

24<sup>th</sup> District Agricultural Association (24<sup>th</sup> DAA)  
 Tulare County Fair  
 620 K Street  
 Tulare, CA 93274  
[www.tcfair.org](http://www.tcfair.org)



## 24<sup>th</sup> DAA BOARD MEETING NOTICE

The 24<sup>th</sup> DAA Board of Directors will be holding a regular monthly board meeting on  
Tuesday, August 16, at 6:00PM  
 Location Tulare County Fair Grounds – Board Room  
 620 S. K Street, Tulare, CA 93274

or

Join Zoom Meeting: <https://us02web.zoom.us/j/2991550907?pwd=VGZFeTluNnVudFVuSnRRR0RValhBdz09>

Phone #: 1 669 900 6833 US

Meeting ID: 299 155 0907

Passcode: 6202020

### 24<sup>th</sup> DAA BOARD OF DIRECTORS

Gary Castro, President  
 Grace Calderon, Director

Greg Gomez, Director  
 Dan Hackey, Director

CEO/Fair Manager  
 Dena Rizzardo

#### **PUBLIC PARTICIPATION**

Members of the public may request to place items on the agenda of any board meeting, but their placement is within the discretion of the board President. The items must be directly related to 24<sup>th</sup> DAA business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 PM on the twelfth (12<sup>th</sup>) business day prior to the board meeting. While the board values the participation of the public, the board President reserves the right to limit the time for public comment to a maximum of five (5) minutes, or less depending on the number of speakers, in order to proceed with the agenda of the day and/or to place the item on the agenda of a future meeting.

All meeting notices, agendas and approved minutes will be available to the public during the meeting and on the 24<sup>th</sup> DAA website at [www.tcfair.org](http://www.tcfair.org).

#### **AMERICANS WITH DISABILITIES ACT**

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 24<sup>th</sup> DAA board or committee meeting, or in connection with any other activities on the grounds, may request assistance at the main office 620 K Street, Tulare, CA 93274  
 559-686-4707.

# 24<sup>th</sup> DAA BOARD MEETING NOTICE

Tuesday, August 16, at 6:00PM

## 1. CALL TO ORDER: President Castro

All matters noticed on this agenda may be considered for action. Items listed on this agenda may be considered in any order, at the direction of the chairperson. Any item not so noticed will not be considered or discussed. This agenda, and all notices required by the California Bagley-Keene Open Meeting Act, are available on the internet at: [www.tcfair.org](http://www.tcfair.org).

## 2. ROLL CALL AND APPROVAL OF DIRECTOR'S ABSENT

## 3. NO QUORUM: INFORMATION MEETING ONLY

## 4. INTRODUCTION OF GUESTS AND STAFF

## 5. REVIEW OF AGENDA

## 6. PUBLIC COMMENT (for items not listed on the agenda):

Speakers are allotted five (5) minutes. Speaker's time may be modified based on the number of public speakers. No speaker may cede their time to another speaker. Public comments on agenda items will be accepted during the meeting as items are addressed. Public comment on issues NOT on the current Agenda is allowed. However, no debate by the Board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on a docket item.

## 7. CORRESPONDENCE (Informational)

- a. D2022-02 Bagley Keene Update ADA
- b. Senate Bill 189 (20) ADA

## 8. COMMITTEE REPORTS (Informational):

- a. Junior Livestock Auction-Update
- b. Junior Fair Board

## 9. FAIR REPORT (Informational):

- a. 2022 Fair- Progress Report
- b. Tulare County Fair-Western Fair Association Blue Ribbon Recipients

## 10. CEO REPORT (Informational):

- a. Event Calendar
- b. Projects
  - i. Progress update on SB 5 Project/Building 3 upgrade and remodel (CCA Contract)

## MATTERS OF INFORMATION:

- a. CEO Comments
- b. Board of Director Comments
- c. Delegated Authority Committee Report
- d. Items Proposed for Next Board Meeting

## II. NEXT MEETING DATE: September 27, 2022

## 12. ADJOURNMENT:

Posted August 5, 2022

## AMERICANS WITH DISABILITIES ACT

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CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

July 7, 2022

D2022 - 02

TO: All District Agricultural Association CEOs  
SUBJECT: Bagley Keene Updates

An important Bagley-Keene amendment was enacted last week with the budget trailer bill, restoring the meeting process that was permitted under the Governor's COVID-19 executive order regarding public meetings. [Section 20, SB 189](#), effective June 30, 2022, added Government Code section 11133, which **permits DAA boards to again hold meetings with all members participating via teleconference until July 1, 2023.**

This bill, until July 1, 2023, authorizes, subject to specified notice and accessibility requirements, DAA boards to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a DAA board holding a public meeting pursuant to these provisions, the bill suspends certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the DAA board at each teleconference location. Under this bill, the DAA board that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the DAA board allow members of the public to attend the meeting and offer public comment. The bill requires that each DAA board that holds a meeting through teleconferencing provide notice of the meeting and post the agenda 10 days in advance. The bill urges state bodies utilizing these teleconferencing procedures to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to otherwise applicable provisions, as provided. These provisions expire July 1, 2023.

If you have any questions or need additional information, please do not hesitate to contact Sarah Pelle, 916-900-5368.

Sincerely,

Mike Francesconi  
Branch Chief

Enclosure



This bill would state that those executive functions include the discretion to inform the public of information that would be or is a public record regarding shorthand reporting corporations operating in this state.

(19) The California Constitution generally prohibits the total annual appropriations subject to limitation of the state and each local government from exceeding the appropriations limit of the entity of government for the prior fiscal year, adjusted for the change in the cost of living and the change in population, and prescribes procedures for making adjustments to the appropriations limit. The California Constitution defines "appropriations subject to limitation" of the state to mean any authorization to expend during a fiscal year the proceeds of taxes levied by or for the state, exclusive of, among other things, state subventions for the use and operation of local government, except as specified. The California Constitution defines "appropriations subject to limitation" of an entity of local government to mean any authorization to expend during a fiscal year the proceeds of taxes levied by or for that entity and the proceeds of state subventions to that entity, except as specified, exclusive of refunds of taxes.

Existing statutory provisions implementing these constitutional provisions establish the procedure for establishing the appropriations limit of the state and of each local jurisdiction for each fiscal year. Under existing law, revenues and appropriations for a local jurisdiction include subventions and with respect to the state, revenues and appropriations exclude those subventions. Existing law defines, for those purposes, "state subventions" as only including money received by a local agency from the state, the use of which is unrestricted by the statute providing the subvention.

This bill, for fiscal years commencing with the 2020–21 fiscal year, would define "state subventions" to additionally include money provided to a local agency pursuant to certain state programs and would require any money received by a local agency pursuant to that provision to be included within the appropriations limit of the local agency, up to the full appropriations limit of the local agency, as prescribed.

(20) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

Existing law authorizes teleconferencing subject to specified criteria, including, among others, that agendas be posted at all teleconference locations and that each teleconference location be identified in the notice and agenda of the meeting or proceeding and be accessible to the public, and that members of the public be able to address the state body directly at each teleconference location.

This bill, until July 1, 2023, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to otherwise applicable provisions, as provided.

This bill would repeal those provisions as of July 1, 2023.

(21) The California Constitution provides that the Legislature may make no law except by statute and may enact no statute except by bill. The California Constitution requires the Legislature to pass a budget bill making appropriations for the ensuing fiscal year by midnight on June 15 of each year.

This bill would add a section to the Government Code that identifies the bills that constitute the Budget Act for each fiscal year from 2011–12 through 2020–21.

(22) Existing law establishes the Office of Broadband and Digital Literacy within the Department of Technology. Existing law requires the office to oversee the acquisition and management of contracts for the development and construction of a statewide open-access middle-mile broadband network, as defined.





July 19, 2022

F2022-03

TO: All Fair CEOs

SUBJECT: Employee Travel to States with Discriminatory Laws

This letter is to announce that there is a statewide ban on travel to US states that have been identified to have discriminatory laws and practices. There are four new states that have been added to the list, highlighted in yellow travel ban started on July 1, 2022, and highlighted in green travel ban will go into effect prior to September 28, 2022. Per AB 1887 (Lou) State government discrimination: travel; state-funded or state-sponsored travel to the following twenty states is prohibited. This includes recipients that receive funding for activities that require travel to and from the states identified in AB 1887, which are:

Approved Travel	Banned Travel
Alaska	Alabama
Colorado	Arizona
Connecticut	Florida
Delaware	Idaho
Georgia	Indiana
Hawaii	Iowa
Illinois	Kansas
Maine	Kentucky
Maryland	Louisiana
Massachusetts	Mississippi
Michigan	Montana
Minnesota	North Carolina
Missouri	North Dakota
Nebraska	Ohio
Nevada	Oklahoma
New Hampshire	South Carolina
New Jersey	South Dakota
New Mexico	Tennessee
New York	Texas



F2022-03 Employee Travel to State with Discriminatory Laws

July 19, 2022

Page 2

Oregon	Utah
Pennsylvania	West Virginia
Rhode Island	
Vermont	
Virginia	
Washington	
Wisconsin	
Wyoming	

Per the Office of the Attorney General (OAG), there are exceptions to AB 1887 that allow travel to banned states in certain circumstances (Gov. Code, § 11139.8, subd. (c).) These exceptions only apply if travel to a prohibited state is required for the following reasons:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, if comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

For more information, please visit: <https://oag.ca.gov/ab1887>.

If you have any questions or need additional information, please contact Sarah Pelle at (916) 900-5368 or [sarah.pelle@cdfa.ca.gov](mailto:sarah.pelle@cdfa.ca.gov)

Sincerely,



Mike Francesconi, Branch Chief  
Fairs & Expositions Branch



August 11, 2022

D2022 - 04

TO: All District Agricultural Association CEOs and Board Chairs  
SUBJECT: SB 915 - Prohibition of Sale of Firearms on State Property

This letter is to announce that on July 21, 2022, Governor Newsom signed SB 915. This bill prohibits the sale of firearms, firearm precursor parts, and ammunition on state property, as specified.

SB 915 was signed together with seven other gun safety laws, including AB 311, which prohibits the sale of firearm precursor parts on the property of the 22<sup>nd</sup> DAA, the Del Mar Fairgrounds, and AB 1769, which prohibits the sale of any firearm, firearm precursor part or ammunition on the property of the 31<sup>st</sup> DAA, the Ventura County Fair and Event Center. To see the full list of new gun safety laws signed by the Governor, please [click here](#) to read the announcement from the Governor's Office.

**SB 915 added Section 1. Section 27573 to the Penal Code, to read:**

*27573. (a) A state officer or employee, or operator, lessee, or licensee of any state property, shall not contract for, authorize, or allow the sale of any firearm, firearm precursor part, or ammunition on state property or in the buildings that sit on state property or property otherwise owned, leased, occupied, or operated by the state.*

*(b) This section does not apply to any of the following:*

*(1) A gun buyback event held by a law enforcement agency.*

*(2) The sale of a firearm by a public administrator, public conservator, or public guardian within the course of their duties.*

*(3) The sale of a firearm, firearm precursor part, or ammunition on state property that occurs pursuant to a contract that was entered into before January 1, 2023.*

*(4) The purchase of firearms, firearm precursor parts, or ammunition on state property by a law enforcement agency in the course of its regular duties.*

*(5) The sale or purchase of a firearm pursuant to subdivision (b) or (c) of Section 10334 of the Public Contract Code.*

*SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or*

*infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.*



D2022-04 SB 915 - Prohibition of Sale of Firearms on State Property  
August 12, 2022  
Page 2

If you have any questions or need additional information, please do not hesitate to contact Sarah Pelle, at 916-900-5368.

Sincerely,

A handwritten signature in blue ink that reads "Mike Francesconi". The signature is written in a cursive, flowing style.

Mike Francesconi  
Branch Chief

Enclosure

# Governor Newsom Signs New Measures to Protect Californians from Gun Violence

Published: Jul 21, 2022

SACRAMENTO- Moving to bolster California's nation-leading gun safety laws, Governor Gavin Newsom today announced that he has signed additional legislation to protect Californians, including measures to improve school campus safety, restrict gun possession by people convicted of child abuse or elder abuse, and better regulate the sale of firearms.

Governor Newsom recently signed AB 1594, which allows the state, local governments and Californians to sue irresponsible gunmakers for the harm caused by their products, as well as AB 2571, which prohibits marketing of firearms to minors, and AB 1621 to further restrict ghost guns. The Governor has also sponsored SB 1327. Private right of action legislation to limit the spread of assault weapons and ghost guns.

"California has the toughest gun safety laws in the nation, but none of us can afford to be complacent in tackling the gun violence crisis ravaging our country," said Governor Newsom. "These new measures will help keep children safe at school, keep guns out of the hands of dangerous people and responsibly regulate the sale of firearms in our communities. California will continue to lead on lifesaving policies that provide a model for action by other states and the nation."

A full list of today's bills is below:

- **AB 228 by Assemblymember Freddie Rodriguez (D-Chino)** – Requires the Department of Justice, beginning January 1, 2024, to conduct inspections of dealers at least every three years, except for a dealer whose place of business is located in a jurisdiction that has adopted an inspection program.
- **AB 311 by Assemblymember Christopher Ward (D-San Diego)** – Prohibits the sale of firearm precursor parts on the property of the 22<sup>nd</sup> District Agricultural Association, the Del Mar Fairgrounds.
- **AB 1769 by Assemblymember Steve Bennett (D-Ventura)** – Prohibits the sale of any firearm, firearm precursor part, or ammunition on the property of the 31<sup>st</sup> District Agricultural Association, the Ventura County Fair and Event Center.
- **Ab 1842 by Assemblymember Freddie Rodriguez (D-Chino)** – Prohibits licensed firearms dealers from charging more than 5 percent of the purchase price of the firearms as a restocking or other returned-related fee when the purchased of the firearm is canceled by the buyer within 10 days of the application, with an exception for special order firearms.
- **AB 2156 by Assemblymember Buffy Wicks (D-Oakland)** – Expands the prohibitions on the manufacture of firearms without a state license including reducing the number of guns a person may manufacture without a license and

prohibiting the use of a three-dimensional printer to manufacture any firearm without a license.

- **AB 2239 by Assemblymember Brian Maienschein (D- San Diego)** – Creates a 10-year prohibition on the possession of firearms for individuals convicted of child abuse or elder abuse.
- **SB 906 by Senator Anthony Portantino (D-La Cañada Flintridge)** – Requires local educational agencies to annually provide information to parents about California's child access prevention laws and laws relating to the safe storage of firearms; requires school officials to report to law enforcement any threat or perceived threat of a homicidal act; and requires law enforcement or the school police to conduct an investigation and threat assessment, including a review of the Department of Justice's firearm registry and a search of the school and/or student's property by law enforcement or school police, if certain conditions are met.
- **SB 915 by Senator Dave Min (D-Costa mesa)** – Prohibits the sale of firearms, firearm precursor parts and ammunition on state property, as specified.

According to the Giffords Law Center, in 2021, California was ranked as the top state in the nation for gun safety. As California strengthened its gun laws, the state saw a 37 percent lower gun death rate than the national average. Meanwhile, other states such as Florida and Texas, with lax gun regulations, saw double-digit increases in the rate of gun deaths. As a result of the actions taken by California, the state has cut its gun death rate in half and Californians are 25 percent less likely to die in a mass shooting compared to other states.

Last month, Governor Newsom announced a record \$156 million in gun violence prevention grants provided as part of the California Violence Intervention and Prevention Grant Program (CalVIP). The Funding will support 79 cities and nonprofit organizations that are implementing anti-violence programs suited to the unique needs of their communities.



July 25, 2022

F2022-05

TO: All Fair Board Presidents and CEOs

SUBJECT: AB 1499 (New Fair Funds) Employee Work Conditions Reminder

The Fairs and Expositions Branch (F&E) would like to remind the Network of California Fairs that the requirements of the Memorandum of Understanding (MOU) they signed in 2020 to be eligible to receive AB1499 funds are still in effect. "New Fair Funds" are provided via grants with an expiration date; however, the requirement to honor employee work conditions continues in effect until CDFA and the fair agree in writing to end the MOU. **Fairs that fail to abide by the terms of the MOU may become ineligible to continue receiving AB 1499 funds.**

The required work conditions apply to temporary employees (125-day employees hired by District Agricultural Associations - DAAs), as well as the employees of fair lessees. Employees covered by a valid collective bargaining agreement are exempt if the agreement expressly provides for wages, hours of work, working conditions, and meal periods. Full-time carnival ride operators are also exempt from the required work conditions. Non-DAAs should consult with their respective Human Resources Department or legal counsel for advice and direction regarding the obligation to provide the required work conditions.

As a reminder, the required work conditions are:

1. A meal period of not less than 30 minutes for a work period of more than five hours per day unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
2. A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
3. Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
4. Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.



5. Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a workweek.

If you have any questions, please contact Mike Francesconi at [Mike.Francesconi@cdfa.ca.gov](mailto:Mike.Francesconi@cdfa.ca.gov) or (916) 900-5365.

Sincerely,

A handwritten signature in blue ink that reads "Mike Francesconi". The signature is written in a cursive, flowing style.

Mike Francesconi, Chief  
Fairs & Expositions Branch



## 24<sup>th</sup> District Agricultural Association (24<sup>th</sup> DAA)

### Tulare County Fair

620 K Street  
Tulare, CA 93274

[www.tcfair.org](http://www.tcfair.org)



# 24<sup>th</sup> DAA BOARD DELEGATED AUTHORITY MEETING NOTICE

The 24<sup>th</sup> DAA Board of Directors will be holding a delegated authority committee monthly meeting on  
Tuesday, August 16, at 5:30PM

Location Tulare County Fair Grounds – Board Room  
620 S. K Street, Tulare, CA 93274

or

Join Zoom Meeting: <https://us02web.zoom.us/j/2991550907?pwd=VGZFeTluNnVudFVuSnRRR0RValhBdz09>

Phone #: 1 669 900 6833 US

Meeting ID: 299 155 0907

Passcode: 6202020

### BOARD DELEGATED AUTHORITY COMMITTEE OF DIRECTORS

Gary Castro, President  
Grace Calderon, Director

Greg Gomez, Director  
Dan Hackey, Director

### CEO/Fair Manager

Dena Rizzardo

### **PUBLIC PARTICIPATION**

Members of the public may request to place items on the agenda of any board meeting, but their placement is within the discretion of the board President. The items must be directly related to 24<sup>th</sup> DAA business. Request for placement must be made in writing and delivered to the fair office no later than 4:00 PM on the twelfth (12<sup>th</sup>) business day prior to the board meeting. While the board values the participation of the public, the board President reserves the right to limit the time for public comment to a maximum of five (5) minutes, or less depending on the number of speakers, in order to proceed with the agenda of the day and/or to place the item on the agenda of a future meeting.

All meeting notices, agendas and approved minutes will be available to the public during the meeting and on the 24<sup>th</sup> DAA website at [www.tcfair.org](http://www.tcfair.org).

### **AMERICANS WITH DISABILITIES ACT**

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559-686-4707.

# 24<sup>th</sup> DAA BOARD DELEGATED AUTHORITY MEETING NOTICE

Tuesday, August 16, at 5:30PM

**1. CALL TO ORDER: President Castro**

All matters noticed on this agenda may be considered for action. Items listed on this agenda may be considered in any order, at the direction of the chairperson. Any item not so noticed will not be considered or discussed. This agenda, and all notices required by the California Bagley-Keene Open Meeting Act, are available on the internet at: [www.tcfair.org](http://www.tcfair.org).

**2. ROLL CALL OF DIRECTORS:**

**3. ABSENT DECLARATION OF QUORUM:**

**4. INTRODUCTION OF GUESTS AND STAFF:**

**5. APPROVAL OF THE AGENDA:**

**6. PUBLIC COMMENT (for items not listed on the agenda):**

Speakers are allotted five (5) minutes. Speaker's time may be modified based on the number of public speakers. No speaker may cede their time to another speaker. Public comments on agenda items will be accepted during the meeting as items are addressed. Public comment on issues NOT on the current Agenda is allowed. However, no debate by the Board shall be permitted on such public comments and no action will be taken on such public comment items at this time, as law requires formal public notice prior to any action on a docket item.

**7. CLOSED SESSION: The Board authorized to meet in Closed Session for the purpose of considering:**

- a. Pending Litigation-Personnel (Gov. Code § 11126 (e)(1))
- b. Pending Litigation-Foundation (Gov. Code § 11126 (e)(1))

**8. RECONVENE INTO OPEN SESSION: Report any action taken in closed session.**

**9. CONSENT CALENDAR (Discussion/Action by Board):**

The items on the Consent Calendar will be enacted in accordance with recommended action under one motion unless trailed from the Consent Calendar by the Board. Any member wishing to trail an item from the Consent Calendar should notify the CEO prior to the meeting. Trailed items will be considered after the motion to approve the Consent Calendar.

- a. June 10, Board Meeting Minutes-Meeting Cancelled Lack of Quorum
- b. Contracts for June & July 2022
- c. Cash Disbursements for June & July 2022
- d. Current Finance Report

**10. BUSINESS REPORT & INFORMATION (Informational/Action by Board):**

- a. CDFA Performance Audit Update #20-010 & 24<sup>th</sup> DAA
- b. December 31, 2020, FYE Financial Review- Scinto Group, LLP
- c. 2022 Seasonal / Temporary Employee Personnel Policy Manual
- d. Tulare County Fair- Employee Policies
  - CalHR 004 Prior Exempt Service Questionnaire
  - CalHR 039 Verification of State Service Outside of Executive Branch
  - CalHR 190 Military Service Information
  - SO-221 Annual Leave-Sick/Vacation Leave Election Form
  - INF – 1101 Authorization for Release of Driver Record Information
  - PERS-EAMD 801 Member Reciprocal Self-Certification
  - POLICY 1.2.1 Controlled Substances and Alcohol
  - POLICY 1.2.9 Nepotism

# 24<sup>th</sup> DAA BOARD DELEGATED AUTHORITY MEETING NOTICE

Tuesday, August 16, at 5:30PM

- SO-15 Employee Information
- SO-112 Incompatible Activities Certification
- SO-307 Acknowledgement of Department's Medical Provider Network (MPN)
- STD 243 Designation of Person Authorized to Receive Warrants
- STD 261 Authorization to Uses Privately Owned Vehicles on State Business
- STD 686 Employee Action Request
- STD 678 Signed Job Application
- FORM I-9 Employment Eligibility Verification
- FORM I-9 Instr. Instructions for the I-9 Form
- POLICY 1.2.13 E-mail and Internet Usage
- POLICY 2.8.1 Violence or Threats of Violence, Hostility or Bullying
- STD 689 Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of CA
- POLICY 9.5.11 Telework Policy – Complete all forms noted in the policy
- POLICY 1.2.7 Incompatible Activities
- POLICY 1.2.1 Information Privacy
- POLICY 2.1.1 Discrimination and Harassment Prevention
- POLICY 2.1.1.2 Pregnancy Rights
- POLICY 2.1.1.3 Transgender Rights
- POLICY 2.1.1.4 Hate Violence and Civil Rights
- POLICY 2.1.1.5 Sexual Harassment
- CalHR 782 Affordable Care Act Notification Checklist

11. NEXT MEETING DATE: September 27, 2022 @ 5:30pm

12. ADJOURNMENT:

Posted August 5, 2022

## AMERICANS WITH DISABILITIES ACT

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**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 21, 2022**

**CALL TO ORDER:** The 24<sup>th</sup> District Agricultural Association Board of Directors meeting was called to order at 6:00 PM by President Castro.

