to perform the essential functions of the position.

Employee An employee may direct a request for reasonable accommodation verbally or in writing, to the Personnel Office, ADA Coordinator, Department Head, or their supervisor.

Requests for reasonable accommodation by applicants or employees should include information regarding whether the condition is permanent or temporary and should include medical documentation to support the request.

Department Head / Supervisor Department Heads and supervisors are expected to be familiar with the reasonable accommodation process and this policy. In the event a request for reasonable accommodation is received, Department Heads and / or supervisors are responsible for scheduling and participation in the interactive process meeting. The Personnel Office may be contacted to help facilitate the dialogue.

Personnel Office The Personnel Office is responsible for the overall coordination of this policy, including facilitation of the interactive process as needed.

Required Forms: Return to Work/Work Status, Reasonable Accommodation Packet, Temporary Work Assignment Agreement

References: Americans with Disabilities Act www.ada.gov; California Department of Fair Employment and Housing www.dfeh.ca.gov; TCPR §1403: Employee Responsibility to Maintain Confidentiality, TCPR §8102: Harassment; Govt. Code §12945.1 – 12945.6 Calif Family Rights Act; Govt. Code §19702.3 Family Care Leave; Code of Regulations Title 2 §11087-11098 California Family Rights Act; United States Code Title 29 §2601-2654 Family and Medical Care Leave Act of 1993; Code of Federal Regulations Title 29 §825.100-825.800 Family and Medical Leave Act of 1993

Effective Date: October 20, 2020

Revised Date: April 21, 2026

EMPLOYEE PERFORMANCE

§7101 PERFORMANCE EVALUATIONS

Overview: A performance evaluation is intended to be a fair assessment of an employee's performance over a defined period of time. A performance evaluation allows for a two-way, face-to-face discussion between the supervisor and employee, with the purpose of giving and receiving feedback, clarifying job duties, stating expectations, and setting goals for the coming year.

Applicable to: All employees. Elected officials are not evaluated by the County.

Guidelines: Performance evaluations are an opportunity to provide employees with feedback as to the employee's work performance and the alignment of such to County and departmental goals. Supervisors are responsible for discussing with all employees the expected standards of conduct and performance by which the employee's performance will be evaluated.

Supervisors must be aware of the objectives of the department, their own individual roles in achieving these objectives, the purpose of performance evaluations, and the process of fairly and impartially evaluating the work performance of employees. Performance expectations should be in line with the essential functions of the employee's classification specification and align with the County or departmental mission, vision, goals, objectives, and initiatives. Performance expectations should be measurable and achievable.

It is important for supervisors to keep in mind that employees have certain protections under Federal and State laws. For instance, Federal and State laws protect employees from retaliation and discrimination for exercising their right to take a job protected leave of absence related to a serious medical condition. Similarly, employees are protected from retaliation under Federal and State laws for engaging in union activities without interference from County management. Therefore, supervisors shall not reference an employee's medical condition, medical leave information, an employee's engagement in a protected union activity, or any other activity protected by a Federal or State law within a performance evaluation.

It Is in the best interest of all parties to communicate performance expectations frequently. As part of the process of continuous feedback, performance ratings should never be a surprise to an employee. To the extent possible, individual performance issues should be identified and addressed as they occur or as soon as reasonably practical thereafter.

Frequency
Performance evaluations can be given for a variety of reasons. Annual performance evaluations are most common; however, performance evaluations shall also be given during probationary periods or as part of a performance improvement plan/corrective action plan. Regardless of the reason, supervisors must ensure performance evaluations are completed timely and ratings are related to job performance and applied consistent as to job expectations.

Regular employees shall be evaluated in writing annually or more often as outlined in this rule. The annual rating period is typically established in accordance with the employee's salary anniversary date. However, if an employee was on a leave of absence during the evaluation period, the evaluation period may be adjusted in order to provide a more thorough review. The supervisor is not relieved of the duty to perform an annual performance evaluation based on the employee reaching the top step of their salary range.

Probationary employees shall be evaluated in accordance with the applicable Memorandum of Understanding (MOU) prior to attaining regular status.

Frequency for Merit System Services Employees
Employees working in the Department of Social Services and the Department of Child Support Services are governed by Merit System Services (MSS). MSS employees serving a six-month probation period are required to be evaluated in writing at least twice during their probation period, once within the first three months, and once within the three-to-six-month period. Employees serving a twelve-month probation are required to be evaluated in writing at least three times during their probationary period; once in the first four months, again in the four-to-eight-month period, and again in the eight-to-twelve-month period.

For Department of Social Services, the six-month probationary evaluations will occur at the 3-month period and the 5.5-month period. For those serving a 12-month probation period, the third evaluation will occur at the 11.5-month period. Department of Social Services performance evaluations and timelines are outlined in department policy and procedure: Performance Evaluations, Expectations and Timelines.

For Department of Child Support Services, the six-month probationary evaluations will occur at the 3-month period and the 6-month period. For those serving a 12-month probation period, the third evaluation will occur at the 12-month period. Department of Child Support Services performance evaluations and timelines are outlined in the department policy and procedure: Performance Evaluations.

Preparing the Performance Evaluation
The importance of a well prepared, thorough, timely, and honest performance evaluation cannot be overstated. Performance evaluations should be part of an ongoing dialogue between the supervisor and the employee. Supervisors should establish a routine method to observe the employee's performance throughout the year ensuring to include every aspect of the employee's job duties in the observation.

Formal performance evaluations for regular and/or probationary employees must be completed on the Tehama County Employee Performance Evaluation form. Prior to completing the form, supervisors should review the rating criteria. Supervisors should also review the employee's job duties, goals listed on the employee's previous performance evaluation, training completed and any documentation in the supervisor file applicable to the evaluation period. Reference TCPR §1202: Personnel Files regarding the purpose, accessibility, and retention of a supervisor file.

Employees shall be rated for each criterion listed on the Employee Performance Evaluation form. The supervisor shall provide comments about specific behaviors and examples of incidents under each section / category which support the rating.

In evaluating the employee, the supervisor shall rate based on work performance, considering applicable policies, Personnel Rules, and work standards applicable to the essential functions of the employee's classification and assignment.

Counseling/Confirming Memos issued during the evaluation period shall not be attached to the performance evaluation. However, incidents related to the memo may be noted. Letters of Reprimand and Letters of Recognition shall be included in the performance evaluation.

When an employee fails to meet established performance expectations and has areas rated as "Unsatisfactory" or "Needs Improvement," the Corrective Action Plan section of the Employee Performance Evaluation form must be completed. The Corrective Action Plan shall clearly state the problem or weakness in a level of detail sufficient to be understood by the employee, previous attempts to improve the performance, if any, what constitutes acceptable performance, and the consequences of continued unacceptable performance. In addition, the Corrective Action Plan shall list plans, objectives, training, supervisor check-ins, job shadowing, or other activities that may aid in improving the employee's professional knowledge, skills, and effective working practices.

Once the Employee Performance Evaluation form is completed, supervisors shall follow the department's internal review process prior to presenting the performance evaluation to the employee.

Performance Evaluation Meeting
The employee to be evaluated shall be advised in advance as to the time and place of the performance evaluation discussion with the employee's supervisor.

Prior to presenting the final draft of the evaluation to the employee for the employee's signature, the supervisor shall discuss the contents of the evaluation with the affected employee and answer any questions the employee might have about the evaluation. The employee shall sign only the final version of the evaluation which shall be signed by the Department Head or designee. Where performance does not meet standards, the supervisor shall review the Corrective Action Plan with the employee. The goal of the Corrective Action Plan is to improve the employee's performance.

The employee must sign the Employee Performance Evaluation form acknowledging the employee has read the contents, the performance has been discussed, and the employee has received a copy of the form. If the employee refuses to sign the Employee Performance Evaluation the supervisor will document the refusal and the employee is subject to discipline. The employee's signature does not necessarily mean they agree with the contents of the evaluation.

A copy of the completed and signed Employee Performance Evaluation form shall be provided to the employee and the Department Head with the original document sent to the Personnel Office to be placed in the employee's personnel file. An employee may review the contents of their personnel file in accordance with TCPR §1202: Personnel Files and Labor Code 1198.5.

Opportunity for Employee Written Response
An employee dissatisfied with the written performance evaluation who wishes to supplement the performance evaluation may provide a separate written response.

The written response will be attached to the Employee Performance Evaluation form and placed in the employee's official personnel file. The written response must be signed, dated, and submitted to the employee's supervisor. A copy shall also be provided to the Department Head. An employee shall not have the right to file a grievance regarding the contents of the performance evaluation.

Provisions Specific to Department Heads/Directors
Department Head /Director performance evaluations will be completed in accordance with the employee's classification specification and the applicable employment contract. The performance evaluation shall be completed annually and in accordance with the employment contract.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee An employee who wishes to attach a written response to the Employee Performance Evaluation form shall submit a signed and dated document to their supervisor or designee.

Supervisors The employee's direct supervisor shall:

- Discuss the expected standards of conduct and performance with the employee, including any specific job requirements relative to the employee's position.
- Establish a routine method to observe the employee's performance throughout the year.
- Maintain a supervisor file in accordance with TCPR §1202: Personnel Files
- Ensure performance evaluations are completed in a timely manner.
- Complete the Employee Performance Evaluation Form and the Corrective Action Plan, if applicable.
- Meet with the employee to discuss the performance evaluation.
- Complete training related to preparing and presenting performance evaluations.
- The next level of supervision (if applicable) shall:
- Review the Employee Performance Evaluation form completed by the employee's direct supervisor.
- Sign and date the form acknowledging the review has been completed.
- Submit the form to the Department Head for final review.

Department Head The Department Head shall:

- Review the Employee Performance Evaluation form completed by the employee's direct supervisor and reviewed by the next level of supervision (if applicable).
- Sign and date the form acknowledging they have completed the review.
- Ensure the final Employee Performance Evaluation form and response is forwarded to Personnel.

Personnel Office The Personnel Office shall:

- Review employee performance evaluations to ensure they meet the standards and requirements outlined in this rule.
- Place the performance evaluation and any written responses from the employee

in the employee's official personnel file.

Required Forms: Employee Performance Evaluation form, Department Head Performance Evaluation Form, Department Head Appraisal Self-Evaluation Form

References: TCPR §1202: Personnel Files; Labor Code 1198.5 inspection of personnel files;
Effective Date: February 25, 2025

§7302 ON-THE-JOB TRAINING

Overview: The purpose of this rule is to encourage employee participation in self-improvement through on-the-job training with the goal of improving the quality and timeliness of those services Tehama County employees provide in the course and scope of their Tehama County employment. On-the-job training must be directly related to the employee's specific current professional career field in Tehama County and is not intended to serve as a method of career advancement outside of their employment in Tehama County.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: It is the policy of the County of Tehama to encourage training, self-improvement and personal development programs for employees through on-the-job-training. On-the-job training is developed and assigned by Department Heads and the employee's supervisor or their designee, is completed during the employee's scheduled workday, is directly related to their specific current professional career field in Tehama County and is paid by the Department.

On-the-job training shall not be used as a mechanism for a Department to pay an employee's tuition for college level coursework, to qualify employees for other positions, or to obtain certifications required to promote.

