

EMPLOYEE HANDBOOK



PRESENTED BY
KERN COUNTY PERSONNEL DEPARTMENT
Revised May 2014

This handbook is intended to be used by probationary and permanent employees of the County of Kern as a ready reference and as a summary of the County's personnel policies, work rules and benefits. It is designed to provide a quick overview for such employees.

Please understand that this handbook cannot anticipate every situation or answer every question about employment with the County. It is not an employment contract or legal document. In order to retain flexibility, the County's personnel policies, work rules and benefits frequently change without notice to its employees. The information contained in this handbook may not be current. Prior to acting based on any information contained in this handbook, you should consult your immediate supervisor.

**INFORMATION IN THIS HANDBOOK DOES NOT IMPLY
ANY CONTRACTUAL OBLIGATIONS.**

TABLE OF CONTENTS

WELCOME.....	7
AN OVERVIEW.....	8
KERN COUNTY GOVERNMENT.....	8
THE VALUES THAT SUPPORT THE VISION.....	9
KERN COUNTY ORGANIZATIONAL CHART.....	10
WORKING CONDITIONS.....	11
CIVIL SERVICE.....	11
EQUAL EMPLOYMENT OPPORTUNITY	11
AMERICANS WITH DISABILITIES ACT.....	12
VETERANS PREFERENCE.....	12
SELECTION PROCEDURES.....	13
EMPLOYMENT CATEGORIES.....	13
PHYSICAL EXAMINATION.....	14
PROBATIONARY PERIOD.....	14
PROMOTIONAL OPPORTUNITIES.....	15
PERSONNEL FILES.....	15
WORKING HOURS.....	16
SHIFT DIFFERENTIAL.....	16
BREAK PERIODS.....	16
PAY PLAN.....	17
PAY PERIOD.....	17
OVERTIME WORK.....	17
COMPENSATORY TIME OFF (CTO).....	18

EMPLOYEE ORGANIZATIONS.....	19
BENEFITS.....	21
EMPLOYEE BENEFITS.....	21
HOLIDAYS.....	22
VACATIONS.....	22
LEAVE PROVISIONS.....	23
Sick Leave.....	23
Family Sick Leave.....	23
Disability Leave.....	23
Military Leave.....	24
Family Care Leave.....	24
Family School and Licensed Child Day Care.....	25
Jury Duty.....	25
Bereavement Leave.....	25
Personal Leave.....	26
Education/Personal Enrichment Leave.....	26
CATASTROPHIC LEAVE.....	26
SHORT - TERM DISABILITY.....	26
EMPLOYEE BENEFITS.....	27
MEDICAL, DENTAL, AND VISION PLANS.....	27
ELIGIBLE DEPENDENTS.....	27
MEDICAL PLANS.....	28
Dental Plans.....	29
Vision Plan.....	30
RETIREE HEALTH PREMIUM SUPPLEMENT PROGRAM.....	31
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	31

WORKERS' COMPENSATION.....	32
Return to Work Program.....	32
STATE DISABILITY INSURANCE.....	33
Paid Family Leave.....	33
SOCIAL SECURITY CONTRIBUTION.....	33
RETIREMENT.....	34
DEFERRED COMPENSATION.....	36
THE KERN\$FLEX PLANS (Flexible Benefit Program).....	37
SPECIAL PAY ALLOWANCES.....	39
Uniform Allowance.....	39
Professional Fee Requirement.....	39
Longevity Pay.....	39
Suggestion Award Program.....	39
Service Awards.....	39
DIRECT DEPOSIT.....	40
KERN FEDERAL CREDIT UNION.....	40
US SAVINGS BONDS.....	41
UNITED WAY.....	41
BUS PASSES.....	41
POLICIES & PROCEDURES.....	42
CONDUCT.....	42
CODE OF CONDUCT.....	42
DRESS CODE.....	42
PERFORMANCE EVALUATION.....	43
NEPOTISM POLICY.....	43
DISCIPLINARY PROCEDURES.....	44

GRIEVANCE PROCEDURES.....	44
SECURITY.....	45
LIABILITY.....	46
EMERGENCY.....	46
SEPARATION FROM COUNTY EMPLOYMENT.....	47
BUSINESS TRAVEL.....	48
CONFLICT OF INTEREST.....	48
ACCEPTABLE INTERNET USE.....	49
DISCRIMINATION AND HARASSMENT.....	49
SEXUAL HARRASSMENT.....	50
Workplace Violence Policy.....	50
SAFETY	51
SAFETY RULES.....	51
How to File a Claim Against the County.....	73

WELCOME

Dear New Members of Kern County Government:

Welcome to our County! We are pleased that your professional goals have led you to become a part of the dynamic organization that is the County of Kern.

The County's recruitment and selection process is challenging. You can be proud that the knowledge, skills and ability that you demonstrated in a highly competitive process led to your selection over many other qualified candidates. You will be joining a workforce of more than 9,000 permanent employees who share your skills and the commitment you demonstrated to providing quality customer services.

One of our organization's most important objectives is to recognize that the services we provide are critically important to our citizens. As County representatives, we are challenged by that responsibility to respond with professionalism and excellence in our work.

The County is large and diverse. We encourage you to become familiar with the many departments and dedicated people who comprise it and to join in the special feeling of pride we share in our County!

Once again, welcome!

Sincerely,

Ginny Krebs

Director of Personnel

AN OVERVIEW

KERN COUNTY GOVERNMENT

Kern County was organized in 1866. Kern County is a “general law” county; that is, the county governmental structure is determined by the State Constitution and State General Law. The County’s local government authority resides with the Board of Supervisors, whose five members are elected from the five separate districts of the County on a non-partisan basis to serve four-year staggered terms. It is the Board’s responsibility to enact ordinances, resolutions and orders necessary for governing the affairs of the County.

The County has the following elected officials: Sheriff-Coroner-Public Administrator, Assessor-Recorder, District Attorney, Auditor-Controller-County Clerk and Treasurer – Tax Collector. Elected officials report directly to the Board of Supervisors, while non-elected department heads are under the direction of the County Administrative Officer, who is appointed by the Board of Supervisors. There are a few department heads that are appointed by other boards or commissions. The County Administrative Officer provides staff support to the Board of Supervisors and advises the Board on budgetary matters and on federal and state legislative proposals. The County Administrative Office coordinates and executes County policies and enforces the rules, regulations, policies and ordinances enacted by the Board.

County departments strive to deliver high-quality, cost effective services to their fellow departments and the public. The majority of the County’s budget is devoted to State mandated services, such as law enforcement, health care, sanitation, animal control, and fire and environmental protection. The County also provides many services that are not State mandated but are essential to the residents of Kern County, such as libraries, parks, and economic and workforce development.

The Kern County government team is determined to meet the demands of the County’s rapidly growing population, which has increased by almost 25,000 since 2010. The County and its 11 cities accommodated more growth over the last decade than all but two other California counties. As a result, over 864,000 people have made Kern County their home.

THE VALUES THAT SUPPORT THE VISION

Kern County Vision Statement:

To create and maintain a customer-centered County government designed to garner the confidence, support and trust of the people we serve.

The County's vision statement expresses our commitment to the people we serve and our desire to be an effective model of local government.

As we strive to support our mission, we must fulfill six key commitments:

A commitment to maintain and communicate a strategic vision focused on excellence and innovation.

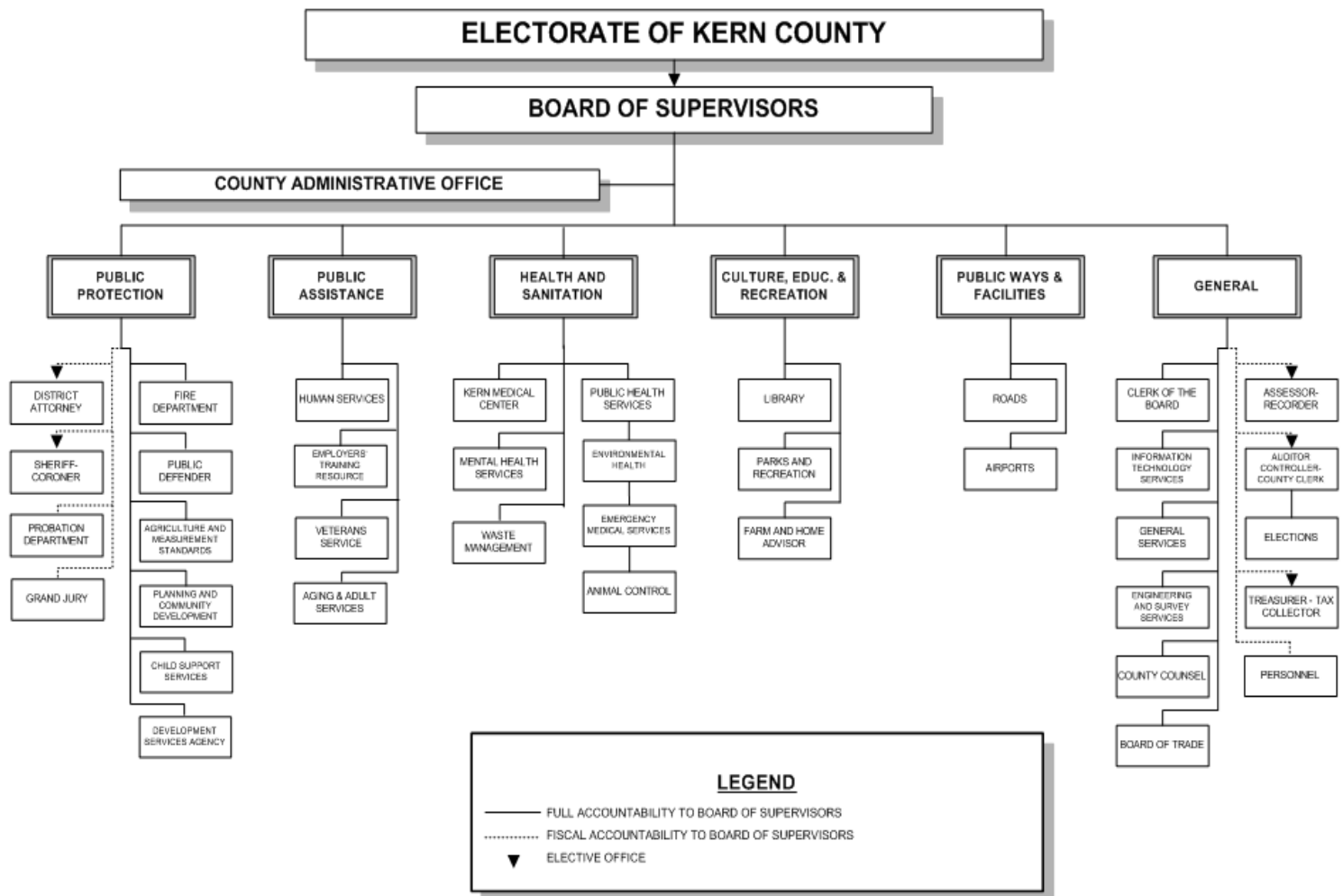
1. A commitment to be effective as defined by the customer.
2. A commitment to respect all employees as vital, effective team members.
3. A commitment to collectively and continuously improve work.
4. A commitment to measure performance and to manage by fact.
5. A commitment to recognize individual and team performance based upon how well we meet organizational goals.

Kern County government is a diverse organization. Every team, division and department within our organization continues to find its own way to put this vision into practice, but our core values are universal. Through our continuous effort to serve these values with all of the talent, work ethic and leadership that we possess, we succeed.

Kern County Mission Statement

“To enhance the quality of life in Kern County by protecting and serving our citizens.”

The mission statement communicates what Kern County government is committed to doing for the community. It defines why our government exists.



PREPARED BY: COUNTY ADMINISTRATIVE OFFICE, AUGUST 2013

WORKING CONDITIONS

CIVIL SERVICE

To ensure that the concepts of merit and equal opportunity would be practiced in the selection and administration of its personnel, Kern County adopted a Civil Service System in 1956. To administer its Civil Service System, the County's Board of Supervisors appoints five citizens, each respected and active in the community, to a Civil Service Commission. This Commission has authority over all classified positions in Civil Service and is responsible for adopting rules, making changes in the Classification System and conducting special hearings regarding disciplinary appeals from permanent employees.

The Civil Service Commission meets the second Monday of each month at 5:30 p.m. at the Kern County Personnel Department, 1115 Truxtun Avenue, First Floor. These meetings are open to the public. Copies of meeting agendas and minutes can be found at www.co.kern.ca.us/personnel/civilservice.aspx.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Kern is an equal opportunity employer and is committed to an active Equal Employment Opportunity program. The County of Kern's policy of equal employment opportunity requires equal consideration and treatment in all aspects of employment, including recruitment, testing, hiring, promotion, discipline, terminations and all other terms and conditions of employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, sexual orientation, medical condition or disability.

All employment decisions and personnel actions, including those relating to transfers, compensation, benefits, layoffs and training, shall be administered on the basis of individual skills, knowledge and abilities in accordance with the principle of equal employment opportunity and consistent with Kern County Civil Service Commission Rules and Regulations. The feasibility of any necessary job accommodation will also be administered in accordance with the same principle.