**ROLL CALL/DIRECTORS ABSENT:** Directors Calderon, Hackey, and Gomez were physically present. Directors Castro and Musgrove attended via Zoom. There are four (4) vacant board positions.

**INTRODUCTION OF GUESTS AND STAFF:**

CEO Dena Rizzardo

Community members: Cammra Bettencourt and Dan Lussenhop

**CLOSED SESSION**

None

**PUBLIC COMMENT:**

None

**CONSENT CALENDAR (Action by Board):**

**Director Calderon made a motion, seconded by Director Hackey and carried to accept the consent calendar which included minutes from the May 2022 meeting, May 2022 contracts and cash disbursements, and the current financial report.**

No public comment.

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Gary Castro	X			
Pricilla Musgrove	X			
Grace Calderon	X			
Greg Gomez	X			
Dan Hackey	X			
4 positions vacant				

## **BUSINESS REPORT & INFORMATION (Action by Board):**

- CDFA Performance Audit Report # 20-010 responses – Responses to audit findings have been completed and submitted. This item is presumed closed pending further review by state authorities.  
No public comment
- San Joaquin Valley Unified Air Pollution Control District Public Benefits Grant Program – Board members were presented with agreements for purchasing clean-air vehicles for the fair through the SJVAP District.  
No public comment  
**Director Calderon motioned to approve the five funding agreements (G119952-A1; G119953-A1; G119954-A1; G119956-A1; and G119958-A1) was seconded by Director Hackey and passed:**  
No public comment

Board Member	Approved (yes vote)	Not Approved (no vote)	Abstained	Reason of Abstaining
Gary Castro	X			
Pricilla Musgrove	X			
Grace Calderon	X			
Greg Gomez	X			
Dan Hackey	X			
4 positions vacant				

## **CORRESPONDENCE (Information/Action):**

CDFA May 12, 2022, Remaining Funds Letter was reviewed by the board.

## **COMMITTEE REPORTS (Informational/Action):**

Junior Livestock Auction – None

The Junior Fair Board – Is going through the process of installing new members after losing senior high school members to high school graduations and the board will be reorganizing with new officers.

## **FAIR REPORT (Information/Action):**

Food/Commercial exhibitors – contracts are out for 2022 food vendors.

Applications for community acts for the community stage are now being taken.

Presale of tickets/admission begins 7/20.

## **CEO REPORT (Information/Action):**

Events

- The event calendar was presented and discussed

SB5 Building rehab

- Packet is stuck at the fire inspector's office. More information will be forthcoming.

## **MATTERS OF INFORMATION**

**CEO COMMENTS:** None

**BOARD OF DIRECTOR COMMENTS:** Director Musgrove asked about the Salute to Dairy event and attendance

**STAFF COMMENTS:** None

**ITEMS PROPOSED FOR NEXT MEETING:** None

**NEXT MEETING DATE:** The meeting is scheduled for July 19, 2022 at 6:00 PM.

**ADJOURNMENT:** Meeting was adjourned at 6:30 PM.

Approved:

Gary Castro  
President

Attest:

A handwritten signature in dark ink, appearing to be 'GG', written over a faint rectangular stamp.

Greg Gomez  
Secretary

As of June 30, 2022

	Particulars	Amount
<b>CURRENT ASSETS</b>		
<b>CASH ON HAND &amp; IN BANK</b>		
	Petty Cash	200.00
	Change Fund	300.00
	Change Fund ATM	0.00
	Cash - Ops BOS Acct#9369	1,169,011.80
	Cash - SW BOS Acct#9318	4,508.55
	Cash - Global BOS Acct#9377	0.00
	Cash - Premium BOS Acct#9350	40,161.77
	Cash - MM - CBB	0.00
	Cash - JLA Accounts	105,857.59
	LAIF	4,179.84
	CD - BOS Acct #5901	0.00
1	Cash Sweep BOS - 9399	0.00
	Cash in Bank - JR Fair Board	0.00
	Cash in Bank - JR Fair Board BOS	3,676.00
	<b>Total CASH ON HAND &amp; IN BANK</b>	<b>1,327,895.55</b>
<b>ACCOUNTS RECEIVABLE</b>		
	Accounts Receivable	1,270.00
	Accounts Receivable - JLA	14,169.97
	A/R Allow For Doubtful Accts	0.00
	<b>Total ACCOUNTS RECEIVABLE</b>	<b>15,439.97</b>
	<b>Total CURRENT ASSETS</b>	<b><u>1,343,335.52</u></b>
<b>CURRENT LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
	Accounts Payable	45,382.69
	Accounts Payable JLA	0.00
	Fees Collected	0.00
	Tax Liabilities	819.00
	Employee Benefits Withholdings	6,210.67
	Event Liability	0.00
	Current Long Term Liab	0.00
	Guarantee Deposits	16,734.00
	Misc Liabilities	3,048.09
	<b>Total CURRENT LIABILITIES</b>	<b><u>72,194.45</u></b>
	<b>Current Assets in Excess of Current Liabilities</b>	<b><u>1,271,141.07</u></b>

**TULARE COUNTY FAIR / 24TH DAA**  
**STATEMENT OF NET POSITION**  
June 30, 2022

<b>ASSETS</b>	<b>2022</b>	<b>2021</b>
<b>Current Assets</b>		
Cash - Operating	1,181,876	625,431
Cash - ATM	-	-
Cash-Premium	40,162	8,069
Cash - Junior Livestock Auction	105,858	62,933
Cash - JR Fair Board	-	-
AR - Operating (Net)	1,270	6,500
AR - Junior Livestock Auction	14,170	8,034
Deferred Charges	-	-
<b>Total Current Assets</b>	<b>\$ 1,343,336</b>	<b>\$ 710,968</b>
<b>Fixed Assets</b>		
Construction in Progress	320,000	-
Land	489,069	489,069
Building & Improvements	3,920,707	3,920,707
A/D Buildings & Improvements	(3,038,465)	(2,962,769)
Equipment	261,880	244,117
A/D Equipment	(169,906)	(173,513)
<b>Total Fixed Assets</b>	<b>\$ 1,783,285</b>	<b>\$ 1,517,612</b>
<b>Deferred Outflows of Resources</b>	<b>111,511</b>	<b>111,511</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,238,132</b>	<b>\$ 2,340,091</b>

<b>LIABILITIES &amp; RESOURCES</b>		
<b>Current Liabilities</b>		
Payroll Liabilities	819	-
Payroll Withholdings	6,211	903
AP - Operating	45,383	48,284
AP - Junior Livestock Auction	-	-
Other Liabilities	3,048	3,048
Event Deposits	16,734	8,234
Fees Payable	10	455
Deferred Revenue	-	-
Current Portion of LT Debt	-	-
<b>Total Current Liabilities</b>	<b>\$ 72,204</b>	<b>\$ 60,924</b>
<b>Long Term Liability</b>		
LTD Associated with Fixed Assets	-	-
Leave Liability	11,828	7,269
Loan Payable - SB 84	37,911	37,911
Net Pension Liability	468,611	468,611
<b>Total Long Term Liability</b>	<b>\$ 518,350</b>	<b>\$ 513,791</b>
<b>Deferred Inflows of Resources</b>	<b>14,668</b>	<b>14,668</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 605,222</b>	<b>\$ 589,383</b>
Reserve - Operating	2,607,256	1,809,661
Reserve - Junior Livestock	176,444	163,074
Reserve - Pension/OPEB	(371,768)	(371,768)
Reserve - Dairy	-	-
Net Income - Operating	232,490	144,778
Net Income - JLA	(11,513)	4,963
<b>TOTAL LIABILITIES &amp; RESOURCES</b>	<b>\$ 3,238,132</b>	<b>\$ 2,340,091</b>



Tulare County Fair  
STATEMENT OF OPERATIONS  
Board Summary  
June 30, 2022

	Activity June 2022	Activity June 2021	YTD June 2022	YTD June 2021	Budget 2022	Balance of Budget
<b>OPERATING REVENUES:</b>						
ADMISSIONS TO GROUNDS	-	-	-	-	416,550	(416,550)
COMMERCIAL REVENUE	7,300	2,975	7,875	2,975	63,500	(55,625)
CARNIVAL REVENUE	-	-	-	-	300,000	(300,000)
CONCESSION REVENUE	2,597	6,771	2,597	6,771	212,500	(209,903)
LIVESTOCK REVENUE	-	-	-	-	60,000	(60,000)
COMPETITIVE EXHIBIT REVENUE (NON-LIVESTOCK)	-	-	-	-	-	-
INTERIM REVENUE	40,110	32,050	317,869	185,779	379,100	(61,231)
FAIR ATTRACTION REVENUE	-	-	100	-	60,000	(59,900)
MISCELLANEOUS FAIR REVENUE	125	7,675	905	8,980	235,300	(234,395)
MISCELLANEOUS NON-FAIR REVENUE	-	5,180	-	25,090	-	-
SATELLITE WAGERING REVENUE	-	-	-	-	-	-
PRIOR YEAR REVENUE	9	-	834	(6,581)	-	834
OTHER OPERATING REVENUE	-	-	1,710	-	-	1,710

<b>TOTAL REVENUES</b>	<b>50,141</b>	<b>54,651</b>	<b>331,890</b>	<b>223,014</b>	<b>1,726,950</b>	<b>(1,395,060)</b>
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<b>OPERATING EXPENDITURES:</b>						
ADMINISTRATION EXPENSES	32,616	34,015	196,008	194,077	438,580	242,572
MAINTENANCE & GENERAL OPERATIONS	64,162	29,075	360,066	216,598	654,978	294,912
PUBLICITY EXPENSES	508	1,238	13,541	2,380	35,000	21,459
ATTENDANCE OPERATIONS	2,614	768	22,162	13,598	80,600	58,438
MISCELLANEOUS FAIR EXPENSE (NOT including JLA)	924	3,609	5,792	8,793	81,200	75,408
MISCELLANEOUS NON-FAIR EXPENSE	272	2,256	31,951	6,992	1,400	(30,551)
COMPETITIVE EXHIBIT EXPENSE	8,945	-	11,722	-	49,300	37,578
SATELLITE WAGERING EXPENSES	-	-	-	-	-	-
FAIR ENTERTAINMENT EXPENSES:	-	-	-	-	295,000	295,000
EQUIPMENT EXPENSES	-	-	-	-	-	-
PRIOR YEAR OPERATING EXPENSE ADJUSTMENT	-	-	(9,342)	(11,722)	-	9,342
CASH SHORTAGES & OVERAGES	-	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	96,121	96,121
PENSION EXPENSE - GASB 68	-	-	-	-	-	-

<b>TOTAL EXPENSES</b>	<b>110,042</b>	<b>70,960</b>	<b>631,900</b>	<b>430,716</b>	<b>1,732,179</b>	<b>(1,100,279)</b>
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<b>Net Gain/Loss Before Allocation</b>	<b>(59,901)</b>	<b>(16,309)</b>	<b>(300,010)</b>	<b>(207,702)</b>	<b>(5,229)</b>	<b>(294,781)</b>
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STATE ALLOCATION	-	129,000	352,500	352,480	352,500	-
OTHER F&E ALLOCATIONS	-	-	-	-	-	-
F&E PROJECT FUNDS	-	-	-	-	-	-
FLEX CAPITAL FUNDING	-	-	180,000	-	-	180,000
MILLENNIUM FLEX	-	-	-	-	-	-

<b>Net Gain/Loss After Allocation</b>	<b>(59,901)</b>	<b>112,691</b>	<b>232,490</b>	<b>144,778</b>	<b>347,271</b>	<b>(114,781)</b>
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**Detail of Revenues**

	Acct. No.	Activity June 2022	Activity June 2021	YTD June 2022	YTD June 2021	Budget 2022	Balance of Budget
<b>ADMISSIONS TO GROUNDS</b>							
Admission to Grounds	41001	-	-	-	-	375,000	(375,000)
Advance Sales	41015	-	-	-	-	30,000	(30,000)
Admissions-Youth	41010	-	-	-	-	7,000	(7,000)
Admissions-Senior	41017	-	-	-	-	1,900	(1,900)
Discount Fair Admissions	41020	-	-	-	-	1,350	(1,350)
Advance Discount - Jackpot	41018	-	-	-	-	-	-
Discount Fair Admissions-Livestock Season	41022	-	-	-	-	1,300	(1,300)
Discount Fair Admissions-Vendor	41022	-	-	-	-	-	-
<b>TOTAL ADMISSION TO GROUNDS</b>		-	-	-	-	<b>416,550</b>	<b>(416,550)</b>
<b>COMMERCIAL REVENUE</b>							
Commercial Space Insurance Revenue	41500	-	-	-	-	-	-
Outside Commercial Space	41510	6,075	675	6,075	675	21,000	(14,925)
Inside Commercial Space	41520	1,100	2,300	1,675	2,300	42,500	(40,825)
Commerical Space Comission	41550	-	-	-	-	-	-
Application Fees	41530	125	-	125	-	-	125
<b>TOTAL COMMERCIAL REVENUE</b>		<b>7,300</b>	<b>2,975</b>	<b>7,875</b>	<b>2,975</b>	<b>63,500</b>	<b>(55,625)</b>
<b>CARNIVAL REVENUE</b>							
Carnival	42100	-	-	-	-	-	-
Carnival Presale	42110	-	-	-	-	300,000	(300,000)
Carnival Presale Livestoc	42111	-	-	-	-	-	-
<b>TOTAL CARNIVAL REVENUE</b>		-	-	-	-	<b>300,000</b>	<b>(300,000)</b>
<b>CONCESSION REVENUE</b>							
Concessions	42000	1,000	3,000	1,000	3,000	200,000	(199,000)
Concessions - Ice Sales	42205	-	-	-	-	2,100	(2,100)
Safe Food Handling Fee	42210	182	637	182	637	2,100	(1,918)
Food Vendor Utility Fee	42240	780	1,329	780	1,329	3,000	(2,220)
Vendor Admissions	42250	75	125	75	125	1,800	(1,725)
Non-Food Concessions (Application Fees)	42300	-	-	-	-	-	-
RV/Stock Truck Revenue	42310	560	1,680	560	1,680	3,500	(2,940)
<b>TOTAL CONCESSION REVENUE</b>		<b>2,597</b>	<b>6,771</b>	<b>2,597</b>	<b>6,771</b>	<b>212,500</b>	<b>(209,903)</b>
<b>LIVESTOCK REVENUE</b>							
Entry Fees Livestock	43101	-	-	-	-	-	-
Entry Fees On-line Processing	43105	-	-	-	-	38,000	(38,000)
Sponsored Awards Livestock	43200	-	-	-	-	-	-
VIP Parking	43400	-	-	-	-	22,000	(22,000)
Other Insurance	43401	-	-	-	-	-	-
Livestock Parking	43401	-	-	-	-	-	-
Fair Donation	43000	-	-	-	-	-	-
<b>TOTAL LIVESTOCK REVENUE</b>		-	-	-	-	<b>60,000</b>	<b>(60,000)</b>
<b>COMPETITIVE EXHIBIT REVENUE (NON-LIVESTOCK)</b>							
Entry Fees - Adults	43103	-	-	-	-	-	-
Entry Fees - Youth	43102	-	-	-	-	-	-
Entry Fees On-line Processing	43110	-	-	-	-	-	-
Entry Fees On-line Processing (In-House)	43111	-	-	-	-	-	-
Donated & Sponsored Awards	43202	-	-	-	-	-	-
<b>TOTAL COMPETITIVE EXHIBIT REVENUE</b>		-	-	-	-	-	-

**Detail of Revenues**

	Acct.	Activity	Activity	YTD	YTD		Balance
	No.	June	June	June	June	Budget	of
		2022	2021	2022	2021	2022	Budget
<b>FAIR ATTRACTION REVENUE</b>							
Monster Truck	46100	-	-	-	-	-	-
Rodeo Admission	46200	-	-	-	-	-	-
Tractor Pull	46601	-	-	-	-	-	-
Motorcycle/Tractor Sponsorship	46410	-	-	-	-	-	-
Destruction Derby	46400	-	-	100	-	60,000	(59,900)
Jarypeo Baile	46500	-	-	-	-	-	-
<b>TOTAL FAIR ATTRACTION REVENUE</b>		-	-	<b>100</b>	-	<b>60,000</b>	<b>(59,900)</b>
<b>MISCELLANEOUS FAIR REVENUE</b>							
Vendor Parking	47700	125	175	125	175	1,800	(1,675)
Parking	47100	-	-	280	-	57,000	(56,720)
Other (Specify)	47800	-	-	-	-	-	-
Other - Merchandise Sales	47810	-	-	-	-	-	-
Sponsorships	47900	-	7,500	-	7,500	175,000	(175,000)
Event Staff on Duty	48500	-	-	500	1,305	1,500	(1,000)
<b>TOTAL MISCELLANEOUS FAIR REVENUE</b>		<b>125</b>	<b>7,675</b>	<b>905</b>	<b>8,980</b>	<b>235,300</b>	<b>(234,395)</b>
<b>MISCELLANEOUS NON-FAIR REVENUE</b>							
Swap Meet	47405	-	5,180	-	25,090	-	-
Grounds Improvement - Swap Meet	48600	-	-	-	-	-	-
Grounds Improvement - Water Conservation Grant	48600	-	-	-	-	-	-
<b>TOTAL MISCELLANEOUS NON-FAIR REVENUE</b>		-	<b>5,180</b>	-	<b>25,090</b>	-	-

**Detail of Revenues**

	Acct. No.	Activity June 2022	Activity June 2021	YTD June 2022	YTD June 2021	Budget 2022	Balance of Budget
<b>INTERIM REVENUE</b>							
Building Rentals	48100	35,850	31,550	223,075	172,710	275,000	(51,925)
Grounds Rental	48200	-	-	12,430	4,950	10,000	2,430
Grandstand/Speedway	48201	-	-	37,507	-	60,000	(22,493)
Interim RV/Camping Fees	48202	2,495	-	10,220	5,270	32,000	(21,780)
Equipment Rental	48300	475	-	2,075	150	-	2,075
Concessions Revenue	48400	-	500	-	500	-	-
Security on Duty	48500	1,080	-	5,340	560	-	5,340
Event Attendant	48501	210	-	950	1,130	-	950
Trash Removal	48501	-	-	-	-	2,100	(2,100)
ATM Revenue	48700	-	-	-	-	-	-
Non Fair Misc	47505	-	-	26,272	500	-	26,272
Interest Earnings	49510	-	-	-	9	-	-
Other Operating Revenue-State checks	49530	-	-	-	-	-	-
Credit Card Fees	48730	-	-	-	-	-	-
<b>TOTAL INTERIM REVENUE</b>		<b>40,110</b>	<b>32,050</b>	<b>317,869</b>	<b>185,779</b>	<b>379,100</b>	<b>(61,231)</b>
<b>PRIOR YEAR REVENUE</b>							
Prior Year Revenue	49000	9	-	834	(6,581)	-	834
<b>TOTAL PRIOR YEAR REVENUE</b>		<b>9</b>	<b>-</b>	<b>834</b>	<b>(6,581)</b>	<b>-</b>	<b>834</b>
<b>OTHER OPERATING REVENUE</b>							
Misc Revenue	48700	-	-	1,710	-	-	1,710
<b>TOTAL OTHER OPERATING REVENUE</b>		<b>-</b>	<b>-</b>	<b>1,710</b>	<b>-</b>	<b>-</b>	<b>1,710</b>

**Detail of Expenditures**

	Acct.	Activity	Activity	YTD	YTD	Budget	Balance
	No.	June	June	June	June	2022	of
		2022	2021	2022	2021		Budget
<b>ADMINISTRATION EXPENSES</b>							
Salaries & Wages - Permanent	50100	10,782	9,058	63,189	54,375	113,198	50,009
Salaries & Wages - Temporary	50200	4,238	3,377	25,768	17,381	58,785	33,017
Compensated Absence Expense	50300	310	272	1,825	1,633	-	(1,825)
Employee Benefits	50310	40	39	252	313	500	248
Payroll Taxes	50320	1,004	821	5,706	4,806	9,286	3,580
Employee Retirement	50330	3,850	3,216	21,759	18,827	33,960	12,201
Professional Services	50400	-	3	3,706	18	-	(3,706)
Traveling Expense Employees	50600	-	-	1,297	-	3,000	1,703
Office Supplies	50700	331	2,673	1,193	5,262	12,000	10,807
Telephone	50800	1,059	746	9,313	4,489	11,000	1,687
Postage	50820	103	103	507	248	2,000	1,493
Dues & Subscription	50900	221	-	10,457	1,100	4,050	(6,407)
General Liability Insurance	51000	-	3,672	22,032	26,142	47,786	25,754
Property Insurance	51020	-	-	-	-	23,000	23,000
Other Misc Expense	51100	-	79	-	452	25,000	25,000
Alarm Expense	51101	8,325	-	12,820	1,282	2,000	(10,820)
Credit Card Processing Fees	51102	178	95	1,081	541	12,000	10,919
Legal Fees	51103	-	2,090	-	24,860	25,000	25,000
Finance Charges	51104	-	-	-	3	10	10
Gateway Fees-Online	51106	67	42	415	245	1,500	1,085
Computer & Payroll Process	51107	2,100	4,079	11,495	13,225	25,000	13,505
CFSA Admin Fees	51108	8	8	83	86	600	517
Interest Expense	51110	-	-	-	-	-	-
Workers Compensation Insurance	51200	-	1,579	2,938	9,471	6,905	3,967
Unemployment Insurance	51300	-	2,061	172	9,316	22,000	21,828
Audit Cost	51300	-	-	-	-	-	-
Bad Debt Expense	51400	-	-	-	-	-	-
<b>TOTAL ADMINISTRATION EXPENSE</b>		<b>32,616</b>	<b>34,015</b>	<b>196,008</b>	<b>194,077</b>	<b>438,580</b>	<b>242,572</b>