On-the-Job Training

The responsibility for developing and assigning on-the-job training for employees shall be assumed by the Department Head and the employee's supervisor or their designee. The Tehama County Personnel Office may aid in the process. On-the-job training is completed during the employee's regularly scheduled workday andcan occur through demonstration, lecture, seminars, assignment of reading materials, or

attendance at conferences inside or outside the workplace. Assigned training should be for the purpose of strengthening the effectiveness and broadening the knowledge of employees in the performance of their respective duties. Assigned training shall have a direct bearing on the work of the employee. On-the-job training shall not be used for the purpose of qualifying for non-County related employment.

All on-the-job training shall be assigned or otherwise approved in advance by the Department Head or their designee. Consideration should be made for the following:

- Impacts on the Department's operations and its ability to provide services and perform functions in the absence of the employee.
- Subject of training in relationship to the function performed by the employee and the Department, and the employee's professional development.
- Value and expense of the training in relationship to the enhanced work performance expected to result from the training.

The cost of on-the-job training will be paid by the Department, including any other expenditures incurred, such as transportation, lodging, meals, registration, etc., as a result of participating in the training. The Department must have an adequate budget to cover costs associated with training..

Occasionally, the County's budget may not permit on-the-job training to be paid by the Department, however; the employee may be willing to incur expenses associated with training themselves if the employee is permitted to attend the training during work hours. In this instance, with the prior approval of the Department Head, an employee's participating in training may be considered regular hours worked and recorded as such on the employee's timesheet.

Unpaid Education Leave of Absence

An employee, with prior approval from the Department Head, Personnel Director, and Chief Administrator, may be granted up to two (2) unpaid education leave of absence not to exceed twelve (12) months each to pursue advanced education. When reviewing requests for an unpaid education leave of absence, considerations should be made for the following;

- Impacts on the Department's operations and budget and its ability to provide services and perform functions in the absence of the employee.
- Whether advanced education will increase on-the-job skills or improve the employee's qualifications for promotions.
- The employee has demonstrated a high motivation for self-improvement and indicates a desire to make County employment a career.
- The employee has demonstrated superior work performance in their present position and can perform in a more responsible position.
- The employee has demonstrated potential, motivation, and suitability for further educational opportunities.

Unpaid education leave of absence may be taken on an intermittent basis or as a continuous block. Requests for unpaid education leave of absence shall be initiated by the employee at least sixty (60) days in advance of the desired start date for the unpaid education leave of absence. The request should include the specific reason for the request, the desired start date, and the expected return date. If approved, the Department Head may request Board of Supervisor approval to temporary fill the

employee's vacancy with a temporary allocation in accordance with TCPR §2201: Position Allocation List.

Employees approved for a continuous block of unpaid education leave of absence will have their leave banks frozen until their return to full-time employment. In addition, employees will have their salary anniversary date adjusted in the same manner as other employees who are in a non-pay status. Further, during unpaid education leave, employees will not accrue leave accruals, seniority, service credit towards their retirement, nor will they be eligible to participate in the health insurance plan or receive the deferred compensation match or any other benefits. For employees approved for an intermittent unpaid education leave of absence, accruals and health insurance plan contributions will be prorated accordingly. Deferred compensation match will not be impacted by an intermittent unpaid education leave of absence.

Continuing Education Units (CEUs)
At the Department Head's discretion, County may pay for or reimburse an employee for their registration fees and course materials for continuing education classes, which are required to maintain licensure or qualification for continued County employment and not taken for the purpose of qualifying for another position or qualifying for non-County employment.

Procedure: Responsibilities for implementation, application, and enforcement of this Personnel Rule are listed below.

Employee Employees who wish to receive on-the-job training or request an unpaid education leave of absence should communicate with their Department Head or designee and complete an Unpaid Education Leave of Absence Request form.

Department Head The Department Head or their designee is responsible for reviewing requests for on-the-job training and unpaid education leave of absence received from employees and approving or denying the requests in consultation with the Personnel Director and Chief Administrator.

Personnel Office The Personnel Office is responsible for providing employees with information regarding on-the-job training. In addition, the Personnel Office may aid in the process of developing and assigning on-the-job training for employees.

Required Forms: Unpaid Education Leave of Absence Request form

References: Database of Accredited Postsecondary Institutions and Programs (http//ope.ed@gov/accreditation/); TCPR §2201: Position Allocation List

Effective Date: November 25, 2025
Revised Date: April 21, 2026

§7401 DISCIPLINE PROCEDURES

Overview: Employment is conditioned upon reasonable standards of an employee's personal conduct and satisfactory job performance. Failure to meet such standards may be considered cause for disciplinary action.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: Discipline should be imposed with the goal of improving an employee's performance and/or conduct and occur when attempts to change the employee's behavior through traditional methods, such as additional training, intervention, coaching, or performance improvement plans have not been successful. Depending on the severity and nature of the behavior, discipline may be initiated at any stage and progress until the conduct has been corrected. Department Heads or their designees may impose discipline in accordance with this rule.

Public Safety Officers have additional protections under certain conditions. The Public Safety Officers Procedural Bill of Rights Act (POBR) specifies elements which must be afforded to "public safety officers" when subjected to investigations or disciplinary matters and must be adhered to accordingly.

Procedures outlined in this rule shall not apply to a reduction in workforce, a reduction in pay which is part of a reclassification action, or a reorganization approved by the Board of Supervisors.

In some circumstances, employees may be placed on paid administrative leave in order for the Department to complete an investigation or review prior to the imposition of discipline. Reference TCPR §7408: Paid Administrative Leave for more information.

Conduct Subject to Discipline

Disciplinary action, up to and including termination of employment, may be taken against any employee for unsatisfactory performance or for misconduct including, but not limited to, the following:

- Disorderly conduct while on duty, while attending any event related to employment, while using a County vehicle, while on County-owned or leased property, or while in uniform
- Use of foul or abusive language toward supervisors, fellow employees, or the public
- Off-duty conduct which brings discredit or disrepute to the County or Department, or impairs its credibility with the public or other public agencies
- Hostile or discourteous treatment of members of the public, public officers, or fellow employees
- Sexual harassment, unlawful discrimination, mistreatment, or retaliation of another employee or applicant for employment, reference TCPR §8103: Respectful Workplace
- Physical altercation or threat of violence, reference TCPR §8101: Workplace Violence
- Unauthorized use of County vehicles and equipment
- Negligence or willful damage to public property, waste, or theft of public supplies or equipment
- Conviction of driving under the influence, reckless driving, or hit-and-run driving, whether on or off the job, while operating a County vehicle
- Unauthorized possession of weapons or explosives on County premises

- Willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property
- Using, possessing, manufacturing, distributing, dispensing, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on County property or while operating a County vehicle during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while in County uniform, reference TCPR §1306: Drug & Alcohol Free Workplace / Testing
- Conviction of any criminal act involving moral turpitude
- Violations of any of the provisions of the Personnel Rules, policy, or law
- Willful disregard of a departmental policy, County policy, and/or laws regarding the confidentiality of records, reference TCPR §1403: Confidentiality
- Dishonesty, including but not limited to fraud, falsifying official records, embezzlement, or theft, including gifts of public funds, misappropriation of County property or property of others for personal gain or for the benefit of others
- Concealment or misrepresentation of material facts in applying for or securing employment
- Falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statements to other employees at work or committing perjury
- Neglect of duty
- Incompetence or inefficiency
- Failure to meet reasonable work performance standards and requirements
- Failure to maintain licenses or certifications to perform the essential functions of the position
- Excessive incoming or outgoing personal calls or electronic messages, including text messages, from an electronic device
- Selling and/or soliciting on County premises without prior approval of the supervisor
- Insubordination, including refusal to follow a reasonable order or refusal to perform the job as required
- Refusal to cooperate or refusal to participate in a workplace investigation, either as the subject of the investigation or as a witness
- Refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority
- Requesting sick leave, family sick leave, or worker's compensation benefits when not ill or not injured
- Absence without approved leave, excessive absences or tardiness, or an unauthorized absence, reference TCPR §4101: Work Hours and Attendance

Informal Discipline

Informal discipline is notification to an employee that their performance or conduct needs improvement. Informal discipline is generally documented by a counseling memo or a follow-up email outlining the basis for an informal discussion and future expectations for the employee's performance. Documentation of informal discipline should not be placed in an employee's personnel file. Instead, informal discipline should be maintained in the Supervisor's file.

1) Counseling: Counseling is typically an informal discussion with an employee, and may be considered a form of performance management, such as coaching and

training, and is designed to assist an employee in their development or improvement of job skills, performance, behavior, or conduct.

2) Oral Reprimand: An oral reprimand is an informal verbal notification to the employee designed to indicate their job skills, performance, behavior, or conduct needs improvement. Oral reprimands are typically given when counseling has failed and the employee's conduct warrants a more serious action.

Formal Discipline

When informal discipline is unsuccessful in improving performance and/or conduct, Department Heads or their designees may impose formal discipline on employees.

A permanent status employee will be provided all due process rights under the Skelly v. State Personnel Board decision prior to the imposition of any adverse action, other than a suspension of five (5) or fewer days. Disciplinary action which results in an adverse action, such as an unpaid suspension, salary step reduction, involuntary demotion, or termination shall be reported to the Personnel Office.

Department Heads may determine the stage of discipline depending on the severity and nature of the behavior or misconduct. The normal progression of discipline is:

1) Written Reprimand: A written reprimand is formal notice to the employee that further disciplinary action will be taken unless the conduct improves. A copy of a written reprimand should be placed in the employee's personnel file.
2) Unpaid Suspension: Suspension is the temporary removal of an employee from their position. Suspensions are without pay and are usually given for either more serious forms of misconduct or for chronic problems not corrected by earlier counseling or reprimands. Suspensions without pay should not exceed a period of 30 calendar days.
3) Salary Step Reduction: A salary step reduction is the reassignment of an employee's salary step placement at a lower salary step and shall not exceed a reduction of two salary steps for a defined period of time.
4) Involuntary Demotion: Involuntary demotion is the involuntary placement of an employee in a lower-paying classification. Involuntary demotions may be appropriate for employees who have demonstrated they do not have the skill set or other qualifications to perform at the higher level.
5) Termination: Termination is the involuntary and permanent removal of an employee from their position.

An appointing authority who proposes a suspension, salary step reduction, involuntary demotion, or termination of an employee who has attained permanent status shall, prior to taking such action, serve notice of the proposed action on the affected employee. The notice shall be in writing and shall include the reasons underlying the proposed action, including a copy of the charges and materials upon which the proposed action is based, and notification advising the employee of their right to respond, either orally or in writing, to the skelly officer. For more specific information on the Notice of Intent and the Skelly meeting, reference TCPR §7409: Skelly Process.

Any employee covered by this rule can be terminated from County employment due to a mental or physical inability which prevents them from performing the essential functions of the employee's job, as determined by a medical or mental examination.

The procedures outlined in this rule shall not preclude an employee from the following:

- Entering into a written agreement with the County to settle a pending disciplinary matter
- Waiving any of the notice provisions as part of the settlement agreement
- Waiving any time limits and formal steps with mutual written consent of the parties

Appeals Process
Disciplinary Actions #2-5 above may be eligible for appeal.

Probationary, unrepresented, and extra help employees may be dismissed at any time without right of appeal. Probationary employees who are released during a promotional probationary period, and attained permanent status in their previous position, shall be eligible to exercise return rights, reference TCPR §3206: Promotion for more information.

For more information on the disciplinary appeals process, reference TCPR §7410: Appeals Process.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee It is the responsibility of employees to be informed regarding behaviors which could result in a disciplinary action and should avoid engaging in conduct which may initiate a disciplinary action in accordance with this rule.

