Regular Board Meeting Agenda
September 9, 2020
5:00 p.m.
Teen Room & Zoom

In an effort to protect public health and prevent the spread of COVID-19, the Banning Library District board meeting will not be open to the public. The Banning Library District encourages the public to call via teleconference at: https://tinyurl.com/boardmeeting09092020 (Passcode: 850705). Members of the public who wish to comment on matters before the Board may submit comments on or before 3 pm, Wednesday, September 9, 2020 to christian@banninglibrarydistrict.org. Any comments received will be read and must still be limited to 5 minutes.

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. Call to Order, Pledge of Allegiance, Roll Call

2. Adoption of Agenda

3. Public Comment
   Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the “Request to Address the Board” card by filling out your name and the specific item you wish to address.

4. Consent Calendar
   All Consent Calendar items will be acted upon a single action of the Board unless otherwise requested by an individual Board Member for separate consideration.

      Recommended Action: The Board of Trustees hereby approves the items below:
   4.1 Minutes of the Regular Board meeting—August 12, 2020

5. Consideration of Items Removed from the Consent Calendar
   Items removed from the Consent Calendar will be discussed individually at this time.
6. **Finance Report**

7. **District Director's Report**

8. **Board Reports and Comments**
   
   Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. (Reference: The Ralph M. Brown Act)

9. **Unfinished Business**
   9.1 Authorize the District Director to enter into an Agreement with Koff & Associates for Compensation Study in the amount not to exceed $16,950

10. **New Business**
   10.1 Discussion and Action: Reopening of the Library
   10.2 Amendments to Policy No. 5030 Nepotism
   10.3 Creation of Policy No. 5135 Domestic Violence, Sexual Assault, and Stalking Victim’s Leave
   10.4 Creation of Policy No. 5136 Voting Leave
   10.5 Amendments to Policy No. 5100 Hours of Work, Overtime, and Compensation Time
   10.6 Amendments to Policy No. 5050 Tuition Reimbursement
   10.7 Amendments to Policy No. 5110 Holidays
   10.8 Creation of Policy No. 5137 Crime Victim’s Leave
   10.9 Amendments to Policy No. 5120 Vacation Leave
   10.10 Creation of Policy No. 5138 California Pregnancy Disability Act (PDL)

11. **Last Minute Action Items**
   The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

12. **Agenda Items for Future Agendas**
   This is an opportunity for Board members to request that items be placed on future agendas.

13. **Next Regular Board Meeting**
    October 14, 2020

14. **Adjournment**
# Banning Library District

## Profit & Loss Budget vs. Actual

**July 2020**

<table>
<thead>
<tr>
<th></th>
<th>Jul 20</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COUNTY REVENUES</strong></td>
<td>$ -</td>
<td>$ 980,200</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>LOCAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>187</td>
<td>10,000</td>
<td>1.87%</td>
</tr>
<tr>
<td>Late Fees and Misc. Revenue</td>
<td>32</td>
<td>5,000</td>
<td>0.65%</td>
</tr>
<tr>
<td>Fine</td>
<td>-</td>
<td>3,100</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Sales</td>
<td>-</td>
<td>4,100</td>
<td>0.0%</td>
</tr>
<tr>
<td>Grant Income</td>
<td>702</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>Rental Fees</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total REVENUES</strong></td>
<td>922</td>
<td>1,002,900</td>
<td>0.09%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td>-</td>
<td>200,000</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>32,274</td>
<td>467,100</td>
<td>6.91%</td>
</tr>
<tr>
<td>Overtime</td>
<td>-</td>
<td>1,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>1,484</td>
<td>26,700</td>
<td>5.56%</td>
</tr>
<tr>
<td>Social Security</td>
<td>1,906</td>
<td>29,100</td>
<td>6.55%</td>
</tr>
<tr>
<td>Retirement</td>
<td>634</td>
<td>17,800</td>
<td>3.56%</td>
</tr>
<tr>
<td>Medicare</td>
<td>446</td>
<td>6,800</td>
<td>6.56%</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>212</td>
<td>4,500</td>
<td>4.7%</td>
</tr>
<tr>
<td><strong>Total SALARIES &amp; BENEFITS</strong></td>
<td>36,956</td>
<td>553,000</td>
<td>6.68%</td>
</tr>
<tr>
<td><strong>OPERATIONAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automation</td>
<td>1,226</td>
<td>20,200</td>
<td>6.07%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>3,465</td>
<td>16,000</td>
<td>21.66%</td>
</tr>
<tr>
<td>Program Expense</td>
<td>54</td>
<td>14,000</td>
<td>0.39%</td>
</tr>
<tr>
<td>Juvenile Books (Childrens)</td>
<td>263</td>
<td>10,000</td>
<td>2.63%</td>
</tr>
<tr>
<td>Adult Books</td>
<td>505</td>
<td>6,300</td>
<td>8.02%</td>
</tr>
<tr>
<td>Youth books (YA)</td>
<td>58</td>
<td>1,000</td>
<td>5.76%</td>
</tr>
<tr>
<td>Equipment &amp; Furniture</td>
<td>-</td>
<td>10,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Data Base</td>
<td>426</td>
<td>20,000</td>
<td>2.13%</td>
</tr>
<tr>
<td>Audio</td>
<td>156</td>
<td>2,700</td>
<td>5.79%</td>
</tr>
<tr>
<td>DVD/Videos</td>
<td>185</td>
<td>2,700</td>
<td>6.85%</td>
</tr>
<tr>
<td>Periodical</td>
<td>111</td>
<td>1,500</td>
<td>7.37%</td>
</tr>
<tr>
<td>Processing Books &amp; ILL</td>
<td>103</td>
<td>3,800</td>
<td>2.71%</td>
</tr>
<tr>
<td>Security</td>
<td>-</td>
<td>2,400</td>
<td>0.0%</td>
</tr>
<tr>
<td>Website Maintenance</td>
<td>-</td>
<td>4,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Janitorial</td>
<td>-</td>
<td>2,600</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total OPERATIONAL</strong></td>
<td>6,552</td>
<td>117,200</td>
<td>5.59%</td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Services</td>
<td>-</td>
<td>25,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Professional</td>
<td>408</td>
<td>83,600</td>
<td>0.49%</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,404</td>
<td>17,000</td>
<td>8.26%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>-</td>
<td>8,000</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
# Banning Library District
## Profit & Loss Budget vs. Actual
### July 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Jul 20</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Events</td>
<td>-</td>
<td>1,500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Recruitment</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Advertising/Marketing</td>
<td>-</td>
<td>1,200</td>
<td>0.0%</td>
</tr>
<tr>
<td>City Auditing and Accounting</td>
<td>-</td>
<td>500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>-</td>
<td>200</td>
<td>0.0%</td>
</tr>
<tr>
<td>Membership</td>
<td>943</td>
<td>4,500</td>
<td>20.96%</td>
</tr>
<tr>
<td>Travel/Training</td>
<td>110</td>
<td>5,500</td>
<td>1.99%</td>
</tr>
<tr>
<td>Utilities</td>
<td>792</td>
<td>48,000</td>
<td>1.65%</td>
</tr>
<tr>
<td>Office</td>
<td>1,070</td>
<td>22,700</td>
<td>4.72%</td>
</tr>
<tr>
<td><strong>Total ADMINISTRATIVE</strong></td>
<td>4,727</td>
<td>218,200</td>
<td>2.17%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>48,235</td>
<td>1,088,400</td>
<td>4.43%</td>
</tr>
</tbody>
</table>