**Detail of Expenditures**

	Acct.	Activity	Activity	YTD	YTD	Budget	Balance
	No.	June	June	June	June	2022	of
		2022	2021	2022	2021		Budget
<b>MAINTENANCE &amp; GENERAL OPERATIONS</b>							
Salaries & Wages - Permanent	50000	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	1,590	2,191	5,273	18,768	26,100	20,828
Salaries & Wages - Temporary Fair	50100	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Salaries & Wages - Temporary Maintenance	52100	114	30	2,580	220	-	(2,580)
Employee Benefits	52201	-	-	-	-	-	-
Compensated Absence	52204	-	-	-	-	-	-
Payroll Taxes	50302	122	168	403	767	378	(25)
Employee Retirement	50303	465	644	1,541	2,263	-	(1,541)
Travel / Training	50600	-	-	-	-	-	-
Professional Services - Maintenance	52300	2,152	-	5,822	720	15,000	9,178
Professional Services - Security	52300	-	-	-	1,332	-	-
Rental Land & Bldgs	52400	-	-	-	-	8,800	8,800
Rent Maintenance Equipment	52500	-	-	16,741	1,256	60,000	43,259
Electric	52800	12,620	897	31,274	13,213	80,000	48,726
Water	52801	2,330	3,611	14,588	15,924	34,000	19,412
Sewer	52802	1,432	1,190	4,107	3,902	11,000	6,893
Natural Gas	52803	497	388	7,411	6,812	11,000	3,589
Fuel/Propane	52804	364	1,289	4,612	3,202	13,500	8,888
Maint of Equipment	52900	11,259	10,840	18,402	13,470	24,000	5,598
Maint of Bldgs and Grounds	53000	29,806	6,520	241,865	129,122	350,000	108,135
Trash Removal, Clean Up	53100	1,412	1,306	5,448	5,627	20,000	14,552
Other Maintenance Expense	53200	-	-	-	-	1,200	1,200
Special Repairs	53300	-	-	-	-	-	-
Portable Toilets	57300	-	-	-	-	-	-
Maint of Bldgs and Grounds	64000	-	-	-	-	-	-
Repairs & Maintenance	91400	-	-	-	-	-	-
<b>TOTAL MAINTENANCE EXPENSE</b>		<b>64,162</b>	<b>29,075</b>	<b>360,066</b>	<b>216,598</b>	<b>654,978</b>	<b>294,912</b>
<b>PUBLICITY EXPENSES</b>							
Publicity	54000	-	1,238	45	2,380	10,000	9,955
Contracted Services	54200	500	-	12,700	-	25,000	12,300
Advertising	54400	8	-	796	-	-	(796)
Promotional Expense	54500	-	-	-	-	-	-
Promotional Poster Art	54525	-	-	-	-	-	-
Other Publicity Expense	54800	-	-	-	-	-	-
<b>TOTAL PUBLICITY EXPENSE</b>		<b>508</b>	<b>1,238</b>	<b>13,541</b>	<b>2,380</b>	<b>35,000</b>	<b>21,459</b>
<b>ATTENDANCE OPERATIONS</b>							
Salaries & Wages - Temporary (Attendance)	50100	-	-	-	-	30,600	30,600
Salaries & Wages - Temporary (Parking)	50100	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Professional Services Contract	56200	2,614	768	22,162	13,598	50,000	27,838
Attendance- Other/Hotels	56400	-	-	-	-	-	-
Supplies & Expense	56300	-	-	-	-	-	-
<b>TOTAL ATTENDANCE OPERATIONS</b>		<b>2,614</b>	<b>768</b>	<b>22,162</b>	<b>13,598</b>	<b>80,600</b>	<b>58,438</b>

**Detail of Expenditures**

	Acct.	Activity	Activity	YTD	YTD	Budget	Balance
	No.	June	June	June	June	2022	of
		2022	2021	2022	2021		Budget
<b>MISCELLANEOUS FAIR EXPENSE (NOT including JLA)</b>							
Salaries & Wages - Temporary (Events)	57101	-	-	-	-	-	-
Payroll Taxes	57101	-	-	-	-	-	-
Parking Lot	57101	-	-	-	-	16,000	16,000
Other Parking Expense	57106	-	-	-	-	-	-
T-Shirts	57200	-	-	-	602	2,500	2,500
Carnival Pre-Sale	57201	-	-	-	-	-	-
Trash & Porta Potties	57300	924	916	5,546	5,498	25,000	19,454
Parade	57500	-	-	246	-	1,500	1,254
Sponsorships	57700	-	-	-	-	-	-
Other Misc Fair Expenses	57800	-	2,693	-	2,693	11,600	11,600
Fair Hotels	57801	-	-	-	-	14,000	14,000
Radio/Golf Carts	57802	-	-	-	-	6,200	6,200
Commercial/Concessions	57900	-	-	-	-	4,400	4,400
<b>TOTAL MISCELLANEOUS FAIR</b>		<b>924</b>	<b>3,609</b>	<b>5,792</b>	<b>8,793</b>	<b>81,200</b>	<b>75,408</b>
<b>MISCELLANEOUS NON-FAIR EXPENSE</b>							
Salaries & Wages - Temporary (Events)	50100	-	1,779	-	5,390	-	-
Payroll Taxes	50302	-	136	-	314	-	-
Employee Retirement	50303	141	341	141	341	-	(141)
Swap Meet Expense	57105	-	-	-	-	-	-
Miscellaneous	57000	131	-	31,811	947	1,400	(30,411)
<b>TOTAL MISCELLANEOUS NON-FAIR</b>		<b>272</b>	<b>2,256</b>	<b>31,951</b>	<b>6,992</b>	<b>1,400</b>	<b>(30,411)</b>
<b>COMPETITIVE EXHIBIT EXPENSE</b>							
Salaries & Wages - Temporary (Exhibits)	50100	2,381	-	4,350	-	-	(4,350)
Salaries & Wages - Temporary (Livestock)	63101	-	-	-	-	-	-
Payroll Taxes	50302	182	-	333	-	-	(333)
Premiums Paid	58100	-	-	-	-	3,000	3,000
Tropies, Medals, Ribbons	58200	-	-	-	-	2,000	2,000
Professional Services Exhibits	63200	-	-	-	-	1,000	1,000
Professional Svcs Livestock	63300	-	-	-	-	-	-
Supplies	63400	-	-	-	-	-	-
Supplies - Livestock	63410	-	-	-	-	6,800	6,800
Supplies - Exhibits	63440	-	-	658	-	4,500	3,842
Other- Exhibits	63700	-	-	-	-	-	-
Tent Rental	63500	6,382	-	6,382	-	32,000	25,619
<b>TOTAL COMPETITIVE EXHIBIT EXPENSE</b>		<b>8,945</b>	<b>-</b>	<b>11,722</b>	<b>-</b>	<b>49,300</b>	<b>37,578</b>

**Detail of Expenditures**

	Acct. No.	Activity June 2022	Activity June 2021	YTD June 2022	YTD June 2021	Budget 2022	Balance of Budget
<b>SATELLITE WAGERING EXPENSES</b>							
Salaries & Wages - Permanent	50000	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Employee Benefits	65115	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Satellite Wagering	65105	-	-	-	-	-	-
Workers Compensation Sattelite	65135	-	-	-	-	-	-
Repairs	65405	-	-	-	-	-	-
Supplies	65615	-	-	-	-	-	-
Alarm System	65616	-	-	-	-	-	-
Utilities	64720	-	-	-	-	-	-
<b>TOTAL SATELLITE WAGERING EXPENSE</b>		-	-	-	-	-	-
<b>FAIR ENTERTAINMENT EXPENSES:</b>							
Salaries & Wages	66100	-	-	-	-	-	-
Salaries & Wages - Temporary	66101	-	-	-	-	-	-
Professional Services	66200	-	-	-	-	20,000	20,000
Supplies & Expenses	66300	-	-	-	-	-	-
Fuel/Generators	66301	-	-	-	-	-	-
Production Costs	66302	-	-	-	-	80,000	80,000
Demolition Derby	66400	-	-	-	-	18,000	18,000
Grounds Act	66500	-	-	-	-	75,000	75,000
Grandstand Entertainment	66600	-	-	-	-	-	-
Insurance/Tshirts/Tickets	66702	-	-	-	-	1,000	1,000
Entertainment Stages	66601	-	-	-	-	100,000	100,000
Hospitality/Hotel	66703	-	-	-	-	1,000	1,000
<b>TOTAL FAIR ENTERTAINMENT EXPENSE</b>		-	-	-	-	<b>295,000</b>	<b>295,000</b>
<b>EQUIPMENT EXPENSES</b>							
Equipment Purchase Non-Capitalized	72300	-	-	-	-	-	-
Equipment Purchase Capitalized (>\$5K)	91300	-	-	-	-	-	-
<b>TOTAL EQUIPMENT EXPENSE</b>		-	-	-	-	-	-
<b>PRIOR YEAR OPERATING EXPENSE ADJUSTMENT</b>							
Prior Year Operating Expense Adjustment	80000	-	-	(9,342)	(11,722)	-	9,342
Prior Year Bad Debt Expense Adjustment	80010	-	-	-	-	-	-
<b>PRIOR YEAR OPERATING EXPENSE</b>		-	-	<b>(9,342)</b>	<b>(11,722)</b>	-	<b>9,342</b>
<b>CASH SHORTAGES &amp; OVERAGES</b>							
Cash Short/Over	85000	-	-	-	-	-	-
Cash Short/Over Ticket Sales	85001	-	-	-	-	-	-
<b>CASH (OVER)/UNDER</b>		-	-	-	-	-	-
<b>DEPRECIATION EXPENSE</b>							
Depreciation	90000	-	-	-	-	96,121	96,121
<b>TOTAL DEPRECIATION EXPENSE</b>		-	-	-	-	<b>96,121</b>	<b>96,121</b>



# AP Payments Check Register

Board

Tulare County Fair  
Sam Harrison

Friday, July 15, 2022 3:26:00PM  
Page 1

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
ACH06012022	6/1/2022	MetPla	Meta Platforms, Inc.	3.00	10,561
ACH06032022	6/3/2022	PERS	CalPERS Retirement	1,898.29	10,563
ACH06172022	6/17/2022	PERS	CalPERS Retirement	5,219.96	10,588
ACH06032022	6/3/2022	MetPla	Meta Platforms, Inc.	3.00	10,589
P-172715879	6/5/2022	Zoom	Zoom Video Communications Inc.	15.89	10,590
37365	6/15/2022	AAAQua	AAA Quality Services, Inc.	924.36	10,593
37366	6/15/2022	Aramark	Aramark	86.46	10,594
37367	6/15/2022	CaliBuilt	CaliBuilt Graphics	878.62	10,595
37368	6/15/2022	CalTur	California Turf Equipment & Supply Inc.	706.85	10,596
37369	6/15/2022	CFSA	California Fairs Service Authority	6,390.14	10,597
37370	6/15/2022	CiTul	City of Tulare	4,837.83	10,598
37371	6/15/2022	Comcast	Comcast	526.83	10,599
37372	6/15/2022	ContSer	Contemporary Services Corporation	712.00	10,600
37373	6/15/2022	DelDen	Delta Dental	104.06	10,601
37374	6/15/2022	DeptFor	Dept. Forestry & Fire Protection	840.00	10,602
37375	6/15/2022	Grapevine	Grapevine MSP	1,319.00	10,603
37376	6/15/2022	JaiAgu	Jaime Aguilera	500.00	10,604
37377	6/15/2022	Leaf	LEAF	101.39	10,605
37378	6/15/2022	PerCar	Perfect Care Landscape & Maintenance	4,573.18	10,606
37379	6/15/2022	QuiCom	Quinn Company	894.74	10,607
37380	6/15/2022	WindPro	Windmill Propane	269.38	10,608
ACH06162022	6/16/2022	GlaInc.	Gladstone Inc.	550.00	10,611
ACH06202022	6/20/2022	RouTab	Round Table Pizza	131.21	10,614
37381	6/30/2022	AAAQua	AAA Quality Services, Inc.	924.36	10,617
37382	6/30/2022	Amazon	Amazon	184.87	10,618
37383	6/30/2022	Aramark	Aramark	129.69	10,619
37384	6/30/2022	AT&T - Livestock	AT&T	100.60	10,620
37385	6/30/2022	BatPro	Battery Pro	1,280.59	10,621
37386	6/30/2022	BerFir	Berkley Fire & Marine Underwriters	23,181.00	10,622
37387	6/30/2022	BrIHic	Britni Hicks	2,000.00	10,623
37388	6/30/2022	C & H F	C & H Fence & Patio, Inc.	3,654.00	10,624
37389	6/30/2022	CelSer	Celia Servin	500.00	10,625
37390	6/30/2022	CliBus	Cline's Business Equipment, Inc.	83.32	10,626
37391	6/30/2022	Comcast	Comcast	431.56	10,627
37392	6/30/2022	CSFP	California State Fire Protection	2,140.93	10,628
37393	6/30/2022	DGS	Dept of General Services	317.50	10,629
37394	6/30/2022	Grapevine	Grapevine MSP	1,295.00	10,630
37395	6/30/2022	JesRow	Jessica Rowley	500.00	10,631
37396	6/30/2022	MorLev	Morris Levin & Son	42.11	10,632
37397	6/30/2022	PerCar	Perfect Care Landscape & Maintenance	1,743.75	10,633
37398	6/30/2022	PitBow	Pitney Bowes	103.35	10,634
37399	6/30/2022	PortCham	Porterville Chamber of Commerce	205.00	10,635
37400	6/30/2022	Saffire	Saffire	2,100.00	10,636
37401	6/30/2022	SoCalEdi	Southern California Edison	6,209.48	10,637
37402	6/30/2022	SoCalGas	Southern California Gas	497.41	10,638
37403	6/30/2022	Sparkletts	Sparkletts	114.31	10,639
37404	6/30/2022	STEAM	Steam Cleaners Inc.	1,721.49	10,640
37405	6/30/2022	UniRen	United Rentals	7,250.70	10,641
37406	6/30/2022	VicOut	Victory Outreach of Selma	8,325.00	10,642
37407	6/30/2022	Wifeye	Wifeye Inc	8,325.00	10,643
37408	6/30/2022	WindPro	Windmill Propane	26.94	10,644
37409	6/30/2022	GilAlv	Gilberto Alvarez	4,050.00	10,645
ACH06012022	6/1/2022	Lowe's	Lowe's	363.59	10,646

## AP Payments Check Register

Board

Tulare County Fair  
Sam Harrison

Friday, July 15, 2022 3:26:00PM  
Page 2

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
ACH06252022	6/25/2022	MetPla	Meta Platforms, Inc.	2.00	10,647
108	6/30/2022	OutLaw	Outlaw Saddles & Silver	10,793.40	10,616
FedTax053122	6/3/2022	IRS	Internal Revenue Service	2,075.37	10,557
CaTax053122	6/3/2022	EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT	280.60	10,558
FedTax061522	6/21/2022	IRS	Internal Revenue Service	1,959.03	10,591
CaTax061522	6/21/2022	EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT	240.70	10,592
Total Payments:	59				
Total Amount:	124,638.84				

# Check Register

Check Register

Tulare County Fair  
Sam Harrison

Page 1  
7/15/2022 3:25:29PM

Check #	Void	Date	Employee	Name	Amount
1466		6/15/2022	GuVill	Villa, Guadalupe M	581.93
1467		6/15/2022	PaWall	Wallace, Patricia A	815.12
1468		6/30/2022	GuVill	Villa, Guadalupe M	777.25
1469		6/30/2022	PaWall	Wallace, Patricia A	945.91
Direct Deposit		6/15/2022	DeRizz	Rizzardo, Dena L	3,042.67
Direct Deposit		6/15/2022	DeHick	Hicks, Deborah	1,139.90
Direct Deposit		6/15/2022	LiPerr	Perryman, Lisa J	490.85
Direct Deposit		6/30/2022	DeRizz	Rizzardo, Dena L	3,042.67
Direct Deposit		6/30/2022	DeHick	Hicks, Deborah	1,079.06
Direct Deposit		6/30/2022	LiPerr	Perryman, Lisa J	340.01
Direct Deposit		6/30/2022	JeMaso	Mason, Jennifer L	444.43
Grand Totals: 11 Disbursements to 6 Employees					12,699.80

**Trial Balance**  
**Current TB (6/1/2022 - 6/30/2022)**  
**Unit Of Measure: \$**

Tulare County Fair  
Sam Harrison

Friday, July 15, 2022 3:24:53PM  
Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
11100-00-000-A Petty Cash	200.00			0.00	200.00
11200-00-000-A Change Fund	300.00			0.00	300.00
11310-01-000-A Cash - OP BOS Acct#9369	1,215,710.41	80,067.00	126,765.61	46,698.61-	1,169,011.80
11320-01-000-A Cash - SW BOS Acct#9318	4,523.55		15.00	15.00-	4,508.55
11400-01-000-A Cash - Premium BOS Acct #9350	40,171.02		9.25	9.25-	40,161.77
11700-01-170-A Cash - JLA BOS Acct #9334	116,708.49		10,850.90	10,850.90-	105,857.59
11800-00-000-A LAIF	4,179.84			0.00	4,179.84
11901-00-000-A Cash - Jr. Fair Board Cash - BOS #9326	3,676.00			0.00	3,676.00
13100-00-000-A Accounts Receivables	30,386.04	30,250.00	59,366.04	29,116.04-	1,270.00
13102-00-170-A Accounts Receivable - JLA	14,169.97			0.00	14,169.97
13199-00-000-A AR Misc,	0.00	20,592.00	20,592.00	0.00	0.00
16000-00-000-A Deferred Outflow of Resrouces - GASB 68	111,511.43			0.00	111,511.43
19000-00-000-A Construction In Progress	320,000.00			0.00	320,000.00
19100-00-000-A Land	489,069.23			0.00	489,069.23
19200-00-000-A Buildings & Improvements	3,920,706.91			0.00	3,920,706.91
19210-00-000-A A/D - Buildings & Imprv.	3,038,465.36-			0.00	3,038,465.36-
19300-00-000-A Equipment -	217,267.67	44,612.19		44,612.19	261,879.86
19310-00-000-A A/D - Equipment	169,906.02-			0.00	169,906.02-
21000-00-000-A Payroll Liability	0.00	25,108.02	25,108.02	0.00	0.00
21100-00-000-A Fees Collected-Insurance	200.00		210.00	210.00-	10.00-
21200-00-000-A Accounts Payable	12,011.88-	113,295.44	146,666.25	33,370.81-	45,382.69-
21200-00-170-A Accounts Payable, JLA	0.00	11,343.40	11,343.40	0.00	0.00
22100-00-000-A Social Security Payable	0.00	2,120.12	2,120.12	0.00	0.00
22110-00-000-A Medicare Payable	0.00	495.82	495.82	0.00	0.00
22201-00-000-A PERS Payable	6,224.97-	5,219.96	5,472.64	252.68-	6,477.65-
22204-00-000-A OPEB Withholding	4,638.72-	5,078.40	439.68	4,638.72	0.00
22400-00-000-A State Taxes Payable	0.00	493.22	493.22	0.00	0.00
22410-00-000-A Out of State Entertainer Tax	819.00-			0.00	819.00-
22500-00-000-A Federal Taxes Payable	0.00	1,468.77	1,468.77	0.00	0.00
22601-00-000-A Medical Payable	0.05	1,893.56	1,893.55	0.01	0.06
22602-00-000-A Dental Payable	253.18	104.06	90.32	13.74	266.92
22607-00-000-A Vision Payable	30.31		30.31	30.31-	0.00
22608-00-000-A Life Ins. Payable	12.75		12.75	12.75-	0.00
22900-00-000-A Due to Jr Fair Board - General - -	3,048.09-			0.00	3,048.09-
24100-00-000-A Guarantee Deposits	16,734.00-	500.00	500.00	0.00	16,734.00-
24501-00-000-A Leave Liability - Administrative	11,827.73-			0.00	11,827.73-
25010-00-000-A Loan Payable - SB 84	37,911.00-			0.00	37,911.00-
25100-00-170-A JLA Reserve	176,443.57-			0.00	176,443.57-
25600-00-000-A Deferrred Inflow of Resources - GASB 68	14,667.93-			0.00	14,667.93-
26000-00-000-A Net Pension Liability - GASB 68	468,611.01-			0.00	468,611.01-
29100-00-000-A Net Resources Available for Operations	2,607,256.36-			0.00	2,607,256.36-
29400-00-000-A Unrestricted Net Position - Pension/OPEB	371,767.52			0.00	371,767.52
31200-00-000-A State Allocations, General, ,	352,500.00-			0.00	352,500.00-
31900-00-000-A Capital Improvement Funds	180,000.00-			0.00	180,000.00-
41510-00-000-A Outside Commercial Space	0.00		6,075.00	6,075.00-	6,075.00-
41520-00-000-A Inside Commercial Space	575.00-		1,100.00	1,100.00-	1,675.00-
41530-00-100-A Commercial Application Fees	0.00		125.00	125.00-	125.00-
42200-00-000-A Concessions - Food	0.00		1,000.00	1,000.00-	1,000.00-
42210-00-100-A Safe Food Handling Fee	0.00		182.00	182.00-	182.00-
42240-00-100-A Food Vendor Utility Fee	0.00		780.00	780.00-	780.00-
42250-00-000-A Vendor Admission	0.00		75.00	75.00-	75.00-
42310-00-100-A RV/Stock Truck Revenue	0.00		560.00	560.00-	560.00-
46400-00-000-A Destruction Derby - Admission	100.00-			0.00	100.00-
47000-00-000-A Vendor Parking	0.00		125.00	125.00-	125.00-
47505-00-000-A Non-Fair Misc.	26,271.67-			0.00	26,271.67-
47630-00-170-A JLA-Other	183.30-			0.00	183.30-
47700-00-000-A RV/Camping Fees (Fairtime)	280.00-			0.00	280.00-
48100-00-000-A Building Rentals	187,225.00-		35,850.00	35,850.00-	223,075.00-
48200-00-000-A Grounds Rental	12,430.00-			0.00	12,430.00-
48201-00-000-A Grandstands/Speedway	37,507.04-			0.00	37,507.04-

