



# CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING April 28, 2026 – 9:00 AM

The regular meeting of the Cambria Community Healthcare District will be held at  
2535 Main Street, Cambria, California.

## Join Zoom Meeting

<https://us02web.zoom.us/j/87307330578?pwd=yIruEYqKaHGIDNfCuVqYTFyeHksN3g.1>

Meeting ID: 873 0733 0578 Passcode: 529826

+1 669 444 9171 US +1 669 900 6833 US (San Jose)

## AGENDA

### A. OPENING

1. Call to order
2. Pledge of Allegiance
3. Establishment of a quorum

### B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

1. Public members wishing to address the Board on matters other than scheduled items may do so when recognized by the President of the Board of Directors, Cecilia Montalvo. Presentations are limited to a maximum of three minutes per person.

### C. CONSENT AGENDA

1. Approve Minutes from the February 24, 2026, Regular Board Meeting

### D. REPORTS

1. Operations Report: Operations Manager Tim Nurge, Supervisors Paul Hoover and Michael Bryant
2. Administrative/Financial Review: Administrator Hendy
3. Committee Reports: February/March 2026
  - a. *President's Report*: Cecilia Montalvo
  - b. *Property & Facilities*: Laurie Mileur
  - c. *Healthcare Advocacy & Outreach*: Dawn Kulesa
  - d. *Finance*: Iggy Fedoroff
  - e. *Development*: Laurie Mileur

## **E. REGULAR BUSINESS**

1. Cambria Paramedic Association/Service Employees International Union (SEIU) Local 620: Memorandum of Understanding for July 1, 2026 – June 30, 2029.
2. District Policy Manual Updates

## **F. DECLARATION OF FUTURE AGENDA ITEMS**

## **G. ADJOURNMENT**

The next Regular Board meeting will be on May 26, 2026, at 9:00 A.M. at 2535 Main Street, Cambria, California.

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Copies of the monthly agenda, staff reports, and written materials provided to the Board of Directors for Open Session agenda items may be obtained online at [www.cambria-healthcare.org](http://www.cambria-healthcare.org) and at the District office located at 2535 Main Street, Cambria, during regular business hours. Closed-session items are not available for public review. Any changes or additions to the agenda will be posted at the District office and on the District website.

Note: While board members may not engage in dialogue with the public during the board meeting, individual members may choose to incorporate an answer to a question posed by the public during their discussion of an agenda item.



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT  
REGULAR BOARD MEETING MINUTES  
February 24, 2026**

**A. OPENING**

1. President Montalvo called the meeting to order at 9:00 am.
2. President Montalvo led the Pledge of Allegiance.
3. Board of Directors members Cecilia Montalvo, Bruce Mumper, Iggy Fedoroff, and Laurie Mileur were present. Dawn Kulesa was absent.

Administrator Linda Hendy, Operations Manager Tim Nurge, and Office Manager Jennifer Harley were also present.

**B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

1. No members of the public provided comments.

**C. CONSENT AGENDA**

1. The minutes from the January 27, 2026, Regular Board meeting were presented for review and approval. Director Fedoroff moved to approve the minutes from January 27, 2026. Director Mumper seconded, and the Board approved the motion, 4/0.

Public Comment: There were no public comments.

**D. REPORTS**

1. **Operations Report:** Operations Manager Tim Nurge presented the monthly operations report for January 2026.
2. **Administrative/Financial Review:** The January 2026 financial reports were presented by Administrator Linda Hendy.
3. **Committee Reports:**
  - a. President's Report: President Montalvo announced that she and Administrator Hendy had an introductory meeting with the new SEIU Local 620 Executive Director and Field Representative.
  - b. Property & Facilities: Director Mileur provided an update on the new ambulance station, including the status of the minor land use permit. She also reported on project delays, updated timelines, and concerns regarding the staff time spent on the project.
  - c. Healthcare Advocacy & Outreach: Director Kulesa was absent.
  - d. Finance: Director Fedoroff did not have any updates to report.
  - e. Development Committee: Director Mileur did not have any updates to report.

## **E. REGULAR BUSINESS**

- 1. Key Billing Indicators (KBI)** – Office Manager Harley provided billing data collection statistics, including claim demographics, payments by primary payer types, and the average percentage paid on claims over specific time periods.

Public Comment: There were no public comments.

Motion: No Board action was required for this item.

- 2. Fiscal Year 2025-2026 Mid-Year Budget Review** – Administrator Hendy reviewed the mid-year revenue and expenditure projections for Fiscal Year 2025-2026 and answered questions from the Board.

Public Comment: There were no public comments.

Motion: No Board action was required for this item.

- 3. Key Performance Indicators (KPI) Biannual Report** – Operations Manager Nurge presented an overview of the key performance indicators for the period from July to December 2025.

Public Comment: There were no public comments.

Motion: No Board action was required for this item.

## **F. DECLARATION OF FUTURE AGENDA ITEMS**

1. District Policy Manual Updates

## **G. ADJOURNMENT**

The meeting was adjourned at 10:43 am.

**Note:** The next regular meeting will be held on Tuesday, April 28, 2026, at 9:00 am. Per Board consensus, there will not be a meeting on March 24, 2026.



# OPERATIONS REPORT Board of Directors Meeting April 28, 2026

Operations Manager, Tim Nurge  
Supervisors Michael Bryant and Paul Hoover

## Operations Report for February/March 2026

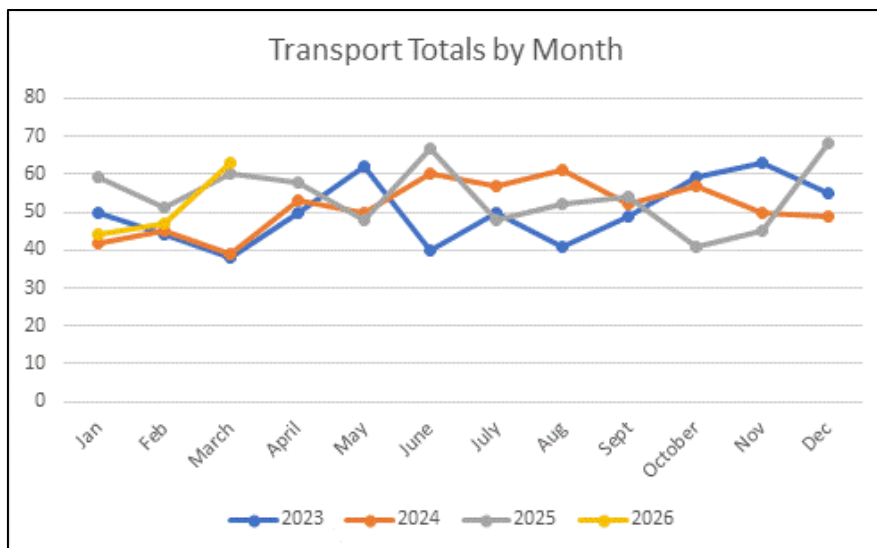
### Operations Manager Nurge

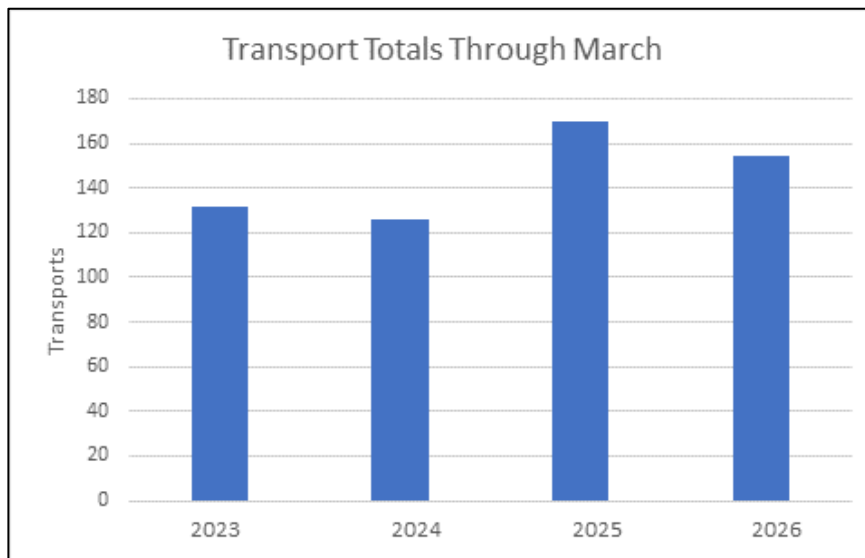
- Transport Activity Report** – For February 2026, there has been a decrease of twenty-seven (27) incidents and a decrease of four (4) incidents requiring transport compared to February 2025.

For March 2026, there has been a decrease of two (2) incidents and an increase of three (3) incidents requiring transport compared to March 2025.

- Response Times and Delays** – In February 2026, 96.2% of calls in Cambria were responded to within ten minutes. One call experienced a two-minute delay because it was a night call deep in the Marine Terrace, and another call was delayed by one minute as it was classified as a code 2 call.

In March 2026, 96.1% of calls in Cambria were responded to within ten minutes. One call was delayed by three minutes because it was dispatched to the wrong address. Two Additional calls experienced a three-minute delay as they were classified as Code 2 night calls.





- San Luis Ambulance (SLA) Transports/Coverage** – In February 2026, San Luis Ambulance had one (1) Code-3 and zero (0) Code-2 calls in the District’s service area. San Luis Ambulance was dispatched to “move up and cover” Cambria four (4) times Code-8 and (0) times Code-11 for a total time covering the District’s response area of 7 hours and 50 minutes.

In March 2026, San Luis Ambulance had one (1) Code-3 and zero (0) Code-2 calls in the District’s service area. San Luis Ambulance was dispatched to “move up and cover” Cambria eleven (11) times Code-8 and (0) times Code-11 for a total time covering the District’s response area of 11 hours and 6 minutes.

In February 2026, the District responded to four (4) Code-3 and zero (0) Code-2 calls in the San Luis Ambulance service area. District crews were dispatched to “move up and cover” the San Luis Ambulance service area seven (7) times Code-8 and zero (0) times Code-11 for a total time covering the San Luis Ambulance service area of 8 hours and 13 minutes.

In March 2026, the District responded to nine (9) Code-3 and zero (0) Code-2 calls in the San Luis Ambulance service area. District crews were dispatched to “move up and cover” the San Luis Ambulance service area nineteen (19) times, Code-8, and two (2) times, Code-11, for a total time covering the San Luis Ambulance service area of 15 hours and 5 minutes.

- ❖ Code 2 Call - Emergency call that does not require the use of lights and sirens to respond
- ❖ Code 3 Call - Emergency call that requires the use of lights and sirens to respond
- ❖ Code 8 Call - A term used when an ambulance is staged (parked) between two response areas. (Summit/Villa Creek)
- ❖ Code 11 Call – A term used when an ambulance is staged (parked) between two response areas. (Areas 2, 3 & 5)

- **Monterey County Calls** – District crews responded to one (1) call in Monterey County during February 2026 compared to two (2) calls in February 2025.

District crews responded to four (4) calls in Monterey County during March 2026 compared to three (3) calls in March 2025.

- **Staffing/Employees** – One Full-Time EMT recently completed his paramedic internship and will begin training and working as a Full-Time Paramedic with the District in April. Preparations are being made for EMS Appreciation Week in May.
- **Recruitment** – Nothing to report.
- **Training** –
  - In March, the District participated in the Diablo Canyon Power Plant Training/Drill.
  - In February, Paramedics completed their High Risk/Low Use skills training, also known as “AVT” skills.
  - District Staff trained on Patient Refusal, Prehospital Determination of Death, and Behavioral Emergency policies/protocols.
- **IT/Radios** – Crew tablet software was updated in March and will be checked monthly.
- **Outreach** –
  - The District participated in Career Day at Coast Union in February.
  - The District conducted a Hands-Only CPR/AED presentation to the Cambria Pickleball Club in March.
  - Used donated funding, the District procured an AED for the Santa Rosa Catholic Church, which will be installed in April.
- **Other** –
  - The Operations Manager and Supervisors continue to work with the Facilities Committee on the new ambulance station design, project planning, and demolition.
  - Operations Manager Nurge created and submitted a Quality Improvement/Quality Assurance Policy to the EMSA for review in compliance with new EMSA Policy #100.

## Supervisor Bryant

### Equipment / Medications:

- All expired medical supplies and medications have been replaced, ensuring all ambulances are fully stocked and ready for service.
- “Leave-behind” Naloxone Kits have been received from the San Luis Obispo County Health Agency and have been placed in the Units for distribution as needed.

- By shifting to District-owned oxygen cylinders, the District is now seeing monthly savings on Airgas rentals. The oxygen cascade system will support sustained savings and lower delivery fees moving forward.

**SLO County Emergency Medical Services Authority (EMSA):**

- No current updates.

**Supervisor Hoover**

**Ambulance Unit Performance/Maintenance**

- **Unit 18** – No issues or services needed.
- **Unit 20** – No issues or services needed.
- **Unit 22** – No issues or services needed.
- **Unit 23** – Unit 23 was returned at the end of February from Perry Ford. No issues were found with the engine light warning.

**Fleet Mileage for March 2026:**

Ambulance Unit	Current Mileage
18	248,014
20	107,282
22	64,888
23	32,879

**Controlled Substance:**

- A medication order was placed, received, and processed according to County requirements.
- The 1<sup>st</sup> Quarter Controlled Substance Report was completed, with no discrepancies found, and submitted to EMSA.

**Facility/Station Repairs**

- The annual service for station and unit fire extinguishers was completed in February.
- The battery was replaced in the front door keypad, and the door opening/sticking issue has been resolved.
- The fluorescent lighting tubes were replaced in the stock room.