**Net Income**

<table>
<thead>
<tr>
<th>Item</th>
<th>Jul 20</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (47,314)</td>
<td>$ (85,500)</td>
<td>55.34%</td>
</tr>
</tbody>
</table>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*
# Banning Library District
## Balance Sheet
### As of July 31, 2020

### ASSETS

#### Current Assets
- Checking/Savings
  - Bank of Hemet Money Market $ 83,544
  - Operating Account Bank of Hemet 351,495
  - LAIF 605,056
  - LAIF FMV 2,962
  - Petty Cash 500
- County General Fund Cash 1,090,022
Total Checking/Savings 2,133,579

#### Other Current Assets
- Accounts Receivable PropertyTax 23,740
- Prepaid Expenses 30,528
Total Other Current Assets 54,269
Total Current Assets 2,187,848

#### Fixed Assets
- **CAPITAL ASSETS**
  - County General Fund Assets 1,009,490
  - Accumulated Depreciation (572,566)
Total Fixed Assets 436,924

**TOTAL ASSETS** 2,624,772

### LIABILITIES & EQUITY

#### Liabilities
- **Current Liabilities**
  - Accounts Payable 4,089
  - Credit Cards 1,493
  - Year end Accrued Payroll 15,746
  - Vacant on Payable 25,334
Total Liabilities 46,662

#### Equity
2,578,111

**TOTAL LIABILITIES & EQUITY** $2,624,772

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No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.
Substantially all disclosures required by accounting principles generally accepted in the United States are not included.
MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 12, 2020 | 5:00 P.M. | Children’s Room (Zoom Virtual Meeting)

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Little called the Regular Meeting of the Banning Library District Board of Trustees to order on August 12, 2020 at 5:03 p.m.

Members Present: President Kathy Little, Secretary Alejandro Geronimo, Trustee Melanie Lara and Trustee Loretta Cousar.

Members Absent: Trustee Wemida Ajigbotafe.

Staff Present: Kevin Lee, District Director; Fernando Morales, Circulation Manager and Christian Tzintzun, Library Assistant.

Guests: David Heiss (via Zoom).

ADOPTION OF AGENDA

It was moved by Trustee Cousar and seconded by Trustee Lara to adopt the agenda.

AYES: Little, Geronimo, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: Ajigbotafe

PUBLIC COMMENT

None.

CONSENT CALENDAR

It was moved by Secretary Geronimo and seconded by Trustee Lara to approve item 4.1 Minutes of the Regular Board Meeting — July 8, 2020.

AYES: Little, Geronimo, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: Ajigbotafe

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

FINANCE REPORT

Director Lee presented the financial report and noted some lines of interest. The revenue from fines and fees were lower than anticipated because of the library was only available for curbside service. Other revenue from the LAIF was much higher.
than anticipated. Database expenses were higher because the library has been investing in databases and programe.

DISTRICT DIRECTOR'S REPORT

In addition to the written report, Director Lee announced that he and Fernando are working on online library cards. The library is going to donate books to the sheriff's correctional facility.

BOARD REPORTS AND COMMENTS

8.1 President's Report.
None.

8.2 Trustee’s Report.
None.

UNFINISHED BUSINESS

9.1 Resolution No. 2020-05: Amendments to Policy No. 3090 Retention Schedule
A motion was made by Trustee Lara and seconded by Trustee Cousar to amend Policy No. 3090 Retention Schedule.