Department Head The Department Head or their designee is responsible for ensuring discipline is imposed in accordance with this rule, and report disciplinary actions which result in a suspension, reduction in pay, involuntary demotion, or termination to the Personnel Office.

Personnel Office The Personnel Office is responsible for advising a Department Head or their designee on disciplinary matters, and ensuring disciplinary actions are imposed in accordance with this rule.

Required Forms: Personnel Action Form for Formal Disciplinary Actions #2-5 above.

References: TCPR §1202: Personnel Files; TCPR §1306: Drug & Alcohol Free Workplace/ Testing; TCPR §1403: Confidentiality; TCPR §2301: Probation Period/Permanent Status; TCPR §3206: Promotion; TCPR §4101: Work Hours and Attendance; TCPR §7408: Paid Administrative Leave; TCPR §7409: Skelly Process; TCPR §7410: Appeals Process; TCPR §8102: Harassment; TCPR §8103: Respectful Workplace; employment contracts, MOUs, Public Safety Officers' Procedural Bill of Rights Government Code Section 3300-3312, or AB301; Skelly v. State Personnel Bd., 15 Cal.3d 194

Note: This Personnel Rule repeals and replaces the Tehama County/Joint Council Bargaining Unit Personnel Discipline Policy, adopted January 24, 2006.

Effective Date: June 7, 2022
Revised Date: April 21, 2026

§7408 PAID ADMINISTRATIVE LEAVE

Overview: A Department Head or his/her designee may place an employee on a paid administrative leave under limited circumstances.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: The County may place an employee on administrative leave with pay whenever it is in the best interest of the County, the employee, the safety of fellow employees, or the public. It is not intended to continue for extensive or prolonged periods, but to temporarily remove an employee from the workplace to address a particular situation. Placement on paid administrative leave is not intended to constitute an adverse employment action or disciplinary action against the employee; it simply denotes the work status of the employee.

Examples of circumstances when paid administrative leave is appropriate include, but are not limited to the following:

- To complete an investigation or review, or to evaluate the circumstances of a pending action or unusual situation
- To immediately remove an employee from the work site for alleged extreme misconduct, disruption to County services, or for an imminent threat to the safety of the employee, the public, or the employee's fellow co-workers
- To either complete, receive results, or pending the medical review of a fitness for duty, drug test, or alcohol-breath test ordered by the County
- To receive results or resolution on issues related to termination of employment

Assignment to Paid Administrative Leave

A Department Head or his/her designee assigning employees to paid administrative leave will:

- Provide written notice to the employee upon designating the leave as paid administrative leave. If the employee is not present, provide notice no later than three working days after the leave commences. Written notice of paid administrative leave shall include the following:
  1) Information identifying the reason for the paid administrative leave
  2) Expected duration of the paid administrative leave and a statement regarding the potential for a paid administrative leave extension
  3) A copy of this Personnel Rule
  4) Notification to the employee advising they may be called in to the workplace anytime during the designated paid administrative leave hours by the County to answer questions or report to work
  5) A statement that if the employee is going to be unavailable during work hours they will be required to notify their supervisor, and use their appropriate leave banks
  6) Notification to employee that they cannot enter non-public County property without permission of their supervisor
- If applicable, request the return of County property
- Confirm the employee's contact information is current

- Escort the employee from the worksite
- Complete a Personnel Action Form denoting the paid administrative leave, including the expected duration and a copy of the written notice of paid administrative leave attached, and forward both documents to the Personnel Office

Paid administrative leave may not exceed sixty (60) calendar days. An extension of a paid administrative leave may only be granted with approval from the Personnel Director. An extension of paid administrative leave beyond ninety (90) calendar days must be approved by the Chief Administrator.

Employees on paid administrative leave shall continue to receive their regular rate of pay, specialty pay, health insurance benefits, deferred compensation match, holiday pay (when applicable), uniform allowance, as well as vacation and sick leave accruals, as if they had continued working. Other types of pay and benefits which require the employee to actually perform the work necessary, such as on-call, standby, overtime, and shift differential pay will not be included in the calculation for the regular rate of pay.

Employee Guidelines During Paid Administrative Leave

During any period of paid administrative leave, the following guidelines shall apply:

- The employee must refrain from entering non-public areas of County facilities and property and attending County functions in any official capacity. Should the employee need to return to any County facility in a non-public area, permission should be obtained in advance from the Personnel Office or the Department Head.
- The employee must be available by telephone Monday through Friday from 8:00 am to 5:00 pm to answer questions or report to work within a reasonable period of time to provide information or to respond regarding an investigation. An employee's regular work schedule may be adjusted to accommodate paid administrative leave hours.
- The employee must notify the Department Head or their designee and the Personnel Office if any personal contact information changes.
- Previously approved absences are negated for the employee while on paid administrative leave. If an employee will be unavailable at any period while they are on a paid administrative leave, they must request applicable leave from the department head or their designee at least twenty-four (24) hours in advance of the need for leave. If the employee has no accrued leave hours available for use and receives approval to be unavailable while on paid administrative leave, they will be placed in a leave without pay status.
- The employee must not perform work for another employer during the hours the employee is scheduled to be available for the County.
- The employee should not have any communication with internal or external County clients or customers or fellow County employees relating to the employee's work for the County, or the issue directly related to the paid administrative leave, except for the employee's supervisor and/or County employees or other personnel performing an investigation on behalf of the County.
- The employee may be required to relinquish any badge, keys, departmental identification, electronic equipment, files, records, assigned weapon(s), and any other equipment while on paid administrative leave.
- Employees on paid administrative leave may continue to apply for promotional opportunities as if they had continued working.
- The employee shall continue to comply with all policies, procedures, and lawful orders of the Department Head or their designee.

- Failure of an employee to report to work upon notification of the conclusion of paid administrative leave may be considered an automatic resignation.

Temporary Reassignment
In some instances, reassignment within the same department may be considered in lieu of paid administrative leave. Reassignment will occur in consultation with the Department Head and the Personnel Director. Written notice should also accompany a reassignment.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employee guidelines are listed above.

Department Head Department Heads assigning paid administrative leave shall notify the Personnel Director as soon as practical. In addition, Department Heads shall provide the employee with written notification of paid administrative leave or reassignment. For paid administrative leave only: A copy of the paid administrative letter shall be attached to the Personnel Action Form and forwarded to the Personnel Office for placement in the employee's official personnel file. Time cards/payroll sheets should indicate employee's administrative leave status.

Personnel Office The Personnel Office is responsible for advising Department Heads or their designee on paid administrative leave matters, and ensuring paid administrative leave is administered in accordance with this rule.

Required Forms: Personnel Action Form

References: TCPR §1306: Drug & Alcohol Free Workplace/Testing; TCPR §7401: Discipline Procedures; TCPR §7409: Skelly Process; TCPR §7410: Appeals Process

Effective Date: March 22, 2022
Revised Date: April 21, 2026

§7409 SKELLY PROCESS

Overview: Disciplinary action which will result in suspension without pay for a period of more than five (5) days, salary step reduction, involuntary demotion, or termination, shall follow pre-disciplinary procedures as outlined in this rule.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines: In *Skelly v. State Personnel Board*, the California Supreme Court ruled, as part of constitutionally guaranteed due process, public employees are entitled to certain procedural safeguards before discipline, which is sufficiently severe to constitute a deprivation of a liberty or property right if imposed on them.

The "Skelly Process" is the mechanism for providing this guaranteed due process.

Written Notice of Proposed Disciplinary Action

The first step in the Skelly process is to provide the employee with a written Notice of Proposed Disciplinary Action to impose disciplinary action. This must be done before any disciplinary action is implemented. The written Notice of Proposed Disciplinary Action shall include the following:

- Description of the proposed discipline, including charges
- Date the proposed discipline is intended to be effective
- Specific grounds for the proposed discipline and facts upon which the proposed discipline is based, including rules, policies, provisions, or statutes which have been violated
- Copies of any documents, evidence, or other materials relied upon in proposing the discipline
- Statement warning the employee about future related misconduct
- Statement warning the employee against prohibited retaliation against any and all witnesses
- Statement indicating the employee's personnel file was relied on, and advise the employee he / she may inspect their personnel file upon request
- Date and time for the Skelly meeting
- Name of the Skelly officer
- Statement indicating the employee has a right to respond orally or in writing
- Statement advising the employee if he / she does not provide a response indicating a request for a Skelly meeting within five (5) calendar days of service of the written Notice of Proposed Disciplinary Action shall constitute a waiver of the right to the Skelly meeting
- Statement advising the employee of the right to be represented by a representative of his/her choice at the Skelly meeting

The County shall serve the written Notice of Proposed Disciplinary Action personally on the employee or mail to the employee's last known address by registered mail. If mailing the notice by registered mail, additional days should be added to the applicable response time to ensure the employee receives notice of the Skelly meeting within five (5) calendar days.

Without consent of the employee, the Skelly meeting shall not be held fewer than five (5) calendar days after service of the written Notice of Proposed Disciplinary Action. The response time is calculated beginning the first day after the notice is served on the employee. If the written Notice of Proposed Disciplinary Action is mailed, two additional days will be added to the applicable response time. Reasonable extensions may be provided if an employee makes a timely request.

Pre-Discipline Skelly Meeting

The second step in the Skelly process is the Skelly meeting. Skelly meetings are intended to allow an employee the opportunity to respond to allegations of misconduct prior to the imposition of any disciplinary action. In *National Labor Relations Board (NLRB) v. J. Weingarten, Inc.* the United States Supreme Court ruled employees subject to an investigation or pre-disciplinary meeting have a right to union representation. Therefore, an employee may elect to be represented by a representative of his / her choice at the Skelly meeting. Those in attendance of the Skelly meeting may include the employee, the employee's union representation or an attorney obtained by the employee at the employee's expense, the Department Head or designee, the Skelly officer, a representative from the Personnel Office, and / or a legal representative for the County.

The Skelly meeting is simply providing the employee with an opportunity to provide information and / or offer mitigating factors which may help the Skelly officer reach a conclusion regarding whether or not there are reasonable grounds to justify the discipline. The employee may choose to explain what happened and / or why it happened. The Skelly officer may ask the employee clarifying questions.

The pre-discipline Skelly meeting is not an evidentiary hearing. The Skelly officer may respond to procedural questions from the employee, however should not respond to substantive questions regarding the proposed discipline.

If the employee elects to respond to the written Notice of Proposed Disciplinary Action in writing, there is no need to hold the Skelly meeting. The Skelly officer will simply consider the written response instead.

Skelly Officer

A Skelly officer must be objective, impartial, uninvolved, and unbiased. However, this does not necessarily mean the Skelly officer must be unfamiliar with all aspects of the persons involved. It is preferable the Skelly officer be as far removed as possible from the circumstances, giving rise to the case and has an understanding as to his / her appropriate function as a Skelly officer. Any person holding a position above the employee in the chain of command has the inherent authority to act as a Skelly officer. This level of authority is necessary because of the requirement that the employee be provided a fair and meaningful opportunity to respond to the charges. The selection of the Skelly officer may be made by the Department Head and / or the Personnel Director

The function of the Skelly officer is to provide an objective review of the proposed discipline and ensure the employee has the opportunity to respond to the charges against him or her and then, in consideration of the employee's response, to evaluate: 1) whether there is a reasonable basis to believe the employee engaged in the misconduct charged, and 2) whether the proposed disciplinary action is within the range of reasonable penalties. Essentially, the Skelly officer's function is to objectively decide whether there are reasonable grounds to believe the charges against the employee are true and support the proposed disciplinary action.