## Total Assignment Count

Total Assignment Count	
	90

## Total Assignments by Type of Coverage

Total Assignment Count	
Type of Coverage: 911 Response	83
Type of Coverage: Code 8	7

## Total 911 Responses by Location of Incident

Total Assignment Count	
Activity/Training Sub-Category: Cambria - Happy Hill	6
Activity/Training Sub-Category: Cambria - Highway 1	3
Activity/Training Sub-Category: Cambria - Leimert	1
Activity/Training Sub-Category: Cambria - Lodge Hill East	3
Activity/Training Sub-Category: Cambria - Lodge Hill West	29
Activity/Training Sub-Category: Cambria - Moonstone Beach	2
Activity/Training Sub-Category: Cambria - Park Hill	7
Activity/Training Sub-Category: Cambria - Pine Knolls	4
Activity/Training Sub-Category: Cambria - Santa Rosa Creek Rd	3
Activity/Training Sub-Category: Cambria- Main Street	7
Activity/Training Sub-Category: Highway 46 West	1
Activity/Training Sub-Category: Monterey County	1
Activity/Training Sub-Category: Ragged Point	1
Activity/Training Sub-Category: San Simeon	8
Activity/Training Sub-Category: San Simeon Creek Rd	1
Activity/Training Sub-Category: San Simeon- Hearst Castle / Hearst State Beach	1
Activity/Training Sub-Category: SLO Area 3 - Morro Bay / Cayucos / Los Osos	4
Activity/Training Sub-Category: SLO Area 5 - San Luis Obispo / Avila Beach	1

## Total Code 8 Responses by Posting Location

Total Assignment Count	
Activity/Training Sub-Category: Code 8 Summit	3
Activity/Training Sub-Category: Code 8 Turri	1
Activity/Training Sub-Category: Code 8 Villa Creek	

Total Assignment Count
3

**Total Code 11 Responses by Area**

Report Results
There are no results. Please redefine your search criteria.

**Total Standby Responses by Type**

Report Results
There are no results. Please redefine your search criteria.

**Total Monterey County Assignment Count**

Total Monterey Incident Count
1

**Total Transport Count**

Total Transport Count	SQ System Level CCHD - Destination Name
0	
1	Skilled Nursing Facility
3	Twin Cities Community Hospital
20	Sierra Vista Regional Medical Center
23	French Hospital Medical Center

## Total Assignment Count

Total Assignment Count
129

## Total Assignments by Type of Coverage

Total Assignment Count	
Type of Coverage: 911 Response	107
Type of Coverage: Code 11	2
Type of Coverage: Code 8	19
Type of Coverage: Standby	1

## Total 911 Responses by Location of Incident

Total Assignment Count	
Activity/Training Sub-Category: Cambria - Happy Hill	6
Activity/Training Sub-Category: Cambria - Highway 1	3
Activity/Training Sub-Category: Cambria - Leimert	3
Activity/Training Sub-Category: Cambria - Lodge Hill East	19
Activity/Training Sub-Category: Cambria - Lodge Hill West	20
Activity/Training Sub-Category: Cambria - Moonstone Beach	2
Activity/Training Sub-Category: Cambria - Park Hill	5
Activity/Training Sub-Category: Cambria - Pine Knolls	2
Activity/Training Sub-Category: Cambria - Santa Rosa Creek Rd	1
Activity/Training Sub-Category: Cambria- CHC	1
Activity/Training Sub-Category: Cambria- Main Street	9
Activity/Training Sub-Category: Cambria- Station 81	4
Activity/Training Sub-Category: Harmony	2
Activity/Training Sub-Category: Highway 46 West	2
Activity/Training Sub-Category: Monterey County	4
Activity/Training Sub-Category: Ragged Point	1
Activity/Training Sub-Category: San Simeon	10
Activity/Training Sub-Category: San Simeon Creek Rd	1
Activity/Training Sub-Category: San Simeon- Hearst Castle / Hearst State Beach	2
Activity/Training Sub-Category: SLO Area 2 - Paso Robles / Templeton	1

Total Assignment Count	
Activity/Training Sub-Category: SLO Area 3 - Morro Bay / Cayucos / Los Osos	8
Activity/Training Sub-Category: Twin Cities Community Hospital- Non Emergent Transfer	1

**Total Code 8 Responses by Posting Location**

Total Assignment Count	
Activity/Training Sub-Category: Code 8 Cuesta	2
Activity/Training Sub-Category: Code 8 Summit	2
Activity/Training Sub-Category: Code 8 Turri	6
Activity/Training Sub-Category: Code 8 Twin	2
Activity/Training Sub-Category: Code 8 Villa Creek	7

**Total Code 11 Responses by Area**

Total Assignment Count	
Activity/Training Sub-Category: Code 11 Area 5 (SLO)	1
Activity/Training Sub-Category: Code 11 Area 6 (Five Cities)	1

**Total Standby Responses by Type**

Total Assignment Count	
Activity/Training Sub-Category: Committed Standby	1

**Total Monterey County Assignment Count**

Total Monterey Incident Count	
	4

**Total Transport Count**

Total Transport Count	SQ System Level CCHD - Destination Name
0	
1	Private Residence
1	Twin Cities Community Hospital
30	French Hospital Medical Center
31	Sierra Vista Regional Medical Center

**DISTRICT ACTIVITY REPORT PAGE 1**

02/01/2026 through 02/28/2026

<b>Incident Totals</b>				<b>Transport Totals</b>			
	<b>2026</b>	<b>2025</b>	<b>Change</b>		<b>2026</b>	<b>2025</b>	<b>Change</b>
Dry Runs - w/Treatment	0	9	<b>-9</b>	Local Patients	0	41	<b>-41</b>
Dry Runs - CX Enroute	0	11	<b>-11</b>	Non-Local Patients	0	10	<b>-10</b>
Total Dry Runs	0	21	<b>-21</b>	Total Patients	0	51	<b>-51</b>
Stand-bys	0	44	<b>-44</b>	Medical Transports	0	47	<b>-47</b>
Public Assists/Relations	0	1	<b>-1</b>	Trauma Transports	0	4	<b>-4</b>
Walk-in Public Relations	0	1	<b>-1</b>	Traffic Accidents	0	0	<b>0</b>
Total Incidents	0	117	<b>-117</b>	Total Transports	0	51	<b>-51</b>

**Hospital Destinations**

	<b>2026</b>	<b>2025</b>	<b>Change</b>
French	0	19	<b>-19</b>
Sierra Vista	0	28	<b>-28</b>
Twin Cities	0	4	<b>-4</b>
Rendezvous w/Heli	0	0	<b>0</b>
Facility Not-Listed	0	0	<b>0</b>
Trauma Center (Sierra Vista)	0	5	<b>-5</b>
STEMI Center (French)	0	0	<b>0</b>

**Monterey County Responses**

	<b>2026</b>	<b>2025</b>	<b>Change</b>
Medical Transports	0	0	<b>0</b>
Trauma Transports	0	0	<b>0</b>
Dry Runs	0	2	<b>-2</b>
Stand-bys	0	0	<b>0</b>
Total Incidents	0	2	<b>-2</b>

**Year-to-Date Comparison**

**Ambulance Response Statistics**

From January 2026 to February 28 2026

	<b>2026</b>	<b>2025</b>	<b>Change</b>
Total Responses	0	256	<b>-256</b>
Patients Transported	0	110	<b>-110</b>
Total Dry Runs	0	47	<b>-47</b>
Dry Runs - w/Treatment	0	23	<b>-23</b>
Dry Runs - CX Enroute	0	23	<b>-23</b>
Stand-bys	0	97	<b>-97</b>
Total Monterey County Incidents	0	3	<b>-3</b>

**DISTRICT ACTIVITY REPORT PAGE 1**

03/01/2026 through 03/31/2026

<b>Incident Totals</b>				<b>Transport Totals</b>			
	<b>2026</b>	<b>2025</b>	<b>Change</b>		<b>2026</b>	<b>2025</b>	<b>Change</b>
Dry Runs - w/Treatment	0	21	<b>-21</b>	Local Patients	0	45	<b>-45</b>
Dry Runs - CX Enroute	0	18	<b>-18</b>	Non-Local Patients	0	15	<b>-15</b>
Total Dry Runs	0	39	<b>-39</b>	Total Patients	0	60	<b>-60</b>
Stand-bys	0	30	<b>-30</b>	Medical Transports	0	54	<b>-54</b>
Public Assists/Relations	0	0	<b>0</b>	Trauma Transports	0	6	<b>-6</b>
Walk-in Public Relations	0	2	<b>-2</b>	Traffic Accidents	0	0	<b>0</b>
Total Incidents	0	131	<b>-131</b>	Total Transports	0	60	<b>-60</b>

**Hospital Destinations**

	<b>2026</b>	<b>2025</b>	<b>Change</b>
French	0	32	<b>-32</b>
Sierra Vista	0	24	<b>-24</b>
Twin Cities	0	4	<b>-4</b>
Rendezvous w/Heli	0	0	<b>0</b>
Facility Not-Listed	0	0	<b>0</b>
Trauma Center (Sierra Vista)	0	6	<b>-6</b>
STEMI Center (French)	0	0	<b>0</b>

**Monterey County Responses**

	<b>2026</b>	<b>2025</b>	<b>Change</b>
Medical Transports	0	1	<b>-1</b>
Trauma Transports	0	0	<b>0</b>
Dry Runs	0	2	<b>-2</b>
Stand-bys	0	0	<b>0</b>
Total Incidents	0	3	<b>-3</b>

**Year-to-Date Comparison  
Ambulance Response Statistics  
From January 2026 to March 31 2026**

	<b>2026</b>	<b>2025</b>	<b>Change</b>
Total Responses	0	387	<b>-387</b>
Patients Transported	0	170	<b>-170</b>
Total Dry Runs	0	86	<b>-86</b>
Dry Runs - w/Treatment	0	44	<b>-44</b>
Dry Runs - CX Enroute	0	41	<b>-41</b>
Stand-bys	0	127	<b>-127</b>
Total Monterey County Incidents	0	6	<b>-6</b>



**Administrator/Finance Report  
Board of Directors Meeting  
April 28, 2026**

**Linda Hendy, Administrator/Director of Finance  
Jennifer Harley, Office Manager**

**Finance:**

**Income Statement:**

**March 2026 Monthly/Year-To-Date vs Budget**

- **Income:** In March, net ambulance billing of \$126,938 resulted in a favorable budget variance of \$39,938. This brings the year-to-date ambulance net billing total to \$784,726, \$10,004 favorable to budget.
  - In March, ambulance net income increased by \$36,485 compared to the previous year.

	2025	2026	Variance
Ambulance Billing	351,270	492,961	\$141,691
Insurance Adjustments	(260,818)	(366,024)	(\$105,206)
<b>Net Ambulance Income</b>	<b>\$90,452</b>	<b>\$126,937</b>	<b>\$36,485</b>

- General and Special Assessment Tax revenues were unfavorable to the budget in March, while favorable year-to-date. Tax revenues are projected to be in line with the budget by year's end.
- **Other Income:** In March, District crew members received four dispatch calls to Monterey County. March financials show a favorable year-to-date variance, with income \$20,000 above the budget.
- **Net Operating Total Income:** March financials show net income of \$199,216, resulting in a favorable budget variance of \$43,201 and a year-to-date favorable variance of \$20,878.
- **Total Expenses:** In March, the operating cost was \$207,460, resulting in an unfavorable variance of (\$1,192) from the budget. Year-to-date expenses indicate a favorable variance of \$51,631.
  - Payroll Expenses: In March, payroll expenses were (\$16,571), unfavorable to the budget. Workers' Compensation Insurance was paid in full. Although this was unfavorable to the March budget, year-to-date expenses will be in line with budgeted amounts.
  - Other: Due to a timing issue, the March budget includes \$5,000 for preparation of a GASB 75 Report; the expense will be recognized in May, when the report is completed.
  - Legal: March and year-to-date legal expenses continue to reflect a favorable budget variance.

- **Liability Insurance:** To eliminate additional interest charges on monthly payment plans with SDRMA, the 2025-2026 insurance policy has been paid in full and will align with budgeted expenses.
  - **Contingency/Outreach/Public Ed:** March financials reflect the Project Grant-funded AED Equipment and Cabinet in the amount of \$1,625.
- **Net Income:** The District expects March budgeted amounts to show expenses exceeding income due to the timing of tax revenue receipts. The March financial report shows an unfavorable net income of (\$8,244) and a year-to-date net income of (\$54,508). Year-to-date budget variance is favorable at \$72,509.
  - **Asset Payments/Cash Flow:** The March financials reflect monthly payments of \$2,100 for medical equipment (Zoll Monitors), \$3,625 for Ambulance Unit 22, and \$2,419 for Unit 23.

## Office Manager Harley

### March 2026 Claim Payments

In March 2026, the District received (111) payments, totaling \$100,334.72, for billed claims. Below is a breakdown of payments received by date of service (DOS).

#### March 2026 – Claim Payments

Claim Date of Service	Amount Received	# of Payments Received
<b>2024</b>	<b>\$ 50.00</b>	<b>1</b>
Dec	50.00	1
<b>2025</b>	<b>\$ 16,501.48</b>	<b>20</b>
Feb	968.92	1
Apr	944.47	2
Jul	5,011.01	2
Aug	201.70	1
Sep	1,350.13	4
Oct	50.00	1
Nov	6,009.28	3
Dec	1,965.97	6
<b>2026</b>	<b>\$ 83,783.24</b>	<b>90</b>
Jan	5,900.93	14
Feb	67,745.85	60
Mar	10,136.46	16
<b>Total</b>	<b>\$ 100,334.72</b>	<b>111</b>

## Fiscal Year 2025-2026 Year-to-Date Claim Payments

For Fiscal Year 2025-2026, the District is averaging (97) claim payments and \$79,509.97 per month. Below is a summary of claim payments recorded by month through March 2026.

Month	Cencal/Medi-Cal	Medicare	Medicare Advantage Plans	Medicare Supplemental	Self Pay	Traditional	Total Amt Paid	# of Claims
July 2025	7,850.53	20,677.89	6,492.63	6,268.40	4,202.28	35,017.22	80,508.95	98
August 2025	13,397.39	17,111.35	3,437.06	4,666.62	4,601.13	22,500.39	65,713.94	88
September 2025	8,361.84	23,690.46	10,621.75	5,020.51	8,042.04	40,337.72	96,074.32	114
October 2025	12,341.46	25,849.89	7,399.36	6,173.08	2,725.62	18,787.30	73,276.71	97
November 2025	7,084.21	14,359.82	5,455.35	4,051.51	7,855.00	4,031.38	42,837.27	62
December 2025	5,109.27	34,537.19	5,078.07	5,788.37	2,804.89	44,574.25	97,892.04	107
January 2026	3,953.94	26,195.07	6,027.00	9,180.66	8,843.00	20,222.10	74,421.77	99
February 2026	8,591.16	24,803.21	8,299.27	5,871.10	2,259.00	34,706.26	84,530.00	93
March 2026	9,423.48	26,966.90	5,444.50	8,583.19	6,960.32	42,956.33	100,334.72	111
<b>Totals thru March 2026</b>	<b>76,113.28</b>	<b>214,191.78</b>	<b>58,254.99</b>	<b>55,603.44</b>	<b>48,293.28</b>	<b>263,132.95</b>	<b>715,589.72</b>	<b>869</b>
<b>% of Total thru March 2026</b>	<b>11%</b>	<b>30%</b>	<b>8%</b>	<b>8%</b>	<b>7%</b>	<b>37%</b>	<b>100%</b>	
<b>Average thru March 2026</b>	<b>8,457.03</b>	<b>23,799.09</b>	<b>6,472.78</b>	<b>6,178.16</b>	<b>5,365.92</b>	<b>29,236.99</b>	<b>79,509.97</b>	<b>97</b>

### March 2026 Billed Claims

In March 2026, the District submitted a total of (75) claims, encompassing transports, non-emergency transports, dry runs, and Monterey dry runs. Of the (66) transport claims, (5) were billed to Cencal/Medi-Cal, (41) to Medicare, (16) to Medicare Advantage plans, (1) to Self Pay, and (3) to Traditional insurance. A detailed breakdown of March 2026 claims billed by incident type is provided below.