AYES: Little, Geronimo, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: Ajigbotafe

NEW BUSINESS

10.1 Discussion and Authorization to enter into an Agreement with a library furniture interior designer company.
The Board had a discussion about the prices in the proposals made by Agati Furniture and Yamada Enterprises. A motion was made by Trustee Lara and seconded by Secretary Geronimo to approve the agreement with Yamada Enterprises in the amount not to exceed $202,000.

AYES: Little, Geronimo, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: Ajigbotafe

10.2 Authorize the District Director to enter into an Agreement with Koff & Associates for Compensation Study in the amount not to exceed $16,950.
No motion was made to enter into an agreement with Koff & Associates for Compensation Study.

LAST MINUTE AGENDA ITEMS
None.

AGENDA ITEMS FOR FUTURE AGENDAS
None.

NEXT REGULAR BOARD MEETING
September 9, 2020 at 5:00 p.m.

ADJOURNMENT
Adjourned at 5:40 p.m.
The foregoing minutes are approved by the Board of Trustees on ____________, 2020.

Prepared by: Christian Tzintzun, Library Assistant

Alex Geronimo, Board Secretary
News
The Library is looking to reopen with limitations if the board approves the reopening. The Library is interested in providing computer and printing services to the public. This would be done by appointment only to control the crowd and meet the safety recommendations. Staff hopes to open on September 21st.

With Yamada furniture coming to the Library soon, staff will begin the silent auction bid for current furniture on the week of September 21st. Staff will take pictures of current furniture, take measurements, note any scratches or dents, and so forth. We plan to advertise this in our social media, newspaper, website, and at the Library (We will have a catalog folder). Silent bid will remain open until mid-November.

Staff wants to give out a huge "Thank you" to Trustee Lara for passing out trustee application forms to the public. Staff is advertising this open vacancy on the Library's website and Record Gazette. Staff did not receive any application at this time.

Many libraries have started (or beginning to) eliminate late fees. Staff is exploring the elimination of late fees for patrons.

Independent auditor David Becker from James Martha and Company audited the Banning Library District. Becker will come and present his audit findings on October at the regular board meeting.

Human Resources
Final HR Audit Report shows that overall the District's Human Resource programs, processes, and documentation, for the most part, are in compliance with legal requirements but do require some updates and enhancements. Over the next regular meetings, staff plans to bring draft versions of updated and enhanced policies before the board.

Our Classification Study is going well. Koff & Associates (K&A) interviewed staff to get a better understanding of what their roles are. K&A will draft and recommend appropriate titles and job descriptions to the Director and will work with the Director to make sure said titles and job descriptions comply with legal requirements. Staff will bring the drafts before the board, hopefully in October, for approval.

CENIC Broadband Project
We collected two RFPs from two vendors. One vendor could not turn it in time. The project will not start until staff gets the check from Califia (Califia will get the check from California Library State). Staff will update more on this later as the project progresses.
Painting and Carpet Quote
Last month, staff went to look for painting and carpet quotes. Painting will cost about more or less $3,000 for both Children and Teen rooms. One carpet company quoted us approximately $15,241.07. We are waiting for a couple more carpet quotes.

Landscape Work
Landscape Pro Care completed DG work by the bench area, however it appears that the work needs more time to develop into solid DG. We ask everyone not to walk on the pathway.

Website Development
Website project is now in the migration stage. This is when our content from current website is being transferred over to the new website. Navigation and sitemap links are also in the process of being developed.

Incidents
- 8/19/2020—Two unknown individuals vandalized Library property (graffiti on multiple locations)

Grants
Staff applied for Lunch at the Library Extension to get additional funds for library programs. Staff will update more later.
Schedule for Renovation

**September** – We have been organizing books in the Teen Area and Children Room. We will continue to do this. We are preparing for our silent auction sale. We are taking pictures of old furniture to sell and make room for the new furniture. Anyone can submit a silent bid on the furniture.

**October** – We will order carpet sometime in October after board approves it. Silent auction will continue.

**November** – The board will unseal the bids at the regular board meeting and announce the winners. Winners can pay and pick up their furniture. AC company will remove vents to make room for the new bookshelves.

**December** – Staff will relocate all items that was not sold or picked up to the Nonfiction Area. Painters will paint the walls sometime in December. Carpet installers will put carpet after paint job is done.

**January** – Yamada installs new furniture.
August curb side services continues, with the new printing service that has made many public people feel grateful. We are offering 25 pages for free due to hard economic times, and people seem really genuinely happy about that.

**TITLE:**
Circulation Statistics

<table>
<thead>
<tr>
<th>Material</th>
<th>Top Circulating Item</th>
<th>Monthly Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Books</td>
<td>Hidden Empire</td>
<td>42</td>
</tr>
<tr>
<td>DVDs</td>
<td>Tremors</td>
<td>93</td>
</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>Then she was gone by Lisa Jewell</td>
<td>194</td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>Patriots History of the United States</td>
<td>57</td>
</tr>
<tr>
<td>Young Adult</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>Oishibo a la carte vol. 4</td>
<td>43</td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>Stamped by Jason Reynolds and Ibram X. Kendi</td>
<td>1</td>
</tr>
<tr>
<td>Juvenile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>Yertle the turtle</td>
<td>196</td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>Dinosaurs</td>
<td>33</td>
</tr>
</tbody>
</table>
**Computer Usage** | **Total Sessions**
--- | ---
Adult | 0
Teen | 0
Children | 0

*Each session is one (1) hour long. Extensions are allowed. Staff does give extensions, but the system does not count that as additional sessions.*