Retaliation against anyone who files or lodges a complaint of discrimination is expressly prohibited.

This Statement of Policy shall be posted in all County departments and offices so that employees and the public will have knowledge of the County of Kern's commitment to equal employment opportunity.

The Personnel Department is responsible for carrying out the Board of Supervisors' Equal Employment Opportunity policy in conjunction with all County Department Heads. If you feel you have been subjected to discriminatory treatment on any of the basis previously stated, you should immediately report the incident to the Equal Employment Opportunity Officer at (661) 868-3927.

AMERICANS WITH DISABILITIES ACT

The Kern County Board of Supervisors on June 3, 1992, implemented the Americans with Disabilities Act (ADA) in Kern County. The Board of Supervisors' adoption of an Americans with Disabilities Act Policy ensures that the County provides equal employment opportunities and readily accessible services, programs and activities for the people with disabilities of Kern County.

The County Administrative Office is charged with the implementation of the Board of Supervisors' Americans with Disabilities Act Policy. County Department Heads are responsible to assist in carrying out the policy and purpose of the Board's resolution. You may contact the County Administrative Office's ADA Coordinator at 868-3198 for issues of accessibility, services, programs and activities. The Equal Employment Opportunity Officer is responsible for employment issues related to ADA. The contact number for the Equal Opportunity Officer in the Kern County Personnel Department is (661) 868-3927.

VETERANS PREFERENCE

In an open competitive examination, veterans may be eligible for preference points subject to the following criteria.

In accordance with the Civil Service Ordinance, Veteran's Preference may be claimed by submitting suitable evidence of honorable discharge at time of filing application. To be eligible, a veteran must have served at least 90 consecutive days during one of the following periods: August 5, 1964 to May 7, 1975; or August 2, 1990, to present. National Guard or Reserve active duty for training of six months or less will not qualify for veteran's preference points.

Disabled veterans who meet these requirements and are presently receiving compensation for service connected disability of 10% or more may be entitled to additional preference credits. A letter from the Veterans Administration verifying current disability and dated within one year prior to the final filing date must be received by the application filing deadline. Contact the County Personnel Department at (661) 868-3480 if you have any questions regarding veterans' preference.

Note: Veterans Preference does not apply to promotional recruitments.

SELECTION PROCEDURES

The Civil Service System governs the selection procedure for all classified County positions. As such, employees are chosen through a highly competitive selection process. An examination may consist of application review, a written exam, a performance exam, an oral exam, medical exams or any combination of these. Some positions have special requirements such as background investigations and psychological testing. Based on the examination results, the candidates are ranked and the top seven candidates, including any tie scores, are certified to the department in which the vacancy exists for open recruitments. For promotional exams, the top three candidates are certified to the department. The department then makes a decision on the final selection. Candidates who are not selected remain on the eligible list for the life of the list, typically one year, and may be considered for future vacancies for that classification.

EMPLOYMENT CATEGORIES

For the purpose of such administrative matters as salary payment, benefit eligibility and leave accrual, employees are categorized as follows:

Regular Full-Time

Individuals hired on a full-time basis, subject to satisfactory performance evaluations.

Regular Part –Time

Individuals hired to work less than 40 hours per work, subject to satisfactory performance evaluations.

Provisional

Individuals appointed to a regular budgeted position which may be authorized under special circumstances pending the establishment of an adequate eligible list.

Temporary

Individuals appointed to a full- or part-time position for a period of limited duration as authorized by the appointing department.

Extra Help

Individuals appointed to a non-regular position established to meet a peak workload or unusual departmental need. The duration of the position is limited to a maximum of nine months from the date of hire in any one County department. Upon separation, employees must wait for two months before they may be reappointed to any County department as extra help again.

Retired

Individuals who have retired from County Service which have been authorized by the Board of Supervisors to work for 120 days or 960 hours in a calendar 12-month period beginning July 1st.

Elected/Appointed

Elected officers and Department Heads appointed by the Board of Supervisors, the Civil Service Commission or the Board of Retirement.

PHYSICAL EXAMINATION

As a County employee, you may be required at any time to take a physical, medical and/or psychological examination, at County expense, if a question arises as to whether you meet the fitness standards for the position for which you were hired.

PROBATIONARY PERIOD

The County has established a probationary time period during which you and the County can determine whether or not you are suitable for the position for which you were hired. For the majority of classifications, this probationary period is six months from the date of hire; a 12-month probationary period is required for some classifications.

A performance evaluation is administered after the first three months and then again before the end of your six-month period. Other classifications, including but not limited to, Firefighter, Deputy Sheriff, Sheriff's Dispatcher series, Coroner's Investigator, Park Ranger, Juvenile Corrections Officer and Deputy Probation Officer, are evaluated at three months, six months, nine months and then again before the end of your 12-month period. During the probationary period, your work and conduct are evaluated to ensure that they meet the standards established for your position.

As an initial probationary employee, you accrue vacation time which, with proper approval, may be used at the completion of your probationary period, which is 13 biweekly pay periods. If necessary, sick leave may be used during probation as it is accrued. You are encouraged to view the probationary period as an opportunity to demonstrate your knowledge, skills and abilities. The employment relationship can be terminated by the employee or the County at any time during the probationary period with or without cause.

PROMOTIONAL OPPORTUNITIES

As a County employee, you may compete in any open competitive examination for a position for which you are qualified. The County's standard procedures for the examination, selection and certification of candidates apply (See Selection Procedures).

It is the County's desire to develop outstanding employees and to encourage all employees to promote from within the County whenever possible. To illustrate this, there are a large number of "Promotional" exams open only to County employees or employees of a department where a promotional opportunity exists. Further, an existing County employee is not required to take accrued time off (vacation, compensatory time off, etc.) to participate in testing for the County of Kern.

PERSONNEL FILES

The Personnel Department and the County Department to which you are assigned both maintain a confidential personnel file for each County employee. The "official" personnel file is the one maintained by the Personnel Department. You may obtain access to your official file by contacting the Personnel Department. You must authorize in writing the review of your official personnel file by other individuals.

You should advise your department payroll clerk of changes of name, address, and/or phone number, any changes in marital status, changes of beneficiaries and additions to family so that your records may be kept current.

WORKING HOURS

A normal workday consists of eight hours and a full workweek is forty hours, unless otherwise provided by law, code or other agreement. For most departments the regular County business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, unless scheduled otherwise.

SHIFT DIFFERENTIAL

A “shift” for the purpose of shift differential pay is defined as follows for most County employees:

- P.M. SHIFT- Any work period encompassing at least five (5) hours of work between the hours of 3:00 p.m. and 12:00 midnight. P.M. shift is compensated at 7.5% of the employee’s base rate of pay.
- A.M. SHIFT- Any work period encompassing at least five (5) hours of work between the hours of 12:00 midnight and 9:00 a.m. A.M. shift is compensated at 10% of the employee’s base rate of pay.

Refer to the current Memorandum of Understanding (MOU) for your Union’s applicable provisions regarding shift differential.

BREAK PERIODS

Employees shall be allowed a 15 minute rest or coffee break for every four hour period worked. An employee’s failure to take a rest period is not a basis for ending the workday early or for earning overtime pay.

Departments must provide a reasonable amount of break time to accommodate an employee desiring to express breast milk, unless doing so would seriously disrupt

operations. The break time for lactation should coincide with the employee's paid break time. If not, the break time is unpaid. Departments must also make a responsible effort to provide lactating employees with the use of an appropriate facility for milk expression. The statute specifically notes that a toilet stall is not an appropriate facility.

PAY PLAN

As a County employee, you are hired in a specific job classification determined by the duties and responsibilities of the position. Each classification is assigned a salary range by the County Board of Supervisors, following a meet and confer process with recognized employee organizations and recommendations from the County Administrative Office. Within that salary range there are generally five steps of compensation, Steps A through E, with Step A representing the minimum rate of compensation for the job classification and Step E representing the maximum.

There is a difference of approximately 5% between each salary step. Each step represents an increasing level of responsibility and competence. You will normally begin at Step A, as a new employee. Employees are eligible for a step increment increase annually until they reach the "E." An employee performing at an overall level of standard or above shall be eligible for a step increment.

PAY PERIOD

Pay periods end every Friday and pay will be distributed the second Tuesday after the end of the pay period. If a holiday falls on a scheduled payday, pay may be distributed on the business day before the holiday. Direct deposit is required for most County Employees. For additional information see section on Direct Deposit.

OVERTIME WORK

It is the duty of each Department Head to arrange the work of their department in such a manner that, so far as possible, regular employees shall work no more than their normal workday. If, in the judgment of the Department Head, work in excess of the normal

workday or workweek is necessary to meet the workload of the department, the Department Head or his/her subordinate may direct an employee to perform overtime services.

Authorized overtime means work performed by a regular employee when ordered by the department head or his/her subordinate as follows:

- In excess of eight (8) hours in a workday or forty (40) hours in a workweek for employees on a normal work schedule;
- In excess of the work schedule established by the department head pursuant to subsection (G) of Section 3.24.020 for employees on other than the normal work schedule.
- In excess of forty (40) hours in a workweek for these employees scheduled pursuant to subsection (H) of Section 3.24.020
- In excess of ten (10) hours in a workday or forty (40) hours in a workweek for those personnel who are assigned to work a ten (10) hour workday on a four (4) day per week normal work schedule;
- In excess of twelve (12) hours in a workday or forty (40) hours in a workweek for those personnel who are assigned to work a twelve (12) hour workday on a three (3) or four (4) day per week normal work schedule;
- In excess of nine (9) hours in a workday or forty (40) hours in a workweek for those personnel who are assigned to work a 9/80 work schedule.

COMPENSATORY TIME OFF (CTO)

Compensatory time off is time off without loss of pay during a regular workweek which is granted to an employee as compensation for authorized overtime work performed by the employee. Such time off must be approved by the Department Head or his/her designee in advance. Compensatory time off may be accumulated up to, but not exceed, the credit of 120 hours at any time upon approval of the Department Head or their designee. Some departments limit the amount of compensatory time accrued at levels less than 120 hours. Please check with your department as to the level of acceptable accrued compensatory time.

See Kern County Ordinance Code Section 3.24 for additional information at <https://library.municode.com/index.aspx?clientId=16251>.

EMPLOYEE ORGANIZATIONS

Under California Law, local government employees have collective bargaining rights with respect to wages, hours and other terms and conditions of employment. The law that gives local public employees this right is the Meyers-Milias-Brown Act. (Gov.Code 3500, et.seq.)

The Meyers-Milias-Brown Act is unique among the state's bargaining laws because it permits each local employer to draw up its own rules and regulations governing employment relations. At the same time, the law establishes mandatory rights and duties which local agencies must abide by and with which local rules must conform. The Kern County Board of Supervisors has complied with the law establishing the "County Employer-Employee Relations Resolution." Among other things, this resolution gives employees the right to form, join and participate in the activities of employee organizations of their own choosing and to be represented by such organizations.

Union Dues/Representation Fee

New employees represented by one of the recognized bargaining units shall either (1) become a member of the Union or (2) pay to the Union a representational fee, which is a percentage of the amount that a Union member would pay as dues.

SEIU Local (Service Employees International union) Local # 521 represents general employees in the following units: Supervisory, Professional, Technical Services, Clerical, Administrative and Trades/Crafts/Labor.

SEIU Extra Help represents extra-help employees in most classifications except for unrepresented and management extra help.

KCFFU (Kern County Firefighters' Union) Local 1301 AFL-CIO represents all Firefighters through the rank of Battalion Chief.

KLEA (Kern Law Enforcement Association) represents all duties through the rank of Sergeant and District Attorney Investigators.

KCPA (Kern County Prosecutors' Association) represents all non-management attorneys employed in the Kern County District Attorney's Office.

KCDOA (Kern County Detention Officers' Association) represents all Detention Officer and Detention Deputies through the rank of Sergeant.

KCPOA represents all Probation Officers and Group Counselors.

SEIU-Criminal Justice Unit (SEIU-CJU) represents Criminal Justice Employees.

KCSCA (Kern County Sheriff's Command Association) represents Sheriff's Commanders and Lieutenants.

KCSCA II (Kern County Sheriff's Command Association II) represents Sheriff's Detention Lieutenants.

KCPMA (Kern County Probation Managers' Association) represents all Probation Managers.

CIR/SEIU (Committee of Interns and Residents) represents all resident physicians.

UAPA (Union of America Physicians and Dentists) represents managing physicians.

For contact and additional information, please go to www.kerncountyemployees.com/ and click on "Employment Agreements (MOUs) and other Union Information.

BENEFITS

This section of the manual is designed to acquaint you with some of the significant features of the County's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan and other legal documents that govern benefits. Accordingly, if there is any conflict between the brief summaries contained in this manual and the terms, conditions or limitations of the official plan or other legal documents, the provisions of those documents govern. Employees who wish to inspect those documents should contact their immediate supervisor or Health Benefits.