### March 2026 – Billed Claims by Incident Type

Incident Type	Amount Billed	# of Claims
Transports	\$ 472,723.00	64
Non-Emergency Transports	13,755.00	2
Dry Runs	5,600.00	8
Monterey - Transports	0.00	0
Monterey - Dry Runs	700.00	1
<b>Totals</b>	<b>\$ 492,778.00</b>	<b>75</b>

## Fiscal Year 2025-2026 Year-to-Date Billed Claims

For Fiscal Year 2025-2026, the District is billing an average of (63) claims, or \$334,802.89, per month. The table below provides a breakdown of the total amounts billed by response types.

Month	Transports	Non-Emergency Transports	Dry Runs	Monterey Transports	Monterey Dry Runs	Total Amt Billed	# of Claims
July 2025	\$ 274,277.50	\$ -	\$ 9,100.00	\$ 8,242.50	\$ 700.00	\$ 292,320.00	62
August 2025	304,832.50	5,780.00	12,600.00	-	-	323,212.50	71
September 2025	305,802.50	10,757.50	4,200.00	9,982.50	-	330,742.50	63
October 2025	248,195.00	-	5,600.00	-	-	253,795.00	51
November 2025	257,805.00	-	4,200.00	8,467.50	700.00	271,172.50	54
December 2025	378,742.50	17,072.50	9,100.00	18,682.50	-	423,597.50	84
January 2026	265,210.00	-	6,300.00	-	700.00	272,210.00	56
February 2026	331,883.00	7,809.00	4,200.00	9,506.00	-	353,398.00	54
March 2026	472,723.00	13,755.00	5,600.00	-	700.00	492,778.00	75
<b>Totals</b>	<b>\$ 2,839,471.00</b>	<b>\$ 55,174.00</b>	<b>\$ 60,900.00</b>	<b>\$ 54,881.00</b>	<b>\$ 2,800.00</b>	<b>\$ 3,013,226.00</b>	<b>570</b>
<b>% of Total</b>	<b>94.2%</b>	<b>1.8%</b>	<b>2.0%</b>	<b>1.8%</b>	<b>0.1%</b>		
<b>Average</b>	<b>\$ 315,496.78</b>	<b>\$ 6,130.44</b>	<b>\$ 6,766.67</b>	<b>\$ 6,097.89</b>	<b>\$ 311.11</b>	<b>\$ 334,802.89</b>	<b>63</b>

## Other Business

### Other

- Administrator Hendy provided the requested information for a July-December 2022 GEMT Audit. Results of the Audit will be reported in the May report.
- Administrator Hendy prepared content for the GASB 75 Report due in May.
- Attended CSDA Webinar: Contracting for Public Works, Services, Equipment, and Supplies.

### New Ambulance Station – Administrative Support

- Attended weekly meetings with Edwards Construction Group and PBK Architects, providing input on the site plan and project budget.

### Billing

- Attended February and March 2026 California Ambulance Association’s Reimbursement Roundup Zoom Meetings.
- Attended March 2026 California Ambulance Association’s Payer Issues Committee Zoom Meeting
- Submitted Re-Credentialing Forms to Cencal in February.

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**MARCH 2026, and Year-To-Date JULY-MARCH 2025-2026**

	March Actual	March Budget	Variance	July - March YTD Actual	July - March YTD Budget	Variance
<b>Ambulance Revenue</b>						
Ambulance Billings	492,961	330,000	162,961	3,008,645	3,010,000	(1,355)
Prior Year Income	-	-	-	-	-	-
Total Ambulance Income	492,961	330,000	162,961	3,008,645	3,010,000	(1,355)
Insurance Adjustments/Contra	(366,024)	(243,000)	(123,024)	(2,220,605)	(2,225,278)	4,673
Sent to Collections	-	-	-	(2,982)	(8,000)	5,018
Bad Debt	-	-	-	(332)	(2,000)	1,668
Ambulance Income	126,938	87,000	39,938	784,726	774,722	10,004
<b>Tax Income</b>						
General Tax	30,549	28,600	1,949	473,795	475,000	(1,205)
Special Assessment Tax	33,653	38,000	(4,347)	481,416	490,000	(8,584)
Total Tax Income	64,202	66,600	(2,398)	955,211	965,000	(9,789)
<b>Other Income</b>						
Monterey Contract	8,000	2,000	6,000	50,000	30,000	20,000
Rental Income	-	-	-	-	300	(300)
Misc. Income	-	100	(100)	223	900	(677)
Bad Debt Recovery	70	300	(230)	2,872	2,400	472
Grant Income	-	-	-	-	-	-
Interest Income	7	15	(8)	2,069	1,901	168
Stand By/Event Income	-	-	-	1,000	-	1,000
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	8,076	2,415	5,661	56,164	35,501	20,663
<b>Total Income</b>	<b>199,216</b>	<b>156,015</b>	<b>43,201</b>	<b>1,796,101</b>	<b>1,775,223</b>	<b>20,878</b>
<b>Payroll Expenses</b>						
Administration	17,143	17,500	357	154,185	157,500	3,315
Full Time Employees	82,571	90,000	7,429	764,601	820,450	55,849
Part Time Employees	7,272	1,410	(5,862)	61,563	31,410	(30,153)
Payroll Tax Expense	5,565	5,700	135	51,199	56,100	4,901
Employee Medical/Dental	22,250	19,000	(3,250)	189,360	168,000	(21,360)
PERS Pension Expense	9,488	7,200	(2,288)	82,438	64,800	(17,638)
PERS - Unfunded Liability	19,829	19,807	(22)	179,460	178,265	(1,196)
Uniforms	62	500	438	1,644	4,500	2,856
Workers Comp. Insurance	21,857	6,375	(15,482)	63,978	57,375	(6,603)
Retiree Health	6,946	8,920	1,974	72,728	80,240	7,512
Total Payroll Expense	192,983	176,412	(16,571)	1,621,156	1,618,640	(2,517)
<b>Operating Expenses</b>						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	14,000	16,000	2,000
Billing Services	599	710	111	5,391	6,300	909
Other	-	5,000	5,000	-	5,000	5,000
Payroll Services	549	550	1	4,398	5,350	952
Total Contracted Services	1,148	6,260	5,112	23,789	32,650	8,861
Dues and Subscriptions	553	600	47	23,257	21,200	(2,057)
Education/Travel/Mileage	104	120	16	1,886	1,140	(746)
Election Expense	-	-	-	-	-	-
Facility Maintenance	689	420	(269)	7,594	3,740	(3,854)
Legal	-	2,000	2,000	5,624	12,000	6,376
Liability Insurance	-	3,600	3,600	40,248	32,400	(7,848)
License/Permits	186	1,000	814	2,183	9,000	6,817
Office and Computer Supplies	1,167	1,500	333	11,677	13,500	1,823
Storage	-	-	-	480	720	240
Training	-	280	280	385	2,660	2,275
Utilities	3,543	3,500	(43)	24,306	27,000	2,694
Total Operating Expenses	7,390	19,280	11,890	141,428	156,010	14,582

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**MARCH 2026, and Year-To-Date JULY-MARCH 2025-2026**

	March Actual	March Budget	Variance	July - March YTD Actual	July - March YTD Budget	Variance
<b>Fleet Expenses:</b>						
Communication Equipment	-	100	100	94	800	706
Fuel	2,348	2,700	352	22,018	23,900	1,882
Unit - 18	-	350	350	1,025	2,950	1,925
Unit - 20	-	100	100	736	700	(36)
Unit - 21	-	250	250	825	2,250	1,425
Unit - 22	40	250	210	1,488	2,250	762
Unit - 23	40	250	210	2,180	2,250	70
Interest Expense	-	30	30	-	210	210
Medical Supplies/Equipment	2,928	5,600	2,672	38,513	51,200	12,687
<b>Total Fleet Expenses</b>	<b>5,356</b>	<b>9,630</b>	<b>4,274</b>	<b>66,879</b>	<b>86,510</b>	<b>19,631</b>
<b>Total Operating Expenses</b>	<b>12,746</b>	<b>28,910</b>	<b>16,164</b>	<b>208,307</b>	<b>242,520</b>	<b>34,213</b>
<b>Other Expenses</b>						
Bank and Credit Card Charges	105	375	270	2,280	3,375	1,095
Bond C-24 - New Ambulance Station	-	-	-	-	-	-
Contingency/Outreach/Public Ed.	1,625	330	(1,295)	3,064	3,010	(54)
Equipment	-	-	-	-	-	-
Miscellaneous	-	120	120	-	1,140	1,140
PP-GEMT Fee	-	-	-	15,159	32,500	17,341
Sales Tax	-	120	120	642	1,055	413
<b>Total Other Expenses</b>	<b>1,731</b>	<b>945</b>	<b>(786)</b>	<b>21,145</b>	<b>41,080</b>	<b>19,935</b>
<b>Total Expenses</b>	<b>207,460</b>	<b>206,267</b>	<b>(1,192)</b>	<b>1,850,608</b>	<b>1,902,240</b>	<b>51,631</b>
<b>Net Operating Income</b>	<b>(8,244)</b>	<b>(50,252)</b>	<b>42,008</b>	<b>(54,508)</b>	<b>(127,017)</b>	<b>72,509</b>
<b>Other Income/Expense</b>						
Sale of Asset	-	-	-	3,825	-	3,825
Grant Income	-	-	-	6,714	-	6,714
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,539</b>	<b>-</b>	<b>10,539</b>
<b>Net Income</b>	<b>(8,244)</b>	<b>(50,252)</b>	<b>42,008</b>	<b>(43,968)</b>	<b>(127,017)</b>	<b>83,048</b>

**Asset Payments - Cash Flow 2025-2026**

Asset Monthly Payments	March Actual			July - March		
Zoll Monitors	(2,100)	(2,100)	-	(14,700)	(14,700)	-
Ambulance Unit 22	(3,625)	(3,625)	-	(25,375)	(25,375)	-
Ambulance Unit 23	(2,419)	(2,419)	-	(78,010)	(78,010)	-
<b>Net Income less Asset Expense</b>	<b>(16,388)</b>	<b>(58,396)</b>	<b>42,008</b>	<b>(162,053)</b>	<b>(245,102)</b>	<b>83,048</b>

<b>Cambria Community Healthcare District Monthly Banking Financial Report</b>
---

March 2026

**Columbia Bank Operating Account**

Beginning Balance	\$	321,515.01	
Income		180,663.56	
Less Checking Expenses		(353,213.60)	
Bank Fee(s)		-	
Ending Balance			<u>\$ 148,964.97</u>

**Columbia Bank Money Market Account Reserve Account**

Beginning Balance	\$	3,334.93	
Transfer from Operating Account		100,000.00	
Bond C-24 (Temporary Account)		-	
Interest		6.55	
Ending Balance			<u>\$ 103,341.48</u>

**Local Agency Investment Fund Account Operating Reserves**

Beginning Balance	\$	63,630.17	
Transfer from Operating Account		-	
Interest		-	
Ending Balance			<u>\$ 63,630.17</u>

**ALL ACCOUNTS TOTAL**

\$ 315,936.62

**Columbia Trust Account**

Beginning Balance	\$	198,625.95	
Deposit		641.89	
Less Checking Expense		-	
Bank fee (paper statement)		-	
Withdrawal payables(Qgiv)		-	
Ending Balance			<u>\$ 199,267.84</u>

**Accounts Prior Year Total Comparison (Not including Trust Account)**

MARCH	2026		\$	315,936.62	
MARCH	2025		\$	348,075.84	
Difference			\$	<u>(32,139.22)</u>	

# Cambria Community Healthcare District

## Transaction Detail by Account

March 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 Columbia (5645) Operating					
03/01/2026	Bill Payment (Check)	4209	Danny Takaoka		-1,975.68
03/01/2026	Bill Payment (Check)	4208	Daniel Cariaga		-1,322.73
03/01/2026	Bill Payment (Check)	4212	Heidi Holmes-Nagy		-1,223.11
03/01/2026	Bill Payment (Check)	4211	Donald Melendy		-935.20
03/01/2026	Bill Payment (Check)	4210	Denise Coddling		-675.14
03/02/2026	Bill Payment (Check)	4222	Stryker Sales, LLC		-2,786.72
03/02/2026	Bill Payment (Check)	4214	Ameritas Life Insurance Corp.	Policy# 58022-00001 and 00002	-1,540.72
03/02/2026	Bill Payment (Check)	4220	Robert W Sayers		-1,030.51
03/02/2026	Bill Payment (Check)	4218	McKesson Medical Surgical	Account #****5923	-640.23
03/02/2026	Bill Payment (Check)	4219	MP Cloud Technologies		-599.00
03/02/2026	Bill Payment (Check)	4216	Cal-Tec Computers		-420.00
03/02/2026	Bill Payment (Check)	4215	Antonio Mercado		-150.00
03/02/2026	Bill Payment (Check)	4221	SEIU Local 620		-139.68
03/02/2026	Bill Payment (Check)	4223	Wex Bank		-58.81
03/02/2026	Bill Payment (Check)	4217	Matthew Hallmark		-25.00
03/05/2026	Check	ACH	Payroll People	Payroll 2.16.26 to 2.28.26 Payday 03.05-2026	-46,881.89
03/06/2026	Check	ACH	CalPERS Fiscal Services Division	Payroll 02.16.2026 to 02.28.2026 Payday 03.05.2026	-150.00
03/09/2026	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-16,929.24
03/09/2026	Bill Payment (Check)	ACH	California Public Employees Ret. System		-6,041.81
03/09/2026	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-1,484.42
03/09/2026	Bill Payment (Check)	ACH	California Public Employees Ret. System		-1,348.60
03/09/2026	Bill Payment (Check)	ACH	California Public Employees Ret. System		-1,187.85
03/09/2026	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-761.25