<table>
<thead>
<tr>
<th>Database</th>
<th>Description</th>
<th>Total Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancestry</td>
<td>Genealogy</td>
<td>7</td>
</tr>
<tr>
<td>Coursera</td>
<td>Online learning</td>
<td>4</td>
</tr>
<tr>
<td>Enki</td>
<td>eBook*</td>
<td>13</td>
</tr>
<tr>
<td>Gale Legal Forms</td>
<td>Legal Forms &amp; Templates</td>
<td>Unknown</td>
</tr>
<tr>
<td>Mango</td>
<td>Language</td>
<td>11</td>
</tr>
<tr>
<td>OverDrive</td>
<td>Audio Book and eBook</td>
<td>414</td>
</tr>
<tr>
<td>World Book</td>
<td>Online Encyclopedia</td>
<td>7</td>
</tr>
<tr>
<td>BrainFuse</td>
<td>Online Tutoring</td>
<td>Unknown</td>
</tr>
<tr>
<td>Hoopla</td>
<td>Movie streaming and eBook</td>
<td>112</td>
</tr>
</tbody>
</table>

Gale Legal and BrainFuse email the stats to us, versus us being able to pull stats from a website or report. The email never arrived, we are attempting to find out why.
We completed the first two weeks of live Storytime.

As the summer "shut down" eases restrictions we proceeded with our general children program.

- Live storytelling on Youtube and Instagram live

<table>
<thead>
<tr>
<th>Video Events</th>
<th>Platform</th>
<th>views</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/20</td>
<td>YouTube + Instagram live</td>
<td>4</td>
<td>First live storytelling: reads 2-3 books via live</td>
</tr>
<tr>
<td>8/20/20</td>
<td>YouTube + Instagram live</td>
<td>4</td>
<td>Second live storytelling: reads 2-3 books via live</td>
</tr>
<tr>
<td>8/27/20</td>
<td>YouTube + Instagram live</td>
<td>7</td>
<td>Third live storytelling: reads 2-3 books via live</td>
</tr>
</tbody>
</table>
Historian’s Report for August

So far in the month of August, our history room has been very busy finishing archiving of certain books in our collection. At the beginning of the month we finished placement and alphabetization of our Bound books. They also have been uploaded into the librarians' content resource management system, and labeled for easy accessibility and findability among our staff and patrons. This project took one year to complete.

We will now move onto our local history collection of books to do the same as the Bound collection. I anticipate it won’t take a whole year to do, but a few months, because many have already been moved and sorted in the prior year.

Lastly, the Moreno Valley Historical Society reached out for some assistance from our history room resources. They agreed to pay 1 dollar per scan of their older photo collection that was recently found. This has taken almost the entirety of the rest of the month of August, and we will be completing that project this week 9/7. The photos will be handed over to their contact soon after, upon payment for our services.

Sincerely, Francisco Ramos

-Historian
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 9.1

TITLE:
Authorize the District Director to enter into an agreement with Koff & Associates for Compensation Study in the amount not to exceed $16,950

DISCUSSION/INFORMATION:
At the last regular board meeting the board instructed staff to bring this proposal back. The board expressed interest but wanted to wait. The board wanted to review K&A’s previously assigned work(s) before making a decision.

RECOMMENDATION:
Authorize the District Director to enter into an agreement with Koff & Associates for Compensation Study in the amount not to exceed $16,950.
Cost Proposal for Compensation Study
Banning Library District

Koff & Associates

GEORG S. KRAMMER
Chief Executive Officer
2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com
Tel:  510.658.5633
Fax:  510.652.5633
July 14, 2020

Mr. Kevin Lee
District Director
Banning Library District
21 West Nicolet Street
Banning, CA 92220

Dear Mr. Lee:

Thank you for the opportunity to respond to your request for a cost quote to perform a Compensation Study for the Banning Library District ("District").

Koff & Associates is an experienced public-sector Human Resources and Recruitment Services firm that has been conducting similar classification and compensation studies for cities, counties, and special districts, for 36 years. The firm has achieved a reputation for working successfully with management, employees, and union representatives. We believe in a high level of dialogue and input from employees and management and our proposal speaks to that level of effort. That extra effort has resulted in close to 100% implementation of all of our classification and compensation studies. We are very proud of the fact that we have only had a handful of formal appeals in our firm’s entire history.

I can be reached at our Berkeley address and phone number listed at the bottom of this page. My email is gkrammer@koffassociates.com. Please call me with any questions or if you wish additional information.

We look forward to the opportunity to provide professional assistance to the Banning Library District with this important project.

Sincerely yours,

Georg S. Krammer
Chief Executive Officer
TABLE OF CONTENTS

Cost Quote .................................................. 1

Signature Page
COST PROPOSAL.

These cost options are based on the assumption that all meetings will be held via phone or video conferencing due to COVID-19. Cost Option #1 is based on the assumption that the compensation study will include base salaries only; Cost Option #2 is based on the assumption that the compensation will include total compensation (i.e., base salaries plus benefits, such as retirement, insurance plans, leaves, and other benefits).

