

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

114



FROM: Executive Office

SUBMITTAL DATE:
April 3, 2007

SUBJECT: Board Policy Manual Update

RECOMMENDED MOTION: That the Board of Supervisors approve the attached amendments to the Board of Supervisors Policy Manual Sections B-F.

BACKGROUND: The Board Policy Manual is a guide for departments on matters that are not otherwise addressed in state codes, county ordinances, and resolutions by the Board of Supervisors. The Executive Office is updating the manual's format and style, as well as proposing minor content changes that will bring policies into conformance with current practices. The project is being approached incrementally, with sections that have substantive changes to be presented for approval as they are completed. Administrative changes, which do not require Board approval, include consistent formatting, capitalization that conforms to Associated Press standards, proper punctuation, and current names of departments (e.g., replacing the term Administrative Office with
Continued on page 2.


Elizabeth Olson, Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	

SOURCE OF FUNDS: N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature 

- Policy
- Consent
- Policy
- Consent

Dept's Recomm.:
Per Exec. Ofc.:

Executive Office). Several policies require extensive changes and will be brought forward to the Board at a later time. These include B-20 Sharing Code Enforcement and Abandoned Vehicle Revenues, B-22 Capital Improvement Program, C-18 New Employee Relocation Policy and Guidelines, C-20 Compensation for Management Level Attorneys, C-25 Harassment Policy and Complaint Procedure, C-28 Information Technology Competency Pay, C-30 Employee Referral Program, D-2 Use and Purchase of County Vehicles, D-8 County Vehicle Identification, D-10 Overnight Retention of Vehicles, and F-5 Code Enforcement—Enforcement Strategies.

Following is a summary of the proposed changes.

Proposed Content Changes to Board Policy Manual Sections B-F

- B-7 County Department Processing of an Agreement or Lease with a Private Party which Includes Formal Options that May be Exercised
Increases the amount for all leases of capital equipment involving an option to purchase where the final amount is more than \$1,000 (current policy) to a final purchase amount of \$5,000.
- B-17 Minority, Women and Disabled Veteran Business Enterprises
Renamed: Disabled Veteran and Local Business Enterprises
Reflects case law and to align preference with state requirements. Business enterprises owned, in whole or in part, by disabled veterans receive a three percent preference when bids are submitted for all county procurements. A five percent local preference policy is clarified directing all departments and agencies to include in bid documents a statement that preference for local businesses may be utilized in bid evaluations. The policy also notes that the Board encourages equal opportunities for enterprises owned or controlled by minority groups, women and supports small businesses competing for contracts of all types entered into by entities governed directly or ex-officio by the Board of Supervisors.
- C-2 Personnel Assignments, Disaster Preparedness Operations
Revised to incorporate provisions of County Ordinance 533.5 Providing for the Administration of the Emergency Management Organization for the County of Riverside.
- C-5 Reimbursement for Damaged Clothing or Property
Allows the Safety Manager to approve claims up to \$1,000 and provides that if the Safety Manager approves a claim in excess of \$1,000 the claim must be approved by the Human Resources Director and forwarded to the Executive Officer for final approval. The current policy requires that any claim \$1,000 or more must be approved by the Board of Supervisors.
- C-15 Pilot Employee Performance Incentive Program (EPIP)
The Human Resources Department recommends that this policy be rescinded.

Board Policy Manual Update

Background continued

- C-31 Voluntary Furlough Program
The Human Resources Department recommends that this policy be rescinded.
- D-1 Reimbursement for General Travel and Other Actual and Necessary Expenses
Clarifies that tips in excess of 20% of the cost of a meal will not be reimbursed and disallows tips at fast food restaurants and/or convenience stores.
- D-4 Travel Authorization—Supervisors and Executive Officer
Recommended for rescission
- D-5 Flight Insurance Coverage
Responsibility is transferred from Purchasing to the Human Resources Director
- D-9 Alternate Desert Route During High Winds
Purchasing/Fleet Services recommends rescission
- E-3 Emergency Food Stamps
The Department of Public Social Services recommends rescission as the Federal Emergency Food Stamp plan is completely separate from the Food Stamp program and no longer requires a co-pay.
- E-4 Physical Examinations for Foster Children
The Department of Public Social Services recommends rescission as the requirements are mandated by law and stated in the Children Division policy 31-405 (m) and (n) as well as in ALERT 06-012.
- E-5 Authorization to License Certain Facilities
The Department of Public Social Services recommends rescission as licensure requirements are outlined in the California Health and Safety Code Section 1533.
- E-7 Group Home and Shelter Home Rates
The Department of Public Social Services recommends removing the group home rate from the policy since Riverside County does not license group home facilities. The retainer rate for foster care beds was increased to \$350.
- F-3 Ground Squirrel Eradication Program
The Agricultural Commissioner recommends rescission since the rodenticide referenced has long been eliminated from the market and its purchase is now illegal.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	<u>Policy Number</u>	<u>Page</u>
COUNTY DEPARTMENT PROCESSING OF AGREEMENT OR LEASE WITH A PRIVATE PARTY WHICH INCLUDES FORMAL OPTIONS THAT MAY BE EXERCISED.	B-7	1 of 1

Policy:

Whenever a county department is processing an agreement or lease that includes an option with a private party that may or may not be exercised by the county, the department is required to present such a proposal to the Board of Supervisors through the Executive Officer a minimum of 30 days prior to required final action.