# Cambria Community Healthcare District

## Transaction Detail by Account

March 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
03/09/2026	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-552.50
03/09/2026	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-101.83
03/10/2026	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-25,367.30
03/10/2026	Bill Payment (Check)	ACH	WEX Bank -		-1,984.85
03/10/2026	Expense		Worldpac		-105.43
03/10/2026	Expense			FSA Health Savings	-85.14
03/11/2026	Bill Payment (Check)	ACH	Pacific Premier CC/FNBO		-1,282.22
03/11/2026	Bill Payment (Check)	ACH	Pacific Premier CC/FNBO		-729.26
03/11/2026	Bill Payment (Check)	ACH	Pacific Premier CC/FNBO		-492.33
03/11/2026	Bill Payment (Check)	ACH	Pacific Premier CC/FNBO		-180.97
03/11/2026	Bill Payment (Check)	ACH	Amazon Capital Services	A2DNIJ28UPUQD0	-180.00
03/13/2026	Expense			FSA Health Savings	-5.00
03/16/2026	Bill Payment (Check)	4236	Noah Silva		-84.95
03/16/2026	Bill Payment (Check)	4234	Modern Marketing	Invoice# MMI152588	-280.31
03/16/2026	Bill Payment (Check)	4237	SDRMA WC	Member# 7576 W/C invoice	-22,289.39
03/16/2026	Bill Payment (Check)	4230	KS StateBank		-2,418.80
03/16/2026	Bill Payment (Check)	4226	Bound Tree Medical	Acct# 106918	-1,965.48
03/16/2026	Bill Payment (Check)	4232	McKesson Medical Surgical	Account #****5923	-1,184.38
03/16/2026	Bill Payment (Check)	4238	Streamline		-390.00
03/16/2026	Bill Payment (Check)	4224	Airgas West		-310.89
03/16/2026	Bill Payment (Check)	4233	Mission Country Disposal	Acct# 4130-8101951	-247.62
03/16/2026	Bill Payment (Check)	4228	Coastal Copy	Acct# CC45	-217.50
03/16/2026	Bill Payment (Check)	4240	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
03/16/2026	Bill Payment (Check)	4227	Cambria Hardware Center	Acct# 205	-163.76
03/16/2026	Bill Payment	4225	Alpha Fire Unlimited	Invoice# 116945	-148.50

# Cambria Community Healthcare District

## Transaction Detail by Account

March 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
	(Check)				
03/16/2026	Bill Payment (Check)	4241	SEIU Local 620		-139.68
03/16/2026	Bill Payment (Check)	4231	Life Assist		-125.23
03/16/2026	Bill Payment (Check)	4235	Mr. Jeremy Kantner		-76.25
03/16/2026	Bill Payment (Check)	4229	Kitzman Water (Culligan)	Acct# 190231	-70.30
03/16/2026	Bill Payment (Check)	4239	Templeton Uniforms, LLC		-8.00
03/16/2026	Expense		EDIS	FSA Health Savings	-958.00
03/18/2026	Bill Payment (Check)	ACH	California Public Employees Ret. System		-6,387.11
03/18/2026	Bill Payment (Check)	ACH	California Public Employees Ret. System		-1,348.60
03/18/2026	Bill Payment (Check)	ACH	California Public Employees Ret. System		-1,187.85
03/19/2026	Expense			FSA Health Savings	-30.00
03/20/2026	Check	ACH	Payroll People	Payroll 3.01.26 to 3.15.26 Payday 03.20-2026	-52,826.98
03/20/2026	Check	ACH	CalPERS Fiscal Services Division	Payroll 03.01.2026 to 03.15.2026 Payday 03.20.2026	-150.00
03/20/2026	Expense		EDIS		-70.00
03/20/2026	Expense		EDIS		-10.50
03/23/2026	Bill Payment (Check)	ACH	PG&E - ending in 816-2	Acct# 3886196816-2	-1,098.81
03/23/2026	Bill Payment (Check)	4242	MP Cloud Technologies		-599.00
03/23/2026	Bill Payment (Check)	ACH	PG&E - #A ending 348-9	Acct# 9976402348-9	-497.48
03/23/2026	Bill Payment (Check)	ACH	PG&E - ending 135-3	Acct# 4378486135-3	-11.84
03/25/2026	Bill Payment (Check)	4245	Pitney Bowes		-11.56
03/25/2026	Bill Payment (Check)	4243	Charter Communications	Acct# *****4228	-491.96
03/25/2026	Bill Payment (Check)	4244	Mutual of Omaha	Group ID# G000BZ6W	-163.81
03/26/2026	Expense		EDIS	FSA Health Savings	-66.44
03/28/2026	Bill Payment (Check)	ACH	KS StateBank		-3,621.48
03/30/2026	Bill Payment (Check)	4251	Heidi Holmes-Nagy		-344.94
03/31/2026	Bill Payment (Check)	ACH	Verizon Wireless	Acct# 271000184-00002	-432.44

# Cambria Community Healthcare District

## Transaction Detail by Account

March 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Total for 11200 Columbia (5645) Operating</b>					<b>\$ - 219,996.24</b>



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

### BOARD AGENDA STAFF REPORT – 01

**TO:** Board of Directors

**FROM:** Cecilia Montalvo, President  
Igor Fedoroff, Board of Directors, Finance Chairman

**DATE:** April 29, 2026

**DESCRIPTION:** Cambria Paramedic Association/Service Employees International Union (SEIU) Local 620: Memorandum of Understanding for July 1, 2026 – June 30, 2029.

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#### **RECOMMENDATION**

Approve Memorandum of Understanding with the Cambria Paramedic Association/Service Employees International Union (SEIU) Local 620 for July 1, 2026, through June 30, 2029, and authorize Board President and Administrator/Director of Finance to sign.

#### **FISCAL IMPACT**

The negotiated contract is estimated to result in approximately \$41,108 additional expenses in the 2026-2027 budget.

#### **DISCUSSION**

The fundamental issues addressed in the attached Cambria Paramedic Association/SEIU MOU are as follows:

1. Section II - Recognition: Add additional language to this section requiring regular full-time members of the Union to maintain their membership in good standing during the term of the MOU, subject to the right to resign from membership only during the calendar month of March annually.
2. Section III – Term; Implementation - The term of the agreement is for three years, commencing July 1, 2026, and ending June 30, 2029.
3. Section VI, C. – Compensation - Annual COLA adjustments will be as follows:
  - a. July 1, 2026 – June 30, 2027: 3%
  - b. July 1, 2027 – June 30, 2028: 3%
  - c. Contract Re-opener: In the third year of the agreement, the District and SEIU shall reopen negotiations on hourly rates and wages. Negotiations shall commence no later than March 1, 2028.
4. Section VIII – Benefits - Update to Bereavement Leave and add new benefit for Jury Duty Leave.

Section VIII, M. – Bereavement Leave: Update the definition of members of the immediate family.

Section VIII, N. - Jury Duty Leave: New benefit

5. A number of clerical and technical clarifications and corrections are also included in the revised document.

**CONCLUSION**

The proposed SEIU MOU is a fair contract, with benefits for employees and the District. The agreement has been ratified by the membership.

Staff recommends approval of the proposed Memorandum of Understanding with SEIU for July 1, 2026, through June 30, 2029.

**ATTACHMENT(S)**

1. 2026-2029 Draft Cambria Paramedic Association/SEIU Memorandum of Understanding

**BOARD ACTION**

Motion to approve Memorandum of Understanding (MOU) with the Cambria Paramedic Association/Service Employees International Union (SEIU) Local 620 for July 1, 2026, through June 30, 2029, and authorize Board President and Administrator/Director of Finance to sign MOU.



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## MEMORANDUM OF UNDERSTANDING

Between

**Cambria Paramedic Association**  
Service Employees International Union  
(SEIU) Local 620

and

**Cambria Community Healthcare District**

July 21, ~~2023~~ 2026 to June 30, ~~2026~~ 2029

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# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into by and between the Cambria Community Healthcare District ("District"), acting through its duly elected Board of Directors ("Board"), and the Cambria Paramedic Association ("Association").

## SECTION I Covered Employees

This MOU shall govern the wages, hours, and working conditions of Regular Full-time-Time Emergency Medical Technicians ("EMT") and EMT Paramedics ("EMT-P").

Regular ~~full~~ Full-time-Time is defined as an EMT or EMT-P who has been hired as a Regular Full-time-Time employee and meets all of the following criteria:

1. Is assigned to work a regular assigned schedule as identified in MOU Section ~~10-X~~ - Hours of Work and Work Schedules - ~~hours of work~~;
2. Is authorized to receive, and is receiving health, retirement, sick leave, and vacation, as well as all of the other full-time employee benefits.

All of the following classifications are *excluded* from coverage hereunder: the District's Administrator/~~Finance Director: Director of Operations; Director of Finance~~; Office Manager; Part-time, At-will, non-benefit EMT's and non-benefit EMT-P's; and all other employee classifications not specifically mentioned above; all independent contractors; and all employees who are exempt from the overtime pay requirements of the federal Fair Labor Standards Act of 1938 (20 U.S.C. §§ 201, et seq., as amended). In the event that the Union believes that future classifications should be included in the bargaining unit, the District agrees to meet with the Union within 10 calendar days to discuss the classifications.

## SECTION II Recognition

The District recognizes the Cambria Paramedic Association as the exclusive collective bargaining representative of persons who are governed by this MOU, as defined in Section I above. The Association warrants that it is duly empowered to enter into this MOU for and on behalf of such persons.

All regular full-time employees who on the effective date of this MOU are members of the Association in good standing and all such employees who thereafter voluntarily become members of the Association shall maintain their membership in good standing during the term of this MOU, subject to the right to resign from membership only during the calendar month of March annually. The District will not honor cancellations of dues deductions for regular full-time employees during the term of this MOU except during the window period above.

### SECTION III Term; Implementation

This MOU shall be for the term commencing July 1, ~~2023-2026~~, and ending June 30, ~~2026~~2029, with a limited contract re-opener in Year 3 by March 2028. The re-opener is limited to strictly Section VI - Compensation as it relates to hourly rates and wages.— Notwithstanding the foregoing, this MOU will not be implemented prior to the approval of its terms by the Board, the approval and ratification of its terms by the Association, and the execution of this document by authorized representatives of both the District and the Association. Upon such approval, ratification, and execution, this MOU shall be implemented effective the signing date of this MOU.

### SECTION IV Probationary Period

All new Regular Full-time Association members are hired subject to a twelve (12) month active service probationary period. At the end of the probationary period, the Regular Full-time Association member will receive a written performance evaluation regarding his/her work performance during the preceding twelve (12) month period. At that time, the Regular Full-time Association member will either be made a Regular Full-time employee or be dismissed. Probationary bargaining unit members are employed on an at-will basis, and may be dismissed at any time, without cause. Probationary Regular Full-time Association members are not entitled to fringe benefits applicable to Regular Full-time Association members.

### SECTION V Employee Classifications

- A. **Regular Full-time**~~Time~~: Regular Full-time~~Time~~ employees are EMT or EMT- Paramedics District employees, who were hired as Regular Full-time~~Time~~ employees, have successfully completed their defined probationary period, are scheduled on a regular basis to work a scheduled~~d~~ identified in Section ~~10-X~~ of this MOU.
- B. **All ~~other~~ Other Employee Classifications**: All other employee classifications are not covered under the terms and conditions of this MOU. All other employee classifications are subject to the provisions of District Policies and Procedures as governed by applicable law.

### SECTION VI Compensation

- A. **Experience and Tenure-Based Salary**: The District shall compensate Regular ~~Full-time~~Full-Time Association members based on years of service to the District and/or verified job-related experience at the time of hire, in accordance with the salary schedules described in Exhibit 1.
- B. **Experience and Step Increase Salary Rules**: Salary rate determinations shall be subject to the following rules:
  - 1. The starting salary of a newly hired employee may exceed Step A if the employee's verified job-related experience exceeds one (1) year, as determined by the Administrator/Director of Finance in his/her sole discretion; and

2. Step Increases based on years of service are not necessarily automatic. The Administrator/Director of Finance has the discretion to withhold or defer a step increase, up to a maximum period of six (6) months any fiscal year, based on an employee's unsatisfactory job performance, as expressed to the employee in a written performance appraisal/evaluation conducted pursuant to all adopted District Policies. The Administrator/Director of Finance shall advise the Board of any action relating to the withholding or deferral of a compensation increase.

**C. Hourly Rates:** The applicable hourly rate is set forth in Exhibit 1.

- ~~1. In the second year of this agreement the District shall increase the wage scale in Exhibit 1 by 4%. First full pay period following July 1, 2024.~~
- ~~1. In the first year of this agreement, the District shall increase the wage scale by 3%, effective the first full pay period following July 1, 2026.~~
- ~~2. In the third year of this agreement the District shall increase the wage scale in Exhibit 1 by 3%. First full pay period following July 1, 2025.~~
- ~~2. In the second year of this agreement, the District shall increase the wage scale by 3%, effective the first full pay period following July 1, 2027.~~
- ~~3. So long as this tentative agreement is approved by the SEIU membership by August 31, 2023, the effective date for the newly adopted pay schedule (Exhibit 1) shall be retroactive to July 1, 2023.~~
3. In the third year of this agreement, the District and SEIU shall reopen negotiations on hourly rates and wages. Negotiations shall commence no later than March 1, 2028.

**D. Minimum Amounts:** The salary and wage amounts set forth in Exhibit 1 represent minimum amounts payable to the Regular Full-time bargaining unit members. Regular full-time bargaining unit members shall be offered two scheduling options as outlined in Section X, ~~subject to seniority based schedule, bidding (Section VI(f)).~~ Shift schedule 1 offers approximately 120 shifts per year. The parties acknowledge that the 120 shifts offered could vary by a few undetermined shifts depending upon shift schedules rotating during the calendar year. Shift schedule 2 offers approximately 182 shifts per year. The parties acknowledge that the 182 shifts offered could vary by a few undetermined shifts depending upon shift schedules rotating during the calendar year. A variation in the number of shifts offered solely caused by scheduling shall not be a violation of this section. The District hereby reserves the right to pay such greater amounts during the term of the MOU as the Board may determine to be appropriate, in its sole discretion, consistent with its interest in attracting and retaining the best

public safety employees possible and consistent with the fiscal and public safety responsibilities entrusted to it by the ~~District-District's~~ citizens. Any such increase in compensation must be accomplished through a formal, approved resolution by the District at a properly noticed public meeting.