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Compensation Study</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Meetings with Study Project Team and Management Staff and Initial Documentation Review</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected (this includes an analysis and determination of which agencies will be surveyed, i.e., the District's labor market)</td>
<td>10</td>
<td>12</td>
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<tr>
<td>C.</td>
<td>Collect Data from Comparators (this assumes up to 10 benchmark classifications and up to 12 comparator agencies)</td>
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<td>40</td>
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<tr>
<td>D.</td>
<td>Analysis and Preliminary Review of Data</td>
<td>10</td>
<td>20</td>
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<tr>
<td>E.</td>
<td>Draft Compensation Findings/Additional Analysis/Study Project Team Meetings</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>F.</td>
<td>Analysis of Internal Relationships and Alignment</td>
<td>4</td>
<td>4</td>
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<tr>
<td>G.</td>
<td>Compensation Structure and Implementation Plan</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>H.</td>
<td>Final Report and Guidelines for Implementation</td>
<td>10</td>
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<tr>
<td>I.</td>
<td>Final Presentation</td>
<td>4</td>
<td>4</td>
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<td></td>
<td>Anticipated hours for additional unscheduled meetings and phone calls</td>
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<td>4</td>
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<td><strong>Total Professional Hours - Compensation</strong></td>
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<td></td>
<td>Combined professional and clerical composite rate: $150/Hour</td>
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<td>$16,950</td>
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<td>N/A</td>
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<td><strong>TOTAL PROJECT COST NOT TO EXCEED:</strong></td>
<td>$11,250</td>
<td>$16,950</td>
</tr>
</tbody>
</table>

*Additional consulting will be honored at composite rate ($150/hour)
Proposal Signature Page

Koff & Associates intends to adhere to all of the provisions described above.

This proposal is valid for 90 days from date of submittal.

Respectfully submitted,

By: KOFF & ASSOCIATES
State of California

Georg S. Krammer July 14, 2020
Chief Executive Officer
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.1

TITLE:
Discussion and Action: Reopening of the Library

DISCUSSION/INFORMATION:
The County of Riverside updated its COVID-19 Recovery status recently. In said status, libraries are permitted to open to the public. Some libraries are open now, and some are slowly opening up. Libraries that are open did put in some limitations in place. Such limitations include by-appointment only, total number of patrons in the library at any given hour, no sitting, and so forth.

COVID19.CA.GOV Blueprint for a Safer Economy, at the time of this writing, stated that only 25% occupancy capacity should be allowed (see attached).

Options:

Option 1: By Appointment Only Option (45 minutes). The Library will allow patrons to use computers and make copies in designated areas. However, to meet this 25% rule the library can only allow up to eight patrons in the library at any given time. Library will make five computers available by appointment only. A patron may use assigned computer up to 45 minutes. Staff will need 15 minutes to wipe and clean computers and get them ready for next appointments. Curbside service will continue for patrons picking up books and items.

Option 2: Non-Appointment Option (30 minutes). Open the library with limited visit time to 30 minutes or less. Only eight patrons are allowed to come in at any given time. Patrons will be able to use computer on first-come first serve status. Patrons may need to wait outside until called to come in. Curbside service will continue for patrons picking up books and items.

Option 3: Remain closed until further notice.

The Director plans to exercise Option 1 if the board approves and reopens the library.

RECOMMENDATION:
That the Board authorize the Director to reopen the Library.
California has a blueprint for reducing COVID-19 in the state with revised criteria for loosening and tightening restrictions on activities.

Find the status of activities in your county, effective Aug. 31

County

Riverside

Activity

Libraries

GET LATEST STATUS
Many non-essential indoor business operations are closed

Understand the data.

Check your county website for local restrictions

**Libraries**

Can open with modifications
- Max 25% capacity

[View industry guidance](https://covid19.ca.gov/safer-economy/)

---

Many non-essential indoor business operations are closed

**More than 7**

daily new cases (per 100k)

**More than 8%**

positive tests
Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.2

TITLE:
Amendments to Policy No. 5030 Nepotism

DISCUSSION/INFORMATION:
Due to the District's small staffing size, Koff and Associate recommend not allowing the hiring of any relatives of employees.

RECOMMENDATION:
Approve and adopt amendments to Policy No. 5030 Nepotism.
Banning Library District

POLICY TITLE: Nepotism
POLICY NUMBER: 5030

5030.1 Banning Library District's policy is to seek for its staff the best possible candidates through appropriate search procedures. There will be no prohibition against the hiring of close relatives in any staff category in the same or different departments so long as the following standard is met:

5030.1.1 No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, hiring, appointment, promotion, termination, other employment status, or interest of a close relative.

5030.1.1.1 For the purpose of this policy, "close relative" is defined as spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

5030.2 When an individual is considered for hire in a department in which an immediate family member is already assigned, review of this fact will be required at all levels. The objective of this review will be to assure equity to all members of the department. Each situation will be addressed based on the individual circumstances of that situation. The District will not hire any relatives of employees.

5030.3 Members of the immediate family of any Trustee of the Banning Library District or of the Library Director District Director will not be hired for employment with the Library.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.3

TITLE:
Creation of Policy No. 5135 Domestic Violence, Sexual Assault, and Stalking Victim's Leave

DISCUSSION/INFORMATION:
The Banning Library District gives out the Domestic Violence, Sexual Assault, and Stalking Victim's Leave informational pamphlet to new hires, but it does not have a policy on how the procedure works. In addition, this mandatory time-off program needs to be added to our policy in order to comply with California State employment law.

The new policy addresses both issues.

RECOMMENDATION:
Approve and adopt Policy No. 5135 Domestic Violence, Sexual Assault, and Stalking Victim's Leave
POLICY TITLE: Domestic Violence, Sexual Assault, and Stalking Victim’s Leave
POLICY NUMBER: 5135

5135.1 The Banning Library provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking to attend legal proceedings or obtain other needed relief.

5135.2 Unpaid leave under this policy is available for an employee who is the victim of domestic violence, sexual assault or stalking to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee’s own health, safety or welfare, or that of the employee’s child or children. Employees may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.