This policy is intended to cover such items as follows:

1. All purchases of major equipment in which any "buy back" option was included as an integral part of the bid by which the vendor was selected.
2. All leases of capital equipment involving option to purchase where the final purchase amount is more than \$5,000.

In every case the background of the purchase, the facts regarding the exercising of the option, and the department's recommendation concerning the exercising of the option will be placed on the Board agenda under the aforementioned 30 day lead time required by this policy.

Reference:

Minute Order dated 04/26/77
Minute Order dated 01/24/78

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
DISABLED VETERAN AND LOCAL
BUSINESS ENTERPRISES

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Policy:

It is the policy and practice of the County of Riverside to encourage the utilization and participation of Disabled Veterans Business Enterprises (DVBE) in county procurements and to align preference with the state requirements. All county departments include in bid documents a statement that a three percent (3%) price preference for disabled veteran owned businesses will be utilized in bid evaluations. The Board adopted this practice to encourage greater economic opportunity for Disabled Veteran Business Enterprises for funds spent under county and Board-governed Special Districts' contracts and purchase orders.

The county also has a Local Preference Policy that directs all departments and agencies to include in bid documents a statement that a five percent (5%) price preference for local businesses may be utilized in bid evaluations.

The Board encourages equal opportunities for Minority Business Enterprises (MBE), Women's Business Enterprises (WBE) and small businesses to compete for contracts of all types entered into by entities governed directly or ex-officio by the Board of Supervisors, and to promote the increased use by same in joint ventures and as sub-contractors.

POLICY AMPLIFICATION

I. SCOPE

This policy shall apply to agreements, contracts, acquisition leases and purchase orders for materials, services, professional services, professional consultants or trainers from firms or individuals engaged in "for profit" business activities paid for in whole or in part out of county funds or funds administered by the county. To the extent of any conflict between this policy and any requirements imposed by the federal and state government relating to participation in a contract by a DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail. Local business preference shall also apply as listed in this policy.

II. DEFINITION

A. Disabled Veteran Business Enterprise (DVBE) as used in this policy, means a business concern certified by the state Office of Small and Minority Business (OSMB) as meeting the following legal requirements:

1. It is a sole proprietorship at least 51 percent owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation, but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint

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venture's management, control and earnings are held by one or more disabled veterans.

2. The management and control of the daily business operations is by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business concern.
3. A sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

B. Local Business as used in this policy means business firms meeting the following requirements:

1. Fixed offices located within the geographical boundaries of Riverside County, authorized to perform business within the county, and in doing so, credit all sales tax from sales generated within Riverside County to the county, and provides, produce/s or performs contracted work using employees, of whom the majority are physically located in said local offices.
2. A Riverside County business street address, shall be open and staffed during normal business hours and,
3. The business must establish proof that it has been located and doing business in Riverside County for at least six (6) months preceding its certification to the county as a local business.

C. Minority Business Enterprise (MBE) as used in this policy means a business concern, consultant or contractor that meets all of the following criteria:

1. It is a business enterprise that is at least 51 percent owned by a minority individual or group(s), in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more minority groups;
2. The management and control of daily business operations is by one or more minority individuals. Legal aliens with permanent residence status are included in this definition;
3. A business concern with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business. Black American, Hispanic American, Native American, and Asian Pacific Americans are presumed minorities.

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Other groups are considered minorities if found to be disadvantaged by the Small Business Administration pursuant to Section 8(d) of the Small Business Act as Amended (15 U.S.C 637 (d)), or the Secretary of Commerce pursuant to Section 5 Executive Order 11625.

- D. Women Business Enterprise (WBE) as used in this policy means a business concern, consultant or contractor that meets all of the following criteria:
1. It is a business enterprise that is at least 51 percent owned by a woman or women, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women;
 2. The management and control of daily business operations is by one or more women;
 3. A business concern with its home office located in the United States, which is not a branch or subsidiary of a foreign corp., foreign firm, or other foreign-based business.

III. FUNCTION

- A. The Purchasing Department, through the county Contract Compliance Office shall develop, manage and implement the W/M/DVBE program on a day-to-day basis. The Contract Compliance Officer shall be responsible to:
1. Provide assistance and guidance to all departments, offices, agencies, and Board-governed special districts in matters related to the implementation, interpretation and enforcement of this policy.
 2. Develop a systematic method for identifying and maintaining an inventory of certified minority and women and disabled veterans business enterprises (MBE, WEB, and DVBE), their capabilities, services, supplies and/or products.
 3. Participate in business opportunity-related meetings, conferences, seminars, etc., with minority, women, disabled veteran, owned and small business organizations.
- B. Board Governed Special Districts with delegated contracting authority shall provide the County Contract Compliance Office with contracting information, as requested, to insure compliance with this policy.

IV. PROCEDURES MANUAL

An operating procedures manual was developed for implementation of the County Purchasing Ordinance.

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V. RACE AND GENDER NEUTRALITY

Under no circumstances shall this policy be construed as requiring or permitting the county, or any office or agency to which this policy may apply, to award any agreement, contract, acquisition lease, lease or purchase for supplies, equipment, materials, services, professional services, public works, professional consultants or trainers to any person, company, firm or other business organization or entity whatever on any basis other than the best and most responsive bidder, or the best qualified bidder, as set forth in the pertinent bid or proposal documents, without regard to race, religious creed, color, national origin, ancestry, physical disabilities, medical condition, marital status, veteran status, pregnancy, age or sex.