EMPLOYEE BENEFITS

As a regular or provisional employee of Kern County, working twenty (20) hours or more per week, you are presently eligible for the following benefits as described below*:

- Vacation Leave
- Sick Leave
- Full Pay for County Holidays
- Medical Plan
- Dental Plan
- Vision Plan
- Retirement & Retiree Health Coverage
- Deferred Compensation
- Employee Assistance Program
- Voluntary Flexible Benefits (Such as Dependent Care and Unreimbursed Medical)
- Direct Deposit
- Payroll Deduction
- Group Life & Disability Insurance
- Credit Union (Voluntary)
- U.S. Saving Bonds

Details on employee benefits, including eligibility and accrual rates, may be found in the supplemental Summary of Benefits www.kerncountyemployees.com/benefits-menu.asp.

*Extra-help employees are not eligible to receive County benefits.

HOLIDAYS

Subject to the appropriate Memorandum of Understanding, general and law enforcement employees and forty (40) hour Fire Department personnel are entitled to the following County observed holidays each year:

- New Year's Eve
- New Years Day
- Martin Luther King's Birthday (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day
- Labor Day (First Monday in September)
- Thanksgiving Day and Friday Following
- Christmas Eve
- Christmas Day

Fifty-six hour Fire Department members are entitled to 6.0 ODD (On Duty Day) holidays per year, which may be taken according to the rules and regulation of that department. An ODD is equal to twenty-four (24) hours.

VACATIONS

Vacation time is accrued on an hourly basis beginning with your first day of employment, according to the appropriate Memorandum of Understanding affecting your classification and upon the length of your continuous service.

You may take whatever vacation leave balance you have to your credit at any time, provided your Department Head approves the vacation in advance, and the amount taken at one time does not exceed twice your annual accrual. New employees may not take vacation until completing their 13th bi-weekly pay period.

Vacation credits not used may be accumulated up to a maximum of three times the annual earning rate.

LEAVE PROVISIONS

The County recognizes that there are times when you need to be absent from work for other than vacation and provides for the types of leaves described below (See Civil Service Rules, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf).

Sick Leave

Use of accrued sick leave is permitted for illness which prohibit you from performing your normal job functions. Sick leave is accrued on an hourly basis beginning with your first day of employment, based upon the accrual rate per the appropriate Memorandum of Understanding affecting your classification.

If you use sick leave with pay for more than five consecutive working days, or in excess of five days in one month, you are required to provide a verifying physician's statement. You may be required to provide such a statement for absences of three consecutive days or three days in one month.

Family Sick Leave

As a regular County employee, inclusive of domestic partners, you are entitled to use accrued sick leave to take time off for the illness of an immediate family member up to a maximum of ten days per year. "Members of Immediate Family" is defined in the Kern County Administrative Procedures Manual, Chapter I.

Disability Leave

For non-job related illness or disability and pregnancy disability, leave without pay may be granted up to a maximum of six months, subject to prior use of all sick and other provisions. (See Civil Service Rules, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Sections 1201.30.30; and, 1201.60). If you are a County employee who has a job-related injury or illness which qualifies you for temporary disability compensation, you may request a leave of absence until the disability compensation ends or until you have been released to return to work according to County Procedures. (See Civil Service Rules, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Section 1201.60).

Military Leave

The County provides military leave for regular or part-time County employees in accordance with government code provisions. Some military leaves entitle County employees up to thirty (30) days paid leave per year. (See Civil Service Rules, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Sections 1201.10; 1201.40; and 1202.30).

Family Care Leave

Under federal and state law, employees of the County who (a) have been employed at least twelve (12) months (the twelve (12) months do not need to be consecutive); and (b) worked at least 1,250 hours of service during the twelve (12) month period immediately before the commencement of the leave are entitled to an unpaid leave of absence for up to twelve (12) weeks during any twelve (12) month period, measured backward from the date the leave is used. These leaves are mandated by the Family and Medical Leave Act and the California Family Rights Act and are referred to as FMLA/CFRA leaves. The leave may be authorized for the birth and care of a newborn, placement of a child with an employee for adoption or foster care, care of a spouse, child, or parent who has a serious health condition or serious health condition of the employee. Employees electing to take family care leave must exhaust all accrued sick leave to the maximum extent permitted at the commencement of the leave and shall be entitled to use any other accrued leave balances concurrently with the leave. (See Civil Service Rules - www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Sections 1201.10; and 1201.30.)

Even if County employees are not eligible for FMLA/CFRA leaves, if they are disabled by pregnancy, childbirth or related medical conditions, they are entitled to take a pregnancy disability leave of up to six months, depending on the period of actual disability. If an employee is eligible for FMLA/CFRA leaves, the employee has certain rights to both a pregnancy disability leave and a FMLA/CFRA leave for the birth of a child. Both leaves contain a guarantee of reinstatement to the same comparable position at the end of the leave, subject to any defense allowed under law.

If possible, employees must provide at least thirty (30) days advance notice to the appointing authority of foreseeable events necessitating a FMLA/CFRA leave (such as the expected birth of a child or a planned medical treatment for the employee or of a family member.) For events which are unforeseeable, the employee must notify the County or the appointing authority, at least verbally, as soon as the employee learns of the need for the leave.

Failure to comply with the notice provisions described above is grounds for, and may result in, deferral of the requested leave until the employee complies with the notice provisions.

The County may require certification from a healthcare provider before allowing leaves for pregnancy or the serious health condition of an employee or family member. When medically necessary, leave may be taken on an intermittent basis or reduced work schedule. The leaves described in this section shall run concurrently with all other leaves which apply to the employee's absence.

Family School and Licensed Child Day Care

Any regular full- or part-time County employee who is a parent, guardian or grandparent with custody of a child in grades Kindergarten through Twelve or attending a licensed child daycare facility, shall be entitled to, upon proper request to the appointing authority, leave from work up to a maximum of forty (40) hours per year, but not more than eight (8) hours in any calendar month, to participate in their children's school or licensed child care facility activities. Vacation leave, compensatory time-off or any other paid leave allowances other than sick leave shall be taken. If the employee has no paid leave time accrued, leave without pay must be taken. (See Civil Service Rules, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Section 1201.70)

Jury Duty

All permanent full-time, part-time and extra-help employees shall be entitled to time off without loss of pay if summoned to jury duty. Employees receiving their regular compensation while on jury duty are ineligible to receive juror fees. Employees are to advise jury services' staff of their status as a County employee and that they are receiving their regular compensation. Employees may keep the mileage reimbursement. Some departments require employees on Jury Duty to submit a time card from the court for Jury Duty served. Please check with your immediate Supervisor for direction.

Non-promotional, probationary employees called to serve on jury duty shall be granted a maximum of thirty (30) days time off without loss of pay. The actual time away for jury service will be added to the probation period on a day-for-day basis.

Bereavement Leave

You may be granted to use of up to 10 days of sick leave for the death or funeral of a member of your immediate family as defined in the Kern County Administrative Procedures Manual.

Personal Leave

A probationary employee may request a personal leave of absence without pay of not more than 30 days. Personal leaves are subject to approval by the appointing authority.

Education/Personal Enrichment Leave

Permanent full and Permanent part-time employees interested in pursuing educational or personal enrichment opportunities, may be granted a leave of absence without pay for up to one (1) year. (See Civil Service Rules, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Sections 1202.10; and 1202.40)

CATASTROPHIC LEAVE

Catastrophic leave benefits have been established for County employees who have exhausted all accumulated vacation, sick leave and compensatory time off (CTO). An employee is eligible for catastrophic leave when the employee faces financial hardship due to an injury or prolonged illness of the employee or employee's spouse, parent or child (based on medical evidence) and the employee is absent from work caring for himself or herself or family members. Employees may not exceed more than six (6) months of catastrophic leave time in any twelve (12) month period.

Refer to your appropriate Memorandum of Understanding (MOU) for specific provisions of Catastrophic Leave benefits.

SHORT-TERM DISABILITY

Short-term disability and accident insurance policies may be purchased through payroll deduction. See Kern\$Flex Plans Section for further details.

EMPLOYEE BENEFITS

This information is provided to inform you of the many benefits that are provided to employees of the County based upon the latest negotiations between Kern County and the following recognized bargaining units ("unions"): Service Employees International

Union (SEIU & SEIU-CJU), Kern Law Enforcement Association (KLEA), Kern County Firefighters' Union (KCFFU), Kern County Prosecutor's Association (KCPA), Kern County Sheriff Command Association (KCSCA I & II), Kern County Prosecutors' Association (KCPOA), and the Kern County Detention Officers' Association (KCDOA). A summary of the mandatory benefit programs is noted below.

MEDICAL, DENTAL, AND VISION PLANS

The County presently offers a medical/dental/vision package which allows for a choice between four medical plans, a choice between two dental plans and a vision plan to all eligible employees and their eligible dependents. Each employee must complete an on-line orientation within two weeks of his/her hire date.

Eligible Dependents

Dependents include the legal spouse, registered domestic partner or child of an employee/retiree who is not in the military and lives in the United States. The child must be under 26 years of age or an over-age disabled dependent.

The day your benefits become effective will be on the first day of the bi-weekly pay period following one calendar month of employment. For coverage to begin, your completed enrollment form with all required attachments (e.g., marriage certificate, domestic partner registration, birth certificates or other documents) must be submitted to the Health Benefits Office prior to your effective date. You must enroll any new dependent within thirty (30) calendar days to his/her eligibility. If you miss the 30-day window, you may only enroll them during a future open enrollment.

"Open Enrollment" is that period of time designated by Kern County during which dependents may be added to or deleted from an employee's health benefits and changes may be made in the plans selected. Open Enrollment is held once a year, usually in the fall months, with changes effective the first of the following year.

In general, employees hired after 4/15/97 are required to enroll in County health benefits unless they have other group health insurance and timely sign a declination form certifying that other coverage. All employees who enroll in health benefits must enroll in all three components (medical, dental and vision). Individual component participation is not allowed. The cost of health coverage depends on plan chosen and number of dependents.

Active employee benefits will end on the last day of the bi-weekly payroll during which employment ends. Benefits will also end on the due date of any unpaid employee contribution.

MEDICAL PLANS

Point of Service (POS) Plan

Under the POS Plan, you name a Primary Care Physician (“PCP”) to provide or coordinate your care. This PCP will be a doctor of internal medicine, family practice, general practice or pediatrics. Each member can choose their own PCP. The POS Plan uses all independently-owned County of Kern Health Care Network that includes all willing local providers and has the largest number of options for care of any County plan. *In-Network Benefits:* Generally, in-network benefits are paid by the plan for covered services provided either: 1) by your PCP, or 2) by a specialist if you have been referred to the specialist by your PCP. Pre-authorization is required for certain services. *Out of Network Benefits:* Generally, covered services that are not provided or coordinated by your PCP are covered by the plan at the out-of-network level, which is 70% of “reasonable and customary” charges after a \$200 individual deductible has been met. *Out of Area Plan:* If you live outside of Kern County or in another qualifying zip code, you may choose the Out of Area plan. For the Out of Area Plan, you do not select a PCP but are responsible to utilize contracted providers to receive the in-network equivalent benefits.

Prescription Drugs: The co-payment for prescriptions is \$5, \$15, or \$30+ for a thirty (30) day supply from pharmacies that are members of the Catamaran network; \$10, \$30 or \$60+ for a ninety (90) day supply by direct mail order from Catamaran; or free for generic and preferred brand name at Kern Medical Center pharmacies.

Exclusive Provider Organization (EOP) Plan

Under the EPO plan, you name a Primary Care Physician (“PCP”) to provide or coordinate your care. This PCP will be a doctor of internal medicine, family practice, general practice or pediatrics. Each member can choose their PCP. The EPO Plan uses the GEMCare and Delano Medical Group (DMG) physician networks and Dignity Health hospitals and facilities. *In-Network Benefits:* Generally, in-network benefits are paid by the plan for covered services provided either: 1) by your PCP, or 2) by a specialist with plan authorization. Pre-authorization is required for certain services. *Out of Network Benefits:* There is no Out of Network benefits on this plan unless authorized by the plan administrator. *Out of Area Plan:* There is no Out of Area benefit on this plan.

Prescription Drugs: The co-payment for prescriptions is \$5, \$10, or \$25 for a thirty (30) day supply from pharmacies that are members of the NPS network, and \$10, \$20 or \$50 for a ninety (90) day supply by direct mail from Integrated HMO Pharmacy.

Kern Legacy Health Plan EPO

Kern Legacy Health Plan (KLHP) is administered by County employees and uses Kern Medical Center (KMC) as the only network hospital in the Bakersfield area. Similar to the other County EPO plan, you name a Primary Care Physician (PCP) to provide or coordinate your care. This PCP will be a doctor of internal medicine, family practice, general practice or pediatrics and must be contracted with KLHP. Each member can choose his/her own PCP. *In-Network Benefits:* Generally, in-network benefits are paid by the plan for covered services provided either: 1) by your PCP, or 2) by a specialist with plan authorization. Pre-authorization is required for certain services. *Out of Network Benefits:* There are NO out of network benefits on this plan unless authorized by the plan administrator. *Out of Area Plan:* There is NO out of area benefit on this plan. *Prescription Drugs:* The co-payment for prescriptions is \$0 for up to a ninety (90) day supply at KMC pharmacies, including KMC Campus, Sagebrush, the downtown pick-up/drop off station on the first floor of the County Administrative Building and through mail-order. Non-network retail pharmacies have a \$30 prescription co-payment for a thirty (30) day supply.