2. Seek medical attention for injuries caused by domestic violence or sexual assault.

3. Obtain psychological counseling for the domestic violence or sexual assault.

4. Take action, such as relocation, to protect against future domestic violence or sexual assault.

5135.3 To request leave under this policy, an employee should provide the District Director with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide the District Director one of the following certifications upon returning back to work:

1. A police report showing that the employee was a victim of domestic violence or sexual assault.

2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.

3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee’s absence was due to treatment for injuries from domestic violence or sexual assault.

5135.4 Employees requesting leave under this policy may choose to use accrued paid vacation, sick, or compensatory time off leave.

5135.5 In addition, the company will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees’ safety while at work. A reasonable accommodation may include the implementation of safety measures, modified schedule, changed work telephone; assistance in documenting domestic violence, sexual assault or stalking that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee’s job duties and position.
5135.5.1 To request an accommodation under this policy, an employee should contact the Administration Office. The District will engage the employee in a timely, good faith and interactive process to determine effective reasonable accommodations.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.4

TITLE:
Creation of Policy No. 5136 Voting Leave

DISCUSSION/INFORMATION:
By California law, employers have to provide employees with enough time off to vote during election day. The District does not have a policy addressing this.

This new policy solves that concern.

RECOMMENDATION:
Approve and adopt Policy No. 5136 Voting Leave
POLICY TITLE: Voting Leave
POLICY NUMBER: 5136

5136.1 The Banning Library District believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, the District will grant its employees paid time off to vote if necessary due to work schedules.

5136.2 Time Off for Voting. All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, the District Director or designee are authorized to grant a reasonable period of time, up to entire workday, to vote, but only two hours of that time will be paid.

5136.3 Employee must notify the District at least two working days prior the election if the employee knows he or she needs time off to vote on the third working day prior to the day of election.

5136.4 Time off for voting should be reported and coded appropriately on timekeeping records.
TIME OFF TO VOTE

POLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.5

TITLE:
Amendments to Policy No. 5100 Hours of Work, Overtime, and Compensation Time

DISCUSSION/INFORMATION:
5100.4.2 does not apply to public employers. This needs to be removed from the current policy. Many agencies provide "compensatory time off" in lieu of cash for overtime. The District needs to offer this to its employees.

RECOMMENDATION:
Approve and adopt amendments to Policy No. 5100 Hours of Work, Overtime, and Compensation Time
POLICY TITLE: Hours of Work, and Overtime, and Compensation-Time

POLICY NUMBER: 5100

5100.1 This policy will apply to all non-exempt employees of the Banning Library District.

5100.2 The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

5100.2.1 Split shifts will be considered on a case-by-case basis by the District Director.

5100.3 The work week will consist of seven (7) consecutive days from 12:01 a.m. Friday through midnight Thursday.

5100.4 Non-exempt employees must clock in and out to record accurate number of hours worked. Off-the-clock work is not permitted.

5100.5 The District uses the California and Federal DOL accepted practice of computing working time by rounding to the nearest 15-minute increment when calculating the number of hours worked. Employee time from 1 to 7 minutes will be rounded down, and not counted as hours worked. Employee time from 8 to 14 minutes will be rounded up and counted as a quarter hour of work time.

5100.6 Overtime is defined as:

5100.4.1 Time worked in excess of forty (40) hours in a work week.

5100.4.2 Time worked in excess of eight (8) hours per shift. Compensatory time off may be approved in lieu of overtime pay at the request of the employee. Compensatory time off accrues at the rate of 1.5 hour for each hour, or fraction thereof, worked after 40 hours of actual work with the employee’s designated work week. Compensatory time off cannot be accumulated in excess of 6 hours at any given time. Accrued compensatory time must be taken in the two months following the accrual.

5100.4.3 Time worked on a designated holiday.

5100.7 Normal work should be completed during regular work hours. Overtime must be approved in advance by the District Director. District Director may assign overtime when necessary and with much advance notice as possible. Employees who work unauthorized overtime may be subject to disciplinary action.
5100.8 Makeup time must be approved in advance by the District Director and time accrued must be taken within the pay period in which it is earned.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.6

TITLE:
Amendments to Policy No. 5050 Tuition Reimbursement

DISCUSSION/INFORMATION:
Tuition will be annually capped at $5,250 per employee. Tuition is based on budget, however. Both staff CPA and HR Consultant Koff & Associates agree that an annual cap is standard in public agencies.

RECOMMENDATION:
Approve and adopt amendments to Policy No. 5050 Tuition Reimbursement
Banning Library District

POLICY MANUAL

POLICY TITLE: Tuition Reimbursement
POLICY NUMBER: 5050

2420.1 Banning Library District encourages its employees to pursue educational opportunities which are related to their present work.

2420.2 Full-time employees with minimum of one (1) year satisfactory work performance will be eligible for tuition reimbursement.
   • Coursework must be from an accredited 2-year or 4-year college or university and must be conducted while engaged in employment at the Banning Library District.
   • Coursework must relate to the current employee’s job duties.
   • Tuition, required class materials (i.e. books, and required course materials) and school/registration fee are eligible for reimbursement. Tools, supplies, meals, lodging, transportation, and parking fees are ineligible for reimbursement.
     o The entire cost of tuition and required class materials will be reimbursed for a full-time employee.
   • Reimbursements will not be approved for expenses for which the employee receives payment from other sources (i.e. scholarships, grants, aid). Only out-of-pocket expenses will be reimbursed.
   • Employees will sign an agreement that if they leave within one year of the date of reimbursement, the amount paid will be deducted from their final paycheck.