Reference:

Minute Order 3.16 of 03/08/94
Minute Order 3.32 of 06/01/99

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:
**PERSONNEL ASSIGNMENTS, DISASTER
PREPAREDNESS OPERATIONS**

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Policy:

Ordinance 533.5 provides for preparation and carrying out plans for the protection of persons and property in an emergency or disaster condition. The County Executive Officer or designee serves as the director of Emergency Services and during a declared state of war emergency, state of emergency, or local emergency is responsible for providing the overall management and direction to the County Emergency Management Organization. Officers and employees of the County of Riverside, its agencies, cities and special districts, together with all volunteers, groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and Ordinance 533.5 will provide support as directed by the Executive Officer or designee during an emergency or disaster condition.

Reference:

Minute Order dated 02/22/72
Minute Order 3.52 of 08/23/05

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:
**REIMBURSEMENT FOR DAMAGED CLOTHING
OR PROPERTY**

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Policy:

Pursuant to the authority of Section 53240 of the Government Code, an employee may be paid or reimbursed for the costs of replacing or repairing property or clothing necessarily worn or carried by the employee and lost or damaged in the line of duty without fault, in accordance with the following regulations:

1. Claims

An employee seeking payment for the cost of replacing or repairing property or prosthesis, such as eyeglasses, hearing aids, dentures, watches or articles of clothing necessarily worn or carried by the employee and lost or damaged in the line of duty without employee fault, shall deliver the employing agency/department head a claim in a stated amount, signed under penalty of perjury, setting forth a description of the item and the nature and extent of the damage, the cost of its repair, or of its replacement if damaged beyond repair, the employee's estimate of its value immediately preceding the damage, and the circumstances under which the damage occurred, with receipts or other vouchers, if available, attached in support of the claim. The claim shall be delivered promptly, not exceeding 100 days, after the loss occurs.

2. Excluded Items.

Claims shall be rejected for:

- a. Damage less than \$20
- b. Items not necessarily worn or carried by the employee, including rings and jewelry
- c. Cleaning or laundering clothing
- d. Damage covered by Workers' Compensation or other insurance or recoverable from some other party
- e. Damage caused or contributed to by the employee's negligence or fault
- f. Normal wear and tear of clothing

3. Agency/Department Review

The agency/department head shall promptly review the claim and endorse either: (a) approval, (b) disapproval with reasons therefore, or (c) approval in a reduced

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amount with reasons for the reduction. This recommendation shall then be forwarded to the Safety Manager.

4. Safety Committee Review

The Safety Manager shall review the claim, recommend the allowance of the claim in whole or in part, or reject it. No claim shall be allowed for an amount in excess of the reasonable cost of repair or, if the damage was beyond repair, in excess of the actual value of the item at the time of the damage to it. The Safety Manager may require further information of the claimant before action on the claim. If the claim is rejected, the rejection and reasons therefore shall be endorsed on the signature of the Safety Manager, and it shall be returned to the employee through the agency/department head. If the claim is recommended for payment, it shall be approved by the signature of the Safety Manager and forwarded back to the agency/department head for payment of amount recommended not to exceed \$1,000. The agency/department concerned will affect payment of the claim out of its respective budget. Any claim approved by the Safety Manager in excess of \$1,000 will be forwarded to the County Executive Officer through the Human Resources Director, for final approval or disapproval. It will contain the Safety Manager's recommendation and approval of the Safety Manager and Human Resource Director.

Reference:

Minute Order dated 12/07/64
Minute Order 3.53 dated 09/18/90

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PILOT EMPLOYEE PERFORMANCE INCENTIVE PROGRAM (EPIP)	C-15	1 of 2
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GOAL:

To provide individual monetary awards/recognition for those employees whose performance is demonstrably outstanding.

CRITERIA:

1. The employee(s) propose procedures or ideas which hereafter have been adopted and which will result in eliminating or reducing expenditures or improving operations; provided; such proposals are placed in effect; or
2. The employee(s) by their superior accomplishments, make exceptional contributions to the efficiency, economy or other Improvement in the operations of the agency/department; or
3. The employee(s) perform special acts or special services in the public interest.

ADMINISTRATION:

1. Each Agency/Department Head (of departments in the pilot program) has complete discretion to award a specific amount of money to individual employees, in accordance with procedures and criteria proposed by the agency/department and approved by the Board of Supervisors.
2. Funds for the performance incentive are derived from total Appropriations for each cost center of the agency/department, but may not exceed one-quarter of one percent (0.25%) of the Object 5, Sub-object 101 appropriation. Exception: Funds for the performance incentive for the Department of Public Social Services may not exceed .45% of Object 5, Sub-object 101 appropriation. There is no obligation that the entire amount authorized be awarded.
3. Any regular employee in a permanent status may receive one award during the term of the pilot program.
4. An incentive award for an individual employee may be from \$100 to \$500.

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5. Authorization for payment of the incentive will be submitted by the Agency/Department Head on forms provided, to the Auditor/Controller, Human Resources Department, and Executive Office. Forms will include the name(s), classification(s), amount(s), and justification for the award.

6. In January, each Agency/Department head is required to submit a progress report on the pilot program to the Board of Supervisors, through the Executive Office.

EXEMPTIONS:

Agency/Department Heads are exempted from receiving awards.