Kaiser Permanente

Under this plan, you receive all your care from Kaiser Permanente providers and facilities. *Out of Network Benefits:* There are no out of network benefits on this plan unless authorized by Kaiser Permanente. *Out of Area Plan:* Coverage is available in limited areas outside of Kern County but the plan does not feature a nationwide out of area benefit. *Prescription Drugs:* The co-payment for prescriptions is \$5 or \$15 for a one hundred (100) day supply from Kaiser Permanente pharmacies.

DENTAL PLANS

PPO Dental Plans

The Preferred Provider (PPO) plan is a comprehensive dental plan which allows you to choose your own dentist and your level of benefit. There is a \$50 deductible per individual, per calendar year, up to a maximum of three deductibles per family. The plan pays 90% of the contracted rate to a contracted dentist, and 70% of “usual and customary” for covered services provided by a dentist that is not contracted. The yearly maximum benefit is \$1,500 per family member. There is no benefit for orthodontia related services.

DHMO Dental Plan

The Dental HMO plan provides comprehensive dental coverage through participating dentists. You must select one of the participating dentists to provide all the care for you and your eligible dependents. There is no deductible and no annual limit of care. There are some co-payments for major dental work (e.g. crowns, bridges, etc.). There is an orthodontia discount available for all covered persons.

VISION PLAN

The County has a self-funded vision plan administered by Vision Service Plan. The plan provides for lenses and frames every 24 months and an exam every 12 months. If you go to a participating doctor, you pay a co-payment of \$20 for the exam and \$20 for the frame and lenses. Most frames and lenses are paid a 100% after the co-payment is met. There are limitations on contact lenses.

RETIREE HEALTH PREMIUM SUPPLEMENT PROGRAM

This program was designed to help pay for health benefits upon retirement. In general, represented employees are required to contribute unless they will never receive benefit from the program because they will not meet the years of service/age criteria (i.e., employees who are age 45 or older when hired do not participate). The contribution to this program is presently 1.78% of base wages.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) provides confidential, professional evaluation and, if appropriate, short-term counseling for behavioral problems which affect work performance or personal life. Up to three evaluation sessions are free to health benefits eligible employees and their dependents each six months. The administrator for the EAP program is Mental Health Network (MHN). You may speak to a professional and/or make an appointment by calling MHN at (800) 730-3859, 24 hours a day, 7 days a week - after hours emergency services are available at the same phone number.

What Kinds of Problems Are Counseled?

This program can be used by employees and/or their family members (spouse and dependents) who are experiencing significant personal problems such as the following: family or marital stress, alcohol or drug abuse, legal or financial difficulty, emotional disorders such as persistent anxiety and depression, dealing with grief/loss, sleep disorders, work stress, rape, battered spouse, etc.

Who is Eligible? Is it Confidential?

This voluntary program is available to employees who are eligible for County health benefits and their family members on a self-referral basis. The information you discuss during counseling sessions is maintained in strict confidence by the Employee Assistance Program and it will not become a part of your personnel records.

Formal Referral

If your supervisor feels that you might benefit from the services provided by the EAP, he/she may suggest that you call for an appointment. When a formal referral is made by your supervisor, it is strongly recommended that you follow through.

WORKERS' COMPENSATION

Kern County provides workers' compensation coverage as required by law. The first priority is to provide all reasonable and necessary medical care to cure or relieve the effects of a work-related injury or illness. This coverage includes payment for medical treatment and temporary disability benefits (if any time is lost from work) for employees who are injured in the course of their work. The County finances and administers this coverage under a state approved self-funded program. Your department pays into this program a proportionate share of the overall costs. You must inform your supervisor immediately if you have incurred a work related injury or illness.

Injured employees are entitled to be treated at one of the several medical facilities on the County's panel of preferred providers. These providers are familiar with the requirements of the California Workers' Compensation program. These medical facilities are listed on a poster in each work area and can also be found on the web at: www.co.kern.ca.us/rm/mpn/default.asp. Employees may also pre-designate a personal physician to treat them for industrial injuries if an Employee Pre-designation of Workers' Compensation Physician form is filed with the department prior to the injury date. This form can be found on the web at: www.co.kern.ca.us/rm/mpn/default.asp.

If you have any questions regarding Workers' Compensation, please call (661) 868-3801 or speak with your immediate supervisor.

Return to Work Program

Kern County has a Return-to Work Policy which assists employees in returning to work when they are temporarily unable to perform regular job duties due to injury. Your department, Workers' Compensation Services, the Personnel Department and your treating physician will work with you to provide a temporary limited work assignment that is within your medical restrictions. Employees receive regular salary while on limited duty. Temporary limited work assignments normally do not exceed six months.

If the employee is permanently unable to return to his or her regular job, the department will determine whether or not it is possible to permanently modify the job, consistent with the essential functions required for that position, in order to accommodate the employee's permanent medical restrictions. If the County determines that permanent modification of the job is not possible, the County will research other vacant jobs within the County for which the injured employee is qualified and will place the employee in an alternate position whenever possible.

STATE DISABILITY INSURANCE

Most employees (notable exceptions include Deputy Sheriffs, Firefighters and Management) are covered by State Disability Insurance. This program is administered by the State of California and provides for certain benefits during a doctor certified disability.

The State Disability Insurance (SDI) plan provides low cost disability protection if illness or injury not caused by your job prevents you from working. If you are eligible for coverage, the law provides that a small percentage of your wages, up to the prevailing maximum, be deducted each pay period for the disability insurance.

Paid Family Leave

The Paid Family Leave Program is a component of the State Disability Insurance (SDI) plan administered by the State of California. That program provides for up to six (6) weeks of partial wage replacement for eligible employees who take unpaid family care leave to bond with a new child or to care for a seriously ill family member.

SOCIAL SECURITY CONTRIBUTION

Employee Contribution

The County of Kern withholds 6.2% for Social Security and 1.45% for Medicare from employees' payroll warrants.

County Contribution

The County matches the employee's 6.2% for Social Security (FICA) and 1.45% for Medicare (FICA 2). Combined with the employee contribution, there is a total of 12.4% of covered wages contributed to each employee's Social Security account.

RETIREMENT

Membership in the Kern County Employees' Retirement Association (KCERA) is automatic after appointment to a permanent position of 50 percent or more of the regular standard hours required. KCERA membership begins on the first day of the next payroll period following employment. New employees ages 60 or older have the option to become KCERA members.

Contributions

KCERA benefits are funded from three sources: employee contributions, employer contributions and investment earnings of the retirement fund.

All new County employees will pay 100% of their normal contributions throughout their employment. General members' contribution rates are determined by benefit tier and age of entry into KCERA. Safety members' contribution rates are determined by each Safety represented bargaining unit; some rates are based on age of entry, while others are a flat, "average" rate. Pre-tax contributions are deducted from employee pay each payroll period.

A member's contribution balance is refundable only upon termination of County employment. A member who withdraws his/her contributions severs membership with KCERA and forfeits all rights to KCERA benefits. If a member elects a refund, contributions paid by the County on a member's behalf are nonrefundable.

Beneficiary Designation

Retirement members must name a beneficiary for survivor benefits. A married member should designate his/her spouse due to California's community property laws. Members may change their beneficiary designation at any time.

Service Retirement

KCERA members can retire for service upon meeting the following eligibility requirements:

General Members:

- At least 10 years of retirement service credit and age 50, or
- 30 years of retirement service credit, regardless of age, or
- Age 70 regardless of service credit.

Safety Members:

- At least 10 years of retirement service credit and age 50, or
- 20 years of retirement service credit, regardless of age, or
- Age 70, regardless of service credit.

Disability Retirement:

- Non-service connected disability: An injury or illness not related to a job. At least five years of service credit required.
- Service connected disability: An injury or illness related to job. No minimum service credit required.

Social Security Integration

In general, the benefits of KCERA are integrated with the benefits provided under the Federal Social Security Act.

Reciprocity

Any member who terminates Kern County employment and, within six months, establishes reciprocity with an eligible retirement system may receive reciprocal benefits. Reciprocity is available to members regardless of service credit. Please contact KCERA for more information.

Deferred Status

Any member who terminates Kern County employment and has at least five years of retirement service credit may elect to leave his/her contributions on deposit with KCERA in a deferred status. The member may begin receiving a monthly pension when he/she attains age 50 and at least 10 years have elapsed from his/her KCERA entry date.

Survivor Benefits – Pre-Retirement Death, Unrelated to Job

Less than five years service: The beneficiary will be entitled to receive the Basic Death Benefit, which consists of the member's contributions and interest and one month of salary for each full year of service, up to a maximum of six month salary.

More than five years service: The surviving spouse will be entitled to receive a monthly allowance equal to 60 percent of the retirement allowance to which the member would have been entitled if he/she had retired for a non-service connected disability on the date of his/her death.

Survivor Benefits – Pre-Retirement Death, Related to Job

The surviving spouse will be entitled to receive a monthly allowance equal to 50% of the member's final compensation.

Please see *Retirement Benefits Information Handbook*, available online at: www.kcera.org or in the KCERA Office at 11125 River Run Blvd., Bakersfield, CA 93311. Telephone Number: (661) 381-7700 or (877) 733-6831 (toll free). Fax (661) 381-7799.

DEFERRED COMPENSATION

The Kern County Deferred Compensation Plan allows you to voluntarily invest a portion of your compensation before it is considered taxable. By doing so, you agree to reduce your salary by the amount indicated on your Salary Reduction Agreement. This amount may not exceed IRS requirements. The amount invested, plus any accumulated gain, is available to you upon termination or retirement from County employment or to your beneficiary upon death.

The Kern County Deferred Compensation Plan provides the following features:

- Continuous open enrollment
- Convenient payroll deduction
- Defer taxable income
- Earnings accumulate tax deferred
- Supplement to retirement and social security
- 24 hour 800# and Internet access for unrestricted investment option account transfers, option rebalance, asset allocation and account balance information
- Rebalance and dollar cost averaging from existing account options
- Dollar cost averaging – continuous investments over time
- A well diversified portfolio of investment options, including a self-directed brokerage account
- On-site registered representative in the Treasurer and Tax Collector's Office
- On-site group department meetings and individual assistance meetings are available
- Quarterly performance is provided for each investment option
- Internet investment advice and retirement forecasting

Eligible Employees

1. All common-law employees of the County who are active participants in the Kern County Employees Retirement Association, or
2. Employees given eligibility in the plan by contractual agreement with the County and approved by the Board of Supervisors.

MATCHING CONTRIBUTIONS

For those employees enrolled in the lower general retirement tier (1.62% at 65), the County will make a matching contribution to the plan up to six percent (6%) of the base salary as provided in the employee's MOU:

1. All eligible employees hired on or after October 27, 2007, who are collectively bargained County employees and who are members of the Service Employees International Union, Local 521, Bargaining Units 1-6 (hereinafter "SEIU, Local 521"), as required by the governing Memorandum of Understanding or other signed, written agreement between the County and SEIU, Local 521.
2. All County Employees hired on or after October 27, 2007, who are management, mid-management or confidential employees of the County, but excluding any manager or supervisor of any employee who is covered by a Memorandum of Understanding between the County and the Kern County Prosecutors Association.

For Assistance

If you are interested in deferring taxes, convenient investing and financial security, please contact our deferred compensation representative at (661) 868-3467.

THE KERN\$FLEX PLANS (Flexible Benefit Program)

Pre-Tax Treatment

The Kern\$Flex Plans are flexible spending plans that allow employees to pay for dependent care, unreimbursed medical expenses and certain insurance premiums on a pre-tax basis through payroll deduction. Enrollment in the plan is processed by Chimienti & Associates. Further information is available by calling Chimienti & Associates at (877) 733-1670 Extension 17. Kern\$Flex enrollment must be completed within 60 days of initial hire date or during the annual open enrollment. Elections (choices) made will be in effect for the entire plan (calendar) year and cannot be changed without a qualifying change in family status or until the next open enrollment. Changes are effective the first day of the

next calendar year. Insurance programs offered by Chimienti & Associates can also be purchased through payroll deduction outside the Kern\$Flex plans on a post-tax basis. Certain insurance programs offered by Chimienti & Associates (e.g., Life Insurance through Transamerica or critical illness coverage through American Bankers Life) cannot be purchased through premium conversion under the Kern\$Flex plans.

OPTIONS

Premium Conversion Plans

Premium for American Bankers disability, accident, and cancer coverage may be paid on a pre-tax, payroll deduction basis.

Dependent Care Spending Account

This plan may make dependent care expenses more affordable. Participants may elect an amount to be deducted on a pre-tax basis from their pay to go into this spending account. Participants are reimbursed from this account as expenses are incurred and paid.

Unreimbursed Medical Spending Account

This plan helps participants pay out-of-pocket medical costs while increasing spendable income. Participants may elect an amount to be deducted on a pre-tax basis from pay to go into this spending account. After submitting receipts for qualified expenses, participants are directly reimbursed from this account.

Time Line for Spending Account Claims

All claims for dependent care and unreimbursed medical spending accounts must be incurred during the calendar year in which participation occurred. Claims must be submitted for reimbursement by March 31st of the next plan year. Any unused monies that have been deducted for spending accounts are forfeited to the plan. Enrolled participants either use the benefit or lose it. Administrative Solutions is the spending account administrator. Their customer service phone number is 1 (866) 777-1320.