2420.3 The District Director may approve up to $1,500 per semester or quarter to any one employee. *The maximum amount of reimbursement in any year will be capped at $5,250 to any one employee.* Approval depends on annual budgetary limitations in Tuition Reimbursement fund. Requests for reimbursement must be submitted in writing. The employee must complete and submit the Tuition Reimbursement Agreement before the class begins. The employee will be notified in writing of final approval, or the reasons for disapproval.

2420.4 The employee is responsible for submitting to District Director the following documentation:
   • Course completion with a passing grade (C or better)
   • Receipts
   • Expense Demand form

Revised January 2020
Adopted July 2019
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.7

TITLE:
Amendments to Policy No. 5110 Holidays

DISCUSSION/INFORMATION:
Per Koff & Associates’ suggestion, staff is rewording “personal holiday” to “floating holiday” to be uniform with other public agencies.

Staff also reorganized the list of holidays in a chronological order and included the month that is associated with each holiday.

Policy Number 5110.4 allows employees to request compensatory time off in lieu of overtime pay.

RECOMMENDATION:
Approve and adopt amendments to Policy No. 5110 Holidays
Banning Library District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 5110

5110.1 This policy will only apply to all regular full-time employees defined under Employee Status, 5010.1, describing Full-time employee status, except for 5110.7, which applies to part-time employees, and 5110.8, which applies to full-time and part-time employees.

5110.2 The following days will be recognized and observed as paid holidays:

- New Year's Day
- President's Day
- Independence Day
- Veteran's Day
- Day After Thanksgiving Day
- Christmas Day
- Martin Luther King Jr. Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- New Year's Day

New Year's Day — January
Martin Luther King Jr. Day — January
President's Day — February
Memorial Day — May
Independence Day — July
Labor Day — September
Veteran's Day — November
Thanksgiving Day — November
Day After Thanksgiving Day — November
Christmas Eve — December
Christmas Day — December
New Year's Eve — December

5110.3 All regular work will be suspended, and employees will receive one day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works his/her last regularly scheduled workday before and his/her first regularly scheduled workday after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the District Director and received permission to be absent from work on that specific day or days.

5110.4 If any employee works on any of the holidays listed above, he/she will be given compensatory time off may be approved in lieu of overtime pay at the request of the employee, or be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #5100, "Hours of Work, and Overtime and Compensation Time."

5110.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.
5110.6 When a holiday falls on a full-time employee's day off, the employee will request a day off during the week of the holiday. The District Director or designee will make every effort to accommodate the employee's request.

5110.7 When a holiday falls on a part-time employee's workday, the employee will be scheduled to ensure his or her work hours are not lost during the week of the holiday.

5110.8 Regular full-time employees qualify for two personal floating holidays per calendar year. Regular part-time employees qualify for 4 hours of personal floating holidays per calendar year. Employee must request which two personal floating holidays they wish to designate their personal floating holidays before January 15th of each year. Personal floating holidays do not accumulate. Any unused personal floating holidays will be forfeited at the end of each calendar year. Personal Floating holiday must be tied to a date or a specific event. Personal Floating holidays must be approved by the District Director. Employees do not receive pay for unused personal floating holidays upon termination of employment.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.8

TITLE:
Creation of Policy No. 5137 Crime Victim’s Leave

DISCUSSION/INFORMATION:
Crime Victims Leave provides time off from work to people in California who are victims of a crime. This is required by California law.

This would be a new policy.

RECOMMENDATION:
Approve and adopt Policy No. 5137 Crime Victim’s Leave
POLICY TITLE: Crime Victim's Leave
POLICY NUMBER: 5137

5137.1 The Banning Library District provides unpaid leave to each eligible employee who is a victim of certain, specified felony crimes, or who is an immediate family member of a victim, a registered domestic partner of a victim or the child of a registered domestic partner of a victim of certain, specified felony crimes to attend and participate in judicial proceedings related to the crime.

5137.2 Any employee who is a victim of the specified felonies below, or who is an immediate family member (spouse, parent, child, sibling), registered domestic partner or the child of a registered domestic partner who is a victim of these felonies, will be eligible for leave when the employee notifies the District, as soon as practicable, of the need for leave under this policy. Appropriate documentation will be provided before the leave, or if not possible, as soon as is reasonable to do so.

Covered felonies include:
- A violent felony, as defined in subdivision (c) of §667.5 of the Penal Code.
- A serious felony, as defined in subdivision (c) of §1192.7 of the Penal Code.
- A felony provision of law proscribing theft or embezzlement.

5137.3 Employees may use accrued, unused paid time off (sick, vacation, compensatory time off) for leave taken under this policy. The District cannot require employees to use accrued, unused paid time off.

5137.4 Procedures. Employees requesting leave under this policy should comply with the following requirements:

1. On receiving a notice of a scheduled proceeding or a subpoena or other court order requiring appearance in a judicial proceeding as a witness, the employee should notify the District Director.

2. In support of the employee's request for leave under this policy, the employee should submit appropriate documentation, including a copy of the notice of scheduled proceeding, subpoena or other court order along with a letter requesting time off as soon as practicable.

3. If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee is expected to call the District Director as soon as possible and report to work if requested.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.9

TITLE:
Amendments to Policy No. 5120 Vacation Leave

DISCUSSION/INFORMATION:
By law, terminated employees must receive for all unused accrued vacation. Staff revised 5120.3 and 5120.6 to reflect the law.

It is common for only full-time employees to have vacation benefits. Policy No. 5120.1 has been revised to follow that common standard. Current staff will not be affected by this change.