CONDITIONS:

The Agency/Department Head's decision(s) in this pilot program are not subject to the Grievance Procedure or any other appeal procedure.

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VOLUNTARY FURLOUGH PROGRAM	C - 31	1 of 5

RESCINDED: Board Policy C-31 no longer operative)
(Per Minute Order Effective: X/XX/XX)

POLICY:

It is the policy of the Board of Supervisors to allow for a Voluntary Furlough Program (VFP) to reduce and/or defer payroll costs on a short-term basis. The purpose of the VFP is to help reduce expenditures during challenging budget shortfalls, yet maintain critical County services. The VFP offers employees the opportunity to pursue education goals, address family issues, or handle other needs that require time off from work, without loss of health benefits or seniority. The VFP is available to all regular employees, irrespective of the funding sources for their positions. Agency/department heads may determine, however, which of the options to allow, based on the operational needs of their department. This policy is effective July 1, 2003, and will remain in effect until June 30, 2005.

Eligibility:

This program is available to all regular County employees who have completed at least two full pay periods of employment who request to participate, subject to approval by their agency/department heads. Seasonal and temporary employees are not eligible to enroll in this program. In addition, employees must be on a paid status at the time of enrollment and on the workday prior to first taking time off. They must also ensure that they have adequate wages to cover their normal payroll deductions and the contributed benefit amounts, if applicable.

Voluntary Time Off:

There are two ways to participate in this option: (a) the employee's scheduled work hours or workdays are reduced on a biweekly basis, or (b) a block of time off is scheduled as unpaid leave. The employee and the department manager/supervisor mutually determine the amount of time reduced and the scheduling required (i.e., the reduced work day, work week or scheduled block of time off).

Note: Department heads already have the ability to grant these two types of work/pay reductions. The difference in this program is that certain benefits and leave accruals will not be reduced to reflect the temporary reduction in hours.

Employees participating in the VFP will be allowed to maintain the same level of employer contributions for flexible credit allowance, as well as continuation of their other employee benefit plans. They will retain their work status for benefit purposes. Voluntary furlough hours will have no effect on the following benefits:

- Flexible benefit allowance
- Medical/dental/vision/life insurance eligibility and coverage
- Retirement eligibility and benefit level (unless retirement is within 12 months)
- Rate of differential and premium pay that is included in the compensation base for pension calculation, except to the extent that they are based on the actual number of hours worked. This includes bilingual pay, shift differentials, etc.

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Furlough hours will not cause a break in service, nor a reduction in employees' service credit for the purposes of seniority, probationary period, retirement, leave accumulation, or anniversary date/merit salary adjustment. When a person reduces their work hours, these service credits are unaffected unless they are off for a full pay period.

VFP participants who take a block of time off will be protected from losing their service credits and flexible benefit credits for the period, as well as their leave accrual for the period. Normally, if a person takes a full pay period off without pay, the flex credit, leave accruals, and service credits would not be given. For those who choose a biweekly reduction in hours, there will be no harm, because their regularly-scheduled hours will not change; they will simply report a number of unpaid hours each pay period.

A special time entry code will be established to capture all voluntary time off hours taken under this program, and to facilitate continuation of seniority, health and retirement benefit accruals, contributions and payments. Employer taxes and withholdings will be calculated based on the actual hours worked and benefits received. Eligibility for overtime during the period that the furlough is taken will be calculated based on actual hours worked; furlough hours will not count toward the 40 hours required before overtime is paid.

Voluntary time off must be taken in increments of full hours per pay. For a block of time, it must be full days. Total voluntary time off should not exceed 160 hours for full-time employees (or 80 hours for part-time employees) in any six-month period, in order to prevent an effect on PERS service accumulations for pension purposes.

Voluntary Furlough Enrollment:

Agency/department heads are encouraged to promote the VFP in order to reduce departmental expenditures. Agency/department heads may determine, however, which options to allow based on the operational needs of the department.

All eligible employees will be made aware of the VFP described herein, and will be notified of the quarterly enrollment periods. New hires may enroll during enrollment periods following two full pay periods of employment. Employees enrolled in the VFP for a reduced work schedule must agree to participate for a minimum of three months, with three-month extensions allowed during subsequent enrollment periods if the department head approves. The employee must complete the Voluntary Furlough Program Enrollment & Cancellation Form, which must be submitted to Human Resources for processing.

Election Changes:

An employee whose application/agreement has been approved may not reduce or cancel the agreed schedule/amount except: 1) if s/he transfers to another agency or department; 2) if s/he terminates employment with the County; 3) if s/he demonstrates a personal hardship; or 4) after three months of participation. Any changes to the agreement will require a completed Voluntary Furlough Program Enrollment & Cancellation Form, which must be submitted to Human Resources for processing.

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Payroll Contributions/Deductions:

Participation in the Voluntary Furlough Program will reduce the employees' immediate take home pay. In determining the amount of time off to request, an employee needs to ensure that s/he has adequate wages to cover his/her normal payroll deductions (e.g., tax withholdings, credit union deposits, deferred compensation contributions and loan payments, union dues, life insurance, dependent care and health care Flexible Spending Accounts). If electing a block of time off greater than one pay period, the employee needs to arrange payment of the normal required employee contributions for benefit plans.