**Trial Balance**  
**Current TB (6/1/2022 - 6/30/2022)**  
**Unit Of Measure: \$**

Tulare County Fair  
Sam Harrison

Friday, July 15, 2022 3:24:53PM  
Page 2

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
48202-00-000-A Interim RV/Camping Fees	7,725.00-		2,495.00	2,495.00-	10,220.00-
48300-00-000-A Equipment Rental	1,600.00-		475.00	475.00-	2,075.00-
48500-00-000-A Security on Duty	4,260.00-		1,080.00	1,080.00-	5,340.00-
48500-00-100-A Event Staff/ on Duty, General, Fair,	500.00-			0.00	500.00-
48501-00-000-A Event Attendant	740.00-		210.00	210.00-	950.00-
48700-00-000-A Other - Misc.	1,710.00-			0.00	1,710.00-
49000-00-000-A Prior Year Adjustments	825.39-	8.90-		8.90-	834.29-
50000-11-000-A Wages - Perm - AD - GN - A	52,406.61	10,782.49		10,782.49	63,189.10
50100-11-000-A Wages - Temp	21,529.90	4,237.63		4,237.63	25,767.53
50100-12-000-A Wages - Temp - MN - GN - A	3,682.50	1,590.00		1,590.00	5,272.50
50100-80-100-A Wages - Temp - EX - Fair - A	1,968.75	2,381.25		2,381.25	4,350.00
50300-11-000-A Compensated Leave Balance-Admin	1,514.68	310.16		310.16	1,824.84
50301-11-000-A Employee Benefits	212.39	39.67		39.67	252.06
50302-11-000-A PR Taxes	4,701.81	1,004.16		1,004.16	5,705.97
50302-12-000-A PR Taxes - MN - GN - A MAINT.	281.73	121.64		121.64	403.37
50302-80-100-A PR Taxes, , Fair	150.61	182.17		182.17	332.78
50303-11-000-A Employee Retirement	17,909.24	3,850.25		3,850.25	21,759.49
50303-12-000-A Employee Retirement - MN	1,076.03	464.59		464.59	1,540.62
50303-40-000-A Employee Retirement, Events, ,	0.00	140.62		140.62	140.62
50400-11-000-A Professional Services	3,706.00			0.00	3,706.00
50600-11-000-A Employee Travel/Training	1,297.46			0.00	1,297.46
50700-11-000-A Office Supplies	861.98	331.00		331.00	1,192.98
50801-11-000-A Telephone Expense	8,254.19	1,058.99		1,058.99	9,313.18
50802-11-000-A Postage Expense	403.51	103.35		103.35	506.86
50900-11-000-A Dues & Subscriptions Expense	10,236.50	220.89		220.89	10,457.39
51010-11-000-A Liability Insurance	22,032.00			0.00	22,032.00
51101-11-000-A Alarm Expense	4,494.80	8,325.00		8,325.00	12,819.80
51102-11-000-A Credit Card Processing Fee	902.81	177.92		177.92	1,080.73
51106-11-000-A Gateway Fees - Online	348.35	66.70		66.70	415.05
51107-11-000-A Computer & Payroll Process	9,395.15	2,100.00		2,100.00	11,495.15
51108-11-000-A CFSA Admin Fees	74.69	8.12		8.12	82.81
51200-11-000-A WComp - AD - GN - A	2,938.00			0.00	2,938.00
51300-11-000-A Unemployment Expense	172.00			0.00	172.00
52100-12-000-A Maintenance Department	2,465.94	114.31		114.31	2,580.25
52300-12-000-A Professional Services	3,670.00	2,152.00		2,152.00	5,822.00
52500-12-000-A Rent-Maint. Equipment	16,740.61			0.00	16,740.61
52800-12-000-A Electric	18,654.61	12,619.59		12,619.59	31,274.20
52801-12-000-A Water	12,257.81	2,330.21		2,330.21	14,588.02
52802-12-000-A Sewer	2,675.40	1,431.58		1,431.58	4,106.98
52803-12-000-A Natural Gas	6,913.79	497.41		497.41	7,411.20
52804-12-000-A Fuel/Propane	4,247.27	364.38		364.38	4,611.65
52900-12-000-A Maint. of Equipment	7,143.32	11,258.63		11,258.63	18,401.95
53000-12-000-A Maint. Bldg & Grounds	212,059.00	29,805.51		29,805.51	241,864.51
53100-12-000-A Trash Removal	4,035.32	1,412.40		1,412.40	5,447.72
54000-13-000-A Publicity	45.00			0.00	45.00
54200-13-000-A Professional Service/Contracted %	12,200.00	500.00		500.00	12,700.00
54400-13-000-A Advertising	787.71	8.00		8.00	795.71
56200-70-000-A Professional Services-Contracted	19,547.90	2,614.00		2,614.00	22,161.90
57000-00-000-A Miscellaneous Non Fair	31,679.54	131.21		131.21	31,810.75
57300-00-000-A Trash & Porta Potties	4,621.80	924.36		924.36	5,546.16
57500-00-000-A Parade Expense	246.00			0.00	246.00
57600-00-170-A JLA Expenses	0.00	10,793.40		10,793.40	10,793.40
57679-00-170-A JLA-Other Expenses	295.13	607.50		607.50	902.63
63440-00-000-A Supplies - Indoor Exhibits	657.83			0.00	657.83
63500-00-000-A Tent & Booth Rentals	0.00	6,381.50		6,381.50	6,381.50
80000-00-000-A PY Exp Adj	9,342.00-			0.00	9,342.00-
<b>\$ Grand Totals</b>	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	0.00	464,075.65	464,075.65	0.00	0.00

## June & July 2022 Standard Contracts

Contract	Department	Contractor	Fee
2022-STD-002	Main Stage-Entertainment	Charros of Rock, LLC (Outlaw Mariachi)	\$ 3,500.00
2022-STD-003	Setting the Stage Inc.	Sound	\$ 44,964.00
2022-STD-004	Main Stage-Entertainment	Premier Entertainment (Selena Tribute)	\$ 7,800.00
2022-STD-005	Main Stage-Entertainment	Tim Narducci (ZZ Top Tribute)	\$ 5,500.00
2022-STD-006	Main Stage-Entertainment	Attaboy Creative (Billy Idol Tribute)	\$ 5,000.00
2022-STD-007	Main Stage-Entertainment	Reno Vegas Entertainment (Country Tribute)	\$ 7,800.00
2022-STD-009	First Aid	LifeStar Ambulance	\$85.00 / hour
2022-STD-010	First Aid	LifeStar Ambulance	\$125.00 / hour
2022-STD-011	Tulare County Sheriff Explorers #2355	Parking	\$ 16,000.00
2022-STD-012	Partnership Coordinator & Office Help (5 month contract)	Britni Hicks	\$ 2,000.00
2022-STD-013	Entertainment	Fresh (Gabe Goss)	\$ 6,000.00

## June & July 2022 Concessions Contracts

CONTRACT #	Company Name	Total Paid	Commission
TCF-CON-2022-001	Dynamite Kettle Corn	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-002	H&M Funnel Cake Express LLC	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-003	Hot Doggin Inc	\$789.00	\$789 vs 25% of gross sales
TCF-CON-2022-004	J & M Concessions	\$789.00	\$789 vs 25% of gross sales
TCF-CON-2022-005	Lynn's Concessions, LLC2 Hawaiian Ice	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-006	Milo & Son Enterprises Inc.	\$872.00	\$872 vs 25% of gross sales
TCF-CON-2022-007	Milo & Son Enterprises Inc. - Pizza	\$871.00	\$871 vs 25% of gross sales
TCF-CON-2022-008	Noel's Mexican Food	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-010	Richards Concessions - Dippin Dots	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-010	Richards Concessions - Slushies	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-012	Mendes Snack Shack	\$715.00	\$715 vs 20% of gross sales
TCF-CON-2022-013	Extreme Food and Beverage - Sharky Fish Fry	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-014	Extreme Food and Beverage - OMG Ice Cream	\$500.00	\$500 vs 25% of gross sales
TCF-CON-2022-015	Extreme Food and Beverage - Lemon1	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-016	Extreme Food and Beverage - Lemon2	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-017	Extreme Food and Beverage - Lemon3	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-018	Extreme Food and Beverage/ TCFHF - Margarita	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-019	Extreme Food and Beverage - Famous	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-020	Old West Cinnamon Rolls	\$789.00	\$789 vs 25% of gross sales

## June & July 2022 Outdoor Contracts

CONTRACT	COMPANY NAME	Booth Size	Total Paid
TCF-COM-OD-2022-001	Drawsome Faces (AvetiArts)	10x10	\$ 675.00
TCF-COM-OD-2022-002	Evangelho Seed & Farm Store	10x30	\$ 1,350.00
TCF-COM-OD-2022-003	Glittery LLC dba Happy Cheeks Face Painting	20x10	\$ 1,350.00
TCF-COM-OD-2022-004	Leon's Airbrushing	20x10	\$ 1,500.00
TCF-COM-OD-2022-005	Music Boxes and Things	10x40	\$ 3,200.00
TCF-COM-OD-2022-006	Peak Climbing and Adventure Company		\$500 vs 25%
TCF-COM-OD-2022-007	Pride Sports Shop	10x30	\$ 2,025.00
TCF-COM-OD-2022-008	Rick's Vending & Distributing, Inc.	10x20	\$ 1,350.00
TCF-COM-OD-2022-009	T-Mobile, USA	20x40	\$ 2,700.00
TCF-COM-OD-2022-010	Tulare County Sheriff's Police Activities League (Youth Services Unit)	10x40	\$ -
TCF-COM-OD-2022-011	U.S. Army/Army Reserves	10x20	\$ -
TCF-COM-OD-2022-012	World of Gift & Souvenir	10x10	\$ 675.00
TCF-COM-OD-2022-013	Yuan Hao Zheng	20x10	\$ 1,350.00
TCF-COM-OD-2022-014	On-Par Mobile Mini Golf Inc.	Bldg 4 & 5	\$1000 vs 15%
TCF-COM-OD-2022-015	Pedroza Arts	10x30	\$ 2,025.00
TCF-COM-OD-2022-016	Trecos Products dba California Redwood Signs	10x30 trailer	\$ 1,350.00



## June & July 2022 Indoor Contracts

CONTRACT	COMPANY NAME	Booth Size	Total Paid
TCF-COM-IN-2022-001	A Spice Above - California	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-002	ALTURA Centers for Health	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-004	Chris Mathys for Congress	10x10 Inline	\$ 575.00
TCF-COM-IN-2022-005	Color Bloom	10X10 Inline	\$ 575.00
TCF-COM-IN-2022-006	Copper Top Beef Jerky	10X10 Corner	\$ 525.00
TCF-COM-IN-2022-007	CSET - Sequoia Community Corps	10x10 Corner	\$ 575.00
TCF-COM-IN-2022-008	Cutco Cutlery	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-009	Diane's Crafts	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-010	Drawsome Faces(Aveti Arts)	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-011	Elite Satellite Services	10X10 Corner	\$ 1,150.00
TCF-COM-IN-2022-012	Family Healthcare Network	10x10 Inline	Sponsor/Intrade
TCF-COM-IN-2022-013	Lilla Rose	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-013	Lolli & Pop	10X20 Inline	\$ 1,050.00
TCF-COM-IN-2022-015	Mack Holdings, LLC - Glam With Mack	10x20 Inline	\$ 1,050.00
TCF-COM-IN-2022-016	Mary Kay Cosmetics	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-017	Nancy Joy Rides	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-018	NV Pets-Penny Pet Products	10X10 Inline	\$ 525.00
TCF-COM-IN-2022-019	Primera Enterprises	10x20 Corner	\$ 1,150.00
TCF-COM-IN-2022-020	Republican Party of Tulare County	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-021	Scentsy - Victoria Vazquez	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-022	Shiny Sparkly Things	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-023	The Michael's Organization (TMO)	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-024	Tint Master Visalia	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-024	Tulare AMVETS POST 56	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-026	Tulare County Association of Government	10x20 Inline	\$ 1,050.00
TCF-COM-IN-2022-027	Tulare County Breast Feeding Coalition	10X20 Inline	Community Service
TCF-COM-IN-2022-028	Tulare County District Attorneys Office	10x20 Corner	\$ 1,100.00
TCF-COM-IN-2022-029	Tulare County Health & Human Services / Mental H	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-030	Tulare County Sheriff's Office	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-031	Tulare-Kings Right to Life	10x20 Corner	\$ 1,100.00
TCF-COM-IN-2022-032	United States Navy	10x10 Inline	\$ -
TCF-COM-IN-2022-033	US Army	10x10 Inline	\$ -
TCF-COM-IN-2022-034	W K Spiritual Apparel	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-035	Whos Next Enterprises	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-036	Tulare Psychic	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-037	JEM Restaurant Management (Wendys)	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-038	Club Nirvana	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-039	Cynthia's Sewing	10x20 Inline	\$ 1,050.00
TCF-COM-IN-2022-040	Tulare Hospital Foundation	10x20 Corner	\$ 1,100.00

As of July 31, 2022

	Particulars	Amount
<b>CURRENT ASSETS</b>		
<b>CASH ON HAND &amp; IN BANK</b>		
	Petty Cash	200.00
	Change Fund	300.00
	Change Fund ATM	0.00
	Cash - Ops BOS Acct#9369	1,233,568.32
	Cash - SW BOS Acct#9318	4,493.30
	Cash - Global BOS Acct#9377	0.00
	Cash - Premium BOS Acct#9350	47,604.15
	Cash - MM - CBB	0.00
	Cash - JLA Accounts	105,799.59
	LAIF	4,179.84
	CD - BOS Acct #5901	0.00
1	Cash Sweep BOS - 9399	0.00
	Cash in Bank - JR Fair Board	0.00
	Cash in Bank - JR Fair Board BOS	3,676.00
	<b>Total CASH ON HAND &amp; IN BANK</b>	<b>1,399,821.20</b>
<b>ACCOUNTS RECEIVABLE</b>		
	Accounts Receivable	59,630.00
	Accounts Receivable - JLA	14,169.97
	A/R Allow For Doubtful Accts	0.00
	<b>Total ACCOUNTS RECEIVABLE</b>	<b>73,799.97</b>
	<b>Total CURRENT ASSETS</b>	<b><u>1,473,621.17</u></b>
<b>CURRENT LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
	Accounts Payable	72,425.28
	Accounts Payable JLA	0.00
	Fees Collected	0.00
	Tax Liabilities	1,269.68
	Employee Benefits Withholdings	6,923.71
	Event Liability	0.00
	Current Long Term Liab	0.00
	Guarantee Deposits	16,734.00
	Misc Liabilities	3,048.09
	<b>Total CURRENT LIABILITIES</b>	<b><u>100,400.76</u></b>
	<b>Current Assets in Excess of Current Liabilities</b>	<b><u>1,373,220.41</u></b>

**TULARE COUNTY FAIR / 24TH DAA**

**STATEMENT OF NET POSITION**

July 31, 2022

<b>ASSETS</b>	<b>2022</b>	<b>2021</b>
<b>Current Assets</b>		
Cash - Operating	1,246,417	604,534
Cash - ATM	-	-
Cash-Premium	47,604	13,379
Cash - Junior Livestock Auction	105,800	63,174
Cash - JR Fair Board	-	-
AR - Operating (Net)	59,630	31,725
AR - Junior Livestock Auction	14,170	8,034
Deferred Charges	-	-
<b>Total Current Assets</b>	<b>\$ 1,473,621</b>	<b>\$ 720,846</b>
<b>Fixed Assets</b>		
Construction in Progress	320,000	-
Land	489,069	489,069
Building & Improvements	3,920,707	3,920,707
A/D Buildings & Improvements	(3,038,465)	(2,962,769)
Equipment	261,880	244,117
A/D Equipment	(169,906)	(173,513)
<b>Total Fixed Assets</b>	<b>\$ 1,783,285</b>	<b>\$ 1,517,612</b>
<b>Deferred Outflows of Resources</b>	<b>111,511</b>	<b>111,511</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,368,417</b>	<b>\$ 2,349,969</b>

<b>LIABILITIES &amp; RESOURCES</b>		
<b>Current Liabilities</b>		
Payroll Liabilities	1,270	419
Payroll Withholdings	6,924	1,089
AP - Operating	72,425	41,729
AP - Junior Livestock Auction	-	-
Other Liabilities	3,048	3,048
Event Deposits	16,734	7,734
Fees Payable	(95)	830
Deferred Revenue	-	-
Current Portion of LT Debt	-	-
<b>Total Current Liabilities</b>	<b>\$ 100,306</b>	<b>\$ 54,849</b>
<b>Long Term Liability</b>		
LTD Associated with Fixed Assets	-	-
Leave Liability	11,828	7,269
Loan Payable - SB 84	37,911	37,911
Net Pension Liability	468,611	468,611
<b>Total Long Term Liability</b>	<b>\$ 518,350</b>	<b>\$ 513,791</b>
<b>Deferred Inflows of Resources</b>	<b>14,668</b>	<b>14,668</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 633,323</b>	<b>\$ 583,308</b>
Reserve - Operating	2,607,256	1,809,661
Reserve - Junior Livestock	176,444	163,074
Reserve - Pension/OPEB	(371,768)	(371,768)
Reserve - Dairy	-	-
Net Income - Operating	334,732	160,490
Net Income - JLA	(11,571)	5,204
<b>TOTAL LIABILITIES &amp; RESOURCES</b>	<b>\$ 3,368,417</b>	<b>\$ 2,349,969</b>

Tulare County Fair  
STATEMENT OF OPERATIONS  
Board Summary  
July 31, 2022

	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>OPERATING REVENUES:</b>						
ADMISSIONS TO GROUNDS	330	1,695	330	1,695	416,550	(416,220)
COMMERCIAL REVENUE	7,600	11,500	15,475	14,475	63,500	(48,025)
CARNIVAL REVENUE	-	-	-	-	300,000	(300,000)
CONCESSION REVENUE	530	3,320	3,127	10,091	212,500	(209,373)
LIVESTOCK REVENUE	11,202	9,819	11,202	9,819	60,000	(48,798)
COMPETITIVE EXHIBIT REVENUE (NON-LIVESTOCK)	-	-	-	-	-	-
INTERIM REVENUE	41,725	35,425	359,594	221,204	379,100	(19,506)
FAIR ATTRACTION REVENUE	3,544	2,824	3,644	2,824	60,000	(56,356)
MISCELLANEOUS FAIR REVENUE	102,569	13,760	103,474	22,740	235,300	(131,826)
MISCELLANEOUS NON-FAIR REVENUE	-	3,815	-	28,905	-	-
SATELLITE WAGERING REVENUE	-	-	-	-	-	-
PRIOR YEAR REVENUE	-	(4,488)	834	(11,070)	-	834
OTHER OPERATING REVENUE	-	-	1,710	-	-	1,710

<b>TOTAL REVENUES</b>	<b>167,500</b>	<b>77,670</b>	<b>499,390</b>	<b>300,683</b>	<b>1,726,950</b>	<b>(1,227,560)</b>
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<b>OPERATING EXPENDITURES:</b>						
ADMINISTRATION EXPENSES	64,410	55,018	260,419	249,095	438,580	178,161
MAINTENANCE & GENERAL OPERATIONS	50,050	27,811	410,116	244,409	654,978	244,862
PUBLICITY EXPENSES	6,094	1,189	19,634	3,569	35,000	15,366
ATTENDANCE OPERATIONS	1,803	1,604	23,965	15,202	80,600	56,635
MISCELLANEOUS FAIR EXPENSE (NOT including JLA)	3,022	2,980	8,814	11,773	81,200	72,386
MISCELLANEOUS NON-FAIR EXPENSE	19,014	2,155	50,966	9,147	1,400	(49,566)
COMPETITIVE EXHIBIT EXPENSE	2,213	-	13,935	-	49,300	35,365
SATELLITE WAGERING EXPENSES	-	-	-	-	-	-
FAIR ENTERTAINMENT EXPENSES:	15,301	-	15,301	-	295,000	279,699
EQUIPMENT EXPENSES	-	-	-	-	-	-
PRIOR YEAR OPERATING EXPENSE ADJUSTMENT	-	-	(9,342)	(11,722)	-	9,342
CASH SHORTAGES & OVERAGES	-	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	96,121	96,121
PENSION EXPENSE - GASB 68	-	-	-	-	-	-

<b>TOTAL EXPENSES</b>	<b>161,908</b>	<b>90,757</b>	<b>793,808</b>	<b>521,473</b>	<b>1,732,179</b>	<b>(938,371)</b>
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<b>Net Gain/Loss Before Allocation</b>	<b>5,592</b>	<b>(13,088)</b>	<b>(294,418)</b>	<b>(220,790)</b>	<b>(5,229)</b>	<b>(289,189)</b>
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STATE ALLOCATION	96,650	-	449,150	352,480	352,500	96,650
OTHER F&E ALLOCATIONS	-	-	-	-	-	-
F&E PROJECT FUNDS	-	-	-	-	-	-
FLEX CAPITAL FUNDING	-	-	180,000	-	-	180,000
MILLENNIUM FLEX	-	28,800	-	28,800	-	-

<b>Net Gain/Loss After Allocation</b>	<b>102,242</b>	<b>15,712</b>	<b>334,732</b>	<b>160,490</b>	<b>347,271</b>	<b>(12,539)</b>
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**Detail of Revenues**

	Acct. No.	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>ADMISSIONS TO GROUNDS</b>							
Admission to Grounds	41001	-	10	-	10	375,000	(375,000)
Advance Sales	41015	189	-	189	-	30,000	(29,811)
Admissions-Youth	41010	51	-	51	-	7,000	(6,949)
Admissions-Senior	41017	30	-	30	-	1,900	(1,870)
Discount Fair Admissions	41020	-	1,685	-	1,685	1,350	(1,350)
Advance Discount - Jackpot	41018	-	-	-	-	-	-
Discount Fair Admissions-Livestock Season	41022	60	-	60	-	1,300	(1,240)
Discount Fair Admissions-Vendor	41022	-	-	-	-	-	-
<b>TOTAL ADMISSION TO GROUNDS</b>		<b>330</b>	<b>1,695</b>	<b>330</b>	<b>1,695</b>	<b>416,550</b>	<b>(416,220)</b>
<b>COMMERCIAL REVENUE</b>							
Commercial Space Insurance Revenue	41500	-	-	-	-	-	-
Outside Commercial Space	41510	1,850	2,700	7,925	3,375	21,000	(13,075)
Inside Commercial Space	41520	5,550	8,725	7,225	11,025	42,500	(35,275)
Commerical Space Comission	41550	-	-	-	-	-	-
Application Fees	41530	200	75	325	75	-	325
<b>TOTAL COMMERCIAL REVENUE</b>		<b>7,600</b>	<b>11,500</b>	<b>15,475</b>	<b>14,475</b>	<b>63,500</b>	<b>(48,025)</b>
<b>CARNIVAL REVENUE</b>							
Carnival	42100	-	-	-	-	-	-
Carnival Presale	42110	-	-	-	-	300,000	(300,000)
Carnival Presale Livestoc	42111	-	-	-	-	-	-
<b>TOTAL CARNIVAL REVENUE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>(300,000)</b>
<b>CONCESSION REVENUE</b>							
Concessions	42000	-	1,500	1,000	4,500	200,000	(199,000)
Concessions - Ice Sales	42205	-	-	-	-	2,100	(2,100)
Safe Food Handling Fee	42210	-	273	182	910	2,100	(1,918)
Food Vendor Utility Fee	42240	75	387	855	1,716	3,000	(2,145)
Vendor Admissions	42250	175	600	250	725	1,800	(1,550)
Non-Food Concessions (Application Fees)	42300	-	-	-	-	-	-
RV/Stock Truck Revenue	42310	280	560	840	2,240	3,500	(2,660)
<b>TOTAL CONCESSION REVENUE</b>		<b>530</b>	<b>3,320</b>	<b>3,127</b>	<b>10,091</b>	<b>212,500</b>	<b>(209,373)</b>
<b>LIVESTOCK REVENUE</b>							
Entry Fees Livestock	43101	-	-	-	-	-	-
Entry Fees On-line Processing	43105	7,452	5,319	7,452	5,319	38,000	(30,548)
Sponsored Awards Livestock	43200	-	-	-	-	-	-
VIP Parking	43400	3,750	4,500	3,750	4,500	22,000	(18,250)
Other Insurance	43401	-	-	-	-	-	-
Livestock Parking	43401	-	-	-	-	-	-
Fair Donation	43000	-	-	-	-	-	-
<b>TOTAL LIVESTOCK REVENUE</b>		<b>11,202</b>	<b>9,819</b>	<b>11,202</b>	<b>9,819</b>	<b>60,000</b>	<b>(48,798)</b>
<b>COMPETITIVE EXHIBIT REVENUE (NON-LIVESTOCK)</b>							
Entry Fees - Adults	43103	-	-	-	-	-	-
Entry Fees - Youth	43102	-	-	-	-	-	-
Entry Fees On-line Processing	43110	-	-	-	-	-	-
Entry Fees On-line Processing (In-House)	43111	-	-	-	-	-	-
Donated & Sponsored Awards	43202	-	-	-	-	-	-
<b>TOTAL COMPETITIVE EXHIBIT REVENUE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Detail of Revenues