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The Skelly officer has the responsibility of reading the Notice of Proposed Disciplinary Action and any other materials upon which the discipline is based. The Skelly officer should also consider any information provided by the employee. The Skelly officer should then utilize all the information provided to decide whether the proposed discipline should be sustained, modified, or rejected. If the Skelly officer concludes additional information is needed, the Skelly officer may contact the Department Head, the authority imposing discipline, or the Personnel Director for advice or assistance in obtaining the information.

Once the Skelly officer has decided how to proceed, the Skelly officer will then draft a written recommendation to the authority who is proposing the discipline. The written recommendation should describe the charges, what was done in the course of the Skelly officer's review, and the reasons for the Skelly officer's conclusion. If the employee submitted anything to the Skelly officer in writing, it should be attached. If the employee responded orally, the employee's response should be summarized by the Skelly officer.

The Skelly officer's recommendation should be completed within a reasonable period of time. Generally speaking, the recommendation should be received by the authority imposing discipline within three working days.

Written Notice of Final Discipline
The third step in the Skelly process is to provide the employee with a written Notice of Final Discipline. The County shall serve the written Notice of Final Discipline personally on the employee or mail to the employee's last known address by registered mail.

A written Notice of Final Discipline should not contain any new evidence or charges which were not set forth in the written Notice of Proposed Disciplinary Action. If there are new charges or evidence, they should be included in an amended written Notice of Proposed Disciplinary Action letter, and another Skelly meeting should be provided to the employee.

If the Skelly officer recommends the discipline as originally proposed should be implemented, the written Notice of Final Discipline will be, in most respects, very similar to the written Notice of Proposed Disciplinary Action.

The Skelly officer may recommend to modify or reject the discipline. If this occurs, the Department Head or the authority imposing discipline will still be considered the final decision maker. The employee will be notified if the proposed final discipline is changed.

Post-Discipline Appeal
Employees who are disciplined may appeal using contract dispute procedures. However, execution of the written Notice of Final Discipline will be implemented upon conclusion of all pre-disciplinary procedures.

Post-discipline appeals must be filed with the employee's Department Head within fourteen (14) calendar days of receiving the written Notice of Final Discipline. If the written Notice of Final Discipline is mailed, two additional days will be added to the applicable response time. Disciplinary appeals for Merit Systems Services (MSS) employees are governed by Cal. Code Regs. Tit. 2, §17045. MSS standards allow for a 30-calendar day filing period for post-discipline appeals. MSS appeals must be in writing and include a description of the basis of the appeal and the relief requested. See TCPR §7410: Appeals Process for additional information on post-discipline appeal.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees receiving a written Notice of Proposed Disciplinary Action may respond orally or in writing to the Skelly officer within five (5) calendar days of receiving the notice. Employees who do not respond indicating a request for a Skelly meeting within five (5) calendar days of receiving a written Notice of Proposed Disciplinary Action, will be considered to have waived their right to a Skelly meeting. An employee who receives a written Notice of Proposed Disciplinary Action should consider consulting with their Union representation for further guidance.

Department Heads and Supervisors Department Heads or their designee are responsible for ensuring pre-disciplinary procedures are provided to employees in accordance with this rule. Disciplinary

actions which may result in a suspension, reduction in pay, involuntary demotion, or termination should be reported to the Personnel Office.

Personnel Office The Personnel Office is responsible for advising Department Heads or their designee on disciplinary matters, and ensuring pre-disciplinary procedures are imposed in accordance with this rule.

Required Forms: None

References: TCPR §1202: Personnel Files; TCPR §7401: Disciplinary Procedures; TCPR §7410: Appeals Process; Skelly v. State Personnel Bd., 15 Cal.3d 194; NLRB v. J. Weingarten, Inc. 420 U.S. 251

Effective Date: September 12, 2023
Revised Date: October 21, 2025, April 21, 2026

§7410 APPEALS PROCESS

Overview: An employee may request a post discipline appeal for disciplinary action which results in an adverse action, such as an unpaid suspension, salary step reduction, involuntary demotion, or termination.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies to all Tehama County employees, excluding elected officials (appointed and elected). Although elected officials are excluded, they must be familiar with the rules and enforce these policies within their departments.

Guidelines:

Request for Appeal

Employees may elect to appeal a suspension, salary step reduction, involuntary demotion, or termination by filing a post-discipline appeal. Post-discipline appeal notices shall be filed with an employee's Department Head or the Personnel Director within fourteen (14) calendar days of the employee receiving a written Notice of Final Discipline. Disciplinary appeals for Merit Systems Services (MSS) employees are governed by Cal. Code Regs. Tit. 2, §17045. MSS standards allow for a 30-calendar day filing period for post-discipline appeals. MSS appeals must be in writing and include a description of the basis of the appeal and the relief requested. A post-discipline appeal notice may be made by the employee or their representative in-person, by electronic mail, or any other form of written notification. The response time for a post-discipline appeal notice will be calculated beginning the first day after the written Notice of Final Discipline is served on the employee. The process for initiating a post-discipline appeal shall begin at Step Four (4) of the dispute resolution process, reference TCPR §9103: Grievance Procedure for more information.

Public Safety Officers have additional protections under certain conditions. The Public Safety Officers Procedural Bill of Rights Act (POBR) specifies elements which must be afforded to "public safety officers" when subjected to punitive actions and administrative appeals and must be adhered to accordingly.

Once a post-discipline appeal notice has been received, the Personnel Director shall request a mediator from the California State Mediation Conciliation Service (CSMCS) within twenty (20) calendar days to assist the parties in reaching a resolution. If either party does not agree with the mediator's recommendation as to resolution of the dispute, the parties may continue through the prescribed dispute resolution

procedure outlined in the applicable memorandum of understanding. Referral to the next step in the grievance procedure shall not occur until the mediator has released the parties from the mediation process.

Special Note: Filing a post-discipline appeal does not postpone the disciplinary process. Execution of the written Notice of Final Discipline will be implemented upon conclusion of all pre-disciplinary procedures, reference TCPR §7409: Skelly Process.

Eligibility for Appeal
Employees eligible to file a post-discipline appeal:

- Employees who have attained permanent status by satisfactorily completing the required initial probationary period.

Employees not eligible to file a post-discipline appeal:

- Employees who have received a counseling, or an oral or written reprimand.
- Employees who have not successfully completed an initial probationary period.
- Employees who have not successfully completed a promotional probationary period.
- Employees who have failed to file a post-discipline appeal notice with the Department Head or the Personnel Director within fourteen (14) calendar days (within thirty (30) calendar days for MSS employees as noted above).

Employees who are not eligible to appeal a disciplinary action will be notified by the Personnel Director.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees may file a post-discipline appeal notice by notifying the Department Head or the Personnel Director in writing within fourteen (14) calendar days (within thirty (30) calendar days for MSS employees) of receiving a Final Notice of Discipline.

Department Head Upon receiving a notification of post-discipline appeal, the Department Head shall notify the Personnel Director right away.

Personnel Office Upon receiving notification of a post-discipline appeal, the Personnel Director shall contact the California State Mediation and Conciliation Service within twenty (20) calendar days. The Personnel Director will notify an employee when they are not eligible to file a post-discipline appeal.

Required Forms: None
References: TCPR §7409: Skelly Process; TCPR §9103: Grievance Procedure; Public Safety Officers' Procedural Bill of Rights Government Code Section 3300-3312, or AB301

Effective Date: July 12, 2022
Revised Date: March 26, 2024, October 21, 2025, April 21, 2026

SAFETY & SECURITY

§8101: WORKPLACE VIOLENCE

Overview: Tehama County is committed to providing a safe workplace for all employees. This policy shall serve as the Workplace Violence Prevention Plan (WVPP) and is intended to establish a strong commitment to provide a safe work environment free of violence and threats of violence in all Tehama County facilities.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Tehama County recognizes potentially dangerous situations may occur at the workplace. Acts of violence, threats of violence, including verbal or physical threats, or threatening behavior, whether direct or indirect, will not be tolerated. Employees or members of the public who make threats, exhibit threatening behavior, engage in violent acts against the life, health, well-being, family, or property of others while at work or at County events or facilities may be removed from the premises, may be subject to disciplinary action up to and including termination, and may be subject to criminal penalties, or all of these actions. Workplace violence does not include lawful acts of self-defense or defense of others.

Department Safety Representatives (DSR) are employees representing their department by educating fellow employees on the importance of health and safety in the workplace. DSR's are members of the Tehama County Safety Committee. The goal of DSR's is to reduce and prevent workplace accidents. The effectiveness of this plan shall be reviewed annually within the Safety Committee, when a deficiency is observed or becomes apparent, and after a workplace violence incident. Any subsequent changes to the WVPP will be reviewed by authorized employee representatives.

Internal Threats or Acts of Violence

Workplace violence is a serious issue. This section pertains specifically to situations in which a Tehama County employee, elected or appointed, may be the perpetrator of threats or acts of violence against fellow employees or members of the public. The act or threat may in and of itself constitute grounds for dismissal regardless of whether the perpetrator intended to carry out the threat, and whether the action resulted in a physical injury. Joking about violence or making false reports and unsubstantiated allegations about violence in the workplace may be treated as a violation of this policy.

Examples of prohibited conduct may include, but are not limited to the following:

- Initiating physical combat or fighting through actions such as grabbing, pinching, impeding, blocking or obstructing movements, hitting, striking, punching, slapping, kicking, pushing, physically picking up, body slamming, pepper spraying, spitting, or any other threatening physical action
- Other acts by or against employees including, stalking, challenging another person to physical combat or fight, or any other action or conduct which implies the threat of harm
- Intimidating behavior, such as yelling/shouting, swearing in anger, throwing things, or slamming doors

- Threatening communication, whether verbal or written, including correspondence through an electronic device, drawings, symbols, physical acts, or gestures
- Intentionally damaging or vandalizing employer property, or the property of another employee
- Displaying aggressive or hostile behavior which creates a reasonable fear of injury to another person or subjects another individual to emotional distress, psychological trauma, or inhibits employees from conducting business or providing services in a safe and physically secure environment.
- Illegal possession, use, or threat to use a gun, knife, pepper spray, or other weapon of any kind on County property, including parking lots, other exterior premises, in County vehicles, or while engaged in business activities with or for the County in other locations when such use violates this policy
- Employees are prohibited from possessing dangerous devices (such as explosives or materials for making explosives) in the workplace or at the work site, unless expressly authorized by the nature of their work (such as safety personnel acting within the scope of their duties)

Tehama County employees are our most valuable asset. Any Tehama County employee who feels they have been the target of actual or perceived threats or acts of violence in the workplace, or who has observed or otherwise learned of such conduct, should immediately contact the Department Head or their designee, or the Tehama County Personnel Office. In cases where there is an imminent potential for violence, law enforcement shall be contacted immediately.

Supervisors and employees are encouraged to participate in education classes that cover techniques on how to properly de-escalate agitated behavior. Resources are available by contacting the Tehama County Personnel Office.