Furlough Credits:

In the event that a mandatory furlough is implemented, employees who volunteered to participate in the Voluntary Furlough Program may either use accrued vacation, holiday, or compensatory time, or continue to work (if the department/building is open), and be paid during a mandatory furlough in recognition of their voluntary furlough time, using their furlough credits on an hour-for-hour basis.

Costs/Savings/Advantages:

The savings to the County from this option include direct salary savings, reduction in FICA/Medicare taxes, and reduction in PERS pension contributions in the current fiscal year (both employer portion and employee pick-up). The advantage for the employee is a reduction in work hours to accomplish other goals, without the loss of employee benefits. In addition, the payroll savings will help to lessen or avert the need for reductions in work force or mandatory furloughs. In the event of a mandatory furlough, the employees who elect to participate in this program will not suffer a double loss of income.

Program Reporting:

Each department will receive a quarterly summary of payroll savings achieved as a result of employee participation in the VFP, based on the tracking of hours in OASIS. The summary shall be included in the departmental quarterly reports submitted to the Executive Office.

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Furlough Alternative – Benefit Contribution Credit

An alternative method of participation in this program may hold interest for a limited number of employees. Under this alternative, the employee continues to work his/her normal schedule, but signs an agreement to contribute either their flexible benefit contribution or their car allowance to the County. In the case of flexible benefits, the employee would then be able to continue to pay the charges for their flexible benefit elections with pre-tax dollars, but the department would not provide the County's contribution; all employee flexible benefits are continued during the period of the contribution furlough.

Employees participating in this option will maintain their full-time work hour status for salary and benefit purposes.

Eligibility:

This program is available only to Management, Confidential, and Unrepresented employees who have completed at least two full pay periods of employment and who request to participate. In addition, employees must be on a paid status at the time of enrollment and on the workday prior to first contributing their employer contribution amount. If a collective bargaining unit elects to make this option available to its members, the "contribution furlough" will be made available to its members.

Contribution Furlough Enrollment:

All eligible employees will be made aware of the VFP option described herein, and will be notified of the quarterly enrollment periods. New hires may enroll during enrollment periods following two full pay periods of employment. The employee must complete a Benefit Contribution Credit Authorization form specifying the benefit(s) to be "contributed", and indicate in which pay periods the reduction is to take place.

Election Changes:

An employee whose application/agreement has been approved may not reduce or cancel the agreed schedule/amount except: 1) if s/he transfers to another agency or department; 2) if s/he terminates employment with the County; 3) if s/he demonstrates a personal hardship; or 4) after three months (6 pay periods) of participation. Any changes to the agreement will require a new Benefit Contribution Credit Authorization, which must be submitted to Human Resources for processing.

Payroll Benefit Contributions/Deductions:

Participation in this option of the Voluntary Furlough Program will reduce the employees' immediate take home pay, because his/her benefits will be charged as pre-tax payroll deductions. However, the pre-tax nature of these deductions will result in a pay decrease that is somewhat less than the amount contributed. For example, if a person's payroll taxes are 30% of gross pay, and the flex contribution is \$184 biweekly, the net loss in pay would only be \$129 (due to the reduction in taxes). In determining the reduction to request, an employee needs to ensure that

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s/he has adequate wages to cover his/her normal payroll deductions (e.g., tax withholdings, credit union deposits, deferred compensation contributions and loan payments, union dues, life insurance, dependent care and health care Flexible Spending Accounts).

Furlough Credits:

In the event that a mandatory furlough is implemented, employees that selected participation in this option may apply the dollar amounts contributed, on a dollar-equivalent basis, toward their mandatory furlough obligation. To the extent that an employee contributed benefit dollars, s/he will be able to either use accrued vacation, holiday, or compensatory time, or continue to work (if the department/building is open), and be paid during a mandatory furlough in recognition of their voluntary participation. For example, if a person contributed their benefit credit of \$184 per pay period for three months, the County would have saved \$1,104 (\$184 x 6 pp). If that person's hourly pay is \$25, s/he could work and be paid for up to 44 hours ($\$1104 / \$25 = 44.16$) during a mandatory furlough, or use that amount from leave banks in the event that buildings/offices are closed during the furlough.

Costs/Savings/Advantages:

The savings to the County from this option include savings from payroll benefit charges, and a possible reduction in FICA/Medicare taxes (if the employee's calendar year salary is less than the Social Security Wage Base of \$87,000). The advantage for the employee is immediate tax deferral, and a way of participating in the VFP without reducing work hours. In addition, the employee would not have a reduction in PERS compensation for the year, which would be important to those planning to retire within the next twelve months.

Program Reporting:

Each department will provide a quarterly summary of payroll savings achieved as a result of employee participation in this option of the VFP. The summary shall be included in the departmental quarterly reports submitted to the Executive Office.

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**REIMBURSEMENT FOR GENERAL TRAVEL
AND OTHER ACTUAL AND NECESSARY EXPENSES**

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Policy:

1. Scope

It is the purpose of this policy to establish procedures and standards for reimbursement of necessary and actual expenses incurred by county officers, employees, and other authorized persons, for whom allowance of expenses is authorized by or pursuant to law, resolution, or ordinance because of performance of official county business. For the purposes of this policy, elected officials shall be considered department heads. Each department head is charged with the responsibility of authorizing, including determining the necessity for and method of travel, trips, and other necessary expenses which do not specifically require authorization by the Board of Supervisors or the Executive Officer, with due regard for minimizing costs.