	Acct.	Activity	Activity	YTD	YTD		Balance
	No.	July	July	July	July	Budget	of
		2022	2021	2022	2021	2022	Budget
<b>FAIR ATTRACTION REVENUE</b>							
Monster Truck	46100	-	-	-	-	-	-
Rodeo Admission	46200	-	-	-	-	-	-
Tractor Pull	46601	-	-	-	-	-	-
Motorcycle/Tractor Sponsorship	46410	-	-	-	-	-	-
Destruction Derby	46400	3,524	2,824	3,624	2,824	60,000	(56,376)
Jaripeo Baile	46500	20	-	20	-	-	20
<b>TOTAL FAIR ATTRACTION REVENUE</b>		<b>3,544</b>	<b>2,824</b>	<b>3,644</b>	<b>2,824</b>	<b>60,000</b>	<b>(56,356)</b>
<b>MISCELLANEOUS FAIR REVENUE</b>							
Vendor Parking	47700	170	670	295	845	1,800	(1,505)
Parking	47100	799	1,090	1,079	1,090	57,000	(55,921)
Other (Specify)	47800	-	-	-	-	-	-
Other - Merchandise Sales	47810	-	-	-	-	-	-
Sponsorships	47900	101,600	12,000	101,600	19,500	175,000	(73,400)
Event Staff on Duty	48500	-	-	500	1,305	1,500	(1,000)
<b>TOTAL MISCELLANEOUS FAIR REVENUE</b>		<b>102,569</b>	<b>13,760</b>	<b>103,474</b>	<b>22,740</b>	<b>235,300</b>	<b>(131,826)</b>
<b>MISCELLANEOUS NON-FAIR REVENUE</b>							
Swap Meet	47405	-	3,815	-	28,905	-	-
Grounds Improvement - Swap Meet	48600	-	-	-	-	-	-
Grounds Improvement - Water Conservation Grant	48600	-	-	-	-	-	-
<b>TOTAL MISCELLANEOUS NON-FAIR REVENUE</b>		<b>-</b>	<b>3,815</b>	<b>-</b>	<b>28,905</b>	<b>-</b>	<b>-</b>

**Detail of Revenues**

	Acct. No.	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>INTERIM REVENUE</b>							
Building Rentals	48100	4,560	30,875	227,635	203,585	275,000	(47,365)
Grounds Rental	48200	11,750	1,500	24,180	6,450	10,000	14,180
Grandstand/Speedway	48201	4,000	-	41,507	-	60,000	(18,493)
Interim RV/Camping Fees	48202	20,825	3,050	31,045	8,320	32,000	(955)
Equipment Rental	48300	-	-	2,075	150	-	2,075
Concessions Revenue	48400	-	-	-	500	-	-
Security on Duty	48500	450	-	5,790	560	-	5,790
Event Attendant	48501	140	-	1,090	1,130	-	1,090
Trash Removal	48501	-	-	-	-	2,100	(2,100)
ATM Revenue	48700	-	-	-	-	-	-
Non Fair Misc	47505	-	-	26,272	500	-	26,272
Interest Earnings	49510	-	-	-	9	-	-
Other Operating Revenue-State checks	49530	-	-	-	-	-	-
Credit Card Fees	48730	-	-	-	-	-	-
<b>TOTAL INTERIM REVENUE</b>		<b>41,725</b>	<b>35,425</b>	<b>359,594</b>	<b>221,204</b>	<b>379,100</b>	<b>(19,506)</b>
<b>PRIOR YEAR REVENUE</b>							
Prior Year Revenue	49000	-	(4,488)	834	(11,070)	-	834
<b>TOTAL PRIOR YEAR REVENUE</b>		<b>-</b>	<b>(4,488)</b>	<b>834</b>	<b>(11,070)</b>	<b>-</b>	<b>834</b>
<b>OTHER OPERATING REVENUE</b>							
Misc Revenue	48700	-	-	1,710	-	-	1,710
<b>TOTAL OTHER OPERATING REVENUE</b>		<b>-</b>	<b>-</b>	<b>1,710</b>	<b>-</b>	<b>-</b>	<b>1,710</b>

**Detail of Expenditures**

	Acct. No.	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>ADMINISTRATION EXPENSES</b>							
Salaries & Wages - Permanent	50100	1,824	10,208	65,013	64,584	113,198	48,185
Salaries & Wages - Temporary	50200	4,989	6,407	30,757	23,788	58,785	28,028
Compensated Absence Expense	50300	316	300	2,141	1,932	-	(2,141)
Employee Benefits	50310	9,229	39	9,481	353	500	(8,981)
Payroll Taxes	50320	1,079	1,005	6,785	5,811	9,286	2,501
Employee Retirement	50330	4,420	3,781	26,180	22,608	33,960	7,780
Professional Services	50400	7,700	3	11,406	21	-	(11,406)
Traveling Expense Employees	50600	1,166	-	2,464	-	3,000	536
Office Supplies	50700	1,928	212	3,121	5,474	12,000	8,879
Telephone	50800	1,074	740	10,387	5,229	11,000	613
Postage	50820	32	-	539	248	2,000	1,461
Dues & Subscription	50900	76	-	10,533	1,100	4,050	(6,483)
General Liability Insurance	51000	4,773	5,475	26,805	31,617	47,786	20,981
Property Insurance	51020	23,761	22,444	23,761	22,444	23,000	(761)
Other Misc Expense	51100	-	73	-	525	25,000	25,000
Alarm Expense	51101	-	-	12,820	1,282	2,000	(10,820)
Credit Card Processing Fees	51102	258	255	1,338	796	12,000	10,662
Legal Fees	51103	-	-	-	24,860	25,000	25,000
Finance Charges	51104	-	-	-	3	10	10
Gateway Fees-Online	51106	68	42	483	288	1,500	1,017
Computer & Payroll Process	51107	1,710	1,515	13,205	14,740	25,000	11,795
CFSA Admin Fees	51108	8	26	91	112	600	509
Interest Expense	51110	-	-	-	-	-	-
Workers Compensation Insurance	51200	-	2,492	2,938	11,963	6,905	3,967
Unemployment Insurance	51300	-	-	172	9,316	22,000	21,828
Audit Cost	51300	-	-	-	-	-	-
Bad Debt Expense	51400	-	-	-	-	-	-
<b>TOTAL ADMINISTRATION EXPENSE</b>		<b>64,410</b>	<b>55,018</b>	<b>260,419</b>	<b>249,095</b>	<b>438,580</b>	<b>178,161</b>



## Detail of Expenditures

	Acct. No.	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>MAINTENANCE &amp; GENERAL OPERATIONS</b>							
Salaries & Wages - Permanent	50000	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	1,946	2,804	7,219	21,572	26,100	18,881
Salaries & Wages - Temporary Fair	50100	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Salaries & Wages - Temporary Maintenance	52100	32	546	2,612	766	-	(2,612)
Employee Benefits	52201	-	-	-	-	-	-
Compensated Absence	52204	-	-	-	-	-	-
Payroll Taxes	50302	149	200	552	967	378	(174)
Employee Retirement	50303	623	720	2,163	2,983	-	(2,163)
Travel / Training	50600	-	-	-	-	-	-
Professional Services - Maintenance	52300	779	-	6,601	720	15,000	8,399
Professional Services - Security	52300	-	-	-	1,332	-	-
Rental Land & Bldgs	52400	-	-	-	-	8,800	8,800
Rent Maintenance Equipment	52500	78	-	16,819	1,256	60,000	43,182
Electric	52800	402	-	31,677	13,213	80,000	48,323
Water	52801	2,508	-	17,096	15,924	34,000	16,904
Sewer	52802	2,256	-	6,363	3,902	11,000	4,637
Natural Gas	52803	530	412	7,941	7,224	11,000	3,059
Fuel/Propane	52804	27	293	4,639	3,494	13,500	8,861
Maint of Equipment	52900	944	3,379	19,346	16,849	24,000	4,654
Maint of Bldgs and Grounds	53000	37,443	19,458	279,308	148,579	350,000	70,692
Trash Removal, Clean Up	53100	2,332	-	7,780	5,627	20,000	12,220
Other Maintenance Expense	53200	-	-	-	-	1,200	1,200
Special Repairs	53300	-	-	-	-	-	-
Portable Toilets	57300	-	-	-	-	-	-
Maint of Bldgs and Grounds	64000	-	-	-	-	-	-
Repairs & Maintenance	91400	-	-	-	-	-	-
<b>TOTAL MAINTENANCE EXPENSE</b>		<b>50,050</b>	<b>27,811</b>	<b>410,116</b>	<b>244,409</b>	<b>654,978</b>	<b>244,862</b>
<b>PUBLICITY EXPENSES</b>							
Publicity	54000	1,594	1,189	1,639	3,569	10,000	8,361
Contracted Services	54200	4,500	-	17,200	-	25,000	7,800
Advertising	54400	-	-	796	-	-	(796)
Promotional Expense	54500	-	-	-	-	-	-
Promotional Poster Art	54525	-	-	-	-	-	-
Other Publicity Expense	54800	-	-	-	-	-	-
<b>TOTAL PUBLICITY EXPENSE</b>		<b>6,094</b>	<b>1,189</b>	<b>19,634</b>	<b>3,569</b>	<b>35,000</b>	<b>15,366</b>
<b>ATTENDANCE OPERATIONS</b>							
Salaries & Wages - Temporary (Attendance)	50100	-	-	-	-	30,600	30,600
Salaries & Wages - Temporary (Parking)	50100	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Professional Services Contract	56200	1,121	1,268	23,283	14,866	50,000	26,717
Attendance- Other/Hotels	56400	-	-	-	-	-	-
Supplies & Expense	56300	682	336	682	336	-	(682)
<b>TOTAL ATTENDANCE OPERATIONS</b>		<b>1,803</b>	<b>1,604</b>	<b>23,965</b>	<b>15,202</b>	<b>80,600</b>	<b>56,635</b>

**Detail of Expenditures**

	Acct. No.	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>MISCELLANEOUS FAIR EXPENSE (NOT including JLA)</b>							
Salaries & Wages - Temporary (Events)	57101	-	-	-	-	-	-
Payroll Taxes	57101	-	-	-	-	-	-
Parking Lot	57101	-	-	-	-	16,000	16,000
Other Parking Expense	57106	173	-	173	-	-	(173)
T-Shirts	57200	-	-	-	602	2,500	2,500
Carnival Pre-Sale	57201	-	-	-	-	-	-
Trash & Porta Potties	57300	2,849	2,224	8,395	7,722	25,000	16,605
Parade	57500	-	-	246	-	1,500	1,254
Sponsorships	57700	-	-	-	-	-	-
Other Misc Fair Expenses	57800	-	756	-	3,449	11,600	11,600
Fair Hotels	57801	-	-	-	-	14,000	14,000
Radio/Golf Carts	57802	-	-	-	-	6,200	6,200
Commercial/Concessions	57900	-	-	-	-	4,400	4,400
<b>TOTAL MISCELLANEOUS FAIR</b>		<b>3,022</b>	<b>2,980</b>	<b>8,814</b>	<b>11,773</b>	<b>81,200</b>	<b>72,386</b>
<b>MISCELLANEOUS NON-FAIR EXPENSE</b>							
Salaries & Wages - Temporary (Events)	50100	-	1,739	-	7,128	-	-
Payroll Taxes	50302	-	133	-	447	-	-
Employee Retirement	50303	60	283	201	625	-	(201)
Swap Meet Expense	57105	-	-	-	-	-	-
Miscellaneous	57000	18,954	-	50,765	947	1,400	(49,365)
<b>TOTAL MISCELLANEOUS NON-FAIR</b>		<b>19,014</b>	<b>2,155</b>	<b>50,966</b>	<b>9,147</b>	<b>1,400</b>	<b>(49,365)</b>
<b>COMPETITIVE EXHIBIT EXPENSE</b>							
Salaries & Wages - Temporary (Exhibits)	50100	1,388	-	5,738	-	-	(5,738)
Salaries & Wages - Temporary (Livestock)	63101	-	-	-	-	-	-
Payroll Taxes	50302	106	-	439	-	-	(439)
Premiums Paid	58100	-	-	-	-	3,000	3,000
Tropies, Medals, Ribbons	58200	700	-	700	-	2,000	1,300
Professional Services Exhibits	63200	-	-	-	-	1,000	1,000
Professional Svcs Livestock	63300	-	-	-	-	-	-
Supplies	63400	-	-	-	-	-	-
Supplies - Livestock	63410	-	-	-	-	6,800	6,800
Supplies - Exhibits	63440	19	-	677	-	4,500	3,823
Other- Exhibits	63700	-	-	-	-	-	-
Tent Rental	63500	-	-	6,382	-	32,000	25,619
<b>TOTAL COMPETITIVE EXHIBIT EXPENSE</b>		<b>2,213</b>	<b>-</b>	<b>13,935</b>	<b>-</b>	<b>49,300</b>	<b>35,365</b>

**Detail of Expenditures**

	Acct. No.	Activity July 2022	Activity July 2021	YTD July 2022	YTD July 2021	Budget 2022	Balance of Budget
<b>SATELLITE WAGERING EXPENSES</b>							
Salaries & Wages - Permanent	50000	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Salaries & Wages - Temporary	50100	-	-	-	-	-	-
Employee Benefits	65115	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Payroll Taxes	50302	-	-	-	-	-	-
Satellite Wagering	65105	-	-	-	-	-	-
Workers Compensation Sattelite	65135	-	-	-	-	-	-
Repairs	65405	-	-	-	-	-	-
Supplies	65615	-	-	-	-	-	-
Alarm System	65616	-	-	-	-	-	-
Utilities	64720	-	-	-	-	-	-
<b>TOTAL SATELLITE WAGERING EXPENSE</b>		-	-	-	-	-	-
<b>FAIR ENTERTAINMENT EXPENSES:</b>							
Salaries & Wages	66100	-	-	-	-	-	-
Salaries & Wages - Temporary	66101	-	-	-	-	-	-
Professional Services	66200	-	-	-	-	20,000	20,000
Supplies & Expenses	66300	-	-	-	-	-	-
Fuel/Generators	66301	-	-	-	-	-	-
Production Costs	66302	15,301	-	15,301	-	80,000	64,699
Demolition Derby	66400	-	-	-	-	18,000	18,000
Grounds Act	66500	-	-	-	-	75,000	75,000
Grandstand Entertainment	66600	-	-	-	-	-	-
Insurance/Tshirts/Tickets	66702	-	-	-	-	1,000	1,000
Entertainment Stages	66601	-	-	-	-	100,000	100,000
Hospitality/Hotel	66703	-	-	-	-	1,000	1,000
<b>TOTAL FAIR ENTERTAINMENT EXPENSE</b>		15,301	-	15,301	-	295,000	279,699
<b>EQUIPMENT EXPENSES</b>							
Equipment Purchase Non-Capitalized	72300	-	-	-	-	-	-
Equipment Purchase Capitalized (>\$5K)	91300	-	-	-	-	-	-
<b>TOTAL EQUIPMENT EXPENSE</b>		-	-	-	-	-	-
<b>PRIOR YEAR OPERATING EXPENSE ADJUSTMENT</b>							
Prior Year Operating Expense Adjustment	80000	-	-	(9,342)	(11,722)	-	9,342
Prior Year Bad Debt Expense Adjustment	80010	-	-	-	-	-	-
<b>PRIOR YEAR OPERATING EXPENSE</b>		-	-	(9,342)	(11,722)	-	9,342
<b>CASH SHORTAGES &amp; OVERAGES</b>							
Cash Short/Over	85000	-	-	-	-	-	-
Cash Short/Over Ticket Sales	85001	-	-	-	-	-	-
<b>CASH (OVER)/UNDER</b>		-	-	-	-	-	-
<b>DEPRECIATION EXPENSE</b>							
Depreciation	90000	-	-	-	-	96,121	96,121
<b>TOTAL DEPRECIATION EXPENSE</b>		-	-	-	-	96,121	96,121

# AP Payments Check Register

Board

Tulare County Fair  
Sam Harrison

Monday, August 15, 2022 5:58:26PM  
Page 1

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
ACH07052022	7/5/2022	PERS	CalPERS Retirement	1,898.29	10,612
ACH07052022	7/5/2022	EmSui	Embassy Suites San Rafael	1,166.35	10,613
P-178440041	7/5/2022	Zoom	Zoom Video Communications Inc.	15.89	10,615
37410	7/15/2022	Alliant	Alliant Insurance Services, Inc.	579.53	10,648
37411	7/15/2022	Amazon	Amazon	583.08	10,649
37412	7/15/2022	Aram	Aramark	43.23	10,650
37413	7/15/2022	CFSA	California Fairs Service Authority	6,950.64	10,651
37414	7/15/2022	CitTul	City of Tulare	5,174.19	10,652
37415	7/15/2022	DanAir	Dan's Appliance Repair A/C & Heating Inc.	888.45	10,653
37416	7/15/2022	DelDen	Delta Dental	104.06	10,654
37417	7/15/2022	DeptFor	Dept. Forestry & Fire Protection	600.00	10,655
37418	7/15/2022	EwiIrr	Ewing Irrigation & Landscape Supply	51.57	10,656
37419	7/15/2022	Leaf	LEAF	101.39	10,657
37420	7/15/2022	Lowe's	Lowe's	1,290.64	10,658
37421	7/15/2022	PerCar	Perfect Care Landscape & Maintenance	5,913.82	10,659
37422	7/15/2022	Res.Com	Res.Com Pest Control	270.00	10,660
ACH07072022	7/7/2022	PERS	CalPERS Retirement	5,472.65	10,663
37423	7/15/2022	GilAlv	Gilberto Alvarez	6,310.00	10,664
37424	7/29/2022	GilAlv	Gilberto Alvarez	6,150.00	10,665
ACH07182022	7/18/2022	BigBen	Big Ben's Discount	255.56	10,668
ACH07222022	7/22/2022	AAAQua	AAA Quality Services, Inc.	1,000.00	10,670
37425	7/29/2022	Aram	Aramark	78.20	10,671
37426	7/29/2022	AT&T - Livestock	AT&T	110.59	10,672
37427	7/29/2022	BatPro	Battery Pro	34.08	10,673
37428	7/29/2022	BriHic	Britni Hicks	2,000.00	10,674
37429	7/29/2022	C & H F	C & H Fence & Patio, Inc.	7,253.00	10,675
37430	7/29/2022	CaliBuilt	CaliBuilt Graphics	3,653.44	10,676
37431	7/29/2022	CalTur	California Turf Equipment & Supply Inc.	44,612.19	10,677 (Voided)
37432	7/29/2022	Comcast	Comcast	526.83	10,678
37433	7/29/2022	Comcast	Comcast	436.65	10,679
37434	7/29/2022	ContSer	Contemporary Services Corporation	778.75	10,680
37435	7/29/2022	CosWho	Costco Wholesale	60.00	10,681
37436	7/29/2022	FirFlas	FirstFlash! Line	2,236.13	10,682
37437	7/29/2022	Grapevine	Grapevine MSP	1,295.00	10,683
37438	7/29/2022	LauMer	Laura Mercado	500.00	10,684
37439	7/29/2022	MarRey	Maria Reynoso	500.00	10,685
37440	7/29/2022	MorLev	Morris Levin & Son	24.86	10,686
37441	7/29/2022	PERS	CalPERS Retirement	5,078.40	10,687
37442	7/29/2022	PitBow	Pitney Bowes	32.00	10,688
37443	7/29/2022	Scinto	Scinto Group, LLP	7,700.00	10,689
37444	7/29/2022	SetTheSta	Setting The Stage Inc.	30,602.00	10,690
37445	7/29/2022	SoCalEdi	Southern California Edison	6,812.44	10,691
37446	7/29/2022	SoCalGas	Southern California Gas	530.29	10,692
37447	7/29/2022	Sparkletts	Sparkletts	32.06	10,693
37448	7/29/2022	WindPro	Windmill Propane	364.38	10,694
37449	7/29/2022	JesRow	Jessica Rowley	1,500.00	10,695
37431	7/29/2022	CalTur	California Turf Equipment & Supply Inc.	44,612.19-	10,696 (Voided)
ACH07262022	7/26/2022	Zazzle	Zazzle	578.14	10,702
ACH07182022	7/18/2022	WFA	Western Fairs Association	700.00	10,705
FedTax063022	7/6/2022	IRS	Internal Revenue Service	2,125.68	10,609
CaTax063022	7/6/2022	EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT	252.52	10,610
FedTax071522	7/20/2022	IRS	Internal Revenue Service	2,073.68	10,661

# AR Aged Invoice Analysis

Balances as of 7/31/2022  
by GL Date

Operating AR

Tulare County Fair  
Sam Harrison

Monday, August 15, 2022 5:56:26PM  
Page 1

Invoice Number	Invoice Date	Terms	Balance	Current 7/1/2022 and Beyond	Over 30 6/1/2022 6/30/2022	Over 60 5/1/2022 5/31/2022	Over 90 4/1/2022 4/30/2022	Over 120 Up to 3/31/2022
<b>Bueno Beverage Company (BueBev)</b>					Phone: (559) 651-2444 Last Pymt: 4/14/2022 6,271.67			
00193	7/1/2022		55,000.00	55,000.00				
Bueno Beverage Company Totals:			55,000.00	55,000.00	0.00	0.00	0.00	0.00
<b>John Chadwell (ChaJoh)</b>					Last Pymt:			
00184	12/8/2021		270.00					270.00
John Chadwell Totals:			270.00	0.00	0.00	0.00	0.00	270.00
<b>Kiwanis Club of Tulare (KiwClu)</b>					Phone: (559) Last Pymt: 6/26/2019 3,896.00			
00199	7/1/2022		360.00	360.00				
00198	7/15/2022		4,000.00	4,000.00				
Kiwanis Club of Tulare Totals:			4,360.00	4,360.00	0.00	0.00	0.00	0.00
<b>Grand Totals:</b>			59,630.00	59,360.00	0.00	0.00	0.00	270.00
3 Customers								
4 Invoices				99.55 %				0.45 %

AP Payments Check Register

Board

Tulare County Fair  
Sam Harrison

Monday, August 15, 2022 5:58:26PM  
Page 2

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
CaTax071522	7/20/2022	EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT	267.35	10,662
Total Payments: 53					
Total Amount: 122,955.81					