External Threats or Acts of Violence
Hostile situations can take place at any time for a variety of uncontrollable reasons. This section pertains to external threats or acts of violence which originate at Tehama County Facilities with the intent to cause multiple casualties. Examples of external threats or acts of violence employees may encounter include, but are not limited to; active shooter situations, bomb threats, hostage situations, civil unrest, explosions, or biological / chemical exposures. Information provided in this section may be used as a resource for departments, however specifics regarding how to respond during an emergency should be gathered from other available sources, such as the Department of Homeland Security (Active Shooter – How to Respond), the Federal Bureau of Investigation (Active Shooter Resources), or information gathered from reputable online training platforms (Vector Solutions).

Employees should be provided with information, including response procedures and evacuation routes for their worksite. Other information should include individual roles and responsibilities, information about threats, hazards, and protection as well as communication procedures, evacuation, shelter-in-place procedures, and location and use of common emergency equipment. Reference the Tehama County Emergency Preparedness and Response Plans (EPRP) for more information.

In addition, it is important to ensure employees are observant and pay particularly close attention to individuals exhibiting suspicious or unusual behavior. Employees should take notes of physical descriptions such as gender, race, hair color, eye

color, and clothing descriptions, including clothing color and any personal accessories or other items in the individual's possession. Employees should immediately leave the area if any suspicious items or property are left behind, such as a box, bag, or any other type of container. Once the employee has reached a safe location, they should report the information to the Department Head or their designee, or to the proper law enforcement agency. Employees should never touch or attempt to move any suspicious or unusual items left behind.

Any employee who has reason to believe a person outside or inside the workplace may cause harm to Tehama County employees or the public shall immediately report those concerns to their Department Head or their designee, the Tehama County Personnel Office, or the proper authorities.

Workplace Violence Types
According to the California Division of Occupational Safety and Health (CalOSHA), there are four types of workplace violence.

Type 1 Violence: Violence committed by someone without legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 Violence: Violence directed at employees by a customer, client, patron, or visitor.

Type 3 Violence: Violence directed at an employee by a present or former employee, supervisor, or manager.

Type 4 Violence: Violence committed by someone outside the workplace who has a relationship with an employee.

Domestic Violence
Tehama County is committed to providing a workplace in which the perpetration of domestic violence is neither tolerated nor excused, as well as providing support for employees and managers to address the occurrence and effects of domestic violence in the workplace. Managers and supervisors can help address safety issues at work by identifying a confidential means for employees to seek help, resources and referral information, or leave necessary to obtain medical, counseling or legal assistance and workplace relocation. For more information on Domestic Violence, reference TCPR §6207: Accommodations and Leave for Domestic Violence Victims.

Reducing Workplace Violence Hazards
Department Heads, supervisors, and / or DSR's shall identify and evaluate specific workplace violence hazards, unsafe conditions or work practices, and employee reports of concern at the worksite. Workplace practice controls shall be used as part of the required Tehama County Injury and Illness Prevention Plan (IIPP) and include potential workplace violence hazard mitigation measures as part of the periodic worksite inspection process. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Communication related to reducing workplace violence incidents may be distributed to employees via email and / or other written correspondence, as well as discussed

periodically as part of Safety Committee and the department safety and health training topics.

Examples of workplace violence prevention may include, but are not limited to the following:

- Ensuring work areas and walkways are adequately lighted whenever employees are present
- Ensuring security systems, door locks, panic alarms, and badge readers are functioning as designed
- Reporting unusual or potentially unsafe behavior from individuals without a legitimate business need
- Ensuring employees are trained on assessing potential hazards before entering a location and empowering employees to leave the area prior to entry if deemed unsafe
- Ensuring County vehicles are properly maintained
- Ensuring evacuation maps are posted throughout County worksites, and safe zones within worksite locations are identified
- Routinely reviewing department specific safe code of practices, as well as prior workplace violence incidents and locations
- Reporting unusual backpacks or packages
- Providing active shooter training
- Implementing check-in procedures for high-risk and lone workers
- Routinely assessing the need for security systems and / or workplace barriers
- Implementing workplace violence hazard reporting procedures
- Posting workplace violence prevention materials
- Ensuring employee emergency contact information is current
- Ensuring law enforcement emergency contact information is posted
- Considering pairing employees with one another when additional measures of safety may be necessary
- Ensuring employees are adequately trained on workplace violence prevention strategies and reporting procedures

Reporting Procedures

The safety and security of Tehama County employees are of the highest priority. Tehama County promotes a “see it say it” practice. Any potentially dangerous situations in the workplace shall be immediately reported to the Department Head or their designee, or the Tehama County Personnel Office. Workplace Violent Threat/Act Incident Forms shall be used to report workplace violence or potential workplace violence and may be obtained through the Tehama County Personnel Office or their website. Reports of workplace violence may be made anonymously and will be investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Criminal conduct will be reported to the proper law enforcement agency. All reported incidents of workplace violence involving Tehama County employees will be investigated. Confidentiality will be maintained in accordance with applicable laws. Non-employees engaged in violent acts on County premises will be reported to the proper authority.

Acts of retaliation against employees or members of the public who report violations of this policy should be reported immediately to the Department Head or their designee, or the Tehama County Personnel Office.

Concerns for and actual reports of workplace violence shall not be repressed by elected or appointed employees. If an employee's concern or report is being repressed, they shall report it to the Department Head or their designee, or the Tehama County Personnel Office.

Training
Tehama County will provide employees with WVPP training and instruction annually and in accordance with the law.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee

Be familiar with this policy as well as the department policy/procedures and report any incidents or potential incidents of workplace violence. Employees who feel they have been the target of actual or threatened violence in the workplace or who have observed or otherwise learned of such conduct should immediately contact the Department Head or their designee, or the Tehama County Personnel Office. Details surrounding the event shall be documented on the Workplace Violent Threat/Act Incident Form.

In cases where there is imminent danger or the potential for violence, employees should get to safety first, alert others if possible, and contact law enforcement.

Department Head and Supervisor

Elected officials, Department Heads and/or supervisors who receive complaints regarding workplace violence from employees or members of the public shall take proactive steps to prevent acts of violence, and ensure employees are familiar with the WVPP and receive annual training in accordance with the law. Assess the risk of workplace violence and actively work towards correcting and / or mitigating identified risks in a timely manner based on the severity of the hazard. Work with employees to correct identified behavioral problems. Supervise, evaluate, and document employee behavior and performance in conformance with safe work practices. When threats or violent acts take place, Department Heads and / or supervisors shall ensure an investigation, including documentation, recommendation, and corrective action occurs, reference TCPR §7401: Discipline Procedures for more information. Acts of violence which are criminal in nature shall be reported to the applicable law enforcement agency.

Completed Workplace Violent Threat / Acts Incident Forms, investigation reports, and accompanying supporting documentation are to be submitted to the Personnel Office.

Personnel Office

The Personnel Office may assist Department Heads, supervisors, and employees with issues pertaining to workplace violence. Personnel Office staff are also responsible for ensuring disciplinary matters are managed in accordance with this rule.

The Personnel Office will maintain the violent incident log and respond to mandatory reporting requirements as set forth in CA Labor Code §6401.9 and CalOSHA regulations.

Required Forms: Workplace Violent Threat / Acts Incident Form

References: CA Labor Code §6401.9; TCPR §6207: Accommodations and Leave for Domestic Violence Victims; TCPR §7401: Discipline Procedures; TC Injury Illness Prevention Plan (IIPP); Tehama County Emergency Preparedness and Response Plans (EPRP).www.dhs.gov; www.fbi.gov; www.vectorsolutions.com

Effective Date: October 19, 2021
Revised Date: June 04, 2024, April 21, 2026

§8102: HARASSMENT

Overview: This rule expresses Tehama County's commitment to prohibit and prevent unlawful harassment, discrimination, and retaliation in County operations and set forth a procedure for investigating and resolving internal complaints of such conduct. Issues of bullying, disrespect, abusive behavior, etc. are addressed separately in Tehama County Personnel Rule §8103: Respective Workplace and/or §1301: Code of Conduct.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Harassment and discrimination are unlawful employment practices prohibited by state and federal law and are unacceptable work behaviors which will not be tolerated by Tehama County. All Tehama County employees are expected to adhere to a standard of conduct which conveys dignity, respect, and courtesy towards other employees, County officials, vendors, and the general public. A working environment free from harassment and discrimination is essential to the well-being of an employee and an employee's right to perform his or her job effectively without distraction or interference from any unlawful discrimination or harassment.

Prohibited Conduct Under this Rule: Discrimination, Harassment and Retaliation

Examples of behaviors constituting discrimination, harassment, and retaliation include, but are not limited to:

- Verbal Abuse
- Visual Abuse
- Physical Abuse
- Preferential Treatment

Prevention and Training

This rule, including any revisions, shall be distributed to all County offices, including elected officials, managers, supervisors, and employees, as well as contractors as the need arises.

Supervisors, Managers, and Department Heads

All supervisors, managers, and department heads shall receive harassment training pursuant to California Assembly Bill AB 1825. Effective January 1, 2005, all supervisors must attend harassment training for a minimum of two (2) hours every two (2) years and all newly hired or promoted supervisors must attend harassment training within six (6) months of appointment and every two (2) years, thereafter.

Employees
All employees, including seasonal, temporary, and extra-help shall receive harassment training pursuant to California Senate Bill 1343. Effective January 1, 2019, all employees must attend harassment training for a minimum of one (1) hour every two (2) years within six (6) months of appointment and every two (2) years, thereafter.

Contractors
All contracts will include a section notifying the contractor that they are subject to this rule and that it is available to view on the Tehama County website. County employees responsible for administering or monitoring the work of contractors shall assure contractors do not engage in harassment, discrimination, or retaliation of County employees. If inappropriate behavior by a contractor is committed or persists, necessary steps will be taken to prevent further harassment, up to and including termination of the agreement.

Objective
Harassment training must consist of classroom, or other effective interactive training designed to assist employers and employees in preventing and/or changing or modifying workplace behaviors that create or contribute to harassment. The training must also contain components which develop, foster and encourage a set of values in employees which will assist them in preventing and effectively responding to incidents of harassment.

Complaint Procedure
Notifying an offender his or her behavior is unwelcome and offensive may be an effective way to end inappropriate conduct. However, confronting the perceived offender may be difficult and complicated and is not required before initiating a complaint.

If, for any reason, the incident remains unresolved, it is of the utmost importance for any person described in this rule, who believes he or she has been subjected to unlawful discrimination, harassment, or retaliation, to report the incident immediately.

The following steps should be taken to report a complaint of discrimination, harassment or retaliation; a complaint may be made orally or in writing, and one report of the incident is sufficient. Employees are not required to follow their usual chain of command in making a complaint concerning unlawful discrimination, harassment or retaliation. An employee is entitled to file a complaint with any of the following personnel:

- Their immediate supervisor
- Any other supervisor
- The Assistant Department Head
- The Department Head
- The Tehama County Personnel Director
- The Tehama County Chief Administrator

Once an employee chooses a person from the above list with whom they feel most comfortable, and reports the incident to him or her, an investigation will be conducted. If an employee is dissatisfied with the outcome of the investigation, they may file an external complaint with the Department of Fair Employment and Housing (DFEH) or the EEOC.

All complaints received by first-line supervisors or managers shall be forwarded to the Department Head and the Personnel Office immediately. The Department Head shall forward a copy of all reports, investigations, and resolutions of prohibited harassment, discrimination, or retaliation to the Equal Employment Officer (EEO) (Personnel Director).

If the Personnel Director or the Chief Administrator receives the initial complaint, said person shall forward the results of the investigation to the Department Heads of the involved employees, except and unless the Department Head is the person accused of the prohibited conduct.