A department head may be held personally liable for any costs incurred by members of his/her department if the department head has authorized the travel, but such travel is not permitted by these regulations or the manager is negligent in exercising prudent control. The Auditor-Controller shall refer to the Executive Officer any reimbursement claim that is considered to be not in conformance with this policy. The Executive Officer shall have the authority to approve the payment of the claim if there is lack of certainty regarding the application of the policy to the questioned claim, or if the action of the department head was not unreasonable in light of all the circumstances. If the Executive Officer denies approval, the department head may place the matter on the agenda of the Board of Supervisors for final disposition.

Members of the Board of Supervisors shall be allowed their actual expenses in going to, attendance upon, and returning from state association meetings and their actual and necessary traveling expenses when traveling outside of the county on official business. Reimbursement for such expenses is subject to the provisions of this policy and Government Code sections 53232.2 and 53232.3.

Members of county legislative bodies may receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses incurred in the performance of official duties for the legislative body. Reimbursement for such expenses is subject to the provision of this policy and Government code sections 53232.2 and 53232.3. Types of occurrences that qualify a legislative body member to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses include the following:

1. Communicating with representatives of regional, state and national government on county adopted policy positions;

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2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state, and national organizations whose activities affect the county's interests;
4. Attending county events;
5. Implementing a county-approved strategy for attracting or retaining businesses to the county, which will typically involve at least one staff member and;
6. Attending meetings for which a meeting stipend is expressly authorized.

All expenses that do not fall within this policy shall be considered for approval by the Board of Supervisors prior to incurring the expense, unless the expense involves a meeting in which a member of the Board of Supervisor is required to make a public report (see section 12)

2. Lodging

Actual cost for lodging, not to exceed \$159 inclusive of all occupancy and accommodation taxes and other room related taxes and fees, is allowed provided such cost is reasonable for the location and is consistent with government and/or conference/convention rates, if available, or usual charges established for the general public. For lodging in high cost cities (e.g., San Francisco, New York, Washington D.C.) actual cost not to exceed \$239 is allowed. Lodging costs exceeding the established limit may be reimbursed at a higher rate if a written statement explaining the reason for the expense is submitted by the department head with employee reimbursement form. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of the booking.

An employee reimbursement claim for lodging must provide an explanation of the business purpose of the stay and be supported by a receipt.

A government rate, if available, should be requested when booking a room (county employees should be prepared to provide proof of employment with the county). Only the single occupancy rate may be claimed for the reimbursement except a multiple occupancy rate may be claimed when county employees share, when appropriate, a room. Extended lodging may be approved if the cost of extended lodging is less than return travel expenses without the extended stay.

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3. Meal Expenses

Actual (not to exceed maximum, see below) cost shall be allowed for meals related to attendance at conventions, scheduled meetings, conferences, seminars, special assignments or an assignment **that requires an overnight stay away from home.**

- a. The maximum reimbursement for meals is \$10, \$15, and \$25 for breakfast, lunch and dinner respectively, inclusive of taxes and tip. Tips in excess of 20% of the cost of a meal will not be reimbursed. Tips made at fast food restaurants and/or convenience stores will not be reimbursed. The maximum reimbursement for meals in high cost cities is \$15, \$20, and \$30 for breakfast, lunch and dinner respectively, inclusive of taxes and tip. Tips in excess of 20% of the cost of a meal will not be reimbursed. Tips made at fast food restaurants and/or convenience stores will not be reimbursed.
- b. An employee reimbursement claim is based on actual (not to exceed maximum) cost. Meal maximums may not be aggregated to create a daily maximum.
- c. Reimbursement for meals may exceed the maximum amounts for breakfast, lunch, dinner, or banquet only if the meal is organized by a non-county entity where the established price of the meal usually includes facility, speaker, or other costs. A written statement explaining the necessity for incurring such expense and documentation (e.g. flyer or brochure) must be submitted with an employee reimbursement claim.
- d. Where the cost of a meal is included as part of a registration charge or fee, no employee reimbursement may be claimed for that meal.
- e. For same day travel, expenses for meals are limited to activities outside normal work duties. No reimbursement for lunch shall be made for same day travel. Reimbursement for a meal is provided when it is not reasonable for a person to provide their own meal (e.g. when attending a non-county sponsored conference, non-county sponsored training course, or other special situations which may be considered on a case-by-case basis). Travel to a temporary worksite does not qualify for meal reimbursement.
- f. No reimbursement shall be made for alcoholic beverages of any kind.

4. Public Transportation

Actual cost of common carrier services, including taxicabs and car rentals, when necessary shall be allowed. The county's designated travel agent should be used for booking air transportation or rental cars. Reservations for air transportation should be booked as early as is reasonable to take advantage of lower cost air fares. Coach class airfares should be used if such seating is available. Airline government and group rates must be used when available. County group purchased air coupons should be used if available.

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Flight insurance is covered in Policy D-5. Claims for payment or employee reimbursement shall be accompanied by a receipt or other voucher for common carrier expense.

5. Rental Cars

If available, a county issued corporate rental vehicle card shall be used for all travel requiring the use of a rental vehicle. Government and group rates must be used when available. Actual costs evidenced by a receipt and inclusive of all related taxes and other rental fees should be submitted along with actual gas receipts obtained for the purchase of tax for the rental vehicle.