**Trial Balance**  
**Current TB (7/1/2022 - 7/31/2022)**  
**Unit Of Measure: \$**

Tulare County Fair  
Sam Harrison

Monday, August 15, 2022 5:53:55PM  
Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
11100-00-000-A Petty Cash	200.00			0.00	200.00
11200-00-000-A Change Fund	300.00			0.00	300.00
11310-01-000-A Cash - OP BOS Acct#9369	1,169,011.80	200,518.00	135,961.48	64,556.52	1,233,568.32
11320-01-000-A Cash - SW BOS Acct#9318	4,508.55		15.25	15.25-	4,493.30
11400-01-000-A Cash - Premium BOS Acct #9350	40,161.77	7,457.00	14.62	7,442.38	47,604.15
11700-01-170-A Cash - JLA BOS Acct #9334	105,857.59		58.00	58.00-	105,799.59
11800-00-000-A LAIF	4,179.84			0.00	4,179.84
11901-00-000-A Cash - Jr. Fair Board Cash - BOS #9326	3,676.00			0.00	3,676.00
13100-00-000-A Accounts Receivables	1,270.00	59,360.00	1,000.00	58,360.00	59,630.00
13102-00-170-A Accounts Receivable - JLA	14,169.97			0.00	14,169.97
13199-00-000-A AR Misc,	0.00	199,518.00	199,518.00	0.00	0.00
16000-00-000-A Deferred Outflow of Resrouces - GASB 68	111,511.43			0.00	111,511.43
19000-00-000-A Construction In Progress	320,000.00			0.00	320,000.00
19100-00-000-A Land	489,069.23			0.00	489,069.23
19200-00-000-A Buildings & Improvements	3,920,706.91			0.00	3,920,706.91
19210-00-000-A A/D - Buildings & Imprv.	3,038,465.36-			0.00	3,038,465.36-
19300-00-000-A Equipment -	261,879.86			0.00	261,879.86
19310-00-000-A A/D - Equipment	169,906.02-			0.00	169,906.02-
21000-00-000-A Payroll Liability	0.00	26,130.49	26,130.49	0.00	0.00
21100-00-000-A Fees Collected-Insurance	10.00-	425.00	320.00	105.00	95.00
21200-00-000-A Accounts Payable	45,382.69-	122,955.81	149,998.40	27,042.59-	72,425.28-
22100-00-000-A Social Security Payable	0.00	2,162.72	2,162.72	0.00	0.00
22110-00-000-A Medicare Payable	0.00	505.82	505.82	0.00	0.00
22201-00-000-A PERS Payable	6,477.65-	5,472.65	6,199.44	726.79-	7,204.44-
22204-00-000-A OPEB Withholding	0.00		450.68	450.68-	450.68-
22400-00-000-A State Taxes Payable	0.00	541.12	541.12	0.00	0.00
22410-00-000-A Out of State Entertainer Tax	819.00-			0.00	819.00-
22500-00-000-A Federal Taxes Payable	0.00	1,539.03	1,539.03	0.00	0.00
22601-00-000-A Medical Payable	0.06	1,893.56	1,893.55	0.01	0.07
22602-00-000-A Dental Payable	266.92	104.06	90.32	13.74	280.66
22607-00-000-A Vision Payable	0.00	30.31	30.31	0.00	0.00
22608-00-000-A Life Ins. Payable	0.00	12.75	12.75	0.00	0.00
22900-00-000-A Due to Jr Fair Board - General - -	3,048.09-			0.00	3,048.09-
24100-00-000-A Guarantee Deposits	16,734.00-	1,500.00	1,500.00	0.00	16,734.00-
24501-00-000-A Leave Liability - Administrative	11,827.73-			0.00	11,827.73-
25010-00-000-A Loan Payable - SB 84	37,911.00-			0.00	37,911.00-
25100-00-170-A JLA Reserve	176,443.57-			0.00	176,443.57-
25600-00-000-A Deferrred Inflow of Resources - GASB 68	14,667.93-			0.00	14,667.93-
26000-00-000-A Net Pension Liability - GASB 68	468,611.01-			0.00	468,611.01-
29100-00-000-A Net Resources Available for Operations	2,607,256.36-			0.00	2,607,256.36-
29400-00-000-A Unrestricted Net Position - Pension/OPEB	371,767.52			0.00	371,767.52
31200-00-000-A State Allocations, General, ,	352,500.00-		96,650.00	96,650.00-	449,150.00-
31900-00-000-A Capital Improvement Funds	180,000.00-			0.00	180,000.00-
41015-00-100-A Advanced Adm - Adult, Fair	0.00		189.00	189.00-	189.00-
41016-00-100-A Adm - Youth, Fair	0.00		51.00	51.00-	51.00-
41017-00-100-A Adm -Senior, Fair	0.00		30.00	30.00-	30.00-
41020-00-000-A Discount Fair Admissions (Livestock Sea)	0.00		60.00	60.00-	60.00-
41510-00-000-A Outside Commercial Space	6,075.00-		1,850.00	1,850.00-	7,925.00-
41520-00-000-A Inside Commercial Space	1,675.00-		5,550.00	5,550.00-	7,225.00-
41530-00-100-A Commercial Application Fees	125.00-		200.00	200.00-	325.00-
42200-00-000-A Concessions - Food	1,000.00-			0.00	1,000.00-
42210-00-100-A Safe Food Handling Fee	182.00-			0.00	182.00-
42240-00-100-A Food Vendor Utility Fee	780.00-		75.00	75.00-	855.00-
42250-00-000-A Vendor Admission	75.00-		175.00	175.00-	250.00-
42310-00-100-A RV/Stock Truck Revenue	560.00-		280.00	280.00-	840.00-
43105-00-000-A Entry Fees On-Line Processing (Livestock	0.00	5.00	7,457.00	7,452.00-	7,452.00-
43400-00-000-A VIP Parking	0.00		3,750.00	3,750.00-	3,750.00-
46400-00-000-A Destruction Derby - Admission	100.00-		24.00	24.00-	124.00-
46401-00-000-A Destruction Derby Bo, General, ,	0.00		3,500.00	3,500.00-	3,500.00-
46500-00-000-A Jaripeo-Baile	0.00		20.00	20.00-	20.00-

**Trial Balance**  
**Current TB (7/1/2022 - 7/31/2022)**  
**Unit Of Measure: \$**

Tulare County Fair  
Sam Harrison

Monday, August 15, 2022 5:53:55PM  
Page 2

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
47000-00-000-A Vendor Parking	125.00-		170.00	170.00-	295.00-
47100-00-000-A Parking	0.00		799.00	799.00-	799.00-
47505-00-000-A Non-Fair Misc.	26,271.67-			0.00	26,271.67-
47630-00-170-A JLA-Other	183.30-			0.00	183.30-
47700-00-000-A RV/Camping Fees (Fairtime)	280.00-			0.00	280.00-
47900-00-000-A Sponsorships	0.00		101,600.00	101,600.00-	101,600.00-
48100-00-000-A Building Rentals	223,075.00-		4,560.00	4,560.00-	227,635.00-
48200-00-000-A Grounds Rental	12,430.00-		11,750.00	11,750.00-	24,180.00-
48201-00-000-A Grandstands/Speedway	37,507.04-		4,000.00	4,000.00-	41,507.04-
48202-00-000-A Interim RV/Camping Fees	10,220.00-		20,825.00	20,825.00-	31,045.00-
48300-00-000-A Equipment Rental	2,075.00-			0.00	2,075.00-
48500-00-000-A Security on Duty	5,340.00-		450.00	450.00-	5,790.00-
48500-00-100-A Event Staff/ on Duty, General, Fair,	500.00-			0.00	500.00-
48501-00-000-A Event Attendant	950.00-		140.00	140.00-	1,090.00-
48700-00-000-A Other - Misc.	1,710.00-			0.00	1,710.00-
49000-00-000-A Prior Year Adjustments	834.29-			0.00	834.29-
50000-11-000-A Wages - Perm - AD - GN - A	63,189.10	9,699.00	7,874.94	1,824.06	65,013.16
50100-11-000-A Wages - Temp	25,767.53	4,989.38		4,989.38	30,756.91
50100-12-000-A Wages - Temp - MN - GN - A	5,272.50	1,946.25		1,946.25	7,218.75
50100-80-100-A Wages - Temp - EX - Fair - A	4,350.00	1,387.50		1,387.50	5,737.50
50300-11-000-A Compensated Leave Balance-Admin	1,824.84	315.66		315.66	2,140.50
50301-11-000-A Employee Benefits	252.06	9,228.62		9,228.62	9,480.68
50302-11-000-A PR Taxes	5,705.97	1,079.22		1,079.22	6,785.19
50302-12-000-A PR Taxes - MN - GN - A MAINT.	403.37	148.90		148.90	552.27
50302-80-100-A PR Taxes, , Fair	332.78	106.15		106.15	438.93
50303-11-000-A Employee Retirement	21,759.49	4,420.08		4,420.08	26,179.57
50303-12-000-A Employee Retirement - MN	1,540.62	622.80		622.80	2,163.42
50303-40-000-A Employee Retirement, Events, ,	140.62	60.00		60.00	200.62
50400-11-000-A Professional Services	3,706.00	7,700.00		7,700.00	11,406.00
50600-11-000-A Employee Travel/Training	1,297.46	1,166.35		1,166.35	2,463.81
50700-11-000-A Office Supplies	1,192.98	1,927.83		1,927.83	3,120.81
50801-11-000-A Telephone Expense	9,313.18	1,074.07		1,074.07	10,387.25
50802-11-000-A Postage Expense	506.86	32.00		32.00	538.86
50900-11-000-A Dues & Subscriptions Expense	10,457.39	75.89		75.89	10,533.28
51010-11-000-A Liability Insurance	22,032.00	4,773.00		4,773.00	26,805.00
51020-11-000-A Property Insurance	0.00	23,760.53		23,760.53	23,760.53
51101-11-000-A Alarm Expense	12,819.80			0.00	12,819.80
51102-11-000-A Credit Card Processing Fee	1,080.73	257.64		257.64	1,338.37
51106-11-000-A Gateway Fees - Online	415.05	68.15		68.15	483.20
51107-11-000-A Computer & Payroll Process	11,495.15	1,709.58		1,709.58	13,204.73
51108-11-000-A CFSA Admin Fees	82.81	8.12		8.12	90.93
51200-11-000-A WComp - AD - GN - A	2,938.00			0.00	2,938.00
51300-11-000-A Unemployment Expense	172.00			0.00	172.00
52100-12-000-A Maintenance Department	2,580.25	32.06		32.06	2,612.31
52300-12-000-A Professional Services	5,822.00	778.75		778.75	6,600.75
52500-12-000-A Rent-Maint. Equipment	16,740.61	77.89		77.89	16,818.50
52800-12-000-A Electric	31,274.20	402.33		402.33	31,676.53
52801-12-000-A Water	14,588.02	2,508.34		2,508.34	17,096.36
52802-12-000-A Sewer	4,106.98	2,256.36		2,256.36	6,363.34
52803-12-000-A Natural Gas	7,411.20	530.29		530.29	7,941.49
52804-12-000-A Fuel/Propane	4,611.65	26.94		26.94	4,638.59
52900-12-000-A Maint. of Equipment	18,401.95	944.00		944.00	19,345.95
53000-12-000-A Maint. Bldg & Grounds	241,864.51	37,443.35		37,443.35	279,307.86
53100-12-000-A Trash Removal	5,447.72	2,331.95		2,331.95	7,779.67
54000-13-000-A Publicity	45.00	1,593.75		1,593.75	1,638.75
54200-13-000-A Professional Service/Contracted %	12,700.00	4,500.00		4,500.00	17,200.00
54400-13-000-A Advertising	795.71			0.00	795.71
56200-70-000-A Professional Services-Contracted	22,161.90	1,481.00	360.00	1,121.00	23,282.90
56300-70-000-A Attendance Supplies & Expense	0.00	682.06		682.06	682.06
57000-00-000-A Miscellaneous Non Fair	31,810.75	18,954.44		18,954.44	50,765.19



**Trial Balance**  
**Current TB (7/1/2022 - 7/31/2022)**  
**Unit Of Measure: \$**

Tulare County Fair  
Sam Harrison

Monday, August 15, 2022 5:53:55PM  
Page 3

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
57106-00-000-A Other Parking Expense	0.00	173.17		173.17	173.17
57300-00-000-A Trash & Porta Potties	5,546.16	2,848.72		2,848.72	8,394.88
57500-00-000-A Parade Expense	246.00			0.00	246.00
57600-00-170-A JLA Expenses	10,793.40			0.00	10,793.40
57679-00-170-A JLA-Other Expenses	902.63	58.00		58.00	960.63
58200-85-000-A Trophies & Ribbons	0.00	700.00		700.00	700.00
63440-00-000-A Supplies - Indoor Exhibits	657.83	19.48		19.48	677.31
63500-00-000-A Tent & Booth Rentals	6,381.50			0.00	6,381.50
66302-00-000-A Production Costs	0.00	15,301.00		15,301.00	15,301.00
80000-00-000-A PY Exp Adj	9,342.00-			0.00	9,342.00-
<b>\$ Grand Totals</b>	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
	0.00	800,331.92	800,331.92	0.00	0.00

## June & July 2022 Standard Contracts

Contract	Department	Contractor	Fee
2022-STD-002	Main Stage-Entertainment	Charros of Rock, LLC (Outlaw Mariachi)	\$ 3,500.00
2022-STD-003	Setting the Stage Inc.	Sound	\$ 44,964.00
2022-STD-004	Main Stage-Entertainment	Premier Entertainment (Selena Tribute)	\$ 7,800.00
2022-STD-005	Main Stage-Entertainment	Tim Narducci (ZZ Top Tribute)	\$ 5,500.00
2022-STD-006	Main Stage-Entertainment	Attaboy Creative (Billy Idol Tribute)	\$ 5,000.00
2022-STD-007	Main Stage-Entertainment	Reno Vegas Entertainment (Country Tribute)	\$ 7,800.00
2022-STD-009	First Aid	LifeStar Ambulance	\$85.00 / hour
2022-STD-010	First Aid	LifeStar Ambulance	\$125.00 / hour
2022-STD-011	Tulare County Sheriff Explorers #2355	Parking	\$ 16,000.00
2022-STD-012	Partnership Coordinator	Britni Hicks	\$ 1,000.00
2022-STD-013	Entertainment	Fresh (Gabe Goss)	\$ 6,000.00
2022-STD-014	Maintenance & Grounds	Redman Janny	\$ 39,750.00
2022-STD-015	Grounds	Oliver Live Stock	15% of proceeds
2022-STD-016	Lighting	Event Lighting LLC	\$ 48,105.00
2022-STD-017	Ag Mechanic Judge	Dick Piersma	\$ 200.00
2022-STD-018	Grounds Strolling	The Wilder Show	\$ 4,750.00
2022-STD-019	Strolling & Voice of the Fair	Balloonacy	\$ 4,125.00
2022-STD-020	Grounds Strolling	Animal Cracker Conspiracy	\$ 7,000.00
2022-STD-021	Building 3 Feature Exhibit	Brad's World Reptiles	\$ 14,000.00
2022-STD-022	Maintenance & Grounds	Josh Miller	\$ 2,000.00
2022-STD-023	Alcohol Stands	Tulare County Fair Heritage Foundation	35% of all alcohol sales
2022-STD-024	Entertainment	All Aboard Train	\$ 7,000.00
2022-STD-025	Entertainment	Jump! Ultimate Dog Show	\$ 12,500.00
2022-STD-026	Family Stage	Matt Baker Comedy Stunt Show	\$ 5,000.00
2022-STD-027	Community Stage	BB Enterprises Inc.	\$ 8,375.00
2022-STD-028	Family Stage	Kiddle Karoo	\$ 7,750.00
2022-STD-029	JLA Auction	Dan Baumgardner	\$ 500.00
2022-STD-030	JLA Auction	Eric Phillips	\$ 600.00
2022-STD-031	JLA Auction	Johnny Borba	\$ 500.00
2022-STD-032	Dairy Goat Judge	John Airrington	\$ 350.00
2022-STD-033	Entertainment	The Josh Day Band	\$ 7,200.00
2022-STD-034	Rabbit Showmanship	Kathy Lugo	\$ 200.00
2022-STD-035	Rabbit Show	Jennifer Milburn	\$ 350.00

2022-STD-036	Sound	Absolute Sound	\$ 6,000.00
2022-STD-037	Hog & Beef Judge	Kane Austin	\$ 2,700.00
2022-STD-038	Dairy Cattle Judge	Allen Berry	\$ 1,000.00
2022-STD-039	Dairy Cattle Showmanship Judge	Tara Davis	\$ 500.00
2022-STD-040	Market Goat & Market Lamb Judge	Miles Gibbs	\$ 2,000.00

## June & July 2022 Concessions Contracts

CONTRACT #	Company Name	Total Paid	Commission
TCF-CON-2022-001	Dynamite Kettle Corn	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-002	H&M Funnel Cake Express LLC	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-003	Hot Doggin Inc	\$789.00	\$789 vs 25% of gross sales
TCF-CON-2022-004	J & M Concessions	\$789.00	\$789 vs 25% of gross sales
TCF-CON-2022-005	Lynn's Concessions, LLC2 Hawaiian Ice	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-006	Milo & Son Enterprises Inc.	\$872.00	\$872 vs 25% of gross sales
TCF-CON-2022-007	Milo & Son Enterprises Inc. - Pizza	\$871.00	\$871 vs 25% of gross sales
TCF-CON-2022-008	Noel's Mexican Food	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-010	Richards Concessions - Dippin Dots	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-010	Richards Concessions - Slushies	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-012	Mendes Snack Shack	\$715.00	\$715 vs 20% of gross sales
TCF-CON-2022-013	Extreme Food and Beverage - Sharky Fish Fry	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-014	Extreme Food and Beverage - OMG Ice Cream	\$500.00	\$500 vs 25% of gross sales
TCF-CON-2022-015	Extreme Food and Beverage - Lemon1	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-016	Extreme Food and Beverage - Lemon2	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-017	Extreme Food and Beverage - Lemon3	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-018	Extreme Food and Beverage - Margarita	\$656.00	\$656 vs 25% of gross sales
TCF-CON-2022-019	Extreme Food and Beverage - Famous	\$715.00	\$715 vs 25% of gross sales
TCF-CON-2022-020	Old West Cinnamon Rolls	\$789.00	\$789 vs 25% of gross sales
TCF-CON-2022-021	Old West Cinnamon Rolls - Original Bratwurst	\$ 915.00	\$500 vs 25% of gross sales
TCF-CON-2022-022	Pastry Delight Portuguese Bakery & Cafe	\$ 915.00	\$500 vs 25% of gross sales

## June & July 2022 Outdoor Contracts

CONTRACT	COMPANY NAME	Booth Size	Total Paid
TCF-COM-OD-2022-001	Drawsome Faces (AvetiArts)	10x10	\$ 675.00
TCF-COM-OD-2022-002	Evangelho Seed & Farm Store	10x30	\$ 1,350.00
TCF-COM-OD-2022-003	Glittery LLC dba Happy Cheeks Face Painting	20x10	\$ 1,350.00
TCF-COM-OD-2022-004	Leon's Airbrushing	20x10	\$ 1,500.00
TCF-COM-OD-2022-005	Music Boxes and Things	10x40	\$ 3,200.00
TCF-COM-OD-2022-006	Peak Climbing and Adventure Company		\$500 vs 25%
TCF-COM-OD-2022-007	Pride Sports Shop	10x30	\$ 2,025.00
TCF-COM-OD-2022-008	Rick's Vending & Distributing, Inc.	10x10	\$ 675.00
TCF-COM-OD-2022-009	T-Mobile, USA	20x40	\$ 2,700.00
TCF-COM-OD-2022-010	Tulare County Sheriff's Police Activities League (Youth Services Unit)	10x40	\$ -
TCF-COM-OD-2022-011	U.S. Army/Army Reserves	10x20	\$ -
TCF-COM-OD-2022-012	World of Gift & Souvenir	10x10	\$ 675.00
TCF-COM-OD-2022-013	Yuan Hao Zheng	20x10	\$ 1,350.00
TCF-COM-OD-2022-014	On-Par Mobile Mini Golf Inc.	Bldg 4 & 5	\$1000 vs 15%
TCF-COM-OD-2022-015	Pedroza Arts	10x30	\$ 2,025.00
TCF-COM-OD-2022-016	Trecos Products dba California Redwood Signs	10x30 trailer	\$ 1,350.00
TCF-COM-OD-2022-017	Antique Images	10x20	\$1,350.00
TCF-COM-OD-2022-018	Paradise of Fun		\$500 vs 25%
TCF-COM-OD-2022-019	Ford Farms Gem Mining	25x25	\$1,500.00

## June & July 2022 Indoor Contracts

CONTRACT	COMPANY NAME	Booth Size	Total Paid
TCF-COM-IN-2022-001	A Spice Above - California	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-002	ALTURA Centers for Health	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-004	Chris Mathys for Congress	10x10 Inline	\$ 575.00
TCF-COM-IN-2022-005	Color Bloom	10X10 Inline	\$ 575.00
TCF-COM-IN-2022-006	Copper Top Beef Jerky	10X10 Corner	\$ 525.00
TCF-COM-IN-2022-007	CSET - Sequoia Community Corps	10x10 Corner	\$ 575.00
TCF-COM-IN-2022-008	Cutco Cutlery	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-009	Diane's Crafts	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-010	Drawsome Faces(Aveti Arts)	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-011	Elite Satellite Services	10X10 Corner	\$ 1,150.00
TCF-COM-IN-2022-012	Family Healthcare Network	10x10 Inline	Sponsor/Intrade
TCF-COM-IN-2022-013	Lilla Rose	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-013	Lolli & Pop	10X20 Inline	\$ 1,050.00
TCF-COM-IN-2022-015	Mack Holdings, LLC - Glam With Mack	10x20 Inline	\$ 1,050.00
TCF-COM-IN-2022-016	Mary Kay Cosmetics	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-017	Nancy Joy Rides	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-018	NV Pets-Penny Pet Products	10X10 Inline	\$ 525.00
TCF-COM-IN-2022-019	Primera Enterprises	10x20 Corner	\$ 1,150.00
TCF-COM-IN-2022-020	Republican Party of Tulare County	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-021	Scentsy - Victoria Vazquez	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-022	Shiny Sparkly Things	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-023	The Michael's Organization (TMO)	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-024	Tint Master Visalia	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-024	Tulare AMVETS POST 56	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-026	Tulare County Association of Government	10x20 Inline	\$ 1,050.00
TCF-COM-IN-2022-027	Tulare County Breast Feeding Coalition	10X20 Inline	Community Service
TCF-COM-IN-2022-028	Tulare County District Attorneys Office	10x20 Corner	\$ 1,100.00
TCF-COM-IN-2022-029	Tulare County Health & Human Services / Mental H	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-030	Tulare County Sheriff's Office	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-031	Tulare-Kings Right to Life	10x20 Corner	\$ 1,100.00
TCF-COM-IN-2022-032	United States Navy	10x10 Inline	\$ -
TCF-COM-IN-2022-033	US Army	10x10 Inline	\$ -
TCF-COM-IN-2022-034	W K Spiritual Apparel	10x10 Inline	\$ 525.00
TCF-COM-IN-2022-035	Whos Next Enterprises	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-036	Tulare Psychic	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-037	JEM Restaurant Management (Wendys)	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-038	Club Nirvana	10X10 Corner	\$ 575.00
TCF-COM-IN-2022-039	Cynthia's Sewing	10x20 Inline	\$ 1,050.00
TCF-COM-IN-2022-040	Tulare Hospital Foundation	10x20 Corner	\$ 1,100.00
TCF-COM-IN-2022-042	Aidas Sterling Silver	10X10 Corner	\$575.00
TCF-COM-IN-2022-043	Self-Help Enterprises	10x10 Inline	\$525.00
TCF-COM-IN-2022-044	Luis Betancourt	10x10 Inline	\$525.00
TCF-COM-IN-2022-045	CSET - Employment Connection	10x10 Inline	\$525.00
TCF-COM-IN-2022-046	New York Life	10x10 Inline	\$525.00
TCF-COM-IN-2022-047	Tulare County Democrats	10x20 Corner	\$1,100.00
TCF-COM-IN-2022-048	Turner's Outdoorsman	10x10 Inline	\$525.00
TCF-COM-IN-2022-049	Catholic Charities	10X10 Corner	\$575.00
TCF-COM-IN-2022-050	Tulare Evangelical Free Church	10x10 Inline	\$525.00
TCF-COM-IN-2022-051	Trendy Bitz	10x30 Inline	\$1,575.00
TCF-COM-IN-2022-052	Nic at Nite Pops	10x20 Corner	\$1,100.00
TCF-COM-IN-2022-053	LeafFilter Gutter Protection	10X10 Corner	\$575.00

TCF-COM-IN-2022-054	Kitchen Craft	10x20 Inline	\$1,050.00
TCF-COM-IN-2022-056	Kaweah Health		Sponsor/Intrade
TCF-COM-IN-2022-057	Adventist Health		Sponsor/Intrade
TCF-COM-IN-2022-058	Damsel In Defense	10X10 Inline	\$525.00
TCF-COM-IN-2022-059	Lublu Bakery	10X10 Inline	\$525.00
TCF-COM-IN-2022-060	Patty's Candy	10X10 Inline	\$525.00

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**24<sup>th</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR**

**FINANCIAL STATEMENTS**

For the Year Ending December 31, 2020

**Scinto Group, LLP**  
Certified Public Accountants/Business Consultants



## TABLE OF CONTENTS

**DRAFT**

Independent Accountant's Review Report .....	1-2
Statement of Financial Condition .....	3
Statement of Operations and Changes in Accountability .....	4
Statement of Cash Flows .....	5
Notes to Financial Statements .....	6-13
Supplemental Schedules:	
Accounts Receivable Aging.....	14
Accounts Payable Aging.....	15
Schedule of Ratios .....	16

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

**DRAFT**

To the Board of Directors  
24<sup>th</sup> District Agricultural Association  
Tulare, California

We have reviewed the accompanying financial statements of the 24<sup>th</sup> District Agricultural Association, which comprise the statement of financial condition as of December 31, 2020, and the related statements of operations and changes in accountability, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the 24<sup>th</sup> District Agricultural Association and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### **Required Supplementary Information**

The supplemental schedules on pages 14-16 are presented for purposes of additional analysis. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and do not express an opinion, a conclusion, nor provide any assurance on it.