In the case of a Department Head being the accused, the results of the investigation will be forwarded to the appropriate authority for resolution. Under no circumstances shall the Department Head, alleged to have engaged in prohibited conduct, investigate the complaint.

Management's Response to Complaints

Referral to Employee Assistance Program

Supervisors may refer an employee who is an alleged target of harassment to the employee assistance program. A referral may also be made to the person accused of harassment as an intervention to stop the alleged behavior.

Investigate

All reports shall be promptly and thoroughly investigated. Depending on the depth and scope of the complaint, investigations will be performed by the Department Head or their designee, by the Personnel Office, or by the Chief Administrator. The Personnel Director or Chief Administrator may delegate the investigation to an appropriate designee. The depth of the investigation will vary depending upon the circumstances of each case, but management personnel will be sensitive and respectful of all persons involved in the incident during investigations.

Document

All designated persons receiving complaints shall document the allegations reported, investigation conducted, and the resolution decided upon. All investigations shall be thoroughly documented.

Take Action

In the event a complaint has been substantiated, appropriate corrective action will be taken to remedy the situation and to prevent future episodes of inappropriate behavior. Appropriate corrective action, depending upon the circumstances, may include mandatory training, referral to or mandatory participation in the employee assistance program, or discharge from County employment.

As both a precautionary and an informative measure, all unsubstantiated claims will result in the re-education of the parties involved by providing them with a copy of this rule, or other educational measures determined by the Personnel Director or Chief Administrator to be appropriate under the circumstances.

Prohibitions Regarding Complaints

a) No one shall be subjected to retaliation or reprisal due to filing a complaint, or for participating in an investigation about harassment, discrimination, or retaliation.
b) No person shall make a false accusation against another person. False accusations of harassment or discrimination will result in disciplinary action.

c) No employee, supervisor, or manager shall attempt to suppress a complaint about harassment or discrimination.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee It is the responsibility of Tehama County employees to know and follow this rule and avoid engaging in conduct which constitutes unlawful discrimination, harassment or retaliation. All employees shall be informed of this discrimination and harassment rule and complaint process which ensures their right to file a complaint without fear of retaliation. This rule will be reviewed with employees during their annual performance evaluation. Employees will be given the opportunity to review the rule and ask questions of their supervisor during this time. Every employee is required to sign his or her performance evaluation noting the fact the harassment rule was reviewed during his or her evaluation.

Department Head All department heads, managers, and supervisors have the duty to implement and enforce this rule. In addition, department heads, managers, and supervisors have the responsibilities, as appropriate for their level in the organization, to ensure all employees are aware:

- Harassment is prohibited.
- Employees' have a right to complain about harassing behavior.
- Employees' are protected from retaliation.
- Incidents should be reported to help ensure they will not recur.
- Prompt and appropriate follow-up action will be taken to stop such behavior.
- Harassment may be grounds for disciplinary action.
- Ensure all employees have received a copy of the most current Harassment Rule.
- Promptly and thoroughly report any complaint of harassment, discrimination or retaliation to Department Heads, Personnel Director and/or Chief Administrator or their designees.
- Take appropriate corrective action (sufficient to stop the inappropriate behavior).
- Ensure all employees attend County-sponsored training in recognizing and preventing sexual harassment on a bi-annual basis.
- Take appropriate corrective action to prevent the possible existence of "hostile work environment". This may include the removal or discouragement of offensive pictures, cartoons, e-mail messages, off-color jokes or conversations in the workplace where the communication may be offensive.
- Maintain confidentiality of all complaints by limiting dissemination of information to only necessary parties.

Personnel Office The Personnel Director has the responsibility for:

- Advising Department Heads on how to handle complaints under this rule.
- Accepting complaints from County officers, elected officials, and employees who believe they are being subjected to harassment, discrimination or retaliation.
- Investigating and attempting to resolve complaints.
- Advising all parties about the limited confidentiality of the complaints and the investigative process.
- Provide training opportunities to inform employees about harassment in an effort to deter harassing behavior.

Required Forms: None

References: California Department of Fair Employment and Housing http://www.dfeh.ca.gov//; Title VII of the Civil Rights Act of 1964 - Equal Employment Opportunity Commission http://www.eeoc.gov/laws/statutes/titlevii.cfm

Effective Date: February 25, 2020; The adoption of this rule deletes and replaces Tehama County Administrative Policies and Procedures #308, adopted May 25, 2010.

Revised Date: November 10, 2020, April 21, 2026

§8103: RESPECTFUL WORKPLACE

Overview: Tehama County firmly believes all employees should be able to work in an environment free from bullying. Mutual respect at work is important to a successful workplace. Tehama County will not tolerate any behavior which is characteristic or consistent with actions described as workplace bullying. Those employees who display abusive behavior towards fellow employees, colleagues, or staff will be disciplined in accordance with the Tehama County Personnel Rule §7401: Discipline Procedures. This rule applies to all employees including supervisors, managers, and administrators.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Tehama County employees are expected to adhere to the highest level of standards and expectations for professionalism and integrity. Workplace bullying negatively impacts employee morale and the workplace climate, which subsequently undermines the objective of creating a work culture conducive to successful team building and cohesiveness among staff members.

In addition, workplace bullying as described above is a violation of Tehama County Personnel Rule §1302: Code of Conduct, which clearly states employees shall treat one another with respect, kindness, and fairness regardless of different perspectives and/or beliefs.

Employees who feel they have been subjected to workplace bullying should inform their supervisor, manager, department head, or contact the Tehama County Personnel Office for assistance immediately. Victims of bullying are free from reprisal. Employees who are found to be in violation of this rule are subject to discipline, up to and including dismissal.

Workplace Bullying Behavior

Bullying may be intentional or unintentional. However, the intent behind the behavior is irrelevant when making a consideration for discipline. As in other cases of harassment, the effect of the behavior on the individual is the mitigating factor in determining disciplinary action. Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:**
  - angry outbursts or yelling
  - profane or disrespectful language
  - derogatory or sarcastic remarks about an employee's appearance or performance
  - hostile, abusive or offensive remarks

- humiliating comments, spreading rumors or gossiping
- slandering, belittling, teasing, lying, publicly reprimanding, ridiculing, name calling, or insulting behavior
- threatening to cause harm

- **Social Bullying**
  - socially or physically excluding or disregarding a person in work-related activities
  - assigning punitive tasks and duties to a specific individual
  - isolating, ostracizing, ignoring, disparate treatment, or sabotaging work
  - embarrassing someone in public
  - spreading rumors about someone
  - facilitating conflict among employees
- **Physical Bullying**
  - pushing, shoving, kicking, poking, tripping
  - throwing anything at or toward a co-worker
  - assaulting or threatening physical violence
  - vandalizing or damaging an employee's work area or personal property
  - nonverbal threatening gestures

Effects of Workplace Bullying

Unresolved workplace bullying can have long term mental and physical side effects on employees. Workplace bullying may negatively impact an employee's performance or interfere with an individual's career or employment status (unwarranted reassignment, demotion, termination, or refusal to promote or transfer). In addition, workplace bullying may be directly attributable to adverse health consequences, which may ultimately lead to excessive sick leave abuse. For instance, increased tobacco, alcohol, and drug abuse; depression, anxiety, suicidal thoughts and even acts of suicide may be residual effects of workplace bullying.

Supervisors, Managers, and Department Heads

In the workplace, supervisors, managers, and department heads occupy a critical role. These leaders are responsible for ensuring a work environment which is free from violence, harassment, intimidation, and other disruptive behaviors. In addition, they are responsible for fostering a culture which prioritizes inclusion and does not tolerate workplace bullying. Therefore, reports of bullying and associated behaviors must be addressed promptly and consistently. Managers and supervisors must make reasonable efforts and take swift action to demonstrate workplace bullying will not be tolerated.

Under Federal and State law, if a manager or supervisor is made aware of harassing behavior, they have an immediate duty to act. Supervisors, Managers, and Department Heads who observe or are informed of allegations of harassing or disrespectful conduct must:

- Take immediate steps to resolve conflicts within the department at the onset of disputes in order to avoid future instances, including communicating expected behaviors and consequences for not adhering to this personnel rule, even if the employee raising the allegations requests confidentiality
- Work with other Department Heads to resolve issues that cross over one or more departments. Supervisors should not directly address behavior of those other than their own subordinates.
- Regularly demonstrate a commitment against bullying.

- Be proactive by educating employees on respectful workplace topics such as civility and bystander intervention. The Personnel Office may assist with resources and trainings.
- Empower employees to intervene when they witness workplace bullying or similar harassing behavior.
- Promote respect among employees from different cultures, backgrounds, and different career levels.
- Help to create a sense of collective responsibility by eliminating workplace bullying and other problematic behavior in the workplace.
- Model respectful behavior.
- Report conduct/allegations to appropriate officials
- Take steps to ensure the harassing conduct is appropriately addressed to deter further misconduct, including taking disciplinary action when appropriate

Conduct Not Considered Workplace Bullying
Workplace bullying should not be confused with an employer's right to assign tasks, transfer or re-assign employees based on the needs of the organization, and to reprimand or impose disciplinary sanctions. Insofar as the employer does not misuse these rights, it is not workplace bullying to administer respectful coaching and counselling or justified progressive disciplinary procedures. Other examples of conduct not considered bullying are loud or expressive communication styles, differences of opinions on work-related concerns, or conflicts between parties which are resolved through traditional resolution methods or techniques.

Retaliation
Employees are encouraged to report workplace bullying. Retaliation against any employee who is a target of bullying behavior, as well as any employee who makes complaints about, or participated in any investigation or administrative process related to a complaint of workplace bullying, is against the law and will not be tolerated. Disciplinary action will be taken against an employee who is found to have retaliated against another employee for their involvement.

Complaint Procedure
Complaints about workplace bullying may be made to an employee's direct supervisor, manager, department head, or the Tehama County Personnel Office. Any reports of workplace bullying will be treated seriously and investigated promptly and impartially. Complaints will be kept confidential to the extent possible.

- <u>Complaints within a Single Department</u>
  Upon witnessing or receiving an employee complaint of workplace bullying, the supervisor, manager, or coworker shall report the incident to the Department Head, designee, or Personnel Director within 30 working days. After reviewing the complaint, the Department Head or designee shall conduct such investigation as they deem necessary. The Department Head or designee shall respond to the complaint within thirty (30) business days. The Department Head or his/her designee may at any time after being made aware of the complaint, refer the matter to the Personnel Office for discussion and recommendations. In the event the complaint is reported to Personnel, Personnel shall conduct such investigation as it deems necessary to determine whether there has been a violation of this rule, and if so, the steps necessary to address the rule violation.

- Complaints Involving a Department Head, Elected Official, Chief Administrator, Member of the Board of Supervisors and/or Multiple Departments
  Conduct by a Department Head, Elected Official, member of the Board of Supervisors, or conduct involving multiple departments, shall be reported to the Personnel Office within 30 working days of the incident/occurrence. The Personnel Office will conduct such investigation of the complaint as it deems necessary in order to determine whether there has been a violation of this Rule and if so the steps necessary to address the rule violation. The Personnel Director or his/her designee may at any time after being made aware of the complaint, refer the matter to the Chief Administrator and/or County Counsel for discussion and recommendations. If a complaint involves the Director of Personnel, other than as a witness, the matter shall be referred to the Chief Administrator.