~~E. Stipends.~~

~~1. Paramedic II Supervisor \$400 per month~~

~~The Paramedic II Supervisor is to provide oversight of crew and general operations in liaison with the Director of Operations. The Paramedic II Supervisor is responsible for the ambulance station, its personnel and service area. Paramedic II Supervisor monitors station operations and EMS personnel to assure the most appropriate and efficient utilization of all resources required for field operations. Ensures that all personnel maintain the highest level of professionalism, promotes a positive working environment by providing field personnel with guidance and consistent communications.~~

~~F.E. 'Committed' Standby Pay:~~ 'Committed' standby services require one additional ambulance unit and crew to be pre-scheduled and pre-staffed for a minimum of four (4) hours.

1. Employees who work a 'committed' standby event shall be compensated at double their regular hourly rate for the time worked for the event.
2. If one member of a crew is required to cover a 'committed' standby event and is pulled from their regular shift, the other member of the crew not working the 'committed' standby event will be compensated at their regular hourly rate if they remain on duty at the station or may use accrued vacation/CTO for the hours their partner is working the standby event (assuming the unit has been pulled from on-call service).
3. If one member of a crew is required to cover a 'committed' standby event and another employee is called in to cover their shift for the hours of the event, the called-in employee will be compensated at double their regular hourly rate while covering the shift.
4. Approval from both the Administrator/Director of Finance and the Operations Manager is required prior to pulling a unit from on-call service or an employee from their regularly scheduled shift to cover a 'committed' standby event.

## SECTION VII Payroll Practices

**A. Timecards:** Regular Full-time Association members are required to keep accurate time records reflecting their start and ending times of each shift, partial shift, and any time where District work is performed, including all time taken for vacation, compensatory time off ("CTO"), sick time, shift trades, etc. Time must be recorded as accurately as possible, rounded to the nearest quarter-hour (i.e., 15-minute) increment. All timecards must be reviewed and approved by the ~~Director of Operations/Administrator~~Operations Manager and ~~/or Administrator/~~Director of Finance, prior to the payment of compensation for the hours worked and recorded on the timecard. Timecard errors shall be corrected as soon as reasonably possible after discovery. Time-card errors discovered after the payroll is complete for the current pay period shall be adjusted and submitted for payment or repayment on the next scheduled pay period, or within such other period as the District and affected Regular Full-time Association member mutually agree.

**B. Pay Periods:** Regular pay periods end on the 15<sup>th</sup> and the last day of the month of each month. The workweek is defined as Sunday at 0800 hours to the following Sunday at 0759 hours. Unit members will be paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month, unless that day falls on a Saturday, Sunday or legal holiday, in which case payment will occur on the last working day preceding such weekend or holiday. Regular Full-time Unit members will receive payment through 0759 hours of each closing period in full. Any adjustments will occur on the next payroll.

The first pay period will start at the beginning of the month. The second pay period will start mid-month. Pay dates will occur five days after the end of the pay period unless the dates fall on a holiday or weekend. Then ~~payment will be paid~~ the payment will be paid on the Friday before.

**C. Deductions:** All wages shall be paid by the District less all applicable taxes and withholdings required by law, and less all deductions authorized by the Association member. If the cost for District-offered health and welfare benefits (medical, dental or vision insurance coverage) exceeds the District contribution level for insurance benefits, then the Regular Full-time Association member will be responsible for the additional costs over the District contribution level, and such amounts are authorized to be deducted. This provision shall in no way alter the provisions of Section VIII herein regarding Benefits. The District will deduct those amounts authorized in writing by the Regular Full-time Association member, on a form prescribed by the District. Those authorized deductions will be paid by the District to the specified accounts.

**D. Overtime:**

1. Provision of Premium: The District shall pay overtime if an employee works either (A) hours in excess of forty (40) hours in a workweek or (B) hours over an employee's normally scheduled shift hours. This includes but is not limited to covering shifts for sick calls, calls that last past the normal schedule shift, any extra scheduled

shifts ~~or stand by~~, or standby events. Overtime shall be compensated at one and one-half (1½) times the employee's regular hourly rate of pay or CTO for the time actually worked, including minimum staffing.

2. CTO: The District shall compensate Regular Full-time Association members for accrued overtime through the provision of CTO, awarded to the Regular Full-time Association member at the rate of one and one-half (1 ½) hours of CTO for each hour of overtime accrued. Regular Full-time Association members shall not carry over more than fifty-six (56) hours of CTO from one fiscal year to the next fiscal year. All accrued CTO time on June 30<sup>th</sup> in excess of 56 hours for each Regular Full-time Association member will be paid based on the member's current regular hourly rate of pay at the time of payment. CTO can be used by the member in the form of paid time throughout the year, as schedule permits and must be pre-approved by the Operations Manager.

## SECTION VIII      **Benefits**

**A. PERS Retirement Pension:** Retirement benefits are provided and administered through the California Public Employee Retirement System ("PERS"). The entire employee contribution, as calculated by PERS, shall be paid by the employee. The District shall pay into the PERS system for eligible Regular Full-time Association members as calculated by PERS to provide the following pension benefits:

1. Safety employees: 3% at 50 Full Formula (Govt. Code §21362.2); One-Year Final Compensation (Govt. Code §20042); Credit for Unused Sick Leave (Govt. Code §20965);
2. Second Tiered Safety employees: Effective August 1, 2010, all Regular Full-time Association members, who do not meet the definition of "new employees" as defined by Cal-PERS and are defined as Safety employees shall receive 3% at 55 Full Formula (Govt. Code §21362.2); One-Year Final Compensation (Govt. Code §20042); Credit for Unused Sick Leave (Govt. Code §20965).
3. Third Level of 1959 Survivor Benefits: (Govt. Code §21573);
4. Small Pool Plans Benefits: Those benefits as provided by PERS for Pooled Small Districts/Agencies.
5. PEPRA Safety Employees: Effective January 1, 2013, all Regular Full-time Association members hired that are not already in PERS shall receive the PEPRA Safety Employees full formula of 2.7% at 57, per the Pension Reform Act AB 340.

The foregoing terms are subject to the provisions of the Public Employee's Retirement Law, California Government Code §§ 20000, et seq., (the "Retirement Law") and the contract by and between the Board and the Board of Administration, California Public Employees' Retirement System, dated May 1, 1987, as amended (the "CalPERS

Contract"). Accordingly, the MOU shall be interpreted and performed consistent with the requirements, conditions, and limitations set forth in the Retirement Law and in the CalPERS Contract. Should any conflict exist between the provisions of the MOU and the Retirement Law and/or the CalPERS Contract, the provisions of the Retirement Law and/or the CalPERS Contract shall be controlling, except that the compensation and work schedule the District shall report to PERS for all Association members shall be based on a forty (40) hour work week. Hours worked in excess of forty (40) hours per week will be considered "overtime" for PERS reporting purposes. The District Board of Trustees shall approve a resolution establishing the work week and reporting of compensation consistent with the forty (40) hour work week. The Association agrees to waive any existing or potential challenge to the District's reporting of compensation consistent with the forty (40) hour work week to PERS. Eligibility under the PERS system is determined solely by PERS under its own criteria. Participation by eligible District employees is mandatory.

**B. Post-Retirement Health Insurance Coverage:** The District shall contribute toward the provision of a reasonable post-retirement health insurance benefit to covered employees who are eligible for benefits by PERS. Employees who are employed full-time by the District as of July 1, 2008, shall be entitled to post-retirement health insurance benefits as follows: Post-retirement health benefits shall be consistent with health benefits of Regular Full-time Association members, as set forth in Section VIII(C) of this MOU, pursuant to the District's PERS "equal resolution." Any employee hired by the District after September 1, 2008, shall be subject to Resolution 05-08 adopted by the Board of Trustees on August 26, 2008, adhering to the provisions of Government Code 22893. The retired employee shall agree to and abide by the provisions of the District's Exit Agreement, as adopted and approved by the District. Effective August 1, 2020, newly hired employees will be eligible for the PERS minimum health care contribution only, upon retirement from the District.

**C. Health and Dental Insurance:** The District's health contribution will be defined as the PERS minimum health contribution plus an additional health contribution as set forth herein.

Regular Full-time employees shall be entitled to participate in the District's group health insurance and dental insurance plans. The District will pay up to the following:

1. 85% of the monthly premium amount equal to provide coverage under the PERS Gold, or the lowest cost HMO or PPO plan provided by CalPERS or;
2. 80% of monthly premiums for PERS Platinum.

All matters relating to coverage and eligibility under the group health and dental insurance plans shall be governed by the Summary Plan Descriptions for those plans. Insurance premiums and employee contributions follow a calendar year, with an increase or decrease in premiums the first pay-check in January of each year.

**D. Vision & Dental Benefits:** The District shall cover 100% coverage for employee/dependent vision and dental plans. Each open enrollment period, the District may unilaterally select the vision and dental benefit plan. Upon request, the District will meet with SEIU to discuss any impacts to a unilateral change

**E. State Disability Insurance:** All Regular Full-time Association members are entitled to participate in the California State Disability Insurance Program ("SDI") administered by the California Employment Development Department ("EDD"). SDI is funded through deductions from employees' payroll checks, as required by law.

**F. Life Insurance:** The District shall purchase for Regular Full-time Association members a policy of term life insurance providing a \$50,000 life benefit in an amount designed to fully defray the employee's burial costs. This benefit is subject to the terms, conditions, and limitations that may be contained in the policy of insurance issued by the insurer.

**G. Workers' Compensation Insurance:** The District shall provide workers' compensation insurance coverage, as required by law, to protect employees who are injured on the job. The cost of this coverage is paid completely by the District.

**H. Paid Vacation:**

1. Grant of Benefits: Paid vacation benefits are granted and paid in accordance with the following schedule:

Full-Time Employee	Vacation Hours Allocated 24-Hour shift schedule	Vacation Hours Allocated 12-Hour shift schedule
1 - 60 Months (1 – 5 yrs)	120 hours	66 hours
61 – 120 Months (5 – 10 yrs)	216 hours	140 hours
121 – 180 Months (10 – 15 yrs)	240 hours	176 hours
181 - Months (15 yrs)	336 hours	249 hours

Upon ratification of this agreement, employees hired as ~~full~~-full-time, on or before July 1, 2022, shall be grandfathered into the prior vacation accrual rates if the accrual rates above are lower. Once these employees qualify for the higher tier of vacation accruals, they shall be subject to the accrual rates above.

2. Vacation Benefits Use Rules: The granting and use of vacation benefits shall be subject to the foregoing rules:

- a. New Regular Full-time Association members will begin to accrue vacation time ~~Upon~~ upon date of hire or upon promotion to Full-Time employment.
- b. New Regular Full-time employees have a waiting period for vacation use. Employee must complete three (3) months of service prior to the use of

accrued vacation hours.

- c. All other rules and conditions regarding the use, accrual, and granting of vacation benefits are as set forth in the District Personnel, Ambulance Operations, and/or the Training Manuals (collectively, "Policy Manuals") and may be amended by the District during the term of this MOU in accordance with Section XII below.

- 3. Maximum Vacation Carryover: Accrued but unused vacation days, in excess of the maximum carryover listed below, shall be paid to the Regular Full-time-Time Association members on a cash basis, determined by the employee's years of service with the District, as follows:

Full-Time Employee	Maximum Carryover Hours
1 - 60 Months (1-5 yrs)	240 hrs. maximum
61 – 120 Months (5-10 yrs)	240 hrs. maximum
121 – 180 Months (10-15 yrs)	240 hrs. maximum
181 - Months (15 yrs)	360 hrs. maximum

All vacation not carried over shall be paid at the employee's established hourly rate in effect at the time of the cashout. All vacation not carried over shall be paid by June 30<sup>th</sup> of each year.

~~At the time of the ratification of this agreement, employees who have exceeded the vacation carry over maximum amounts above shall retain the excess hours until June 30, 2025. Effective July 1, 2025, employees shall follow the maximum carry over limits above.~~

- I. **Holiday Leave:** All Regular Full-time-Time Association members are assigned to a 48 to 56-hour work week (consistent with MOU ~~section Section 10X~~), shall receive a total of 86.4 hours per year of holiday leave accrued at the rate of 3.6 hours per pay period. This benefit may be taken as paid leave in the same manner as vacation leave or CTO, or may be converted to a cash payment at the request of the employee, and the approval of the Administrator/Director of Finance. All holiday leave not taken as paid leave or converted to a cash payment prior to the second pay period in June of each year shall be automatically converted to a cash payment during that pay period. This payment shall be paid at the employee's regular hourly pay rate.

An employee who is scheduled to work one of the following Holidays will be paid 8 hours at their regular overtime rate of one and a half times ~~your~~ their normal hourly pay.

These holidays are:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

**J. Allowance:** All Regular Full-~~time-Time~~ Association members shall be issued the required uniforms by the District in accordance with the Cambria Community Healthcare District Policy and Procedure Manual. Uniforms that are damaged, destroyed, contaminated, or required to be removed from service for any reason deemed necessary by management staff will be replaced. All Full-~~time-Time~~ Association members shall receive a "Boot Allowance" of \$200.00 each fiscal year. A receipt must be provided for the allowance to be paid.

**K. Sick Leave:** The District shall provide Regular Full-Time Association members paid sick leave for sickness, illness, and/or medical treatment that prevents an employee from working during scheduled working time. Accumulated sick leave shall have no cash value, and shall not be paid out at the end of a fiscal year or upon termination of employment. All employees from the date of hire will begin to accrue sick leave at the following rate:

24-Hour Shift Assignment Accrual	12-Hour Shift Assignment Accrual
6 Hours <del>/ Per Pay</del> <u>Pay</u> Period	4.5 Hours Per <del>Pay</del> <u>Pay</u> Period
Total Per Year = 144 Hours	Total Per Year = 109 Hours

**L. Continuing Education Pay:** The District shall provide continuing education via online programs to all Regular Full-~~time-Time~~ Association members. The District shall provide shift coverage or overtime pay for attendance at all classes, seminars, ~~or meetings~~ required for paramedic licensure by the State of California and/or accreditation by the County of San Luis Obispo. Attendance is encouraged during on-duty time, and may be scheduled accordingly by the Administrator/-Director of Finance/Operations Manager. The District shall reimburse tuition costs not to exceed \$450 per fiscal year for continuing education attendance only if prior approval is granted to attend by the Operations ~~Director—Manager~~ or, in his/her absence, the District Administrator/Director of Finance. The District will not provide overtime pay or shift coverage for these classes.