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Scinto Group, LLP  
Grass Valley, California  
June 21, 2022

**24TH DISTRICT AGRICULTURAL ASSOCIATION**  
**TULARE COUNTY FAIR**  
**TULARE, CALIFORNIA**  
 Statements of Financial Condition  
 As of December 31, 2020

	Account Number	2020
<b>ASSETS</b>		
Current Assets		
Cash and Cash Equivalents	111-116	\$ 457,715
Restricted Cash - JLA	117	46,297
Accounts Receivable, Net	131	52,788
Deferred Charges	143	5,280
Total Current Assets		<u>562,080</u>
Property and Equipment, Net	190-193	1,517,612
Deferred Outflows of Resources	160	<u>111,511</u>
<b>Total Assets</b>		<u><u>\$ 2,191,203</u></u>
<b>LIABILITIES AND NET RESOURCES</b>		
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	212	\$ 38,270
Accrued Expenses	211-213	80
Payroll Liabilities	221-226	2,076
Deferred Income	228	6,570
Guaranteed Deposits	241	11,734
Compensated Absences Liability	245	7,269
Current Portion of Long-Term Debt	250	6,904
Total Current Liabilities		<u>72,903</u>
Non-Current Liabilities		
Due to Others (Fiscal Agent)	259	3,048
Net Pension Liability	260	468,611
Long-Term Debt (net of current portion)	250	31,007
Total Non-Current Liabilities		<u>502,666</u>
<b>Total Liabilities</b>		575,569
Deferred Net Inflows of Resources	256	14,668
<b>Net Resources</b>		
Reserve for Junior Livestock Auction	251	66,004
Net Resources- Operations	291	389,118
Unrestricted Net Position - Pension	291.2	(371,768)
Net Resources- Capital Assets, Less Related Debt	291.1	<u>1,517,612</u>
<b>Total Net Resources</b>		<u>1,600,966</u>
<b>Total Liabilities and Net Resources</b>		<u><u>\$ 2,191,203</u></u>

The accompanying Notes are an integral part of these statements



**24TH DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

Statements of Operations and Changes in Accountability  
For the Year Ending December 31, 2020

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	Account Number	2020
<b>Revenues and Support</b>		
Junior Livestock Auction Revenue	476	\$ 812,481
State Apportionments	312	201,244
Interim Revenue	480	171,457
Other Revenue	495	53,614
Miscellaneous Fair	470	32,231
Admissions	410	24,068
Concession	422	18,350
Exhibits	430	8,754
Commercial Space	415	325
		<hr/>
<b>Total Support and Revenue</b>		1,322,524
<b>Expenses</b>		
Junior Livestock Auction Expense	576	774,996
Administration	500	390,473
Maintenance and Operations	520	330,162
Depreciation Expense	900	113,200
Pension	960	97,994
Miscellaneous Fair	570	43,770
Publicity	540	36,268
Attendance	560	34,673
Fairtime Entertainment	660	17,500
Exhibits	630	10,659
Miscellaneous Non Fair	571	4,053
Equipment	723	3,897
Premiums	580	3,770
Satellite Wagering	503	15
		<hr/>
<b>Total Expenses</b>		1,861,430
		<hr/>
Change in Net Assets		(538,906)
		<hr/>
Net Assets, Beginning of the Year		2,139,872
		<hr/>
<b>Net Assets, End of Year</b>		\$ 1,600,966
		<hr/>

The accompanying Notes are an integral part of these statements

**24TH DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

Statements of Cash Flows  
For the Year Ending December 31, 2020

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	2020
<b>Cash Flows from Operating Activities</b>	
Decrease in net assets	\$ (538,906)
Adjustments to reconcile change in net assets to net cash used by operations:	
Depreciation	113,200
(Increase) decrease in:	
Accounts receivable	7,306
Deferred charges	(5,280)
Increase (decrease) in:	
Accounts payable	(125,528)
Payroll liabilities	(31,242)
Accrued expenses	(5,579)
Compensated absences liability	7,269
Deferred revenue	(18,430)
Guarantees deposits	4,000
Net pension liability and related deferred net inflows and outflows of resources	97,994
<b>Net Cash Flows Used by Operating Activities</b>	<u>(495,196)</u>
<b>Cash Flows from Investing Activities</b>	
Acquisition of property and equipment	(112,211)
<b>Net Cash Flows Used by Investing Activities</b>	<u>(112,211)</u>
<b>Cash Flows from Financing Activities</b>	
Principal payments on capital lease payable	(3,145)
<b>Net Cash Flows Used by Financing Activities</b>	<u>(3,145)</u>
<b>Net Change in Cash and Cash Equivalents</b>	(610,552)
<b>Cash and Cash Equivalents, Beginning of Year</b>	<u>1,114,564</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u><u>\$ 504,012</u></u>

The accompanying Notes are an integral part of these statements

**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA  
Notes to the Financial Statements  
For the Year Ending December 31, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

District and Nature of Activities

The 24<sup>th</sup> District Agricultural Association (DAA) was formed for the purpose of sponsoring, managing, and conducting the Tulare County Fair, Tulare, California. The State of California, Department of Food and Agriculture, through the Division of Fairs and Expositions provides oversight responsibilities to the DAA. The DAA is subject to the policies, procedures, and regulations set forth in the California Government Code, California Business and Professions Code, Public Contracts Code, Food and Agricultural Code, State Administrative Manual, and the Accounting Procedures Manual established by the Division of Fairs and Expositions.

Historically, the State of California allocated funds annually to the DAA to support operations and acquire fixed assets. However, the level of State funding varies from year to year based on budgetary constraints. The Division of Fairs and Expositions determines the amount of the allocations. \$201,244 was allocated during the year ended December 31, 2020.

Basis of Accounting

The accounting policies applied to and procedures used by the DAA conform to accounting principles applicable to District Agricultural Associations as prescribed by the California State Administrative Manual and the Accounting Procedures Manual. The DAA's activities are accounted for as an enterprise fund. The Governmental Accounting Standards Board (GASB) defines an enterprise fund as a fund related to a District financed and operated in a manner similar to a private business enterprise where the intent is to recover the costs of providing goods or services to the general public primarily through user charges. Pursuant to GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting, the DAA has elected to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board (FASB), including those issued after November 30, 1989, that do not conflict with or contradict GASB pronouncements.

The DAA's financial activities are accounted for using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP) as promulgated by the Governmental Accounting Standards Board. Thus, revenues are reported in the year earned rather than collected, and expenses are reported in the year incurred rather than paid.



**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA  
Notes to the Financial Statements  
For the Year Ending December 31, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- Continued**

Basis of Presentation

Generally, the DAA recognizes revenues upon completion of services provided primarily under authorized contractual agreements. Advance payments received are deferred in accrued liabilities on the balance sheet until performance is complete. Operating lease revenue is recognized, in part, based on the combined financial statements provided by the lessee.

Cash and Cash Equivalents

The DAA's cash and cash equivalents are separately held in various local banks. The Financial Accounting Standards Board defines cash equivalents as short-term, highly liquid investments that are both: (1) readily convertible to known amounts of cash; and (2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. The cost of all cash equivalents of the DAA approximates market value. Cash and cash equivalents classified as restricted are held for the Junior Livestock Auction program.

The California State Treasury makes available the Local Agency Investment Fund (LAIF) through which local governments may pool investments. Each governmental entity may invest up to \$40,000,000 in the fund. Investments in the LAIF are highly liquid, as deposits can be converted to cash within 24 hours without loss of interest. Therefore, the District considers all pooled government funds with the LAIF to be cash equivalents.

In accordance with the Accounting Procedures Manual, the DAA is authorized to deposit funds in certificates of deposit and interest-bearing accounts. However, Government Code Sections 16521 and 16611 require the bank or savings and loan association to deposit, with the State Treasurer, securities valued at 110 percent of the uninsured portion of the funds deposited with the financial institution. Government Code Sections 16520 and 16610 provide that security need not be required for that portion of any deposit insured under any law of the United States, such as FDIC and FSLIC.



**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA  
Notes to the Financial Statements  
For the Year Ending December 31, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- Continued**

Property and Equipment

Construction-in-progress, land, buildings and improvements, and equipment are acquired with operating funds and funds allocated by the State. Any acquired assets, if greater than \$5,000 and a useful life of one or more years, are recorded at cost less accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful life of the asset. Buildings and improvements are depreciated over 30 years, and purchases of equipment are depreciated over five years. Capitalized infrastructure assets, such as drainage systems and paving, may be depreciated over 20 to 40 years. Costs of repair and maintenance are expensed as incurred by the DAA. Interest cost on borrowed funds during the period of construction of capital assets is capitalized as a component of the cost of acquiring those assets, net of related interest income in the case of tax-exempt debt. Furthermore, donated building improvements, and equipment are recorded at their fair market value at the date of the gift. This recorded basis is depreciated over the useful lives identified above. The costs of projects that have not been placed in service are recorded in Account #190, Construction in-Progress, and no depreciation is recorded on Construction-in-Progress until the project is completed and the asset is placed in service.

The Fair periodically evaluates whether events or circumstances have occurred that may have resulted in an impairment of its property and equipment. No such impairment occurred during the year ended December 31, 2020.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Compensated Absences

Pursuant to Statement No. 16 of the Governmental Accounting Standards Board, state and local governmental entities are required to report the liability for compensated absences. Compensated absences are absences for which permanent employees will be paid, such as vacation, personal leave, and compensatory time off. The compensated absence liability is calculated based on the pay rates in effect at the balance sheet date. At December 31, 2020, accrued compensated absences amounted to \$7,269.

**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

**Notes to the Financial Statements  
For the Year Ending December 31, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- Continued**

Pensions

Generally, for purposes of measuring the Net Pension Liability, deferred inflows of resources related to pensions, and pension expense, information about the Public Agency portion of the California Public Employees' Retirement System (CalPERS) have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit term. Investments are reported at fair value.

Subsequent Events

Events subsequent to December 31, 2020 have been evaluated through June 21, 2022 the date at which the DAA's reviewed financial statements were available to be issued. No events requiring disclosures have occurred through this date.

Concentrations of Credit Risk

Financial instruments which potentially subjects the DAA to concentrations of credit risk consist primarily of cash. The DAA places cash with federally insured financial institutions. As of December 31, 2020, the DAA had \$249,522 of cash in excess of the FDIC insured limit.

**NOTE 2 – CASH AND EQUIVALENTS**

The following list of cash and cash equivalents were held by the DAA as of December 31, 2020:

Petty Cash & Change Fund	\$	200
Cash in Bank		499,652
LAIF Deposits		4,160
Total Cash and Cash Equivalents	\$	<u>504,012</u>



**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

**Notes to the Financial Statements  
For the Year Ending December 31, 2020**

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**NOTE 3 – ACCOUNTS RECEIVABLE, NET**

The DAA is required to record an allowance for doubtful accounts based on estimates of collectability. Accounts Receivable consists of the following at December 31, 2020:

Accounts Receivable	\$	33,081
Accounts Receivable, JLA		19,707
Allowance for Doubtful Accts		-
Accounts Receivable, Net	\$	<u>52,788</u>

**NOTE 4 – PROPERTY AND EQUIPMENT, NET**

Fixed Assets consist of the following at December 31,:

	2019	Additions	Disposals	2020
Land	\$ 489,069	\$ -	\$ -	\$ 489,069
Buildings and Improvements	3,828,947	91,760	-	3,920,707
Machinery and Equipment	223,667	20,451	-	244,118
Total	4,541,683	112,211	-	4,653,894
Accumulated Depreciation	(3,023,082)	(113,200)	-	(3,136,282)
Fixed Assets, Net	\$ 1,518,601	\$ (989)	\$ -	\$ 1,517,612

Depreciation expense for the year ended December 31, 2020 amounted to \$113,200.

**NOTE 5 – RETIREMENT PLANS**

The DAA's defined benefit pension plan, California Public Employees' Retirement System (the "Plan"), provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Plan, part of the Public Agency portion of the California Public Employees' Retirement System (CalPERS), is an agent multiple employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating member agencies within the State of California. A menu of benefits provisions, as well as other requirements, is established by state statutes within the Public Employees' Retirement Law. The DAA selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through local ordinance. CalPERS issue a separate comprehensive annual financial report. Copies of the CalPERS's annual financial report may be obtained by contacting the CalPERS Fiscal Services Division.

**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

**Notes to the Financial Statements  
For the Year Ending December 31, 2020**

DRAFT

**NOTE 5 – RETIREMENT PLANS –Continued**

Permanent employees of the DAA are members of the Public Employees' Retirement System (PERS), which is a defined benefit contributory retirement plan. The retirement contributions made by the DAA and its employees are actuarially determined. Contributions plus earnings of the Retirement System will provide the necessary funds to pay retirement costs when accrued. The DAA's share of retirement contributions is included in the cost of administration. For further information, please refer to the annual single audit of the State of California.

Retirement benefits fully vest after five years of credited service for Tier 1 employees. Retirement benefits fully vest after ten years of credited service for Tier 2 employees. Upon separation from State employment, members' accumulated contributions are refundable with interest credited through the date of separation. The DAA, however, does not accrue the liability associated with vested benefits.

The Alternate Retirement Program (ARP) is a retirement savings program that certain employees hired on or after August 11, 2004 are automatically enrolled in for their first two years of employment with the State of California. ARP is administered by the Savings Plus Program with the Department of Personnel Administration and invests funds in a fixed-income fund. ARP provides two years of retirement savings (five percent of paycheck amount each month) in lieu of two years of service credit. At the end of the two-year period, the deductions are placed in CalPERS and the retirement service credit begins.

Temporary, 119-day, employees of the DAA participate in the Part-Time, Seasonal, Temporary (PST) Retirement Plan. The PST Retirement Plan is a mandatory deferred compensation plan under which 7.5% of the employee's gross salary is deducted before taxes are calculated. These pre-tax dollars are placed in a guaranteed savings program. The employee has the option of leaving these funds on deposit upon separation, or requesting a refund.

**Pension Liabilities, Pension Expense and Deferred Inflows of Resources Related to Pension**

At December 31, 2020, the District reported a liability of \$468,611 for its proportional share of the Net Pension Liability. The Net Pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District's proportion of the Net Pension Liability was based on the projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the District's proportion was 0.48%.



**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA  
Notes to the Financial Statements  
For the Year Ending December 31, 2020**

**NOTE 5 – RETIREMENT PLANS –Continued**

At December 31, 2020, the District reported deferred outflows and inflows of resources related to pensions from the following sources.

	Deferred Inflows and (Outflows) of Resources
Differences between Expected and Actual Experience	\$ 23,243
Changes in Assumptions	9,910
Net Difference between Projected and Actual Earnings on Pension Plan Investments	(3,490)
Employer Contributions on Unrecorded Pension for Period July 1, 2019 through December 31, 2020	67,180
Total	\$ 96,843

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.50 percent discount rate is adequate, and the use of the municipal bond rate calculation is not necessary.

**NOTE 6 - NOTES PAYABLE**

The company had the following outstanding notes payable at December 31, 2020:

Unsecured note payable to the California Department of Finance (SB-84), maturing 2025, with annual payments of \$6,904 starting in 2021.	\$ 37,911
Total Notes Payable	37,911
Current Portion of Notes Payable	6,904
Long-term Portion of Notes Payable	\$ 31,007

**24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA  
Notes to the Financial Statements  
For the Year Ending December 31, 2020**

DRAFT

**NOTE 6 - NOTES PAYABLE –Continued**

Annual minimum principal note payments are as follows:

Year ended December 31,	Total
2021	\$ 6,904
2022	6,904
2023	6,904
2024	6,904
2025	10,295
Thereafter	-
Total	\$ <u>37,911</u>

**NOTE 7 – RISK MANAGEMENT AND LITIGATION**

The DAA is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The DAA has managed these risks by obtaining coverage from the State of California Fair Services Authority- Pooled Protection Property, which is a shared-risk, multi-agency risk pool. Expenditure and claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. In determining claims, events that might create claims, but for which none have been reported, are considered.

As of the year ended December 31, 2020, it was represented that no legal services were needed. Management estimates that the amount of actual or potential claims against the DAA as of December 31, 2020 will not materially affect the financial condition of the DAA. Therefore, the financial statements contain no provision for estimated claims. Information relating to an analysis of claims activities for the year ended was not available as no claims were noted.

**DRAFT**

## **SUPPLEMENTAL SCHEDULES**

**24TH DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**  
Supplemental Schedule 1- Accounts Receivable Aging  
As of December 31, 2020

DRAFT

<u>Customer</u>	<u>0 - 30</u>	<u>31-60</u>	<u>61-90</u>	<u>Over 90 Days</u>	<u>Total Amount Due</u>
Department of the Treasury	\$ 2,724	\$ -	\$ -	\$ -	\$ 2,724
JLA	-	-	-	19,707	19,707
KRC Safety	-	-	5,000	-	5,000
LAIF	7	-	-	-	7
Tulare County	-	25,350	-	-	25,350
<b>Total</b>	<u>\$ 2,731</u>	<u>\$ 25,350</u>	<u>\$ 5,000</u>	<u>\$ 19,707</u>	<u>52,788</u>
Allowance for Doubtful Accounts:					-
Accounts Receivable, Net:					<u>\$ 52,788</u>



**24TH DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

Supplemental Schedule 1- Accounts Payable Aging  
As of December 31, 2020

DRAFT

Vendor	0 - 30	31-60	61-90	Over 90 Days	Total Amount Due
Alliant Insurance Services	\$ -	\$ -	\$ (9,792)	\$ -	\$ (9,792)
Amazon	(193)	-	-	-	(193)
Aramark	148	-	-	-	148
AT&T	-	-	-	(25)	(25)
Cal State Distributing, Inc.	-	-	-	(439)	(439)
California Fairs Service Authority	6,839	-	-	-	6,839
City of Tulare	3,764	-	-	-	3,764
Cline's Business Equipment	109	-	-	-	109
Comcast	399	-	-	-	399
Curtis Merrill Construction	-	-	-	12,000	12,000
Dept of General Services	3,152	-	-	-	3,152
EDD	6,618	-	-	-	6,618
Grapvine MSP	712	-	-	-	712
Internal Revenue Service	1,578	-	-	-	1,578
LEAF	101	-	-	-	101
Lowe's	121	-	-	-	121
Perfect Care Landscape	1,490	-	-	-	1,490
PERS	6,701	-	-	-	6,701
Pitney Bowes	103	-	-	-	103
Southern California Edison	2,430	-	-	-	2,430
Southern California Gas	2,221	-	-	-	2,221
Windmill Propane	233	-	-	-	233
<b>Total</b>	<b>\$ 36,526</b>	<b>\$ -</b>	<b>\$ (9,792)</b>	<b>\$ 11,536</b>	<b>\$ 38,270</b>

The accompanying Notes are an integral part of these statements

**24TH DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
TULARE, CALIFORNIA**

Supplemental Schedule 3- Schedule of Ratios  
For the Year Ending December 31, 2020

<b>Ratio</b>	<b>2020</b>
Current Ratio	7.71:1
Quick Ratio	7.64:1
Acid Test Ratio	7.64:1

The accompanying Notes are an integral part of these statements





**24th DISTRICT AGRICULTURAL ASSOCIATION  
TULARE COUNTY FAIR  
620 S K Street  
Tulare, California 93274  
(559) 686-4707  
[www.tcfair.org](http://www.tcfair.org)**

## **GENERAL INFORMATION**

### **STAFF**

Chief Executive Office	Dena Rizzardo
Accounting	Debbie Hicks
Front Office	Lisa Perryman

### **BOARD OF DIRECTORS**

Gary Castro, President  
Grace Calderon  
Greg Gomez  
Dan Hackey  
Pracilla Musgrove

### **TELEPHONE NUMBERS**

Administrative Office	559-686-4707
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### **ADMINISTRATION OFFICE HOURS**

Monday through Friday – 9:00 am to 5:00 pm with a 1-hour lunch break (12:00 pm – 1:00 pm)



### **WELCOME**

Welcome to the 24th District Agricultural Association Team. We hope that you will take the time to read through the Employee Handbook provided and become familiar with our policies for employment with the Association.

As a staff member of the 24th District Agricultural Association (Tulare County Fair}, you should take pride in the fact that you are contributing to the success of the Tulare County Fair and other functions and events held here. You are a key part of the overall team effort it takes to produce a successful event.

## **SEASONAL EMPLOYEE PERSONNEL POLICIES**

This handbook has been prepared to assist you in carrying out your duties in accordance with the policies set forth by the Fair. It contains rules and regulations that you will be expected to adhere to in order to promote an efficient, effective, and well-organized program.

If you have any questions or need additional information regarding any topic listed herein or any other matter, please ask your supervisor or the Fair Administrative Office.

### **FAIR TIME GOAL**

It is the goal of the fair management to educate and provide entertainment while ensuring that patrons attending events held on the fairgrounds have a safe and enjoyable visit in a family atmosphere. Customer service is one way we can achieve our fair time goal along with the responsible management of alcohol on our fairgrounds. It is the responsibility of everyone to participate in this effort as a team.

Therefore, we would like you to carefully read the following policies and procedures, designed to assist all of us in creating a safe family environment for our patrons.