SPECIAL PAY ALLOWANCES

Uniform Allowance

Most employees who are required to wear uniforms receive a cash allowance for uniform purchase and maintenance. (Refer to the appropriate Memorandum of Understanding for details.)

Professional Fee Requirement

Employees who are required to maintain Federal or State licenses as a condition of employment may be reimbursed up to \$500 annually for these fees or 100% of State Bar dues for represented employees. (Refer to the appropriate Memorandum of Understanding and/or the County Administrative Procedures manual for details.)

Longevity Pay

Employees represented by the Central California Association of Public Employees (SEIU 521), the Kern County Prosecutor's Association, and employees designated as "Confidential" for bargaining purposes with 10, 15, 20, 25 and 30 or more years of continuous county service earn 2%, 4%, 6%, 8% or 10% of the base pay each pay period following their anniversary date.

Suggestion Award Program

This program is designed to encourage employees to bring ideas which will increase revenue or cost savings (tangible) or improve safety, working conditions, morale or services (intangible) to the attention of management. Employees can contact departmental payroll clerks or visit www.kerncountyemployees.com/emp-suggest/ to obtain rules, envelopes and blank suggestion forms. Suggestions determined to be eligible for award may receive cash equal to 10% of the first year's savings/revenue limited to \$10,000 or, for intangible awards, cash from \$100 - \$1,000.

Service Awards

Upon achieving a specified number of years of service, permanent employees are eligible to receive a recognition award which is symbolic of their achievement and which demonstrates the County's appreciation for their service. Awards are provided in conjunction with the following service anniversaries: 10 year, 20 year, 25 year, 30 year and 35 year. Upon reaching these milestones, employees are offered a choice from a selection of awards (e.g., jewelry, clocks, art, pens, luggage and crystal).

DIRECT DEPOSIT

Direct deposit of net pay to any banking institution is available to all County employees. Direct deposit is mandatory for all SEIU represented employees in bargaining units 1-6 and A, B, E, G & H, as well as all unrepresented employees. Employees may contact their department payroll clerk to obtain an application.

KERN FEDERAL CREDIT UNION

In 1949, the employees of Kern County decided it was time to find a financial institution that would serve their needs first, and they established Kern Federal Credit Union. For over 60 years, the Credit Union has been providing low-cost financial services to its members. A Credit Union membership is also an ownership, with earnings from the credit union shared in the form of lower rates, higher savings yields, reduced fees and new convenience services. Kern Federal Credit Union is insured by the National Credit Union Association. As an employee of Kern County, you are eligible to join the credit union and so are your family members, friends and neighbors.

Products and Services

- Free Checking
- Direct Deposit available to all Kern County employees
- Payroll Deduction: set up through KFCU, fixed amount is deducted from your check and deposited to your KFCU account(s) each bi-weekly payday, independent from your primary direct deposit.
- MasterCard Debit/ATM Card
- Co-Op Network ATM Access- 50 surcharge free ATM's in Kern County, 28,000 nationwide. ATMs on site at Administration Building, Human Services, and KMC.
- Visa Platinum and secured credit cards
- Online banking, bill pay, &e-statements
- 24-hour/7-day telephone service
- Auto loans to purchase or refinance new or used autos
- Savings, money market account, share certificates and jumbo certificates
- Home mortgages for purchases and refinances
- Home equality loans and lines of credit
- Home improvement loans

- Individual Retirement Accounts
- Investment services (Provided by SWBC Investment Services, Services, LLC. Member FINRA. Not Federally insured or guaranteed by the credit union and involves investment risk.)
- Recreational Vehicles, Motorcycles, Boat and Watercraft Loans

How to Join

Visit one of our branches, 1717 Truxtun Avenue or 4180 Coffee Road. You can also visit us online at www.kernfcu.org or give us a call at (661) 327-9461.

US SAVINGS BONDS

Savings bonds may be purchased automatically through payroll deduction. The minimum deduction is \$5.77 per bi-weekly payroll period. Call National Bond & Trust at 1-(800)-426-9314 for further information.

UNITED WAY

Employees may make a contribution to United Way through payroll deduction. See your departmental payroll clerk for information.

BUS PASSES

Monthly Bus passes for GET may be purchased at the Treasurer/Tax Collector, Public Services and Human Services offices.

POLICIES AND PROCEDURES

CONDUCT

You are a member of Kern County government and a personal representative of approximately 9,000 co-workers who rely upon you to project a professional, respect and caring attitude. It is essential that your conduct be above reproach. You are urged to maintain the behavior appropriate to your position as a County representative at all times.

CODE OF CONDUCT

The Code of Conduct was developed to improve transparency, employee accountability and to serve as both a pledge and a guide for all County employees. County employees hold positions of public trust and are expected to act with conduct that embraces our County's mission and vision. This Code of Conduct serves as fair notice of the expected professional and ethical obligations.

The Code of Conduct was created by summarizing and referencing existing County Civil Service Rules, Administrative Policies and Procedures, Administrative Bulletins and Ordinances into a single document that is easy to read and follow. The Code of Conduct is intended to provide awareness and install core ethical values, including government accountability and refrainment from various activities involving fraud, waste and abuse; hostile work environment; and other violations.

(Refer to www.co.kern.ca.us/compliance/Ethics.aspx).

DRESS CODE

Although there is no official County-wide dress code, many departments do maintain dress codes which must be adhered to. Employees of the County are expected to wear clothing appropriate to their job and work site. Clothing and appearance should be neat, clean, in good business taste and not constitute a work hazard. See your supervisor regarding the appearance policy/dress code for your classification/ department.

PERFORMANCE EVALUATION

Performance evaluations are an important part of the County's personnel policies. They provide an objective, consistent and fair way to gauge your effectiveness as it is related to the work standards for your job. All regular County employees shall be evaluated on their performance annually.

You are encouraged to view your supervisor's feedback constructively, as a means of identifying areas where improvement is needed and as a framework for building your career potential. Your supervisor wants you to succeed and is eager to encourage and assist you in realizing your potential!

Should you not concur with your performance evaluation, you may request to meet with your Department Head and/or submit a rebuttal regarding the evaluation to the Director of Personnel for placement in your personnel file. All correspondence must be received within thirty (30) days of receipt of the evaluation. Contact the Personnel Department for more information at (661) 868-3480.

NEPOTISM POLICY

It is the County's policy not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital, familial or residential cohabitation status. Notwithstanding this policy, the County will not appoint a person to a position in the same department, division or facility if it would violate the County's nepotism policy. (See Kern County Policy/Procedures Manual Chapter 1 www.co.kern.ca.us/cao/policy/01.pdf).

DISCIPLINARY PROCEDURES

You are expected to conduct yourself in an orderly and disciplined manner and to comply with the Civil Service Rules at all times. A violation of any of the Civil Service Rules is sufficient justification for disciplinary action. (See Civil Service Rule 1705.00 www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf)

The County supports the use of progressive discipline in responding to employee infractions. This procedure normally provides the employee with an opportunity to modify the unacceptable behavior to avoid future disciplinary action. Progressive discipline usually imposes increasingly severe measures upon an employee who repeats an offense. However, exceptions or deviations are sometimes warranted. The disciplinary actions most commonly taken will include some combination of counseling, oral warning, memo of concern, written reprimand, reduction in compensation, reduction in step level, suspension or dismissal. The disciplinary measure taken depends upon the nature of the infraction, your performance record, and the policies of your department. Civil Service Rule 1705 outlines the reasons which are sufficient to justify the reduction, suspension or dismissal of an employee of the Civil Service System. www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf.

Permanent employees may appeal for a disciplinary hearing before the Civil Service Commission upon an action by the appointing authority which results in the reduction in increment level, or a reduction in the rank, suspension or dismissal.

Appeals must be filed with the Director of Personnel within ten (10) business days of receipt of your department's notice of action resulting in any of the above. (See Civil Service Rule, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, Section 1730.00).

GRIEVANCE PROCEDURES

You are encouraged to promptly and informally discuss any complaints you have about the rules or regulations governing personnel practices or working conditions with your supervisor. You are likewise encouraged to discuss any disciplinary action taken against you that you feel is unjust (other than reduction in rank or compensation, suspension, or dismissal, which is appealable to the Civil Service Commission). When the problem cannot be satisfactorily resolved in this manner, you may request that the Grievance Procedures adopted by the County be used to help settle the disagreement.

The County's Grievance Procedures were established to provide an equitable and orderly process for employee-supervisor conflict resolution when informal attempts fail. They are

available to you for use but should be used only after every effort has been made to solve the issue at the lowest level. The procedures outline the steps that must be taken in the process and the specific manner in which they must be taken. Grievance forms may be obtained from your department or by contacting the Personnel Department.

(See, MOU information/Grievance procedures, www.co.kern.ca.us/cao/labor/grievance-form-fillin.pdf)

SECURITY

As a County Employee, you share a responsibility to take precautions that will keep you and your work area free from danger. It is essential that you support the following security measures:

If your job involves material that is sensitive in nature, all files and computer disks should be locked in a secured area each night as you leave. If your job requires you to work with the public, you are expected to exercise discretion in any discussion of County matters.

Unauthorized persons are not allowed into work areas. Questionable situations or suspicious looking individuals should be called to the attention of your supervisor.

While at work, care should be taken to secure any personal items or valuables, such as purses or money, in desks and cabinets.

Park your vehicle in a designated area and always lock your vehicle. When traveling in your vehicle, always pay attention to your surroundings and report suspicious activity to the appropriate authority (supervisor, security, etc.). When working late, move your vehicle nearer to your worksite, if possible, and/or arrange for someone to accompany you when you leave the building.

The County has adopted a zero-tolerance policy against workplace violence. Please carefully review that policy, which can be accessed at www.co.kern.ca.us/cao/policy/01.pdf

LIABILITY

As a County employee, you are expected to function only within the scope of your job and duties and to perform your duties with the standard of care and caution that your employer expects and your job demands. County and department policies and procedures must be studied, understood and observed. Failure on your part to carry out your duties properly may expose the County to liability and lawsuits. In the event you knowingly or willfully violate County and/or department rules and procedures, you may expose yourself to personal liability. If you have any questions about these issues take them up with your supervisor as they arise.

EMERGENCY

You should report any emergency to your supervisor immediately and follow the instructions given by him/her.

Remember, the emergency number for outside assistance (Fire, Law Enforcement or Medical) is 911. **USERS MUST FIRST OBTAIN AN OUTSIDE LINE!** Give the 911 operator the exact location of the emergency and designate an employee to go outside to direct emergency personnel to the scene of the incident.

The Safety Officer for your department is in charge during any emergency. The officer will determine the procedures everyone should follow and decide whether evacuation is necessary and, if so, when the building may be re-entered.

Should a fire begin in your work area, follow the nearest posted evacuation diagram unless you are directed to do otherwise by your Department Safety Officer.

In the event of an earthquake, you should immediately take cover under desk or a similar piece of substantial furniture. It may save your life and protect you from being injured.

If you receive a bomb threat, keep the caller on the phone, reference Bomb Threat Guidelines located in front of the Kern County Telephone Directory and write down as much information as possible. As soon as the caller hangs up, give your supervisor all of the information. If you are unable to immediately inform your supervisor or the Department Head of the bomb threat situation, you should dial 911, after obtaining an outside line.

If evacuation of your building becomes necessary, regardless of the reason, you should employ the following procedures. Take your valuables with you, i.e., briefcase, purse, etc. If you see anything unusual, report it to your Supervisor or Department Safety Officer.

Then, leave the building and follow the evacuation instructions. Use the stairways, not the elevators. Report to your department predesignated location so all employees can be accounted for. Most evacuations are for very brief periods. It is your responsibility to return to work when the building is declared safe for re-entry. If you do not return to work, it will be considered an unexcused absence.

More information about emergency procedures may be obtained from the County Office of Emergency Services, (661) 391-7000 or Kern County Risk Management at (661) 868-3868.

SEPARATION FROM COUNTY EMPLOYMENT

Layoff

In the event of sustained economic downturn which forces a reduction in County provided services, it may be necessary to temporarily decrease the workforce through layoffs. Should this occur, both the order of layoff and the order of reinstatement will be based upon seniority, performance reports and similarly pertinent considerations. (See Civil Service Rules 1300, 1400, www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf).

Resignation

Regular employees who decide to leave their job with the County and wish to remain in good standing should file a written resignation with their supervisor at least one week in advance.

Termination

Disciplinary action against you as a Civil Service employee which results in your dismissal may become effective by written notice of the appointing authority. You will have an opportunity to provide feedback to the appointing authority for consideration before final action is taken.

Reinstatement

If you are a regular County employee who resigns in good standing and wishes to return to County employment, you may apply in writing to the Personnel Department for reinstatement. If no more than one year has elapsed since your date of separation, and if the Civil Service Commission approves your request for reinstatement, you will be placed on a reinstatement eligible list without examination for a specific period of time.

All employees who separate from County service should contact the Personnel Department regarding the disposition of vacation leave, sick leave and other accrued leave.

BUSINESS TRAVEL

With certain exceptions, employees are reimbursed for expenses incurred for meals, lodging and private vehicle use when traveling on County business. Consult with your supervisor to determine license, insurance and authorization requirements and the provisions in the County's Administrative Policy and Procedures Manual related to business travel.