If a county issued corporate card is unavailable, the county requires employees to purchase the Loss Damage Waiver (LDW) so the employee is not held responsible for damage (under normal circumstances) to the rental vehicle and such cost will be reimbursed. However, the county will not reimburse employees for the cost of other optional insurance. (e.g. liability, uninsured/underinsured motorist, personal accident & personal effects), as the county is self-insured for vehicle liability & third party physical damage and provides worker's compensation coverage.

Employees are required to notify Human Resources, Risk Management Division at (951) 955-3530 and the employee's supervisor as soon as possible (within 24 hours) of any event, incident or accident related to the rental car. The employee must complete "County Vehicle Accident/Incident Report," Form 942-6 (Safety Division form).

6. Private Automobile

Reimbursement for use of a private vehicle shall be allowed upon authorization of the department head, Executive Officer, or the Board of Supervisors. The county's private vehicle mileage reimbursement rate is to be the same rate as the Internal Revenue Service (IRS) standard mileage rate for private vehicles and will be effective concurrently with IRS' periodic establishment of such rate.

If an employee is required to use the employee's personal vehicle while in the course and scope of employment, the employee must, prior to using said vehicle, do the following:

- A. Complete the "Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business," Form 30, authorizing the employee to use a personal vehicle which must be approved by the department head. County shall confirm that each employee with an approved Form 30 has a valid driver's license.

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- B. Insure the vehicle to the minimum limits required by the State of California, or if registered/licensed out of state, equal to or greater than the limits required by the State of California. In addition, employees must have their policies of automobile liability insurance endorsed to reflect business use. Such insurance must be maintained at all times while employed in a position where it is required or may be required to use a personal vehicle while in the course and scope of employment. In the event of an incident or accident, the county does not assume responsibility for any physical damage to an employee's personal vehicle.

- C. Maintain a valid driver's license, which is appropriate for the class of vehicle to be operated. If any restrictions apply, the employee must notify his/her supervisor of the restrictions and/or any and all changes in the license (i.e. suspended, etc.).

The use of motorcycles, mopeds, and similar types of vehicles for the conduct of county business is expressly prohibited, with the exception of Sheriff's Department sworn personnel.

When a department head authorizes use of a private vehicle for the convenience of the driver, instead of more economical travel by air, reimbursement shall not exceed the cost of usual airfare plus related subsistence and surface common carrier expenses. Employees are required to notify Human Resources, Risk Management Division's representative, and the employee's supervisor as soon as possible (within 24 hours) of any incident or accident. Employees must complete "County Vehicle Accident/Incident Report," Form 942-6 (Safety Division form).

7. Private Aircraft

The use of private aircraft for the conduct of county business is expressly prohibited unless prior authorization is given by the Board of Supervisors.

8. Miscellaneous Expenses

Miscellaneous expenses, including charges for business telephone calls, fax service, e-mail services, telegrams, the cost of usual or necessary services and supplies, including emergency repairs, parts or towing for county vehicles, conference registration fees, vehicle parking, bridge tolls, and any other justifiable business expenses shall be allowed.

A satisfactory explanation of the circumstances may be required for expenditures that are large or unusual. An employee reimbursement for actual miscellaneous expenses, except for telephone, fax, e-mail services, and telegrams, shall be accompanied by an original receipt or other original voucher. Personal telephone calls shall not be reimbursed.

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**REIMBURSEMENT FOR GENERAL TRAVEL
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9. Special Provisions for County Employees on Indefinite Assignments

When approved by the department head and Executive Officer, employees assigned indefinitely (for periods of 90 days or more) out of town are provided the following compensation options:

- A. Standard reimbursements as provided herein (or limited by program provisions); or
- B. Commuter model compensation:
 - Meals: \$50.00 per day or portion thereof in travel status
 - Lodging: \$1,500 per month (prorated at \$50.00 per day)
 - Transportation Allowance: \$600 per month (Parking, Car Rental, etc):

Under the commuter model, no receipts or records are required by the county. However, the employee must substantiate deductible expenses on his/her personal tax return.

No tax deduction is allowed by IRS if assignment is expected to exceed one year. The "commuter model compensation" will be grossed up by a factor of 20% to recognize this tax impact for employees whose assignments are expected to exceed one year.

- C. Relocation model – reimbursement for relocation expenses pursuant to existing county policy of up to 15% of current pay or \$7,500, whichever is greater. Employees who fail to complete at least 18 months of indefinite assignment, will be required to repay the county based on the following schedule:
 - 1. Termination within twelve (12) months of hire date 100% of paid relocation expenses.
 - 2. Termination after twelve (12) months from hire date, but less than eighteen (18) months, pro-rata percentage of paid relocation expenses (calculated at month end):
 - a. Twelve (12) Months – 86% of paid relocation expenses
 - b. Thirteen (13) Months – 72% of paid relocation expenses
 - c. Fourteen (14) Months – 58% of paid relocation expenses
 - d. Fifteen (15) Months – 44% of paid relocation expenses
 - e. Sixteen (16) Months – 30% of paid relocation expenses
 - f. Seventeen (17) Months – 16% of paid relocation expenses
 - 3. No repayment is required after eighteen (18) months of employment (19th month of employment).

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10. Travel Authorization

Reimbursement for travel expenses requires prior authorization as follows, unless approved by the Board of Supervisors in the departmental budget:

A. By County Executive Officer:

All travel wherein the estimated total cost (including transportation, lodging, and meals) is \$1,000 or more per person.