**M. Bereavement Leave:** Regular Full-~~time-Time~~ Association members shall be eligible for a temporary leave of absence without loss of compensation, upon the death of any member of the immediate family. Such leave shall not exceed 48-hours per incident per fiscal year. After use of bereavement leave has been exhausted in any fiscal year, an employee may use other paid leave, including sick leave, if necessary, for this purpose. For purposes of this section, members of the immediate family shall be

defined as mother, father, husband, wife, domestic partner, son, daughter, reproductive loss event, brother, sister, grandmother, grandfather, and guardian with whom the employee has lived. These definitions shall include "in-law" relationships in each case and "step" relationships in the case of parents and children.

#### **N. Jury Duty Leave:**

1. Right to Jury Duty Leave: Employees shall be permitted to take job-protected leave from duty, without retaliation or discipline, for the purpose of serving on an inquest jury or trial jury when required by law, consistent with California Labor Code section 230.
2. Notice and Verification:
  - a. Employees shall provide the District with reasonable advance notice of jury service upon receipt of a jury summons, unless such notice is not feasible.
  - b. Employees are required to submit a copy of the jury summons or other reasonable written verification of jury service confirming in-person attendance.
  - c. While on court-appointed standby status, employees shall notify the District of their reporting status by 6:00 p.m. each day, unless otherwise excused by the court or the District. Time spent on court-appointed standby status is not eligible for the paid benefits described in Section VIII, N.4.
3. Operational Coverage: The District shall arrange temporary relief or backfill coverage as necessary to maintain emergency response and essential operations during an employee's in-person jury service.
4. Compensation During Jury Duty:
  - a. Use of Paid Sick Leave (Optional) - In accordance with the Healthy Workplaces/Healthy Families Act, as amended, an employee may elect to use accrued paid sick leave, vacation, other available accrued leave, or unpaid leave, up to forty (40) hours or five (5) days per leave year, for time spent serving in-person on a jury. Employees shall not be required to use paid sick leave for jury duty. An additional eight hours (8) of sick leave or other accrued leave may be used to cover a 48-hour shift.
  - b. District-Provided Paid Jury Duty Leave (Contract Benefit) - Following an employee's first forty-eight (48) hours of scheduled work time missed due to in-person jury service, the District shall provide forty-eight (48) hours of paid jury duty leave for the employee's continuing consecutive required service per fiscal year. This leave is provided without loss of wages, vacation accrual, sick leave accrual, or benefits, and is a negotiated benefit under this Memorandum of Understanding rather than a statutory entitlement.

- c. Service Beyond 96 Hours - In the event that required in-person jury service extends beyond ninety-six (96) hours of missed work time, employees may utilize remaining accrued vacation, holiday, or CTO at their discretion to remain in a paid status for the duration of the service.
- 5. No Loss of Benefits or Seniority: Time spent on authorized jury duty leave shall be treated as hours worked for purposes of benefit accrual, seniority, and continuity of service.

## **SECTION IX            Leaves of Absence**

The District shall provide leaves of absence to all Regular Full-~~time~~Time Association members as required by applicable California and federal law. All matters regarding eligibility, duration, and paid/unpaid nature of leaves of absence shall be governed by the provisions of the Policy Manuals as may be amended by the District during the term of this MOU in accordance with Section XII below.

## **SECTION X            Hours of Work and Work Schedules**

- A. **Shift Hours:** Regular Full-~~time~~Time Association members shall be offered one of two (2) scheduling options:
  - 1. A 48-hour work period consisting of two (2) uninterrupted 24-hour shifts. Scheduling shall be on an A, B, C<sub>2</sub> or AA, BB, or CC<sub>7</sub> shift basis. A 48-hour work period shall alternate with a 96-hour off-~~du~~ty period, which averages to a 56-hour work week.
  - 2. A 12-hour shift consisting of three (3) consecutive days of 12-hour shifts each followed with four (4) days off, followed by four (4) consecutive days of 12-hour shifts followed with three (3) days off, which averages to a 42-hour work week.
- B. **Schedule Changes:** Except in the case of a properly scheduled vacation or an unforeseen personal emergency, it is the employee's responsibility to arrange for a replacement and provide advance notification of such change when he/she is unable to work as scheduled by the District if the time frame is less than ~~then~~ 3 weeks from the date the employee is requesting off.
- C. **Hold Over:** Regular Full-~~time~~Time Association members are subject to ~~be~~being held over upon completion of their assigned shift, if there are not sufficient personnel coming on duty. This mandatory ~~hold-over~~holdover will be compensated by the District in order to maintain minimum staffing<sub>7</sub>, and to maintain emergency service delivery to

the District, at the appropriate rate. Hold-over shall be compensated at 1 and ½ times the employee's regular hourly rate of pay or CTO for the time actually worked, pursuant to Section VII. ~~Q-CD.2.~~

- D. 12-hour and 24-hour Shift Trades:** All trades between employees must be approved by the ~~Director of~~ Operations Manager or an Operations Supervisor.

## **SECTION XI                      Physical Fitness**

The District encourages Regular Full-~~time-Time~~ Association members to participate in daily physical fitness activities, while on duty to maintain readiness.

## **SECTION XII                    Other Terms and Conditions**

All other terms and conditions governing the wages, hours, and working conditions of the Regular Full-~~time-Time~~ Association members are contained in the District Policies and the District Standard Operating Procedure (SOP) Manual Personnel, Ambulance Operations, and/or the Training Manuals (collectively, "Policy Manuals") as may be amended by the District during the term of this MOU in accordance with this Section XII. In the case of any conflict or ambiguity between the Policy Manuals and this MOU, this MOU shall control. The District hereby retains and reserves the right during the term of this MOU to revise, modify, and amend the Policy Manuals, unilaterally as defined and described in those specific policies. The parties agree that during the term of this MOU, the District shall provide the Association with thirty (30) days' advance notice of any proposed changes to the District's Policy Manuals. The District's Policy Manuals will be approved at properly noticed District meetings and in compliance with applicable law.

## **SECTION XIII                 Management Rights**

The District hereby retains and reserves to itself, whether exercised or not, all powers, rights, authorities, duties, and responsibilities that have not been specifically abridged, delegated, or modified by this MOU.

## **SECTION XIV                 Grievance Procedure**

The Grievance Procedure for the District is contained in the District's SOP-Personnel Manual. The District agrees to consider changes and modifications to the District's Personnel-SOP Manual, as proposed by the Association. The District and Association will review and propose changes to the Grievance Procedure and will work together to update the procedure. The District will then propose and approve the changes to the District's Personnel-SOP Manual as prescribed by applicable law.

## **SECTION XV                    Alternative Dispute Resolution Process**

- A. If there is a disagreement concerning the applicability or interpretation of any provision of this MOU that is not governed by, or cannot be resolved within, the provisions of the Grievance Procedure set forth in the District's Personnel-SOP Manual. The parties shall mediate such disagreements between them concerning this MOU. The parties shall request the State of California Mediation and Conciliation Service (SMCS) to assign a mediator, or the parties may utilize the services of any mutually agreed-upon mediator. Mediation fees, if any, shall be shared equally by the District and Association. Within ten (10) calendar days of the demand of one party to submit a disagreement to mediation pursuant to this section, the District shall send a written request to schedule mediation to SMCS or the mutually agreed upon mediator. This timeline may be extended by mutual agreement.
- B. This provision shall not apply to any grievance which could result in discipline of a Regular Full-time Association member, which shall be governed exclusively by the Grievance Procedure set forth in the District's S Personnel-SOP Manual and/or provisions of applicable law.
- C. Nothing in this provision precludes any other remedy available under applicable law including, but not limited to, the filing of an Unfair Labor Practice charge or filing of a civil action, provided that the parties first utilize the procedure set forth in Paragraph A above.

## **SECTION XVI                    No Strike/No Lockout**

The District shall engage in no lockouts during the term of this MOU. Likewise, neither the Cambria Paramedic Association nor any employee shall engage in any strike, sympathy strike, work stoppage, concerted slowdown, refusal to cross any picket line, or any other type of work interruption during the term of this MOU.

## **SECTION XVII                    Supersession; Integration**

This MOU (including any documents incorporated herein by reference) supersedes any and all other agreements, whether oral, written, or implied-in-fact, between the District and Cambria Paramedic Association and/or the Regular Full-time Association members with respect to the terms and conditions of their employment with the District, including without limitation any previously executed and ratified MOU between the parties. In addition, this MOU is intended to be the final, complete, and exclusive statement of the terms of the Regular Full-time Association members' employment with the District. This MOU may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of the District, now or in the future, that apply to the

Regular Full-~~time~~Time Association members are inconsistent with the terms of this MOU, the provision of this MOU shall control.

**For the Cambria Community Healthcare District**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Cecilia Montalvo, CCHD Board President**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Linda Hendy, CCHD Administrator/Director of Finance**

~~Signed: \_\_\_\_\_~~

~~Date: \_\_\_\_\_~~

~~Che Johnson, CCHD Legal Council~~

**For the Cambria Paramedic Association, SEIU Local 620**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Michael Bryant, Chief Steward SEIU Local 620**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**John Lisberg, Team Member SEIU Local 620**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

~~Daryl Scheck, Executive Director~~ **Leo Decasaus, Field Representative SEIU Local 620**



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**  
**Salary Schedule SEIU Local 620**  
**2026-2028**

**Year One - 3% COLA**  
**July 1, 2026**

Position Title	SALARY SCHEDULE - STEPS (2% increase per step)					Longevity Pay			Annual Minimum	Annual Maximum
	A	B	C	D	E	10 - F	15 - G	20 - H		
<b>EMT</b>	\$ 19.04	\$ 19.42	\$ 19.81	\$ 20.21	\$ 20.61	\$ 21.02	\$ 21.44	\$ 21.87	\$ 63,745.92	\$ 73,220.76
EMT Shift Overtime	28.56	29.13	29.72	30.32	30.92	31.53	32.16	32.81		
<b>PARAMEDIC-I</b>	\$ 22.62	\$ 23.07	\$ 23.53	\$ 24.00	\$ 24.48	\$ 24.97	\$ 25.47	\$ 25.98	\$ 75,731.76	\$ 86,981.04
PARAMEDIC Shift Overtime	33.93	34.61	35.30	36.00	36.72	37.46	38.21	38.97		
<b>Operations Supervisor</b>	\$ 26.81	\$ 27.26	\$ 27.72	\$ 28.19	\$ 28.67	\$ 29.16	\$ 29.66	\$ 30.17	\$ 89,759.88	\$ 101,009.16
Ops Supervisor Shift Overtime	40.22	40.89	41.58	42.29	43.01	43.74	44.49	45.26		
<b>Operations Manager</b>	\$ 29.79	\$ 30.24	\$ 30.70	\$ 31.17	\$ 31.65	\$ 32.14	\$ 32.64	\$ 33.15	\$ 99,736.92	\$ 110,986.20
Ops Manager Shift Overtime	44.69	45.36	46.05	46.76	47.48	48.21	48.96	49.73		

**Year Two - 3% COLA**  
**July 1, 2027**

Position Title	SALARY SCHEDULE - STEPS (2% increase per step)					Longevity Pay			Annual Minimum	Annual Maximum
	A	B	C	D	E	10 - F	15 - G	20 - H		
<b>EMT</b>	\$ 19.62	\$ 20.01	\$ 20.41	\$ 20.82	\$ 21.24	\$ 21.66	\$ 22.09	\$ 22.53	\$ 65,687.76	\$ 75,430.44
EMT Shift Overtime	29.43	30.02	30.62	31.23	31.86	32.49	33.14	33.80		
<b>PARAMEDIC-I</b>	\$ 23.30	\$ 23.77	\$ 24.25	\$ 24.74	\$ 25.23	\$ 25.73	\$ 26.24	\$ 26.76	\$ 78,008.40	\$ 89,592.48
PARAMEDIC Shift Overtime	34.95	35.66	36.38	37.11	37.85	38.60	39.36	40.14		
<b>Operations Supervisor</b>	\$ 27.49	\$ 27.96	\$ 28.44	\$ 28.93	\$ 29.42	\$ 29.92	\$ 30.43	\$ 30.95	\$ 92,036.52	\$ 103,620.60
Ops Supervisor Shift Overtime	41.24	41.94	42.66	43.40	44.13	44.88	45.65	46.43		
<b>Operations Manager</b>	\$ 30.47	\$ 30.94	\$ 31.42	\$ 31.91	\$ 32.40	\$ 32.90	\$ 33.41	\$ 33.93	\$102,013.56	\$ 113,597.64
Ops Manager Shift Overtime	45.71	46.41	47.13	47.87	48.60	49.35	50.12	50.90		

**Year Three - Contract Re-opener hourly rate**  
**July 1, 2028**

Position Title	SALARY SCHEDULE - STEPS (2% increase per step)					Longevity Pay			Annual Minimum	Annual Maximum
	A	B	C	D	E	10 - F	15 - G	20 - H		



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**  
**BOARD AGENDA STAFF REPORT – 02**

**TO:** Board of Directors  
**FROM:** Tim Nurge, Operations Manager  
**DATE:** April 28, 2026  
**DESCRIPTION:** District Policy Manual Updates

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**RECOMMENDATION**

Recommendation to update the policies identified in the chart below.

**FISCAL IMPACT**

None at this time.

**DISCUSSION**

The District Policy Manual is a comprehensive document that outlines the Cambria Community Healthcare District’s policies, procedures, and guidelines. The Board reviews policies to determine if changes are needed. Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors.

The District’s Standard Operating Procedure (SOP) Manual includes step-by-step instructions to help employees perform tasks consistently and efficiently, ensuring safety and maintaining high performance. Over the past year, the SOP Manual has been updated, with all updates reviewed and approved by the local bargaining unit, SEIU.

With changes in the District’s structure, legislation, and the current MOU, many procedures in the District’s Policy Manual have been incorporated into the SOP Manual, and many policies need to be updated to improve employee accountability and standards. Staff began providing updated policies for review and approval by the Board in December 2025. The SOP Manual will not go into effect until all policy updates have been completed.

Below is a chart of policies to be reviewed and approved by the Board. The chart addresses the intended action (update, remove, and/or title change).

<b>Policy Number</b>	<b>Title</b>	<b>Action</b>	<b>Board Attachment</b>
<b>3124</b>	Letters of Recommendation	Update/Title Change: “Letters of Recommendation and Reference Checks”	1a & 1b
<b>3140</b>	Unlawful Harassment	Update	2a & 2b
<b>3425</b>	Family and Medical Leave	Update	3a & 3b
<b>3460</b>	Sick Leave	Update	4a & 4b

**ATTACHMENT(S)**

See the chart above for Policy attachments.

**BOARD ACTION**

Motion to approve District updates to the policies identified in the chart.