CONFLICT OF INTEREST

To ensure that County officers and employees serve the public to the fullest extent possible, all County employees are subject to Conflict of Interest laws. This legislation specifically prohibits the employment, activity or enterprise of County employees in a manner which is inconsistent, incompatible or in conflict with their duties as public employees.

The County Conflict of Interest Ordinance details the specific activities which are prohibited. If you engage in regular or occasional outside employment, you are required to submit written notification to your Department Head that the work does not constitute a conflict of interest.

Employment which is determined to violate this policy will be ordered to cease and refusal to comply will be grounds for dismissal, suspension or reduction in rank or compensation. (See County Administrative Office/Policy and Procedures Manual Chapter 1, www.co.kern.ca.us/cao/policy/01.pdf.)

ACCEPTABLE INTERNET USE

The internet can be a valuable tool.

Some Internet sites, however, may not be appropriate in an office setting. Kern County prohibits access from the County network to sites that contain defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise illegal content. Internet access is provided to employees for business purposes only. Employees should be aware that internet activity is logged and monitored on an individual basis.

PLEASE REFER TO THE KERN COUNTY ELECTRIC COMMUNICATIONS USAGE POLICY ON THE COUNTY INTRANET SITE FOR ADDITIONAL DETAILS.

DISCRIMINATION AND HARASSMENT

It is the policy of the Kern County Board of Supervisors that all employees are entitled to a work environment free of discrimination and harassment regardless of race, religious creed, color, national origin, ancestry, physical/mental disability, medical condition, marital status, sexual orientation, sex or age.

Employees who believe they have been subject to unlawful discrimination or harassment within the testing for promotion within County employment, or in the general terms or conditions of County employment should report the incident to the Equal Employment Opportunity Office at (661) 868-3480.

Additional information on Discrimination and Harassment can be found in the County of Kern's Equal Employment Opportunity Plan Policies and Procedures, Kern County Civil www.co.kern.ca.us/artman2/main/uploads/1/csrules.pdf, and other Kern County policies and guidelines on discrimination and harassment.

SEXUAL HARASSMENT

Any and all forms of sexual harassment are expressly prohibited. Violations of this policy shall result in disciplinary actions. You should thoroughly review the County's Sexual Harassment Policy. This can be accessed at www.co.kern.ca.us/cao/policy/01.pdf. Complaints of sexual harassment should be reported immediately to your supervisor, another supervisor or manager within your department or, as an alternative, the Equal Employment Opportunity Division of the Personnel Department in accordance within Civil Service Rule 1800, et.seq. supervisor receiving a complaint shall immediately report to the Department Head or the Equal Opportunity Division of the Personnel Department.

WORKPLACE VIOLENCE POLICY

Violence and threats of violence in County workplaces are unacceptable and will not be tolerated. Kern County is committed to providing a safe work environment for County employees and elected officials that is free from both violence and the fear of violence.

You should thoroughly review the Kern County Workplace Violence Policy which can be accessed at www.co.kern.ca.us/cao/policy/01.pdf.

SAFETY

SAFETY RULES

The goal of the Kern County Safety program is to eliminate accidents. Each year a large number of County employees become involved in accidents which are preventable. Many of the accidents cause injuries and damage to County property. The medical and hospital costs, time lost from work and loss of productivity are economic losses to the County that will never be recovered. Practically all accidents are the result of unsafe acts of individuals or unsafe working conditions. The basic objectives of the County Safety Program are to prevent the unsafe acts and correct the unsafe conditions.

The safety rules set forth in this booklet have been adopted for the purpose of preventing accidents. Each rule is considered directive in nature and is applicable to each employee of Kern County, whether elected or appointed, or permanent or temporary. Each employee is responsible for carrying out his duties in a safe manner and shall protect his/her fellow workers.

Each employee shall be furnished a copy of these regulations and shall become familiar with them. Ignorance of any of these rules will not be considered a defense or excuse for any violation thereof. Employees who violate these regulations, or knowingly permit violations, shall be subject to disciplinary action as may be appropriate under the circumstances.

First line supervisors, foreman and all other supervisory personnel are required to maintain a strict observance of all safety rules by those employees in their charge.

Acceptance of County employment by an employee shall constitute acceptance of these safety regulations.

A. General

The following work rules are established in the interests of accident prevention to protect employees from injury and safeguard County property. Each rule shall be considered directive in nature.

It is the responsibility of each Department Head to require that these safety rules be brought to the attention of all employees. The Department Head is the person responsible for the implementation of the County's Safety Program. Managers, superintendents, foreman and first-line supervisors, permanently or temporarily charge,

are required to observe all safety rules and enforce their compliance by the employees under their supervision. Each County employee, whether permanent, temporary, extra help or seasonal, is required and expected to carry out these work rules. Employees under the age of 18 will not be allowed to work in hazardous positions including, but not limited to, power equipment, hazardous materials and forklifts.

1. If a difference of opinion arises as to the interpretation or applicability of any rule, the decision of the employee's immediate supervisor shall govern and shall be followed immediately. Subsequent appeal of a supervisor's decision may be made through normal channels to the Department Head. If the Department Head is unable to resolve the problem, it should be referred to the Risk Manager who is the Chairman of the Kern County Safety Committee.
2. Employees who violate any of these rules, or knowingly permit violation, shall be subject to disciplinary action as may be appropriate under the circumstances. Employment by the County constitutes acceptance of these regulations.
3. Each employee shall be furnished a copy of these safety rules and shall be familiar with the rules applicable to his/her work situation. In addition to these rules, County employees are subject to, and governed by, the rules, orders and standards issued by State and Federal authorities with regard to occupational safety and health.

B. Prevention of Accidents

Employees shall exercise general care, orderliness and "good housekeeping" when performing their work, and shall employ the correct methods of handling, transporting and storing materials, supplies and tools.

Work shall be conducted so as to eliminate hazards due to:

- a. Slipping, tripping, and falling (ladders included)
- b. Handling material and equipment
- c. Hand tools
- d. Falling and flying objects
- e. Protruding objects and materials
- f. Moving machinery
- g. Live current-carrying parts
- h. Escaping gas excavations
- i. Confined spaces

- j. Pesticides and toxic substances
- k. Hazardous Materials

1. A clean place is a safe place. Employees are encouraged to adopt a “pick up as you go” method of housekeeping.
2. No one will be permitted in County buildings and facilities that has in his/her possession firearms, ammunition, or articles of a similar nature, unless he/she is a peace officer or has a valid license to carry a weapon in his/her duties and the written authorization of his/her Department Head.
3. It is the duty of each employee, when going on or off duty, to carefully examine buildings, apparatus and equipment in his/her charge to see that everything is in good order. Discrepant conditions found shall be immediately reported.
4. Each employee is expected to be responsible for his/her own safety and, at the same time, to exercise care in avoiding injury to his/her fellow employees and members of the public.
5. Horseplay and practical jokes are forbidden.
6. Employees are required to learn the location of fire and safety exits.
7. Employees shall immediately report any emergency to their supervisors. In the absence of a supervisor, the emergency will be reported to the next higher supervisor by telephone or other available means.
8. A safe shoe shall be worn at all times. Bare feet are not considered safe footwear.

C. Qualifications for Duty

1. Employees shall be mentally and physically fit for work assigned.
2. Should any County employee believe that he/she is unable to safely perform work which has been assigned to him, he/she shall report this information to his/her immediate supervisor.

D. Suitable Clothing and Equipment

1. Employees shall wear suitable clothing at all times to avoid danger from live electrical equipment or lines, moving machinery, open flames, explosions, etc. The wearing of any type of jewelry, such as watches, rings, bracelets, necklaces or long ties while working around operating moving machinery is prohibited.
2. Personal safety equipment will be furnished to employees working under hazardous working conditions.
3. Employees shall use approved safety belts and straps, lifelines or other adequate protection, as required, when working in elevated positions.
4. It shall be the duty of each employee to inspect each such safety device (whether furnished by the County or by himself/herself) each time he/she uses it, and he/she shall use only those which are in safe condition.
5. The County shall furnish approved safety devices, such as goggles, respiratory protective equipment, machine guards, fuse tongs, "Caution" signs, gloves, body protectors, etc.
6. Goggles shall be worn when doing work involving dangers to the eyes, such as from flying or dropping particles, spattering hot liquids and injurious light and heat rays. Safety glasses will be worn in all safety glass areas.

E. Intoxicants and Drugs

1. Possession or use of intoxicating liquor or illegal drugs by any employee while on duty is prohibited.
2. Any employee reporting for duty while under the influence of intoxicating liquor or drugs will not be allowed to assume the duties of his/her position.

F. Smoking

1. Employees shall observe all "No Smoking" signs, and shall not smoke within 20 feet of a County building or in proximity to flammable material or gases, whether on property occupied by the County or on the premises of others.

2. Attendants at gasoline filling stations shall not smoke, or permit others to smoke, or allow flame of any kind near a motor vehicle while it is being filled.
3. Matches, cigars, cigarette and pipe ashes shall not be discarded while still burning, unless placed in a proper receptacle or otherwise disposed of safely.

G. First Aid

1. Each department shall provide first aid and cardiopulmonary resuscitation training for certain selected employees who can be made available for immediate treatment of injured employees when immediate professional services are not available. Although there is no published table of ratios of the number of employees to each person trained to administer first aid, safety orders and other literature on the subject indicates that for every 20 administrative and clerical employees, one person should be available to administer first aid and CPR. For shop and field activities, a 10 to 1 ratio seems to be generally accepted. For truck crews, one person on each crew should be able to render first aid.
2. Properly equipped and approved first aid kits shall be maintained in all County facilities, on trucks, in attended plants or stations and such other workplace locations as may be designated.

H. Housekeeping

1. Work areas are to be kept free of debris.
2. Sufficient containers shall be provided for trash, scrap material, wastes, ashes, etc.
3. Floors shall be kept free of liquid spills or other substances which create slipping hazards.
4. Aisles and walks are to be clearly defined and kept free of obstructions and slipping and tripping hazards.

I. Report on Defective Apparatus (Tools)

1. Employees shall immediately report to their nearest supervisor any defective machinery, apparatus, or tools, or any other condition which, in their judgment, may be dangerous either to persons or property.
2. Employees shall use proper tools suitable for the job in progress and only those in good repair. Only authorized equipment may be used in specific operations.
3. Tools and other materials shall not be left in elevated positions, on top of ladders, over doorways or suspended from any overhead position from which they may fall.

J. Safe Supports

1. No employee, nor any material or equipment, shall be supported nor permitted to be supported on any portion of a tree, pole, scaffold, ladder, walkway or other elevated structure, crane, derrick, etc., without it first being determined that such support is sufficiently strong and properly secured in place.
2. Scaffolding shall be of sufficient strength and rigidity to support four times the load weight of men and material to which it will be subjected (a safety factor of four). (See Construction Safety Orders.)
3. When work is required to be done on elevated equipment which cannot be safely handled from a secure ladder, a substantial platform, stage or scaffold shall be erected in conformity with Construction Safety Order requirements.

K. Warning Signs, Guards, Barriers, Etc.

1. Warning signs, barriers, guards and "Caution" signs shall be installed on roadways wherever temporary or permanent hazards exist due to moving machinery, open excavations, hazardous construction operations, removal of manhole or handhold covers and the like.
2. Such warnings shall be placed in locations conspicuous to the traffic, and in conformity with the California Motor Vehicle Code, and not be disturbed or removed while the hazard exists, except by order of the person in charge.
3. When public pedestrian or vehicular traffic is involved, and where barricades and warning signs cannot control the moving traffic, a flag person shall be

stationed to warn such traffic. Someone shall always be at the surface to guard open manholes, vaults, etc.

4. Employees (on foot) exposed to vehicular traffic shall wear red or orange outer garments for flagging.

L. Lights

1. No artificial light, except an electric flashlight or an approved extension cord and fixture, shall be used near escaping gas or gasoline or other flammable vapors or when entering a room or enclosure suspected of containing gas.
2. Dark places, basements or cellars shall not be entered without proper light. The use of matches for illumination is strictly forbidden.

M. Fire Prevention and Suppression

1. Employees shall acquaint themselves with the instructions covering fire prevention and suppression procedures and with the location, care and handling of all firefighting equipment in and about the building and premises occupied by the County where they are regularly employed. All fire apparatus must be periodically inspected and maintained in usable condition.
2. All emergency equipment, such as fire extinguishers, fire alarms and exit doors, must be kept clear of obstacles.
3. Fire extinguishers of the water type, such as foam, pump, tanks, soda and acid and antifreeze solutions, are conductors of electricity and should not be employed in fighting fires in or near electrical installations. All such extinguishers near electrical installations should be labeled with a conspicuous sign warning persons not to use them on electrical fires.
4. Carbon dioxide or dry chemical extinguisher may be safely employed in combating fires in electrical installations. Carbon Tetrachloride extinguisher shall not be used.
5. In all cases of fire, the local Fire Department shall be called.