Staff also summarized 5120.2 in a chart format.

Both 5120.5 and 5120.7 includes additional changes. Policy No. 5120.10 was added to put library operations and interest in maintaining service to the community before employee vacation time.

RECOMMENDATION:
Approve and adopt amendments to Policy No. 5120 Vacation Leave
Banning Library District

POLICY TITLE: Vacation Leave
POLICY NUMBER: 5120

5120.1 This policy will apply to employees who are regularly scheduled to work a minimum of twenty-six (26) hours per week: 36 hours per week.

5120.2 Paid vacations will be accrued according to the following schedule:
   (a) Paid time-off accrual is based on a thirty-six (36) hour or more work-week. Employees working less than thirty-six (36) hours per week but working twenty-six (26) or more regularly-scheduled hours per week, will receive a pro-rata allocation;
   (b) District Director will receive 160 hours paid leave per year or 0.0769 hours per-pay-period;
   (c) Employees with up through 5 years of service will receive 80 hours paid leave per-year or 0.0385 hours per-pay-period;
   (d) Employees with 6-10 years of service will receive 120 hours per year or 0.0677 hours per pay-period;
   (e) Employees with over 10 years of service will receive 160 hours per year or 0.0769 hours per pay-period.

<table>
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<th>Years of Service</th>
<th>Annual Accrual Rate</th>
<th>Maximum Accrual</th>
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</thead>
<tbody>
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<td>District Director</td>
<td>160 hours per year 6.16 per pay period</td>
<td>160 plus 5 days</td>
</tr>
<tr>
<td>0 - 5</td>
<td>80 hours per year 3.08 per pay period</td>
<td>80 plus 5 days</td>
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<tr>
<td>6 - 10</td>
<td>120 hours per year 4.62 per pay period</td>
<td>120 plus 5 days</td>
</tr>
<tr>
<td>Over 10</td>
<td>160 hours per year 6.16 per pay period</td>
<td>160 plus 5 days</td>
</tr>
</tbody>
</table>

5120.3 Employees who have completed their 90-day introductory period may take their accumulated vacation time. Any employee whose employment is terminated during the introductory period will not receive payment for accrued vacation leave. Once regular status has been granted at the end of the 90-day introductory period, vacation leave will be credited retroactively to the initial date of employment.
5120.4 Vacation time is credited at each pay period.

5120.5 Vacation time may be accumulated. The total accumulated vacation time will not exceed an employee's yearly allowed accrual plus five days. Any days accumulated over this amount will be forfeited.

5120.5.1 It is the employee's responsibility to keep track of the employee's accrual balances.

5120.5.2 The Banning Library District has the right to require employees to use vacation if the employee reaches the vacation cap applicable to the employee.

5120.5.3 Mandatory vacation days shall be scheduled with input from the employee.

5120.6 At termination of employment, employees who have at least one year of accumulated service will be compensated for all unused accumulated accrued vacation time.

5120.7 Vacations may be scheduled at any time throughout the year by filling out a leave request form online which must be approved by the District Director.

5120.7.1 When employee's vacation request cannot be approved, the District Director shall schedule the employee's vacation at the next earliest date requested by the employee and deemed appropriate.

5120.7.2 Previously approved vacation requests may be cancelled or rescheduled, if inadequate staffing levels occur due to unforeseen circumstances.

5120.8 Vacation time may be used in minimum increments of one hour.

5120.9 If a holiday falls on a workday during a regular full-time employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

5120.10 Vacation time may not interfere with the Banning Library District's interest in maintaining service to the community.
STAFF REPORT

Meeting Date: September 9, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 10.10

TITLE:
Creation of Policy No. 5138 California Pregnancy Disability Act

DISCUSSION/INFORMATION:
Under California law, local government employer is required to provide pregnancy disability leave. While the District does practice providing pregnancy disability leave there were no policies about said leave.

This would be a new policy.

RECOMMENDATION:
Approve and adopt Policy No. 5138 California Pregnancy Disability Act
POLICY TITLE: California Pregnancy Disability Leave (PDL)
POLICY NUMBER: 5138

5138.1 The Banning Library District provides female employees with job-protected unpaid leave, up to four months, for disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth).

5138.2 Employees may take up to 12 weeks (four months) under this policy. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

5138.3 The company also provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Employees requesting a leave or reasonable accommodation should promptly notify the Administration Office and request a Reasonable Accommodation Request form.

5138.4 Accrued paid sick leave must be used concurrently with leave taken under this policy.

5138.5 Employees may choose to use accrued paid leave (such as vacation or compensatory time off), concurrently with some or all of the leave under this policy. To receive paid leave, eligible employees must comply with the District's normal procedures.

5138.6 If employees and their families participate in the District's group health plan, the company will maintain coverage during leave under this policy on the same terms as if employees had continued to work. Employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the company may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

5138.7 Procedures. When seeking leave or a reasonable accommodation under this policy, an employee must provide Administration Office with the following:

1. As soon as practicable and if possible prior to commencing leave, a statement from his or her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
2. Upon return from leave, medical certification of fitness for duty before returning to work. The District will require this certification to address whether employees can perform the essential functions of their positions.

5138.7.1 Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

5138.8 To the extent required by law, the District will inform employees whether they are eligible for leave under this policy. Should employees be eligible for leave, the company will provide eligible employees with a notice that specifies any additional information required, as well as their rights and responsibilities.

5138.9 Upon returning from leave, employees will typically be restored to their original positions or to equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

5138.10 If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the District's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other District-provided leave available to her that applies to the continued absence.