B. By Department Head:

All travel wherein the estimated total cost (including transportation, lodging and meals) is less than \$1,000 per person.

11. Use of Claim Form

Employee expense claim must be filed on a form approved by the county, and must include date, business destination, amount, and business purpose. Claims shall be filed promptly, normally no later than the end of the month following that in which the travel and/or other necessary expenses occurred. Commuter model compensation and relocation model compensation will be processed as additional pay, and no other form will be required. Receipts are required for reimbursement of any amount. All claim forms and associated documents related to reimbursable county expenditures are considered public records, which are subject to disclosure under the California Public Records Act {Chapter 3.5 (Commencing with Section 6250) of Division 7 Title 1}.

12. Reports

Per California Government Code Section 53232.3 subparagraph (d), legislative body members are required to provide brief reports on meetings attended at the expense of the county at the next regularly scheduled meeting of the legislative body.

13. Penalties

Penalties for the misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but not be limited to, the penalties specified in Government Code section 53232.4.

Reference:

Minute Order dated 01/21/75
Minute Order 3.3 of 04/29/97
Minute Order 3.3 of 10/16/01
Minute Order 3.8 of 04/08/03
Minute Order 3.7b of 05/02/06

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RESCINDED: Board Policy D-4 no longer operative (Per minute order XXX of 00/00/07)

**TRAVEL AUTHORIZATION - SUPERVISORS
& EXECUTIVE OFFICER**

D-4

1 of 1

Re: Colorado River Problems

Policy:

Members of the Board of Supervisors and the Executive Officer are authorized to travel in the States of Arizona and Nevada and the Counties of San Bernardino and Imperial for the purpose of attending meetings in connection with problems along the Colorado River. The Executive Officer is also authorized to grant attendance of Department Heads or their designated representatives to attend such meetings.

Reference:

Resolution dated 09/25/1961

**COUNTY OF RIVERSIDE, CALIFORNIA
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Subject:
FLIGHT INSURANCE COVERAGE

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Policy:

The Human Resources Director is hereby authorized to procure an Aviation Accident Insurance Policy covering all county employees while flying on county business. The Human Resources Director is authorized but not required to change the limits of coverage every three years in order to maintain parity with inflationary trends. The Auditor-Controller is authorized to pay the annual premium on such a policy from the general liability internal service fund.

Reference:

Minute Order dated 04/07/69

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**RESCINDED: Board Policy D-9 no longer operative
(Per minute order XXX of 00/00/07)**

**ALTERNATE DESERT ROUTE
DURING HIGH WINDS**

D-9 1 of 1

Policy:

Every employee driving a County car in the desert area is to use Highway 111 from the Palm Springs Cut-Off going East, and from Indio going West, when it is evident that the velocity of wind is high enough to carry sand.

Reference:

Minute Order dated 05/27/1957

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**RESCINDED: Board Policy E-3 no longer operative
(Per minute order XXX of 00/00/07)**

EMERGENCY FOOD STAMPS

E-3 1 of 1

Policy:

The Department of Public Social Services is authorized to expend amounts not to exceed \$5 per case to pay the Food Stamp requirement on an emergency basis without requirement to open formal GR case.

Reference:

Minute Order dated 01/11/1971

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**RESCINDED: Board Policy E-4 no longer operative
(Per minute order XXX of 00/00/07)**

PHYSICAL EXAMINATIONS FOR FOSTER CHILDREN

E-4

1 of 1

Policy:

A complete physical examination within the first thirty (30) days of placement is required by the Department of Public Social Services for foster children in every instance where there is no record of a physical examination within six (6) months prior on file in the child's case history.

Reference:

Minute Order 72 of 05/16/1972

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**RESCINDED: Board Policy E-5 no longer operative)
(Per minute order XXX of 00/00/07**

AUTHORIZATION TO LICENSE CERTAIN FACILITIES

E-5

1 of 1

Policy:

1. Pursuant to AB 344, the Board of Supervisors accepts the specific authority as set forth in the California Administrative Code, concerning licensing of facilities for persons aged 16 and above, and the Department of Public Social Services is instructed to act as the licensing agency.
2. The Department of Public Social Services is authorized to continue their licensing and inspecting of out-of-home care facilities for children age 0-16, and aged persons 65 and over on an interim basis.

Reference:

Minute Order dated 09/26/1972
Minute Order dated 07/31/1973

COUNTY OF RIVERSIDE, CALIFORNIA
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Subject:
GROUP HOME AND SHELTER HOME RATES

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Policy:

The Board of Supervisors establishes an increase in the foster care shelter home fee to \$350 per month per unoccupied bed. This amount is charged as a retainer fee.

Reference:

Minute Order dated 12/11/73
Minute Order dated 06/28/77
Minute Order 6.43 of 10/07/80

Resolution No. 78-330 (09/12/78)

Amended by: New rate approved with adoption of 1980-81 FY budget.

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:
GROUND SQUIRREL ERADICATION PROGRAM

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Number** **Page**
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**RESCINDED: Board Policy F-3 no longer
operative
(Per minute order XXX of 00/00/07)**

Policy:

The Agricultural Commissioner is authorized to proceed on a non-participating basis with the ground squirrel eradication program using sodium fluoroacetate (1080) as a poison and other materials or methods, on all infested lands in Riverside County except the lands owned by the Federal Government.

Reference:

Minute Order dated 06/30/1952