N. Welding and Soldering

1. Welding and soldering shall not be done on any closed vessel, such as barrel, motor vehicle gasoline tank or the like which may have contained a flammable or an explosive substance, until the vessel has been thoroughly purged with air steam, or water.
2. The operation and use of acetylene and electric welding machines shall be entrusted only to workmen who are thoroughly familiar with the proper methods of operating same. When arc-welding, special lenses, hand shields, protective clothing and proper guarding screens shall be provided and used.

O. Gasoline

1. Gasoline shall be stored and handled only in approved containers and extreme care shall be used at all times to prevent ignition.
2. When pouring or pumping gasoline from one container into another, the metal spout or nozzle shall be kept in contact with the receiving container.
3. The quantity of gasoline kept in the operational vicinity should not exceed a one day supply. Safety cans are required for storage and handling of five gallons or less.

P. Oxygen, Acetylene, Butane, Propane, etc.

1. Cylinders should be handled with extreme care and shall be stored in safe places, inaccessible to unauthorized persons, and so stored that they will not be knocked over.
2. Oxygen cylinders shall not be stored with calcium carbide, acetylene gas tanks or generators or fuel gases. Open flames shall not be used in buildings where oxygen or acetylene is stored.
3. To avoid explosions, oil or grease should not be allowed to come in contact with valves, regulators or any other portion of oxygen cylinders or apparatus.
4. Compressed air is not to be used for the cleaning of clothing which is being worn.

Q. Explosives

Explosives shall be handled by only duly authorized and experienced employees, and then only in accordance with approved and lawful methods.

R. Burning Brush, Bonfires, Trash

1. Burning of any material shall be done only with proper regard to surrounding conditions. Brush, old timber, etc., shall be burned in calm weather and in accordance with regulations of public fire authorities.
2. All trash shall be burned in approved incinerators and only in accordance with Air Pollution Control District regulations.

S. Clean Premises

1. Combustible materials, such as oil soaked and paint covered clothes, rags, waste, shavings, rubbish, etc., shall not be allowed to accumulate on benches or floors, in yards, etc. Such material shall be disposed of in a proper manner.
2. Floors shall be kept clean and free from oils and greases.

T. Ladders

1. The use of any ladder not furnished by the County is not authorized.
2. Portable ladders shall not be used with a pitch such that the horizontal distance from the wall to the foot of the ladder exceeds one-quarter length of said ladder.
3. Ladders should not be placed in front of doors that open toward the ladder, unless the door is open, locked and guarded.
4. The employee shall free the ladder when ascending or descending. The employee must not ascend or descend the ladder with hands occupied by carrying material in such quantity or under such conditions as will cause the use of the ladder to be unsafe.
5. When standing on a ladder, the employee shall not lean on one side while working, unless the ladder is secured. The ladder should be placed directly in front of the work.
6. Step ladders, when in use, should be fully spread; they should not be used as straight ladders.

7. Ladders with weakened, broken or missing steps, broken side rails or otherwise defective, shall not be used. Defective ladders are to be tagged and repaired or destroyed.
8. All portable ladders shall be equipped with approved non-slip bases. Care should be exercised in placing and blocking, or lashing, or having the ladders held by another person, especially upon oily, metal or concrete surfaces.
9. Ladders shall not be finished with clear shellac, varnish or other clear finish only. Paint shall not be used which might obscure a defect.
10. Benches, boxes, tables, machinery or other make-shift substances shall not be used as ladders.

U. Packing, Unpacking, Storage, Loading and Unloading of Materials

1. Nail points, ends of loops or tie wires, etc., shall not be exposed when packing and unpacking boxes, crates, barrels, etc.
2. Nails shall be removed from loose lumber or the points turned down.
3. Material, equipment, tools, etc., shall be securely piled so as not to topple.
4. Aisles shall be kept clear.
5. Sharp or pointed articles should be so stored as to prevent persons from coming in contact with the sharp edges and points.
6. When unpacking glassware, porcelain, etc., which is packed in straw, care should be used to prevent contacting possible broken items.
7. Loads should not be handled from the street side of a vehicle if it can be avoided.
8. Special regulations and instructions issued by the County department in charge, and governing the loading and unloading of materials, shall be strictly observed in every case.

V. Lifting

1. The right way to lift is easiest and safest. Take a firm grip; secure a good footing; place the feet in a comfortable distance apart; bend the knees; keep the back straight; and lift with the leg muscles.
2. Secure help when needed. Rule of Thumb: Lift no more than $\frac{1}{2}$ your own weight. Use cranes or hoist for lifting heavy loads. Do not stand or pass under loads which are suspended by ropes, chains or cables.
3. Never carry a load that is so large it obstructs the vision.
4. Use gloves or hand pads when handling rough or heavy materials.

W. Office and Clerical Work

1. Chairs, wastebaskets, cords, and other articles, shall not be left in the aisles or when they constitute a tripping hazard.
2. Desk drawers, cabinet doors, slides and files shall not be left standing open while unattended.
3. Pens or pencils, pins, paper clips, etc. shall not be put in the mouth.
4. Common, or sharp-pointed pins, should not be used for fastening papers together. Approved staples, clips, or other approved fasteners shall be used.
5. Broken glass, or other sharp-edged objects, shall not be placed in wastebaskets unless properly protected.
6. Approved ladders, step stools, or other safe supports shall be used to reach material on high shelves, or at other elevations, if necessary for safe handling.

X. Stairways, Doors, Landings, Halls

1. Care should be used when passing through swinging doors. The hands should be placed on the glass of a door when opening it.
2. Employees should keep to the right when using the hallways and when going around corners, or when opening or entering double doors.
3. Handrails should be used when ascending or descending stairs.
4. Matches, cigarette butts, rubber bands and paper clips should not be thrown on floors, landings, or stairs.
5. Running in hallways, up and down stairways or around corners is prohibited, except in emergency.
6. Caution should be exercised when walking in halls where doors open outward.

Y. Moving Machinery

Employees should never use oily tools or wiping cloths on or about parts of machinery in motion.

Z. Starting, Stopping, or Working on Machinery

1. When an engine, pump or other machinery is closed down for repairs or adjustment, the employee in charge shall place a "do not operate-down for maintenance" sign, signed by himself/herself, on the equipment and shall lock the equipment out of service. The sign shall not be removed except by the person who placed it or by his/her order.
2. Control switches must be locked out to prevent accidental starting before repairs are completed.

AA. Familiarity and Piping, Valves, Equipment, Etc.

Maintenance employees shall be fully informed of the layout of all circuits, switches, piping, valves and appliances which are within their jurisdiction and which they may be called upon to operate at any time.

BB. Safe Guards

The guarding of all mechanical rotating equipment shall be in accordance with the California Division of Industrial Safety General Industry Safety Orders.

CC. Grinding Wheels

All grinding wheels, except those used for internal grinding, shall be provided with hooded guards of sufficient strength to effectively protect workers from flying fragments and effectively retain pieces of the wheel if the wheel breaks in operation.

DD. Woodworking Equipment

1. All power-driven saws and other woodworking equipment shall be guarded in accordance with the requirements of the California Division of Industrial Safety Orders.
2. A push stick or push block shall be used when sawing small pieces and when nearing the completion of any cut.
3. Only authorized and trained personnel are to be permitted to operate woodworking machinery.
4. The hands and body shall be kept at the side and rear of the piece being sawed and out of line of the saw. When sawing long material, the ends thereof should be properly supported.
5. Circular saws shall not be operated with hood, spreader or kickback device removed or rendered inoperative, unless the nature of the operation renders it impossible of performance with such device in position. If removed, the device shall be immediately replaced upon completion of such operation.
6. Machines must be completely stopped before attempting to clear jammed work or removed debris.
7. In addition to saws, woodworking equipment also includes shapers, lathes, sanders and planers.

EE. Boilers

Boilers shall not be put into, nor taken out of service, nor operated, except in accordance with California Division of Industrial Safety Boiler and Fired Pressure Vessel Safety Orders.

FF. Use of County Automotive Equipment

See Chapter 11 of the Administrative Procedure Manual, titled "Use of County Vehicles."

GG. Seat Belts

1. Each County-owned or leased motor vehicle shall be equipped with seat belts for each driver and passenger position.
2. Each County employee driving or riding in any County-owned motor vehicle shall wear the seat belt in fastened position while the vehicle is in motion on any roadway within or outside the County of Kern.
3. It shall be the responsibility of each driver to assure that his/her passengers have their seats properly fastened prior to placing his/her vehicle in motion.
4. Occupants of emergency (Sheriff) and special use (road graders, rollers, loaders, etc.) vehicles shall wear seat belts.

HH. Accident Reporting

Prompt and timely reporting of all accidents is essential for the legal protection of the County and its employees.

II. Reporting Vehicular Accidents

Any County employee involved in a moving vehicular accident while performing duties of his/her position will adhere to the following:

Procedure at Scene of Accident

1. DO NOT admit any responsibility for the accident to anyone. Immediately notify County Sheriff's Office, City Police, or California Highway Patrol, whichever is appropriate, to secure an official investigation at the scene.
2. In accidents resulting in major property damage, serious personal injury or death, immediately notify the Kern County Loss Prevention Specialist at (661) 868-3880 and cell phone number (661) 703-0385.

3. Accidents involving only minor property damage will not require the immediate notifications as specified above, but must be reported according to Section 1207.2 (of the K.C. Admin. Proc. Manual).
4. Record all pertinent information concerning the accident on the form provided in each county vehicle for that purpose. This short-form Accident Report should be in the possession of all personnel operating County vehicles. It is the responsibility of the Garage Superintendent to have copies of said form placed in the glove compartments of Garage vehicles. For departments maintaining their own vehicles, this responsibility rests with the Department Head.
5. Provide the other party(s) involved with the following information:
 - a. Your name and address
 - b. Your driver's license number
 - c. The name and address of your employer
6. If a County vehicle is involved, and it is disabled, contact either the County Garage (661) 868-6910 or the department which maintains the vehicle and obtain instructions relative to towing procedures.

Procedures After Accident

1. IT IS MANDATORY that ALL accidents involving County-owned or leased vehicles be reported to the Risk Management Division of County Counsel within 24 hours of said accident, weekends and legal holidays, excepted.
2. Prepare the form titled "Motor Vehicle Accident Report", www.co.kern.ca.us/rm/GL/Vehicle_Accident_Report.pdf, for all vehicle accidents. Submit original and two copies to the Risk Management Division and retain one file copy.
3. The "Motor Vehicle Accident Report" is to be reviewed by the Department Head. Appropriate comments, signature and date should be inserted on the form by the Department Head or his/her authorized representative.
4. All injuries other than those requiring first aid treatment only should be reported on the "Supervisor's Report of Industrial Injury" www.co.kern.ca.us/rm/Forms/wc_supRpt.pdf. The original and one copy of this form is to be submitted to the Risk Management Division within 48 hours after the injury, weekends and holidays excepted. The file copy is retained by the department.

Classification of Accidents

Avoidable accidents caused by employee carelessness or negligence may result in revocation of employee's authority to drive a County vehicle. The Loss Prevention Specialist will classify all accidents, and will inform the department head of his/her determination.

1. Avoidable The decision as to the preventability of the accident will be based solely on whether or not the driver exercised prudent and reasonable judgment to prevent or avoid the accident. Said judgment must have been exercised regardless of any legal rights to which the driver may have been entitled under the Vehicle Code, or other applicable laws. Accidents caused by mechanical failures will not be classified as avoidable, unless the defect was known to the driver before the vehicle was put in operation.

The following is a partial list of accident causes which will be considered avoidable under normal conditions:

- a. Backing
 - b. Excessive speed
 - c. Improper turning
 - d. Following too closely
 - e. Inattention
 - f. Improper operation of controls
 - g. Failure to yield right-of-way
 - h. Improper overtaking and passing
 - i. Incorrect judgment of clearance
 - j. Exceeding basic speed law
 - k. Driving under the influence of alcohol or drugs
2. Unavoidable The decision as to the non-preventability of the accident will be based on whether or not the driver exercised good judgment and used every reasonable means available to avoid the accident. No violation of law, safe driving practices, or improper use of the vehicle must have been involved.
 3. Unknown Where responsibility for the accident cannot be determined. This classification will seldom be used.

JJ. Industrial Injury Reporting

"Industrial Injury" shall mean personal bodily harm to a County employee, no matter how trivial, who is on duty at the time of injury. The following procedures will be applicable whenever any County employee is injured while performing the duties of his/her position:

Fatal Injury

1. When an injury or accident results in the death of an employee, the Department Head, or his/her authorized representative, shall immediately notify the following:
 - a. The County Sheriff-Coroner, (661) 861-2606.
 - b. The County Administrative Officer, or in his/her absence, the Assistant County Administrative Officer, (661) 868-3198.
 - c. The Risk Management Division of County Counsel, (661) 868-3801, giving the full name of the deceased, and other such information as required (name of surviving spouse, number and ages of children, if any, etc.)
2. The Department Head or his/her designated representative shall personally notify the next-of-kin of the deceased employee as soon as is practicable after death is confirmed and positive identification has been made. However, under unusual circumstances when the Sheriff-Coroner's Office has jurisdiction over the body, the Coroner will be responsible for notifying the next-of-kin. Under no circumstances shall any statement, announcement or information concerning the employee's death be given to the news media or the general public before the next-of-kin has been notified.
3. Upon notification of the death or serious injury of a County employee, the County Loss Prevention Specialist shall immediately report to the California Division of Industrial Safety.

