

**SUTTER-YUBA MOSQUITO & VECTOR CONTROL DISTRICT AGENDA**

701 Bogue Road, Yuba City, CA. (530) 674-5456

Thursday, December 8, 2022, 4:30 P.M.

1. Call to Order
2. Pledge of Allegiance
- motion 3. Emergency Agenda Items
- motion 4. Consent Agenda:  
The Consent Calendar groups together those items which are considered noncontroversial or for which prior policy direction has been given to staff and that requires only routine action by the Board. The Chair will advise the audience that the matters may be adopted in total by one motion; however, the Board may, at its option or upon request of a member of the public, consider any matter separately.
  - A. Minutes of November 10, 2022
  - B. Bills for November 2022
- motion 5. Approval of the Annual Audit for Fiscal Year 2021-2022, ending June 30, 2022. Smith and Newell will make a short presentation and answer questions.
- motion 6. Approval to extend the lease of 925 Market Street to William Ontiveros
- motion 7. Approval of a bereavement leave policy to be added to the Employee Personnel Rules.
- motion 8. Vector Control JPA Retrospective Adjustment for the Liability Program: Board approval to deposit the refund into the District's VCJPA Member Contingency Fund.
- motion 9. Closed session- PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Manager, Government Code Section 54957
10. Public Comments
11. Manager Comments: The manager will report on the following:
  - a) VCJPA Member Contingency Fund balance
  - b) District activities
12. Trustee Comments
- motion 13. Adjournment

*Any person who needs a disability-related modification or accommodation to participate in this meeting, should contact the District at (530) 674-5456 or by fax at (530) 674-5534. Requests must be made as early as possible and at least 72 hours prior to the meeting for the District to make reasonable arrangements and ensure accessibility.*

# **Sutter-Yuba Mosquito and Vector Control District**

## **Policy Title: Bereavement Leave**

This policy shall apply to full-time, permanent, summer, seasonal, and temporary employees, and interns employed by the District for at least 30 days prior to eligibility for the leave.

In the event of a death in the “immediate family” of an employee, the District Manager may, upon request, grant up to five (5) days bereavement leave with pay, without charge to the employee’s accumulated sick leave credits or vacation. After five (5) days, the employee may take additional time-off as allowed, using accrued sick leave or other time off benefits.

For the purposes of this leave, the “immediate family” shall be restricted to family members as follows:

Immediate family means spouse, parent, child, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, stepbrother, stepsister, grandparents, grandchildren, aunts, uncles, nieces, and nephews. Outside of these relationships, an employee may designate one co-habitant as an immediate family member, per year, limited to one designee at a time.

The term “spouse” for this leave policy applies to an individual to whom the employee is legally married or is a legally registered domestic partner.

A “parent” means a biological, foster or adoptive parent, a stepparent or legal guardian.

A “child” means a biological, adopted or foster child, a stepchild, a child by law (in-law), a legal ward or a child for whom an employee has accepted the legal duties and responsibilities.

The bereavement leave must be completed within 90 days of the date of death of the family member. The days of bereavement leave need not be consecutive. A copy of death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency may be required prior to such leave being applied. Bereavement leave does not accumulate, cannot be transferred and has no cash out value.

Passed at the December 8, 2022 Board meeting. Effective November 1, 2022.