Review and Investigation of Complaints
In reviewing the complaints made under this rule, the Department Head, Personnel Director or designee may consider the severity of the conduct, the frequency of the conduct, whether the conduct is physically threatening or humiliating, whether the conduct is unwelcome, whether the conduct unreasonably interferes with an employee's work performance or alters conditions of employment, whether a reasonable person would find the conduct offensive or intimidating and any other factors which may have bearing upon the complaint.

Employees are required to cooperate with workplace investigations. Whenever an employee is interviewed as part of an any investigation under this rule, whether by the Department head or designee, the Personnel Director or designee or an outside investigator, the employee is entitled to have a Union or legal representative present during their interviews where the employee reasonably believes the investigation could result in the imposition of disciplinary action against them. If the accused is a public safety officer, the investigation will be in accordance with the Peace Officer Bill of Rights.

Following the completion of the investigation, the complainant and accused employee(s), Department Head or Supervisor will be notified of the completion of the investigation and of the ultimate outcome, i.e. whether the evidence establishes a violation of this rule.

- If the investigation has been completed by the Department head or designee and it is determined that this rule has been violated, the Department Head shall take prompt and effective remedial action commensurate with the severity of the offense(s) which may include coaching and/or counseling intervention, required training for the employee(s) determined to have violated this rule or disciplinary action.
- If the investigation is completed by the Personnel Director or designee or an outside investigator and the determination is made that this rule has been violated, the Director of Personnel, Chief Administrator or County Counsel shall recommend to the Department Head prompt and effective remedial action commensurate with the severity of the offense(s), which may include coaching and/or counseling intervention, required training for the employee(s) determined to have violated this Rule or disciplinary action.

Personnel may provide investigation materials and evidence to the relevant Department Head or other employee(s) as strictly necessary to carry out any disciplinary or corrective action. However, preservation of the confidentiality of the records pursuant to applicable statutes shall apply. For example, in the event

disciplinary action is taken, the nature of any discipline will not be disclosed to the complainant.

Employees who make a good faith complaint under this Rule will be protected from retaliation. Repeated unfounded complaints may be determined to be a violation of this rule. Relevant supervisors and managers must continue to monitor the workplace during and after the complaint and investigation process to ensure that there is no recurrence of behavior constituting a violation of this rule and to maintain an environment of compliance with the provisions of this Rule.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees are encouraged to report workplace bullying to their direct supervisor, manager, department head, or the Tehama County Personnel Office, whether a victim or witness to workplace bullying.

Department Head and Supervisors Supervisors, managers, and department heads must take reasonable measures to prevent workplace bullying and respond promptly in order to address and prevent future instances. For assistance with resolving workplace bullying, contact the Tehama County Personnel Office for guidance.

Personnel Office The Tehama County Personnel Office will provide assistance, and / or guidance to departments as requested. In the event of a workplace bullying complaint, the Personnel Office may conduct a thorough, impartial, and objective investigation.

Required Forms: None

References: Tehama County Personnel Rule §1301: Code of Conduct; Tehama County Personnel Rule §7401: Discipline Procedures: Tehama County Harassment Policy; Tehama County EEO Plan; www.stopbullying.gov

Effective Date: March 19, 2019
Revised Date: November 10, 2020, April 21, 2026

§8104: DECLARED HEALTH EMERGENCIES

Overview: This rule provides guidance for employee use of leave and the continuation of work in the event of a Federal, State, or local declared health emergency. When emergency operations result in a disruption of work, this rule will be superseded by the County disaster plan as integrated by the Office of Emergency Services.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Whether it is caused by a natural disaster, man-made error, or unforeseen events, County business may be disrupted by a health emergency. It is an employee's responsibility to follow official guidance related to the containment of the disease or health emergency.

Continuation of Work Plan

In the case of a declared health emergency, it is the County's goal to continue providing essential services to the community, although tasks and locations may be temporarily changed. Departments should plan in advance to establish the following at a minimum:

- A plan to provide essential services
- Tasks that can be completed remotely at another County facility or from the employee's home
- Tasks that may keep employees productive, including assisting other departments
- Tasks related to obligations as a disaster service worker

Staff will be instructed as to when and where to report based upon the circumstances created by the event. A Department Head may order some or all employees to perform work during their regularly scheduled hours at an alternate work location.

Disaster Service Worker
All Tehama County employees are disaster service workers. Should the work disruption be caused by a declared health emergency, employees who are unable to perform their regular duties may be assigned to other areas of need.

Facility Closure During a Declared Health Emergency
During a declared health emergency, the employee should plan on reporting to work at their usual workplace unless they are contacted by the Department Head or their designee. The Department Head may initiate contact procedures once the impact of the declared health emergency has been determined. A Department Head or their designee may make the decision to release employees, depending on the severity of the circumstances.

If an employee is required to report to work, but is not put to work or furnished with less than half of his/her usual or scheduled day's work, he/she must be paid for half the usual or scheduled day's work, but in no event less than three hours at his/her regular rate of pay.

Employees With Health Symptoms Related to the Emergency
An employee who comes to work exhibiting communicable illness symptoms may be directed to go home and not come to work until they are free of fever and other symptoms in accordance with the guidelines established by the California Division of Occupational Safety and Health (CalOSHA). Employees may work from home, use Emergency Paid Sick Leave, use any available leave balances to cover the period of the absence, or be in unpaid status. The County cannot require the employee to use sick leave in this circumstance.

Employees who have either exhausted their leave accruals or those who have elected to go unpaid may do so for an initial period, which does not exceed 30 calendar days, regardless of the number of actual unpaid hours. The Department Head or their designee shall consult with the employee after the initial period to determine if the need for the employee to continue off work in an unpaid status still exists. Accumulation of leave without pay hours (as outlined in TCPR §6105: Leave Without Pay) for COVID-19 related absences will be suspended until June 30, 2021.

An employee who has tested positive for COVID-19 or experiences COVID-19 symptoms must complete the COVID-19 Employee Symptom-Free Self-Certification & Request to Return to Work and submit it to their Department Head or designee.

Based on the information provided and attested to by the employee, the supervisor may approve/deny the employee's request to return to work.

Employees who have recently traveled to an identified high-risk area will be directed to stay home for the minimum period as identified by the Center for Disease Control, unless a health care provider indicates that the employee may return earlier.

Medical certification will not be required to substantiate illness related to the health emergency. Departments are asked to suspend the accumulation of any sick leave occurrences for employees during the emergency, including those with excessive leave usage or for employees suspected of abuse of leave.

Employees identified as part of the high-risk population (ex. age 65 or over, chronic medical conditions) may choose to stay at home using any available leave balances. If an employee chooses to work, the department shall ensure the employee is provided with a workspace which provides the greatest reasonable protection.

Departments will follow the County's procedures for Work-Related Injury or Illness Reporting in the event an employee requests to file a worker's compensation claim.

Department Heads will inform employees that they may have been exposed to COVID-19 in accordance with the Tehama County CalOSHA COVID-19 Prevention Plan Employee medical information is confidential. The identity of the diagnosed employee should not be disclosed. Employee ID numbers may be used in place of the employee's name.

Flexing Hours
At the Department Head's discretion, he/she may allow flexible hours in order to keep employees at work as much as possible. An example of when this may be appropriate is when an employee's childcare situation has changed due to a school or daycare closure.

A Department Head may choose to reduce the hours that they are open to the public in order to reduce employees' exposure to the public.

Telecommuting
Telecommuting is a discretionary alternative workplace agreement utilized when the department will benefit from the arrangement, and the employee has an interest. Refer to Tehama County Personnel Rule §4106: Telecommuting.

Compensation and Leave During Declared Health Emergencies
Compensation: Employees will be paid for actual hours worked, whether at the worksite or off-site.

Exempt Employees: In recognition of the requirement that exempt employees work beyond a normal workday, some flexibility is allowed for authorized time off with pay during the normal workday or workweek. An absence of less than half of the employee's regularly scheduled workday will not be deducted from leave accruals. Also, if an employee has worked a total of 40 or more hours in a workweek, he/she is not required to use leave accruals for partial day absences. However, an absence equal to or greater than half of the employee's regularly scheduled workday shall be deducted from an exempt employee's appropriate leave accruals when the employee has not worked 40 or more hours in a workweek. See TCPR §4104: Exempt Employees for more information.

Benefit Programs: Employees may be eligible for unemployment insurance benefits or State Disability, or Paid Family Leave to care for a qualifying family member.

Use of Leave: An employee may request to use sick leave, management leave, paid time off, vacation, or compensatory time off to receive compensation during a declared health emergency, including while in isolation, quarantine, or shelter-in-place. The County cannot require an employee to use leave bank accruals for COVID-19 related absences, and the employee may choose to be in unpaid status. See below for further information regarding *Unpaid Leave.*

Leave Advances: Employees impacted by the health emergency who have exhausted all leave balances may request an advance of up to 80 hours of sick leave. An employee who has already taken a 40-hour advance may take a second 40-hour advance. The total amount of sick leave advanced should not exceed 80 hours within one (1) year. One year will begin the first day any amount of sick leave is advanced. Employees receiving advanced leave must sign an Agreement for Repayment of Advanced Leave form. The number of sick leave hours advanced is required to be repaid within one (1) year of the date of the advance being granted. Advanced sick leave will be repaid by the forfeiture of any sick leave, vacation, management leave, compensatory time, or any other paid leave as it is accrued. If, for any reason, the employee leaves County employment prior to the full repayment of the sick leave advance, the employee consents to the withholding of the amount necessary to repay the County for the sick leave advance from their last payroll warrant. If any amount remains due after these deductions, they must agree to pay the remaining balance back to the County within ten (10) business days of the date of separation from County employment. Any failure to repay the County will result in the County proceeding with legal action to recover the advancement.

Family Medical Leave: Employees who take time off due to their own serious illness or to care for an ill family member may be eligible for Family Medical Leave or Paid Family Leave under the existing statute.

Public Health Emergency Leave (PHEL-FMLA): Effective April 1 and ending December 31, 2020, the Public Health Emergency Leave Act will temporarily expand coverage and eligibility under FMLA for reasons related to the COVID-19 pandemic. In addition to reasons allowed under current FMLA guidelines, PHEL may be used when an employee is unable to work or telework to take care of a son or daughter under the age of 18 because their school is closed or the childcare provider is unavailable.

- Eligible employees are those who have been employed for 30 calendar days. The County may exclude health care providers and emergency responders.
- The total length of leave for FMLA per rolling calendar year remains at 12 weeks. If an employee has already used 12 weeks of FMLA, they are not eligible for more. If the employee has used less than 12 weeks, they are eligible for the remaining weeks of unused leave.
- The initial 10 days may be unpaid under this leave. Employees may choose to use any accrued paid leaves for this period.
- From the eleventh day forward, the employer must provide paid leave of at least 2/3 of the employee's regular rate of pay for the number of hours the employee would have regularly been scheduled to work. Employees may choose to use any accrued paid leaves for this period to receive full pay (the other 1/3).
- Pay is capped at $200/day and $10,000 total.

- Extra Help employees and retired annuitants are not eligible to receive PHEL.

Emergency Paid Sick Leave (EPSL): Effective April 1 and ending December 31, 2020, Emergency Paid Sick Leave may be used for the following:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
- The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- The employee is caring for a son/daughter of such employee is the school or place of care of the son/daughter has been closed, or the childcare provider is unavailable
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services

Emergency Paid Sick Leave entitlements are described below.