EXCEPTION: Injuries or death from motor vehicle accidents on public streets or highways need to be reported to the Division of Industrial Safety, since they are reported by law enforcement agencies. However, vehicle accidental deaths occurring on private property must be reported to the Division of Industrial Safety.

Serious Injury

1. Serious injury shall immediately be reported to the Risk Management Division by telephone to (661) 868-3801. A serious injury is defined as an injury which requires services of a physician or immediate hospitalization, loss of consciousness, or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement.
2. The Department Head or his/her designated representative shall personally notify the next-of-kin of a seriously injured employee who has been hospitalized and is unable to notify his/her own kin.

3. It is mandatory that all injuries, including fatalities, requiring hospital emergency room treatment or the services of a physician, be reported on the "Employer's Report of Occupational Injury or Illness" www.co.kern.ca.us/rm/Forms/Form5020.pdf form within 24 hours of the time of injury or earlier, if possible. Submit original and one copy to the Risk Management Division and retain one copy for the file. It is preferred that all reports be typed.
4. When an industrial injury other than a "first aid injury" is reported, the injured employee should also be given an "Employee's Claim for Workers' Compensation Benefits" www.co.kern.ca.us/rm/Forms/ClaimForm2010.pdf form within 24 hours of the reported injury. The distribution for this form is outlined in the lower left hand corner of the form.

First Aid

1. A first aid injury shall mean an industrial injury does not require the services of a physician and/or a hospital emergency room.
2. All injuries, other than those requiring first aid treatment only, should be reported on the "Supervisor's Report of Industrial Injury" www.co.kern.ca.us/rm/Forms/wc_supRpt.pdf. The original and one copy of this form is to be submitted to the Risk Management Division within 48 hours after the injury, weekends and holidays excepted. The department retains the file copy.
3. When an industrial injury other than a "first aid injury" is reported, the injured employee should also be given an "Employees Claim for Workers' Compensation Benefits" www.co.kern.ca.us/rm/Forms/ClaimForm2010.pdf form within 24 hours of the reported injury. The distribution for this form is outlined on the lower left hand corner of the form.

Department Reporting Requirements,

In Summary, industrial injury reporting requirements are as follows:

1. First aid which does not require the services of a physician and/or hospital emergency room, submit to the Risk Management Division: "Supervisor's Report of Industrial Injury" www.co.kern.ca.us/rm/Forms/wc_supRpt.pdf.
2. Injuries requiring hospital emergency room and/or physician services or resulting in death, submit to the Risk Management Division:

- a. "Supervisor's Report of Industrial Injury"
www.co.kern.ca.us/rm/Forms/wc_supRpt.pdf
- b. "Employer's Report of Occupational Injury of Illness"
www.co.kern.ca.us/rm/Forms/Form5020.pdf
- c. "Employee's Claim for Workers' Compensation Benefits"
www.co.kern.ca.us/rm/Forms/ClaimForm2010.pdf

KK. Report Injury Incurred by Members of the General Public

1. Injuries to members of the general public occurring in County buildings, on County grounds or by County equipment (except motor vehicles) must be reported to the Risk Management Division immediately after the injured person has departed the area.
2. County employees are not, except in extreme emergency, to call a doctor or ambulance, unless requested to do so by the injured person.
3. County employees involved are not to admit responsibility for the accident to the injured person, or to anyone else.
4. The Department Head will investigate the accident or circumstances surrounding the injury and send a written report to the Risk Management Division containing at least the following information:

(1) Name, age and sex of injured; (2) Home address and telephone number of injured; (3) Type of injury, and explanation of where and how the accident or incident occurred; (4) Disposition of injured; and (5) names and addresses of witnesses.

LL. Pesticide Safety Regulations

All County employees who mix, load, apply, store or otherwise handle pesticides, shall be provided with adequate instruction and training in the use and handling of all pesticides with which they work. The County Agricultural Commissioner has been designated as the County authority on all matters involving pesticides, and will provide assistance to departments in developing training materials and programs for employees handling pesticides.

1. Each department shall require that employees handling pesticides understand safety procedures, and are aware of the safety clothing, and protective equipment to be worn, common symptoms of pesticide poisoning, and the dangers of eating, drinking, or smoking while handling pesticides.
2. Each department shall keep a permanent record of all training received by each employee. It shall contain the date of training, nature and extent of training given, name of the instructors, and the job for which employee is being trained.

The employee will be required to sign the training record to verify the training received.

3. Each department whose employees are involved in the use of or exposure to pesticides shall make arrangements for emergency medical care, and shall post conspicuously the name, address, and telephone number of the physician or clinic providing care.
4. All department pesticide equipment, protective clothing, training records, safety procedures and storage or mixing facilities shall be subject to inspection by representatives of the Californian Department of Food and Agriculture, the County Health Department and the County Agricultural Commissioner's Office.

MM. Hazardous Substances

1. On February 21, 1983, CAL/OSHA implemented the Hazardous Substances Information and Training Act to insure that information and training are given to employees about the properties and potential effects of hazardous substance they may be exposed to under normal work conditions or in a reasonably foreseeable emergency resulting from workplace operations. The California Director of Industrial Relations has prepared a list of hazardous substances which contains the chemical names and common names of all substances exposure to which could be injurious to employees.

Each County department shall maintain a copy of the list of hazardous substances utilized or stored in their department. Material Safety Data Sheets will be obtained for all hazardous substances. All employees will be trained in the basic knowledge of how to read and understand a safety data sheet.

2. Departments are to get their information about the hazardous substances that they use from Safety Data Sheets (SDS) provided by the manufacturers or distributors of the hazardous substances. The information contained on these Safety Data Sheets consists of the following:
 - a. Health hazards associated with the use of the substance.
 - b. Proper precautions for handling the substance.
 - c. Necessary personal protective equipment.
 - d. Other safety precautions necessary to prevent or minimize exposure to the hazardous substance
 - e. Emergency procedures for spills, fire, disposal and first aid.
3. Departments may obtain Safety Data Sheets on hazardous substances by requesting the same on requisitions for the substances. The Purchasing Division of General Services Department shall place the same request on its purchase order for that item. Purchasing will then forward copies of the Safety Data Sheet to the departments upon receiving them from the manufactures and/or distributors.

4. Under the provisions of the Hazardous Substances Information and Training Act, each Department Head is required to inform all of his/her employees of their following rights:
 - a. To personally receive information regarding hazardous substances to which they may be exposed.
 - b. For their physician or union representative to receive information regarding hazardous substances to which the employee may be exposed.
 - c. Against discharge or other discrimination due to the employee's exercise of rights afforded under the act.

NN. Hazardous Substances Report

Under General Industry Safety Order 3204, CAL/OSHA requires each California employer to provide employees and their designated representatives and authorized representatives of the Chief of the Division of Occupational Safety and Health (DOSH) a right of access to records of hazardous exposure of employees. In order to properly record all employee exposures to hazardous substances, a "Hazardous Substance Exposure Report" [Adm. 580 1020 84-1(R.1-84)], shall be filled out for each employee to hazardous substance.

1. A hazardous substance is any chemical, biological agent, (bacteria, virus, fungus, etc.) or ionizing and non-ionizing radiation.
2. Expose or exposures means any situation arising from work operation where an employee may ingest, inhale, absorb through the skin or eyes or otherwise come into contact with a hazardous substance.
3. The Hazardous Substance Report is to be prepared in triplicate. The original (white copy) is to be retained in department files for 30 years (per 8 CAC 3024), the yellow copy is for the department safety officer and the pink copy is to be furnished to the exposed employee.
4. Hazardous Substance Exposure Reports forms may be obtained from the Risk Management Division of County Counsel.

OO. Reporting Serious Unusual Incidents

Any unexpected incident or accident that immediately involves, or could involve, the health, safety, or welfare of County employees and members of the general public, or causes immediate extensive damage, or could cause potentially serious or extensive damage, to County-owned or leased buildings and facilities, shall be reported to the Loss Prevention Specialist as expediently as possible. The reporting individual should be the department head, or his/her designee. The report should be made by telephone or in person whichever would be most expedient.

1. The report should be made in the following format:
 - a. Name, title and department of caller.
 - b. Description of incident or accident.
 - c. Time, date and exact location of occurrence.
 - d. Injuries and/or illnesses to County employees and/or members of the public.
 - e. Property damage.
 - f. Actions taken by the department, i.e., notification of law enforcement agency, fire department, administration of first aid, request for ambulance, evacuation of building, instructions to employees, etc.
 - g. Opinion or estimate of potential safety and health hazards individuals, and potential damage to facilities.
 - h. Other appropriate comments
 - i. Recommendations
2. The Loss Prevention Specialist shall:
 - a. Inform Risk Management of the incident/accident.
 - b. Coordinate all the activities of the various County departments, offices and/or key personnel who are to become involved in the investigation, corrective action and reporting of the accident/incident.
 - c. Perform follow-up necessary to assure completion of all corrective action tasks.
 - d. Coordinate preparation of the final report with affected agencies.
 - e. Furnish report to County Counsel, County Administrative Office and Board of Supervisors.
3. Each Department Head shall:
 - a. Establish an internal reporting procedure to report serious or unusual incidents as described above.
 - b. Designate a key employee/employees to report the incident during the absence of the department head.
 - c. Provide operational resources and staff assistance as may be required in connection with the emergency handling, investigation, corrective actions, and necessary follow-up activities for each unusual incident.
 - d. Establish and maintain a complete file of calls, messages, correspondence assignments, investigations, corrective actions, and reports in connection with each unusual incident.
 - e. Coordinate all activities pursuant to any incident, as described above, with Risk Management.
 - f. Prepare a written departmental operational procedure to accomplish the requirements of the above paragraphs.
 - g. Implement procedural changes and/or actions necessary to preclude recurrence of the incident.

- h. Assist in the preparation of the final report.

HOW TO FILE A CLAIM AGAINST THE COUNTY

Government Code 910 provides the guidelines for the proper filing of a claim against a governmental entity.

Any person wishing to file a claim against the county should be given or mailed the instructional sheet entitled Requirements of Section 910 of the Government Code and the Claim Against the County of Kern form.

You must tell the person wishing to file a claim that:

1. They should complete the form, sign and date it.
2. Mail or bring the Claim Form to the Clerk of the Board's Office at 1115 Truxtun Avenue, Fifth Floor, Bakersfield, CA 93301.

If the person has any questions, refer him/her to the General Liability Claims Adjuster.

If a request for a Claim Form is made by telephone, the person receiving the call will take responsibility for sending the form out the same day.

CLAIM AGAINST THE COUNTY OF KERN

(Government Code 910,910.2 & 910.4)

This claim must be filed with the Clerk of the Board of Supervisors, 1115 Truxtun Ave., 5th Floor, Bakersfield, California 93301. *If it is a claim for death, injury to person, injury to personal property or injury to growing crops, it must be filed within **six months after the accident or event giving rise to the claim.** If it is a claim for any other cause of action, it must be filed within one year after the event(s) giving rise to the claim. You must complete both sides and sign the claim form for the claim to be valid. Complete information must be provided. If the space provided is inadequate, please use additional paper and identify information by paragraph number.*

1. State the name and mailing address of claimant:

2. State the mailing address to which claimant desires notices from the County to be sent:

3. State the date, place and other circumstances of the accident or event(s) giving rise to the claim.

4. Provide a general description of the injury, damage or loss incurred so far as it may be known:

5. Provide the name or names of the public employee or employees causing the injury, damage, or loss, if known:

6. Regarding the amount claimed (including estimated amount of any prospective injury, damage or loss known as of the time the claim is filed):

If less than ten thousand dollars (\$10,000), state the amount: \$_____.

If more than ten thousand dollars, would the claim be a limited civil case (less than \$25,000)? (Circle one)

Yes

No

7. Please state any additional information which may be helpful in considering this claim:

Claimant must date and sign below.

8. Signed this _____ day of _____, 20_____.

CLAIMANT'S SIGNATURE

WARNING! IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM

(PENAL CODE 72)

(Instructions for Filing a Claim)

Requirements of Sections 910 of the Government Code

Government Code 910 provides certain requirements that must be met before a document filed against a governmental entity can be considered a properly filed claim. Failure to comply with the filing requirements will make the filing deficient and the filing will not be accepted as a properly filed claim. Any filing against the County of Kern must include all of the information as set forth in Government Code 910, a portion of which follows:

Government Code section 910. Person presenting claim; Contents of claim

A claim shall be presented by the claimant or by a person acting on his or her behalf and shall show all of the following:

- a. The name and post office address of the claimant.
- b. The post office address to which the person presenting the claim desires notices to be sent.
- c. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- d. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.
- e. The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- f. The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether jurisdiction over the claim would rest in municipal or superior court.

The claim must be signed by the claimant and his/her designated person to sign. (Gov. Code 910.2).

The claim must be filed with the Clerk of the Board, 1115 Truxtun Avenue, 5th Floor, Bakersfield, California 93301. The claim must be filed within six (6) months after the date of the accrual of the cause of action (Gov. Code 911.2). This form is provided for purposes of information and Kern County reserves all rights in each.