## Policy Manual

### SECTION 3100 – Employment Practices

**POLICY TITLE:**        **Letters of Recommendation and Reference Checks**

**POLICY NUMBER:**    **3124**

**REVISION DATE:**    **APRIL 28, 2026**

**3124.1** The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interest of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the Administrator /Director of Finance, or his or her designee, is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the Administrator /Director of Finance, or his or her designee, before dissemination.

**3124.1.1** The Administrator /Director of Finance, or designee, shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than himself or herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Administrator /Director of Finance, or his or her designee.

**3124.1.2** At his or her discretion, the Administrator /Director of Finance, or his or her designee, may refuse to give a recommendation. ~~Any recommendation he or she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.~~

**3124.1.3** Any recommendation or reference he or she gives on behalf of the District shall provide a careful, truthful, and complete account of the employee's job performance and qualifications. All information shall be factual and should have supporting documentation in the employee's personnel file. (Example: Incident Reports, Evaluations, Commendations, etc.)

**3124.1.4** Employer's that request information on, or records of, disciplinary action in an employee's file must first submit proof of a current or former District Employee's written consent for disclosure of information.

**3124.2** Nothing in this policy prohibits employees from providing personal references, provided they do not represent themselves as speaking on behalf of the District.



## Policy Manual

### SECTION 3100 – Employment Practices

**POLICY TITLE:**       **Letters of Recommendation and Reference Checks**

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## Policy Manual

### SECTION 3100 – Employment Practices

**POLICY TITLE:** Unlawful Harassment

**POLICY NUMBER:** 3140

**REVISION DATE:** APRIL 28, 2026

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**3140.1** Harassment and discrimination in employment on the basis of sex, race, color, national origin, ancestry, citizenship, religion (including religious dress and grooming practices), age (40 and over), physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is prohibited by federal and state law. The District does not tolerate unlawful discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment ~~is a violation~~ are violations of these Guidelines. Section 3140 shall also include and apply to members of the District Board of Directors, independent contractors, unpaid interns, volunteers, persons providing services to the District pursuant to a contract, and other persons with whom District employees may come into contact while working.

**3140.2** Unlawful harassment in employment may take many forms. Some examples include, but are not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, unwanted touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Please note that prohibited harassment is not just sexual harassment but harassment based on any protected category.

**3140.3** Sexual harassment under state and federal laws is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for



## Policy Manual

### SECTION 3100 – Employment Practices

- employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with a person’s work performance or creating an intimidating, hostile, or offensive work environment; or adversely
- affected the employee’s performance, appraisal, assigned duties, or any other condition of employment or career development; or
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.

**3140.4** Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions from subtle pressure for sexual activity to physical assault. Sexual harassment conduct need not be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Examples of the kinds of conduct included in the definition of sexual harassment are:

**3140.4.1** Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

**3140.4.2** Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person’s body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person, sexually degrading words to describe the person, or propositions of a sexual nature.

**3140.4.3** The following is a list of some, but not all, actions employees are to avoid that could be interpreted as sexual harassment:

- Unwelcome sexual advances and propositions;
- Offensive flirtations with sexual overtones;
- Sexual innuendo;
- Obscene and suggestive comments;
- Humor or jokes about sex or gender specific traits;
- Sexual or graphic comments about an individual's body, dress, or overall appearance; or
- Sexually suggestive or explicit graffiti, illustrations, visual or printed material in the workplace, including inappropriate emails, internet sites, and social media postings.

**3140.5** Abusive conduct or workplace bullying of the District’s employees, by any person in or from the work environment, is strictly prohibited. Abusive conduct or workplace bullying is the conduct of any employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interest. Abusive conduct or workplace bullying includes, but is not limited to:

- Repeated infliction of verbal abuse;



## Policy Manual

### SECTION 3100 – Employment Practices

- Derogatory remarks, insults, epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or
- Gratuitous sabotage or undermining of a person’s work performance.

**3140.6** Policy Publicizing. All employees shall be informed of the District’s unlawful harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District’s facilities and services.

**3140.6.1** All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy’s contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

**3140.6.2** An annual bulletin may also be prepared and distributed to all employees informing them of the District’s sexual harassment policy.

**3140.7** Complaint Process. Any employee who believes he or she is the victim of unlawful harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes he or she is subject to retaliation (“Unlawful Harassment”) may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

**3140.7.1** An informal complaint is made verbally by the employee to the immediate supervisor and/or Administrator/~~Director of Finance~~~~HR Manager/Personnel Manager~~. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

**3140.7.2** A formal complaint ~~can be~~ made in writing ~~using the “Employee Grievance via email or using an “Incident Report Form;” see “Appendix A” in Policy #3120.~~ Said form should be submitted by the employee to their immediate supervisor and/or ~~Administrator/Director of Finance~~~~HR/Personnel Manager~~. Although submitting the formal complaint with the immediate supervisor ~~and/or HR/Personnel Manager~~ is preferred, the employee is free to submit a formal complaint with any supervisory employee, including the ~~General Manager~~~~Administrator/Director of Finance~~, or with the President of the Board of Directors, if the employee’s immediate supervisor is the ~~General Manager~~~~Administrator/Director of Finance~~ and the ~~General Manager~~~~Administrator/Director of Finance~~ is unavailable or personally involved in said complaint.

**3140.7.3** An employee may also file a formal complaint with the California Office of Civil Rights (OCR). An employee is not obligated to tell their employer about an OCR Complaint, but it is considered best practice.



## Policy Manual

### SECTION 3100 – Employment Practices

**3140.8** Complaint Response Process. Any supervisory employee who receives a formal or informal Unlawful Harassment complaint shall maintain the confidentiality of the complainant to the extent possible and shall personally deliver said complaint immediately and directly to the ~~division manager, or to the General Manager~~Administrator/Director of Finance or Operations Manager~~division manager is unavailable or personally involved in said complaint.~~ If the ~~General Manager~~Administrator/Director of Finance is unavailable or personally involved in said complaint, then said complaint shall be delivered to the President of the Board of Directors.

**3140.8.1** After a formal or informal complaint is received, an impartial investigation shall be conducted by the ~~Operations Manager~~manager of the division, the ~~General Manager~~Administrator/Director of Finance, ~~the HR/Personnel Manager~~, or another impartial investigator within a timely manner.

**3140.8.2** A written record of any investigation of an alleged Unlawful Harassment complaint shall be maintained. Findings will be sent to the ~~General Manager~~Administrator/Director of Finance. The ~~General Manager~~Administrator/Director of Finance shall immediately inform, in total confidentiality, the ~~Executive Personnel~~ Committee of the Board if one exists or the entire Board of Directors. If the ~~General Manager~~Administrator/Director of Finance is personally involved in the complaint, such findings will instead be provided directly to the ~~Executive Personnel~~ Committee of the Board if one exists or to the entire Board of Directors to determine options and/or remedial action, if appropriate.

**3140.8.3** All discussions resulting from said investigation shall be kept confidential to the extent possible by all informed of said investigation.

**3140.8.4** The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions. Said advocate may support and/or represent the complainant but should not interfere with the integrity of the investigation or the investigatory process.

**3140.9** Disciplinary Procedures and Sanctions. If upon the conclusion of the investigation of the alleged Unlawful Harassment claim, the investigator determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate corrective and remedial action shall be taken by the ~~General Manager~~Administrator/Director of Finance/Board of Directors against the harasser in accordance with the circumstances involved. The District will also take appropriate action to deter future misconduct. Any employee determined by the District to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including, termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.



## Policy Manual

### SECTION 3100 – Employment Practices

**3140.10** Retaliation. Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the California Department of Fair Employment and Housing (“DFEH”) or Federal Equal Employment Opportunity Commission (“EEOC”), or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

**3140.11** Employee should also be aware that the EEOC and the DFEH investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. Information is available at [www.eeoc.gov](http://www.eeoc.gov) and [www.dfeh.ca.gov](http://www.dfeh.ca.gov).



## Policy Manual

### SECTION 3100 – Employment Practices

**POLICY TITLE:** Unlawful Harassment

**POLICY NUMBER:** 3140

**REVISION DATE:** APRIL 28, 2026

---

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- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
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- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Please note that prohibited harassment is not just sexual harassment but harassment based on any protected category.

**3140.3** Sexual harassment under state and federal laws is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;



## Policy Manual

### SECTION 3100 – Employment Practices

- Such conduct has the purpose or effect of substantially interfering with a person’s work performance or creating an intimidating, hostile, or offensive work environment; or adversely
- affected the employee’s performance, appraisal, assigned duties, or any other condition of employment or career development; or
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.

**3140.4** Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions from subtle pressure for sexual activity to physical assault. Sexual harassment conduct need not be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Examples of the kinds of conduct included in the definition of sexual harassment are:

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- Obscene and suggestive comments;
- Humor or jokes about sex or gender specific traits;
- Sexual or graphic comments about an individual's body, dress, or overall appearance; or
- Sexually suggestive or explicit graffiti, illustrations, visual or printed material in the workplace, including inappropriate emails, internet sites, and social media postings.

**3140.5** Abusive conduct or workplace bullying of the District’s employees, by any person in or from the work environment, is strictly prohibited. Abusive conduct or workplace bullying is the conduct of any employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interest. Abusive conduct or workplace bullying includes, but is not limited to:

- Repeated infliction of verbal abuse;
- Derogatory remarks, insults, epithets;



## Policy Manual

### SECTION 3100 – Employment Practices

- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or
- Gratuitous sabotage or undermining of a person’s work performance.

**3140.6 Policy Publicizing.** All employees shall be informed of the District’s unlawful harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District’s facilities and services.

**3140.6.1** All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy’s contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

**3140.6.2** An annual bulletin may also be prepared and distributed to all employees informing them of the District’s sexual harassment policy.

**3140.7 Complaint Process.** Any employee who believes he or she is the victim of unlawful harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes he or she is subject to retaliation (“Unlawful Harassment”) may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

**3140.7.1** An informal complaint is made verbally by the employee to the immediate supervisor and/or Administrator/Director of Finance. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

**3140.7.2** A formal complaint can be made in writing via email or using an “Incident Report Form.”. Said form should be submitted by the employee to their immediate supervisor and/or Administrator/Director of Finance. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit a formal complaint with any supervisory employee, including the Administrator/Director of Finance, or with the President of the Board of Directors, if the employee’s immediate supervisor is the Administrator/Director of Finance and the Administrator/Director of Finance is unavailable or personally involved in said complaint.

**3140.7.3** An employee may also file a formal complaint with the California Office of Civil Rights (OCR). An employee is not obligated to tell their employer about an OCR Complaint, but it is considered best practice.

**3140.8 Complaint Response Process.** Any supervisory employee who receives a formal or informal Unlawful Harassment complaint shall maintain the confidentiality of the complainant to the extent possible and shall personally deliver said complaint immediately and directly to the Administrator/Director of Finance or Operations Manager. If the Administrator/Director of



## Policy Manual

### SECTION 3100 – Employment Practices

Finance is unavailable or personally involved in said complaint, then said complaint shall be delivered to the President of the Board of Directors.

**3140.8.1** After a formal or informal complaint is received, an impartial investigation shall be conducted by the Operations Manager, the Administrator/Director of Finance, or another impartial investigator within a timely manner.

**3140.8.2** A written record of any investigation of an alleged Unlawful Harassment complaint shall be maintained. Findings will be sent to the Administrator/Director of Finance. The Administrator/Director of Finance shall immediately inform, in total confidentiality, the Executive Committee of the Board if one exists or the entire Board of Directors. If the Administrator/Director of Finance is personally involved in the complaint, such findings will instead be provided directly to the Executive Committee of the Board if one exists or to the entire Board of Directors to determine options and/or remedial action, if appropriate.

**3140.8.3** All discussions resulting from said investigation shall be kept confidential to the extent possible by all informed of said investigation.

**3140.8.4** The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions. Said advocate may support and/or represent the complainant but should not interfere with the integrity of the investigation or the investigatory process.

**3140.9** Disciplinary Procedures and Sanctions. If upon the conclusion of the investigation of the alleged Unlawful Harassment claim, the investigator determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate corrective and remedial action shall be taken by the Administrator/Director of Finance/Board of Directors against the harasser in accordance with the circumstances involved. The District will also take appropriate action to deter future misconduct. Any employee determined by the District to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

**3140.10** Retaliation. Retaliation against any individual for making a report or for participating in an investigation under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the California Department of Fair Employment and Housing (“DFEH”) or Federal Equal Employment Opportunity Commission (“EEOC”), or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.



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### SECTION 3100 – Employment Practices

**3140.11** Employee should also be aware that the EEOC and the DFEH investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. Information is available at [www.eeoc.gov](http://www.eeoc.gov) and [www.dfeh.ca.gov](http://www.dfeh.ca.gov).



## Policy Manual

### SECTION 3400 – Compensation & Benefits

**POLICY TITLE:** Family and Medical Leave

**POLICY NUMBER:** 3425

**REVISION DATE:** APRIL 28, 2026

~~3425.1 The purpose of this policy is to clarify how the District will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the [title of contract or MOU with union and/or employee association] shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA. The purpose of this policy is to describe how the District implements family and medical leave in compliance with the California Family Rights Act (CFRA), the Pregnancy Disability Leave Law (PDL), and, when applicable, the federal Family and Medical Leave Act (FMLA). If any provision of a collective bargaining agreement or Memorandum of Understanding (MOU) provides greater leave rights, the MOU shall prevail unless it conflicts with state or federal law.~~

**3425.2 Eligibility.-**

1. CFRA Eligibility (Applies to District – 5+ employees) - An employee is eligible for CFRA leave if they have:
  - a) Completed 12 months of service with the District (need not be consecutive), and
  - b) Worked at least 1,250 hours in the 12 months preceding the leave.

CFRA applies regardless of the number of employees within a 75-mile radius.
2. FMLA Eligibility (Applies only if conditions are met) - FMLA applies only if the District employs 50 or more employees within 75 miles. If FMLA becomes applicable, eligibility requires:
  - a) 12 months of service,
  - b) 1,250 hours worked in the preceding 12 months, and
  - c) Worksite with 50+ employees within 75 miles.
3. Pregnancy Disability Leave (PDL) Eligibility - PDL applies to all employees, regardless of:
  - a) length of service, or
  - b) hours worked

~~To be eligible for leave under the FMLA, an employee must have: (1) been employed by the District for at least 12 months within a 5 year period,, which need not be consecutive; (2) worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy five (75) miles of the worksite.~~



## Policy Manual

### SECTION 3400 – Compensation & Benefits

#### 3425.3 Leave Benefit

1. California Family Rights Act (CFRA) Leave - Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for:
  - a) Bonding with a newborn, adopted, or foster child
  - b) Caring for a family member with a serious health condition
  - c) The employee's own serious health condition (excluding pregnancy disability)
  - d) Military exigency leave
  - e) Care for a designated person (chosen by the employee annually)

CFRA Family Members include: Spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person.