- Full time employees will receive up to 80 hours. Part time employees receive the number of hours equal to the average number of hours they would work over a two week period.
- If employees take EPSL for purposes listed under 1, 2, or 3 above, they receive their regular rate of pay. However, EPSL may not exceed $511/day and $5,111 total.
- For purposes 4, 5, or 6 above, an employee receives 2/3 of his/her regular rate of pay. However, EPSL may not exceed $200/day and $2,000 total.
- Employees may use other accrued paid leaves to receive full pay, but they are not required to.
- EPSL is 80 hours paid at 2/3 of the employees' rate of pay. The full 8 hours are deducted, and paid at 2/3 the employee salary rate. For example, an employee who works 8 hours at $15/hour would normally earn $120/day. Under EPSL, they would be paid for 2/3 of their day, which is $79.99.
- Extra Help employees may be eligible for EPSL if they were scheduled to work.
- Retired annuitants are not eligible for EPSL.

Exhaustion of Leave: If an employee requests time off and is approved when there is leave available, and then exhausts available leave or has leave advanced, the original time off request may be retroactively denied. Or if the employee no longer has sufficient leave accrued to cover the full period of the request for leave, the leave granted may be restricted to the actual amount of accruals available.

Unpaid Leave:

Employees who elect to go unpaid due to COVID-19 related absences may do so for an initial period, which does not exceed 30 calendar days, regardless of the number of unpaid hours. The Department Head or their designee shall consult with the employee after the initial period to determine if the need for the employee to continue off work in an unpaid status still exists. Accumulation of leave without pay hours (as outlined in TCPR §6105: Leave Without Pay) for COVID-19 related absences will be suspended until June 30, 2021.

Sick Leave and vacation do not accrue during periods of unpaid leave. Those who process payroll at the departments will adjust sick leave and prorate it accordingly for any unpaid absences within a pay period prior to sending payroll data to the

Auditor's office. Unpaid hours are not counted toward seniority. Employees' hours are posted to seniority accrual for each pay period they receive a paycheck. Employees are eligible to advance to the next pay step only after having completed 2080 hours at the previous step.

Worker's Compensation Benefits: Employees who are advised to quarantine, as a result of a workplace exposure or who have tested positive for COVID-19 as a result of a workplace exposure, may file a claim under Worker's Compensation. Employees should consult with their Department's Worker's Compensation coordinator for additional guidance. Tehama County employees may coordinate their accrued leave banks, such as sick, vacation, paid time off, management leave, compensatory time off, or any other available leave with temporary disability when applicable. For those employees who are off work due to a workplace COVID-19 exposure or positive COVID-19 test and have exhausted all of their accrued leave banks, and would otherwise be considered unpaid, will have the unpaid portion of their salary and benefits continued as if they had been working for the duration of their COVID-19 absence.

Health Insurance Continuation
Until June 30, 2021, those employees who have either exhausted all of their available leave balances or who have elected to go unpaid during the period of a COVID-19 related absence, will continue to receive their County health insurance at the same share-of-cost premium as if they had continued working. Employees who have elected to go unpaid or have exhausted their leave accruals due to a leave of absence resulting from a non-COVID-19 related matter will continue to receive their County health insurance as outlined in the applicable memorandum of understanding between the County and the bargaining unit.

Employees who are in a fully unpaid status must establish a payment plan with the Auditor's Office for their portion of the share-of-cost premium.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee is responsible for keeping up-to-date contact information available to their supervisor and/or Department Head.

Supervisor The supervisors should work with the Department Head and staff to create a continuation of work plan. If directed to do so by the Department Head, the supervisors will initiate contact procedures in the event there is a declared health emergency.

Department Head The Department Head or their designee will determine whether employees should be released during a declared health emergency, following the guidelines in this rule. They are also responsible for initiating contact procedures in the event there is a declared health emergency prior to the workday. The Department Head will determine the employee's work plan for off-site work and sign the employee agreement. The Department Head will approve/deny an employee's advanced leave request and route as indicated on the form.

Administration Keep the Department Heads informed of any declared health emergency.

Required Forms: Agreement for Repayment of Advanced Leave; Telecommuting Work Plan and Agreement; Telecommuting Daily Work Report, Telecommuting Safety Checklist,

Inventory List of Equipment and Supplies (telecommuting), Employee Symptom-Free Self-Certification & Request to Return to Work, FFCRA Leave Request and Coordination of Benefits Authorization

References: California Code of Regulations, Title 8, Section 3205; Labor Code §230.8; TCPR §1404: Disaster Service Workers; TCPR §6105: Leave Without Pay; TCPR §4104: Exempt Employees; TCPR §4106: Telecommuting; www.cdph.ca.gov; www.cdc.gov

Effective Date: March 24, 2020
Revised Date: January 26, 2021, April 21, 2026

§8106: POWER OUTAGE SAFETY PLAN

Overview: This rule provides guidance to employees in the event of a power failure, outage, disruption, or interruption, either planned or unplanned. When emergency situations result in a power failure, this rule will be superseded by the County disaster plan as integrated by the Office of Emergency Services.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Whether it is caused by a natural disaster, man-made error, unforeseen events, or planned maintenance, there may be times in the course of conducting County business when power may be disrupted. If a Department Head or Administration receives advanced warning of a planned power outage, that information should be communicated to other affected departments. If the outage is unplanned, a call should be made to the electric utility to determine if there is an estimated length of the outage. Safety will be the priority consideration during any power outage.

HVAC Systems
In a power outage, heating, ventilation, and air conditioning systems will shut down. OSHA has determined that room temperature and humidity are a matter of comfort and there is no standard. However, should inside temperatures exceed 87°, employees should follow procedures according to the County Heat Illness Prevention Program. The Department Head may also consider the establishment of a cooling area. If the Department Head determines the temperature has reached a point where it is harmful for extended exposure, or where the air quality reaches an unhealthy state due to lack of circulation, employees may be released from the workplace in accordance with TCPR §4109: Power Outages.

Security Systems
In a power outage, the inability to operate lights, automatic door locks, security alarms, and surveillance cameras may limit employee safety and security. Department Heads should establish alternate plans for when these systems are inoperable.

Generators
Due to the dangers of carbon monoxide poisoning and use of flammable materials, only those trained in the use of generators should be responsible for initiating their use.

Elevators
Employees should be aware that cell phones are not generally operable in an elevator. An employee caught in an elevator during a power outage should use the emergency phone or any other practical means to notify someone of their location.

Sanitation Facilities and Potable Water
Under OSHA guidelines, Tehama County must provide adequate and readily accessible sanitation facilities and potable water. Should a power outage interfere with an employee's accessibility to a toilet and handwashing, the employer must relocate work or ensure that employees have immediately available transportation to readily accessible sanitation facilities.

Cooling Rooms
During a power outage, it is possible that County staff may be working without the comfort of air conditioning. For those facilities without standby generators, power outages will require designating a cooling room for breaks as needed to prevent heat-related illnesses.

Cooling rooms should be located near the employees who will utilize them. Cooling rooms should be large enough to accommodate 25% of employees at one time, with the expectation that breaks and lunch periods will be staggered.

When selecting a room for this purpose, Department Heads or their designee(s) should also consider: 1) a smaller room will require less cooling and power; and 2) location of generators and air conditioning unit vents.

Evacuation Plan
Departments should ensure employees (or specifically assigned employees) are equipped with working flashlights. An evacuation plan should be pre-arranged for interior spaces that will become dark should the power go out. Employees should receive instructions as to the appropriate gathering area where they will receive further instruction.

To mitigate risk while walking through a darkened workplace, employees should walk slowly and cautiously. Walkways should be clear of debris at all times.

Internal plans should be established for accommodating employees, clients, patients, and customers who have limited mobility to ensure they will be able to safely exit the building.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee The employee should follow safety procedures as outlined in this rule or as established by the department.

Department Head The Department Head or their designee will establish safety procedures specific to their department and as outlined in this rule. A Department Head who becomes aware of a planned power outage should inform the Chief Administrator or their designee.

Administration Keep the Department Heads informed of any planned outages.

Required Forms: None

References: TCPR §4109: Power Outages; Tehama County Illness and Injury Prevention Plan; Tehama County Heat Illness Prevention Program

Effective Date: June 23, 2020
Revised Date: April 21, 2026

§8203: WILDFIRE SMOKE PROTECTION

Overview: The County is responsible for taking action to protect employees from particulate matter when the air quality index reaches the level as described in this rule.

Applicable to: Pursuant to TCPR §1101: Personnel Rules (General Provisions), this Personnel Rule applies directly to all Tehama County employees, including elected officials (appointed and elected). Department heads and elected officials (appointed and elected), must abide by and enforce these policies within their departments.

Guidelines: Smoke and particulate matter from wildfires can travel hundreds of miles and affect the health of people far from the fires' path. Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter,” the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, and heart disease.

Employer Requirements
If employees may be exposed to wildfire smoke, then the employer is required to find out the current AQI applicable to the worksite. If the current AQI for PM2.5 is 151 or more, the employer is required to:

- Check the current AQI before and periodically during each shift.
- Provide training to employees.
- Lower employee exposures.
- Provide respirators and encourage their use.

Employers shall alert employees when the air quality is harmful and what protective measures are available to employees. Employers shall encourage employees to inform their employers if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal.

Employers shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods include:

- Locating work in enclosed structures or vehicles where the air is filtered.
- Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.
- Reducing work time in areas with unfiltered air.
- Increasing rest time and frequency, and providing a rest area with filtered air.
- Reducing the physical intensity of the work to help lower the breathing and heart rates.

Obtaining AQI Information
Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is

unhealthy for everyone. Although there are AQIs for several pollutants, Title 8, section 5141.1 about wildfire smoke only uses the AQI for PM2.5. The easiest way to find the current and forecasted AQI for PM2.5 is to go to the Tehama County Air Pollution Control District Website https://www.tehcoapcd.net/current-air-quality/. The current AQI is also available from the U.S. Forest Service at https://tools.airfire.org/, www.airnow.gov or a local air district, which can be located at www.arb.ca.gov/capcoa/dismap.htm. Employees who do not have access to the internet can contact their employer for the current AQI. The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

Health Effects of Wildfire Smoke

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is “particulate matter,” the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. The smallest—and usually the most harmful—particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

Use of Respirators

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection. When the current AQI for PM2.5 is 151 or greater, employers shall provide their workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required. A respirator should be used properly and kept clean. The following precautions shall be taken:

- Employers shall select respirators certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example). Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandanas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator is the minimum level of protection for wildfire smoke.
- Read and follow the manufacturer’s instructions on the respirator’s use, maintenance, cleaning and care, along with any warnings regarding the respirator’s limitations. The manufacturer’s instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.
- Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
- Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
- Employees who have a heart or lung problem should ask their doctor before using a respirator.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. The proper way to put on a respirator depends on the type and model of the respirator. For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:

- Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
- Pinch the metal piece (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives. Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift. If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

Right to Obtain Medical Treatment Without Fear of Reprisal
Employers shall allow employees who show signs of injury or illness due to wildfire smoke exposure to seek medical treatment, and may not punish affected employees for seeking such treatment. Employers shall also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

References: Cal OSHA Title 8, Division 1, Chapter 4, §5141.1; Labor Code §142.3, 144.6; Tehama County Air Pollution Control District website: https://www.tehcoapcd.net/current-air-quality/; U.S. Forest Service website: https://tools.airfire.org/; www.airnow.gov; www.arb.ca.gov/capcoa/dismap.htm. Environmental Protection Agency website: www.enviroflash.info.

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Revised Date: April 21, 2026