2. Pregnancy Disability Leave (PDL) - Employees disabled by pregnancy, childbirth, or related conditions are entitled to up to four (4) months of PDL. PDL may run concurrently with FMLA (if FMLA applies), but does not run concurrently with CFRA.

After PDL, employees are entitled to 12 weeks of CFRA bonding leave.
3. FMLA Leave (If applicable) - If the District becomes covered by FMLA, eligible employees may take up to 12 weeks of unpaid leave for qualifying reasons. When both CFRA and FMLA apply, the leaves generally run concurrently, except for pregnancy disability.
4. Use of Paid Leave - Employees may use accrued paid sick leave, vacation, or other paid time off during CFRA, FMLA, or PDL leave, consistent with District policy and state law. Paid leave may not be added to the end of statutory leave unless approved by the Administrator/Director of Finance.
5. Health Benefits During Leave - For CFRA, FMLA, and PDL, the District will continue group health insurance coverage under the same terms as if the employee were actively working. Employees remain responsible for their share of premiums.
6. Reinstatement - Upon return from CFRA, FMLA, or PDL, an employee will be reinstated to the same or a comparable position with equivalent pay, benefits, and working conditions. Reinstatement may be denied only as permitted by law (e.g., certain "key employee" exceptions under FMLA).

The District may require a fitness-for-duty certification when the leave is for the employee's own serious health condition.

- a) ~~Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a child, parent, or spouse with a serious health condition. In addition, employees who are unable to perform the~~



## Policy Manual

### SECTION 3400 – Compensation & Benefits

~~functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails~~

- ~~1) Inpatient care in a hospital, hospice, or residential medical care facility; or,~~
- ~~2) Continuing treatment by a health care provider.~~
- ~~b) To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the Administrator's prior approval. If a husband and wife are both employed by [District], the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.~~
- ~~c) Employees on leave who were previously covered by District's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.~~
- ~~d) At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. District may also require the employee to obtain medical certification that they are able to resume work.~~

#### 3425.4 Employee Obligations

1. Notice Requirements - Employees must provide 30 days' advance written notice when the need for leave is foreseeable. If 30 days' notice is not practicable, notice must be provided as soon as possible.
2. Medical Certification - For leave due to a serious health condition (employee or family member), the District may require medical certification. If the District questions the certification, it may require a second opinion at District expense. A third opinion, mutually agreed upon, may be required if the first two opinions conflict.
3. Intermittent or Reduced-Schedule Leave - Intermittent or reduced-schedule leave must be permitted when medically necessary under CFRA, FMLA, or PDL. For foreseeable medical treatment, the District may temporarily transfer the employee to an alternative position with equivalent pay and benefits that better accommodate the intermittent schedule.
4. Employee Responsibilities During Leave - Employees must:
  - a) Communicate changes in the anticipated return-to-work date
  - b) Provide updated medical certifications when required
  - c) Pay their share of health insurance premiums during leave



## Policy Manual

### SECTION 3400 – Compensation & Benefits

- a) ~~If the event necessitating the leave is foreseeable, the employee must provide his or her division manager with at least 30 days' prior written notice. However, if 30 days advance notice for foreseeable leave is not practicable, the employee must provide the division manager with as much notice as practicable.~~
- b) ~~Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The Administrator may require employees to obtain, at [District]'s expense, a second opinion. If the second opinion differs from the first, the Administrator may require a third opinion from a mutually agreed-on health care provider.~~
- c) ~~For most leaves, employees will not be permitted to take their leave intermittently or on a reduced leave schedule without the Administrator's approval. However, intermittent leave or a reduced leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.~~

**3425.5 Prohibition on Retaliation** - The District strictly prohibits retaliation, discrimination, or interference with any employee's rights under CFRA, PDL, or FMLA.



## Policy Manual

### SECTION 3400 – Compensation & Benefits

**POLICY TITLE:** Family and Medical Leave

**POLICY NUMBER:** 3425

**REVISION DATE:** APRIL 28, 2026

**3425.1** The purpose of this policy is to describe how the District implements family and medical leave in compliance with the California Family Rights Act (CFRA), the Pregnancy Disability Leave Law (PDL), and, when applicable, the federal Family and Medical Leave Act (FMLA). If any provision of a collective bargaining agreement or Memorandum of Understanding (MOU) provides greater leave rights, the MOU shall prevail unless it conflicts with state or federal law.

#### **3425.2 Eligibility**

1. CFRA Eligibility (Applies to District – 5+ employees) - An employee is eligible for CFRA leave if they have:
  - a) Completed 12 months of service with the District (need not be consecutive), and
  - b) Worked at least 1,250 hours in the 12 months preceding the leave.
 CFRA applies regardless of the number of employees within a 75-mile radius.
2. FMLA Eligibility (Applies only if conditions are met) - FMLA applies only if the District employs 50 or more employees within 75 miles. If FMLA becomes applicable, eligibility requires:
  - a) 12 months of service,
  - b) 1,250 hours worked in the preceding 12 months, and
  - c) Worksite with 50+ employees within 75 miles.
3. Pregnancy Disability Leave (PDL) Eligibility - PDL applies to all employees, regardless of:
  - a) length of service, or
  - b) hours worked

#### **3425.3 Leave Benefit**

1. California Family Rights Act (CFRA) Leave - Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for:
  - a) Bonding with a newborn, adopted, or foster child
  - b) Caring for a family member with a serious health condition



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### SECTION 3400 – Compensation & Benefits

- c) The employee's own serious health condition (excluding pregnancy disability)
- d) Military exigency leave
- e) Care for a designated person (chosen by the employee annually)

CFRA Family Members include: Spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person.

2. Pregnancy Disability Leave (PDL) - Employees disabled by pregnancy, childbirth, or related conditions are entitled to up to four (4) months of PDL. PDL may run concurrently with FMLA (if FMLA applies), but does not run concurrently with CFRA.

After PDL, employees are entitled to 12 weeks of CFRA bonding leave.

3. FMLA Leave (If applicable) - If the District becomes covered by FMLA, eligible employees may take up to 12 weeks of unpaid leave for qualifying reasons. When both CFRA and FMLA apply, the leaves generally run concurrently, except for pregnancy disability.
4. Use of Paid Leave - Employees may use accrued paid sick leave, vacation, or other paid time off during CFRA, FMLA, or PDL leave, consistent with District policy and state law. Paid leave may not be added to the end of statutory leave unless approved by the Administrator/Director of Finance.
5. Health Benefits During Leave - For CFRA, FMLA, and PDL, the District will continue group health insurance coverage under the same terms as if the employee were actively working. Employees remain responsible for their share of premiums.
6. Reinstatement - Upon return from CFRA, FMLA, or PDL, an employee will be reinstated to the same or a comparable position with equivalent pay, benefits, and working conditions. Reinstatement may be denied only as permitted by law (e.g., certain "key employee" exceptions under FMLA).

The District may require a fitness-for-duty certification when the leave is for the employee's own serious health condition.

#### 3425.4 Employee Obligations

1. Notice Requirements - Employees must provide 30 days' advance written notice when the need for leave is foreseeable. If 30 days' notice is not practicable, notice must be provided as soon as possible.
2. Medical Certification - For leave due to a serious health condition (employee or family member), the District may require medical certification. If the District questions the certification, it may require a second opinion at District expense. A third opinion, mutually agreed upon, may be required if the first two opinions conflict.
3. Intermittent or Reduced-Schedule Leave - Intermittent or reduced-schedule leave must be permitted when medically necessary under CFRA, FMLA, or PDL. For foreseeable medical treatment, the District may temporarily transfer the employee to an alternative



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### SECTION 3400 – Compensation & Benefits

position with equivalent pay and benefits that better accommodate the intermittent schedule.

4. Employee Responsibilities During Leave - Employees must:
  - a) Communicate changes in the anticipated return-to-work date
  - b) Provide updated medical certifications when required
  - c) Pay their share of health insurance premiums during leave

**3425.5 Prohibition on Retaliation** - The District strictly prohibits retaliation, discrimination, or interference with any employee's rights under CFRA, PDL, or FMLA.



## Policy Manual

### SECTION 3400 – Compensation & Benefits

**POLICY TITLE:** Sick Leave

**POLICY NUMBER:** 3460

**REVISION DATE:** APRIL 28, 2026

**3460.1** This policy ~~shall apply~~ applies to probationary and regular employees in all classifications. Nothing in this policy shall provide less sick leave, usage rights, or protections than those required by California law, including the Healthy Workplaces, Healthy Families Act and California Labor Code § 233 (Kin Care).

**3460.2** Sick leave may be used for an employee's own illness, injury, or preventive care, including medical, dental, or vision appointments. Sick leave may also be used when the employee is required to quarantine or isolate due to exposure to a contagious disease, consistent with public health guidance.

Sick leave may additionally be used for preventive care, including vaccinations, health screenings, and other medically recommended measures. Employees must provide advance notice to the Operations Manager or Administrator/Director of Finance when the need for sick leave is foreseeable, such as for scheduled appointments.

~~Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the Operations Manager or Administrator.~~

**3460.3** Employees shall earn sick leave at the rate specified in their Memorandum of Understanding (MOU) or employment agreement. Sick leave accrual shall meet or exceed the minimum requirements of California law.

~~Employees shall earn sick leave at the rate according to their MOU or employment agreement.~~

**3460.4** Employees may use up to one-half of their accrued annual sick leave to care for a qualifying family member. Employees should notify their supervisor as early as feasible to minimize disruption to operations.

~~Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in~~



## Policy Manual

### SECTION 3400 – Compensation & Benefits

~~order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:~~

~~Family members covered under California law include:~~

~~3460.4.1 Child - A child includes a biological, adopted, or foster child; a stepchild; a legal ward; or a child for whom the employee stands in loco parentis, including situations where a grandparent or other relative is raising the child.~~

~~3460.4.2 Parent - A parent includes a biological, foster, or adoptive parent; a stepparent; a legal guardian; or a person who stood in loco parentis to the employee when the employee was a minor. For purposes of kin care, "parent" also includes parents-in-law and grandparents.~~

~~3460.4.3 Spouse or Registered Domestic Partner - A spouse to whom the employee is legally married, or a registered domestic partner as defined by California Family Code.~~

~~3460.4.4 Additional Family Members (California Labor Code § 245.5) - California law also permits sick leave use for:~~

- ~~• Grandchildren~~
- ~~• Siblings~~
- ~~• Any designated person identified by the employee (designation may be limited to one person per 12-month period)~~

~~———— 3460.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.~~

~~———— 3460.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.~~

~~———— 3460.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.~~

~~3460.5 Notice Requirements - To receive compensation while on sick leave, employees must notify their supervisor prior to the start of their scheduled workday or as soon as practicable when the need for leave is unforeseeable.~~

~~3460.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.~~



## Policy Manual

### SECTION 3400 – Compensation & Benefits

3460.6 Verification of Sick Leave Use - When an employee is absent due to illness, the Administrator/Director of Finance may request reasonable documentation or verification consistent with California law. Documentation requests shall not interfere with the employee's right to use paid sick leave and shall comply with confidentiality requirements.

~~3460.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Administrator.~~

3640.7 The District will maintain call-out and return-to-work procedures for employees with suspected or confirmed contagious diseases. These procedures will be documented in the District's Standard Operating Procedure (SOP) Manual and will comply with all applicable Federal, State, and Local requirements, including guidance from Cal/OSHA, the California Department of Public Health (CDPH), the Centers for Disease Control and Prevention (CDC), and local health authorities.



## Policy Manual

### SECTION 3400 – Compensation & Benefits

**POLICY TITLE:** Sick Leave

**POLICY NUMBER:** 3460

**REVISION DATE:** APRIL 28, 2026

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**3460.1** This policy applies to probationary and regular employees in all classifications. Nothing in this policy shall provide less sick leave, usage rights, or protections than those required by California law, including the Healthy Workplaces, Healthy Families Act and California Labor Code § 233 (Kin Care).

**3460.2** Sick leave may be used for an employee’s own illness, injury, or preventive care, including medical, dental, or vision appointments. Sick leave may also be used when the employee is required to quarantine or isolate due to exposure to a contagious disease, consistent with public health guidance.

Sick leave may additionally be used for preventive care, including vaccinations, health screenings, and other medically recommended measures. Employees must provide advance notice to the Operations Manager or Administrator/Director of Finance when the need for sick leave is foreseeable, such as for scheduled appointments.

**3460.3** Employees shall earn sick leave at the rate specified in their Memorandum of Understanding (MOU) or employment agreement. Sick leave accrual shall meet or exceed the minimum requirements of California law.

**3460.4** Employees may use up to one-half of their accrued annual sick leave to care for a qualifying family member. Employees should notify their supervisor as early as feasible to minimize disruption to operations.

Family members covered under California law include:

**3460.4.1 Child** - A child includes a biological, adopted, or foster child; a stepchild; a legal ward; or a child for whom the employee stands in loco parentis, including situations where a grandparent or other relative is raising the child.

**3460.4.2 Parent** - A parent includes a biological, foster, or adoptive parent; a stepparent; a legal guardian; or a person who stood in loco parentis to the employee when the employee was a minor. For purposes of kin care, “parent” also includes parents-in-law and grandparents.



## Policy Manual

### SECTION 3400 – Compensation & Benefits

**3460.4.3 Spouse or Registered Domestic Partner** - A spouse to whom the employee is legally married, or a registered domestic partner as defined by California Family Code.

**3460.4.4 Additional Family Members (California Labor Code § 245.5)** - California law also permits sick leave use for:

- Grandchildren
- Siblings
- Any designated person identified by the employee (designation may be limited to one person per 12-month period)

**3460.5 Notice Requirements** - To receive compensation while on sick leave, employees must notify their supervisor prior to the start of their scheduled workday or as soon as practicable when the need for leave is unforeseeable.

**3460.6 Verification of Sick Leave Use** - When an employee is absent due to illness, the Administrator/Director of Finance may request reasonable documentation or verification consistent with California law. Documentation requests shall not interfere with the employee's right to use paid sick leave and shall comply with confidentiality requirements.

**3640.7** The District will maintain call-out and return-to-work procedures for employees with suspected or confirmed contagious diseases. These procedures will be documented in the District's Standard Operating Procedure (SOP) Manual and will comply with all applicable Federal, State, and Local requirements, including guidance from Cal/OSHA, the California Department of Public Health (CDPH), the Centers for Disease Control and Prevention (CDC), and local health authorities.