### **CUSTOMER SERVICE CONCEPT**

We know that serving the public can sometimes be a challenge, but remember the public is our customer and they need to be treated with kindness and respect. You are an important part of our team, and the way you serve our guests affects their "fair" experience, so be always courteous and helpful. Should you be confronted with a question or request that you cannot answer, please refer the customer to the appropriate department or to your supervisor

**Public Relations:** To assist Fair visitors courteously and respectfully. Staff should strive to make the Fair visitor welcome. Questions or complaints that are beyond your knowledge or duties should be directed to your supervisor.

**Employee Relations:** Teamwork is essential to the success of any organization or program. As a team member you are expected to communicate openly, honestly, respectfully, and regularly with fellow employees and departments to ensure the success of the Fair. If you have experienced a breakdown in communication with a department or employees, contact your supervisor. Little misunderstandings can quickly develop into large misunderstandings if not dealt with accordingly.

**TEAM** (Together Everyone Achieves More)







### **FAIR VISITORS AND EXHIBITOR RELATIONS REMINDER**

Fair visitors and exhibitors are part of our business-not outsiders.

Fair visitors and exhibitors are the most important people in our business.

Fair visitors and exhibitors are not dependent on us. We are dependent on them.

Fair visitors and exhibitors are not an interruption of our work. They are the purpose of it.

Fair visitors and exhibitors are people who come to us with their needs and wants. It is our job to fill them.

Fair visitors and exhibitors do us a favor when they come in. We are not doing them a favor by waiting on them.

Fair visitors and exhibitors are not just money in the cash register. They are human beings with feelings like our own.

We must stay close to our Fair visitors and exhibitors to determine new policies or services, or changes to existing policies or services.

Fair visitors and exhibitors deserve the most courteous attention we can give them. They are the lifeblood of this business. Without them, we would have to close our doors. We cannot forget this.

### **UNACCEPTABLE CONDUCT**

A well working environment does not just happen. It is the result of courtesy and thoughtfulness from each individual. Fair Management will investigate and respond to all complaints or knowledge of inappropriate conduct. The following are examples of inappropriate conduct and behavior and grounds for dismissal:

- Reporting to work under the influence of alcohol or with the odor of alcohol on your breath or drinking alcohol on the job.
- Reporting to work under the influence of a recreational legal drug or with the odor of that drug on your breath/clothing or taking recreational legal drugs while on the job.
- Possession and/or use of illegal drugs while on duty, or reporting to work under the influence of illegal drugs
- Smoking in areas posted no smoking. (*Vaporizer Cigarettes included in this section.*) The 2022 Tulare County Fair will have designated smoking areas. (*Health & Safety Code 11362.3. (a) Section 11362.1 does not permit any person to: (1) Smoke or ingest cannabis or cannabis products in a public place.*)
- Carrying or possessing firearms, knives, or other dangerous weapons on the Fairgrounds without Fair Management consent
- Sleeping during scheduled work (on duty)
- Failure to observe scheduled work hours
- Failure to notify your supervisor of an unscheduled absence as required
- Conduct personal business on the Fairgrounds without Fair Management permission
- Unsatisfactory work performance
- Unauthorized use of Fairgrounds equipment
- Disregard for health and safety of Fair visitors and co-workers
- Destruction, defacement of Fair property and/or equipment
- Insubordination, refusal to perform a delegated task or duty.
- Involvement in any immoral, violent, or harassing conduct.
- Harassment or discrimination against any other employee or person, for **any reason including but not limited to**, age, race, color, creed, family & medical care leave, medical condition, military and veteran status, national origin, ancestry, gender, gender identity, gender expression, sex, sexual orientation, marital status, disability, religious creed, political affiliation, pregnancy, or pregnancy related conditions.
- Theft or unauthorized use of Fair credentials.

## **CONTROLLED SUBSTANCE AND ALCOHOL POLICY**

It is the policy of the 24th District Agricultural Association (24th DAA) and the California Department of Food and Agriculture (CDFA) to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the 24th DAA premises or in the workplace. This includes the unlawful use of controlled substances or alcohol in the workplace even if it does not result in impaired job performance or unacceptable conduct. The unlawful presence of any controlled substance or alcohol in the workplace is prohibited.

Violation of this policy may result in disciplinary actions up to and including termination of employment. Violations may also be referred to the appropriate authorities for prosecution. This policy applies to all 24th DAA employees as well as to affected individuals who are not employees of the 24th DAA.

### **Legal Sanctions**

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol are regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

The following is a list of some of the laws pertaining to the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. This list is illustrative, not exhaustive.

Generally, as of September 1990, it is a criminal offense:

- to illegally manufacture, sell, distribute, or possess controlled substances (those listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) (21 U.S.C. 828, 841, 844, 859, 860).
- to unlawfully possess or possess for sale-controlled substances specified in California Health and Safety Code 11054, 11055 (Cal. Health and Safety Code 11350-11351).
- to furnish, administer, or give marijuana to a minor or to use a minor to transport, sell, or distribute marijuana (Cal. Health and Safety Code 11361).
- to provide any alcoholic beverage to a person under 21 or to any obviously intoxicated person (Cal. Business and Professions Code 25658; 25602).
- to be under the influence of alcohol in public place and unable to exercise for one's own safety or that of others (Cal. Penal Code 647).
- for persons under 21 to have any container of alcohol in any public place or any place open to the public (Cal. Business and Professions Code 25662).
- to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (Cal. Vehicle Code 23152) (this includes the operation of a golf cart).
- to have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol or to possess alcohol while in a motor vehicle (Cal. Vehicle Code 23223; 23224) (this includes the operation of a golf cart).
- to have in one's possession or to use false evidence of age and identity to purchase alcohol (Cal. Business and Professions Code 25661).
- For any person under age 21 to purchase alcohol (Cal. Business and Professions Code 25658.5).

## **GENERAL PERSONNEL POLICY**

All hiring and employment practices shall adhere to the following affirmative action statement: equal opportunity to all regardless of age, race, color, creed, family & medical care leave, medical condition, military and veteran status, national origin, ancestry, gender, gender identity, gender expression, sex, sexual orientation, marital status, disability, religious creed, political affiliation, pregnancy, or pregnancy related conditions.

Any employee who believes they have been discriminated against in their employment relationship with the Fair should immediately report the actions to the CEO of the Fair or a board member of the Fair.

The CEO or a responsible staff member given the authority to hire by the CEO shall hire all personnel.

The CEO bears ultimate responsibility for all employees. This includes employee development and keeping track of thorough employee records. Management will not knowingly hire anyone working in this country illegally.

## EMPLOYEE INFORMATION

1. Employees must report to work by their scheduled start time. Supervisors will determine work schedule.
2. Employees must call into work within thirty (30) minutes of their scheduled start time if they are going to be absent from work due to illness or unforeseen reasons.
3. Employees absent from work for more than three (3) consecutive workdays due to illness must have a medical excuse upon return to work.
4. Employees must wear clean and appropriate clothing: shoes or boots; shirts, long pants (shorts may only be worn if approved by the appropriate supervisor).
5. Employees are responsible for keeping track of their time worked on the appropriate timecard(s) provided.
6. The use of, or being under the influence of intoxicating beverages, illegal or recreational drugs on the job is strictly prohibited. *(For your safety and the safety of others - If you are on a prescribed medication that impairs your abilities notify your supervisor; do not operate any fair equipment.)*
7. Employees are responsible for the care of the tools they are working with and to make sure that the tools are properly stored at the end of the day. Any tools damaged or lost due to employee negligence can be charged to the employee.
8. The Tulare County Fair Fairgrounds is a 24-hour, 365 day a year facility. You may be required to work beyond the Monday through Friday, 8AM - 5PM work schedule and your lunch breaks may not always occur at noon.
9. Employees should remember we are here to serve the public. Treat all renters and guests of the fairgrounds as you would like to be treated yourself. Always be courteous and helpful. When asked for information or assistance, if you are in doubt, ask your supervisor.

During your working hours you are to dress for a business setting. **No spaghetti straps, tank tops or muscle shirts.** Tops that are too short to completely cover your midriff in all postures are unacceptable. Shorts and pants must be hemmed and neat without holes. Shorts, skirts and dresses must be no shorter than midpoint between the top of the knee and the top of the thigh. Shoes or sandals (no flip flops) must be worn at all times; in animal departments and maintenance, employees must wear closed toed shoes.

Under **NO** circumstances are you to give any person a ride in a fair vehicle other than employees. No one is to ride in the back of a Fair pickup in any manner except as allowed by law.

## INCOMPATIBLE ACTIVITIES POLICY

An employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee. Activities and enterprises deemed to fall in these categories shall include, but not be limited to, all of the following:

Using the prestige or influence of the state for the appointing authority for the officer's or employee's private gain or advantage or the private gain of another

Using state time, facilities, equipment, or supplies for private gain or advantage

Using, or having access to, confidential information available by virtue of state employment for private gain or advantage or providing confidential information to persons to whom issuance of this information has not been authorized.

Receiving or accepting money or any other consideration from anyone other than the state for the performance of his or her duties as a state officer or employee.

Performance of an act in other than his or her capacity as a state officer or employee knowing that the act may later be subject, directly, or indirectly to the control, inspection, review, audit, or enforcement by the officer or employee.

Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the officer's or employee's appointing authority or whose activities are regulated or controlled by the appointing authority under circumstances from which it reasonably could be.

Subject to any other laws, rules, or regulations as pertain thereto, not devoting his or her full time,



## **PAY INFORMATION**

**The Employee Information Packet must be turned in prior to receiving a paycheck.** The 15th day and the last day of each month are normal payday. If either falls on a Saturday or holiday, then the preceding workday shall be payday. If either falls on a Sunday, Monday shall be payday. **Payday for part time fair-time employees shall be Friday, September 23, 2022, 4:30pm.**

The Tulare County Fair is a State Institution; our official name is the 24th District Agricultural Association (24th DAA). District Agricultural Associations are exempt from the State's minimum wage laws but must abide by the Federal minimum wages.

The 24th DAA currently has a recreational exemption from the (FLSA) Fair Labor Standards Act, meaning that any hours in excess of 40 hours in a given work week (Sunday through Saturday) will be paid at straight time.

If you have any questions regarding your wage or the hours you are scheduled to work, please clarify this with your supervisor before you start work.

Payday for **all** part time fair-time employees will be September 23<sup>rd</sup>. You may pick your check up on September 23<sup>rd</sup> at 4:30 pm. Checks not picked up by 5 p.m. will be mailed. If you do not want your check mailed, please indicate as such on your timesheet.

## **TIMESHEET**

In order to be paid for the work that you do, you must complete a timesheet that shows the time you have worked. A "sign in" sheet created by your supervisor is **not** a timesheet. Be sure that you have the proper timesheet in order to be paid. Any time OFF between your starting and ending time must also be clearly recorded (example: fifteen-minute break, "10:00 am to 10:15 am"; hour break, "12 pm to 1 pm"; half-hour for example, "5 pm to 5:30 pm"). Fractions of less than fifteen minutes will not be paid.

Please make sure that your timesheet is updated **DAILY**.

Before the paycheck can be issued, your timesheet **must** have **YOUR SIGNATURE AND YOUR SUPERVISOR'S SIGNATURE**. When you sign the timesheet, you are indicating that it is complete and correct as far as you are concerned.

## **DISCIPLINARY ACTION**

Failure to follow any of the policies contained within this handbook will be grounds for disciplinary action. The following action/s or combination of action/s may be administered, depending on the severity of the offense:

- a) Verbal reprimand by immediate Supervisor.
- b) Coaching memo.
- c) Written reprimand with copy included in personnel file.
- d) Termination from employment.

## **CHANGE IN STATUS**

If you change your name, address, phone number or other pertinent information while under employment by the Association, it is imperative that you notify your supervisor or the Administration Office. Accuracy of the information on your year-end W-2 is the employee's responsibility. If you notice errors in your name, address, etc. you must notify the Administration Office immediately.

## **WORK ASSIGNMENTS**

Employees are expected to perform assignments in an effective manner. Employees will remain on duty as scheduled. Changes in work schedule require supervisory approval.

## **ABSENCES, TARDINESS AND TIME OFF REQUESTS**

- a) Any time off requested must be approved by an employee's immediate Supervisor
- b) Tardiness: Employees unable to report to work on time must notify their supervisor prior to their scheduled working time.
- c) Illness: Employees unable to report to work due to illness must notify their supervisor prior to their scheduled starting time. Supervisors may request a doctor's statement at any time.

## **PERSONAL APPEARANCE POLICY**

Your personal appearance contributes to the public's impression of the 24th DAA (Tulare County Fair). As a result, the Association has created the following personal appearance policy (dress code).

Failure to adhere to the personal appearance standard set forth in this document will result in the following: employee will be sent home to change on their own time. Reoccurring violations of the Personal Appearance policy will result in termination.

### **Shirts:**

- **Ripping or removing any portion of the Fair T-Shirts is prohibited and cause for immediate dismissal.**
- No spaghetti straps, tank tops or muscle shirts
- Shirts must completely cover the midriff area (front & back) in all postures (including bending, sitting, etc.)
- T-shirts may be worn, however, may not advertise or have the name of any alcoholic beverage or drugs, or use obscene language.

### **Dresses and Skirts:**

- Will be no shorter than 5" above the top of the knee or must be no shorter than the midpoint between the top of the knee and the top of the thigh, whichever is longer.
- No spaghetti strap or tank top dresses, unless an over shirt with sleeves is worn at all times.

### **Shorts and Pants:**

- Must be hemmed and neat without holes.
- Shorts must be no more than 5" above the top of the knee or must be no shorter than midpoint between the top of the knee and the top of the thigh, whichever is longer.

### **Hats:**

- May be worn, however, may not advertise or have the name of any alcoholic beverage or drug, or use obscene language. Hats must be facing the front it is not to be worn backward.

### **Shoes/Sandals:**

- Must be worn at all times while on duty.
- **No** "flip flops". All shoes need a strap on the back.
- ***Closed toed shoes must be worn at all times for those employees assigned to Maintenance or Animal Departments.***

## **STAFF MEETINGS. WORKSHOPS. TRAINING**

Employees are required to attend scheduled staff meetings. Staff is paid to attend mandatory meetings for the purpose of training; work assignments, policies, procedures, etc. are discussed at this time. An employee will be notified of meeting dates and times by management. *Pre-employment meetings* where pre-employment information is being given and employment paperwork is being completed are not paid time.

## **TRANSPORTATION**

**FAIR VEHICLES:** Under no circumstances is staff to give any person a ride in a Fair vehicle other than employees, this includes golf carts. No one is to ride in the back of a Fair pickup in any manner except as allowed by law. No personal use of Fair vehicles. No smoking allowed in fair vehicles; this includes vaporized cigarettes. No use of cell phones while driving a vehicle. ***SEAT BELTS MUST BE WORN WHILE DRIVING A FAIR VEHICLE.***

**GOLF CARTS/UTILITY CARTS:** Golf carts are assigned to a few departments. They cannot be driven without the Department Supervisor's permission. You may only transport as many people as there are seats on the golf cart. You **must** be 18 years old and have a valid driver's license to operate a cart. While driving the golf cart you must always avoid heavily populated areas. Staff may not drive golf carts off the Fairgrounds at **any** time. No smoking allowed while operating a golf cart, this includes vaporized cigarettes. No use of cell phones while driving a golf cart.

**TRAINING:** Anyone who operates a state-owned vehicle will need to complete Defensive Drivers Training prior to operating a motorized vehicle, golf cart, or utility cart.

## **PHONE PROCEDURES**

Phone calls are to be for Fair business and emergencies only. Patrons are not to use the phone unless there is an emergency. Long distance calls are not permitted unless authorized by a supervisor.

When speaking on the phone, always be polite and friendly. When answering the phone: say hello, state your name, say, "How may I help you"? Example: "Hello, this is Mary, how may I help you?"

### **PERSONAL CELL PHONES**

Personal cell phones, for personal phone calls, should only be used on breaks and never while operating a vehicle or while assisting a customer. This includes texting and checking emails.

### **PRE-EMPLOYMENT PAPERWORK**

All employment paperwork must be completed prior to beginning work at the Fairgrounds. NO EXCEPTIONS  
The following paperwork is currently required. If you are a returning employee, you will need to complete items 2 - 7 only, unless the State requests otherwise.

1. Employment Application
2. Emergency Information Form
3. Designation of person authorized to receive warrants
4. Form I-9, Employment Eligibility Verification - This includes providing the appropriate identification for Form I-9
5. PST Retirement Plan Questionnaire
6. W-4
7. Work Permit (if applicable): If you have not yet graduated from high school or turned 18 years old, you must submit a fully completed and signed work permit prior to starting work for the Association.

### **WORK HOURS / BREAKS / TIMESHEETS**

Your supervisor will schedule your work hours. If you are under the age of 18 you may only work the number of hours stated by law. Staff must be ready to work and be at their workstations at their scheduled time. Children of staff are not allowed to accompany their parents during work hours unless they have prior approval from fair management. No pets are allowed to accompany employee to work unless they have prior approval from fair management (This does not apply to service animals as defined by the U.S. Department of Justice Civil Rights Division Disability Rights Section and as stated in Title II and Title III of the Americans with Disabilities Act (ADA)).

Breaks:

- One (15) minute break is allowed for each (4) hours of work.
- Staff must take a thirty (30) minute lunch during a work shift that is at least six (6) hours. If a shift is eight (8) or more hours, you must take a sixty (60) minute lunch. Your supervisor determines lunch break times. Lunch breaks are not to be counted as part of total hours worked.
- Breaks will not normally be granted during the first or last hour of the work shift.
- Breaks must be taken on-grounds; breaks may be taken away from your designated break area with the permission of your supervisor.
- Personal errands or other circumstances which require staff to leave the grounds must be performed on their own time i.e., lunch break or time scheduled off through your supervisor.
- No food is to be consumed at your workstation. Food consumption should take place during breaks at a designated area. A beverage is permitted at workstations.
- Break time is the time to complete all personal conversations. Conversations of a personal nature should always take place in a designated break area.

### **PASSES & PARKING PERMITS**

You will be issued "credentials/employee badge" as necessary to perform your job duties. This may be in the form of single day admission(s) or a fair-time credential (badge). The quantity will be as determined by your work schedule, your supervisor, and Fair management. The pass(es) may be given to you (all) at once, or only as needed prior to your work shifts, as determined by your supervisor and Fair management. If you drive yourself to work, parking passes are available to you for parking in a designated area. If you are provided a badge to wear, you are to wear it while on work duty. We are not able to provide passes for your family members and/or friends.

Single day admissions must be surrendered at the point you enter the fairgrounds. If you will be coming back later that day, you must get your hand stamped before you exit the fairgrounds in order to be able to return at no cost.

## **MANDATORY RETIREMENT WITHHOLDINGS**

### **About PST**

The Part-time, Seasonal, and Temporary Employees Retirement Program (PST Program) is a mandatory retirement savings program created by federal law for State employees and California State University employees who aren't covered by a retirement system or Social Security. Savings Plus administers the PST Program in accordance with the Internal Revenue Code Section 457 Deferred Compensation Plan (DCP).

The PST program withholds 7.5% of an employee's gross wages (pre-tax) up to the maximum Social Security earnings limitation for each tax year. PST Program contributions are in addition to Medicare taxes.

Employees in the PST Program are not covered by Social Security and are excluded from a pension through the California Public Employees' Retirement System (CalPERS) based upon their length of employment or time base

- There are no employer contributions or matching of funds in the PST Program
- Participation in the PST Program doesn't limit employee contributions to an Individual Retirement Account (IRA)

Enrollment - All employees who meet the requirements are enrolled in the PST Program. Per Federal regulations, PST employees are fully vested (100%) upon enrollment and are entitled to receive a benefit immediately.

Contact Savings Plus for more information at [www.SavingsPlusNow.com](http://www.SavingsPlusNow.com) or by calling 1-855-6164SPN.

### **Mandatory Coverage**

Typically, PST Program coverage is required for the following employees:

- Part-time employees, who work less than one half-time
- Seasonal employees who are required to be members of CalPERS (except for Department of Forestry)
- Temporary employees
- Permanent-intermittent (PI) employees
- Board and commission members who are employed on a daily basis for less than 125 days (6 months) or employed on an hourly basis for less than 1,000 hours in a fiscal year (July 1 through June 30)
- Half-time California State University (CSU) employees, who have less than one academic year of credited service

### **PST Exemptions**

The following part-time, seasonal, or temporary employees are NOT eligible to participate in the PST Program.

- Full-time students who attend classes in the institutions in which they work.
- Employees hired temporarily to handle disaster emergencies such as fires, floods, storms, earthquakes, etc.
- Election officials and election workers paid less than \$100 in a calendar year
- Persons hired through programs to relieve unemployment such as summer youth programs
- Persons who have retired from CalPERS covered employment.
- Authorized, non-resident aliens with F or J visas or M teaching visas
- Individuals paid for services performed in a hospital, home, or other institution in which they are housed
- Persons who have CalPERS coverage through concurrent public agency employment
- Employees who are employed in multiple positions with the State and/or CSU system; one position must be covered by Social Security, CalPERS, Judges' Retirement System (JRS), or the Legislators' Retirement System (LRS)
- "Casual" employees who are provided health and welfare benefits. Typically, these individuals are employed between 60 and 90 days in a calendar year
- CSU employees who are required to participate in an alternative qualified retirement plan for the Omnibus Budget Reconciliation Act of 1990
- Self-employed individuals who render services to the state and make Social Security payments on wages earned from their state contract. To request this exemption, the employee must submit a Letter of Intent to their HR Office to indicate their intent to pay Social Security taxes on their earnings along with a copy of their Self-Employment Tax Form from the previous year

If any of the above conditions apply to you, an "Exemption from PST Retirement" form must be completed, signed, and kept on file at the fair office. Contact the fair office staff to assist you in obtaining and completing this form.

### **Payment/Distribution Options**

After they retire or separate from all State employment employees may request a distribution online at [SavingsPlus.com](http://SavingsPlus.com)

For more information call a customer service representative at 1-855-616-4SPN (4776), 7:00 am to 7:00 pm (Pacific Time), Monday through Friday. Use the queue word "Representative" to speak directly with a customer service representative.

Savings Plus issues PST distributions no sooner than 90 days after the last PST Program contribution posts into or out of the employees account and their eligibility has been verified. All payments are issued via direct deposit to one financial institution. There is no charge for this service.

Savings Plus mails the employee's 1099-R by January 31 of the following year for tax reporting purposes. The 1099-R applies to both Direct Payment and Direct Rollover (non-taxable event) to Another Entity payment options.

Employees may request a Direct Payment to receive their entire account balance. Savings Plus reports Direct Payments to the IRS as ordinary income. A mandatory 20% is withheld from the payment for federal income taxes on amounts of \$200 or more. Additionally, California residents are subject to State income tax withholding at the rate that applies to married with three allowances unless the employee requests otherwise by completing a California State Withholding Certificate for Pension or Annuity Payments (DE-4P).

Employees may request a Direct Rollover to Another Entity to roll over funds from their PST Program account to an Individual Retirement Account (IRA), 401(k) Plan, 457 or 403(b) Tax Sheltered Annuity as long as the entity sponsoring the plan accepts 457 funds. To request a Direct Rollover to Another Entity the employee must attach a certification from the receiving entity to the PST Benefit Payment Application.

If the employee is age 70½ or older and elects to rollover funds, Savings Plus will process the Required Minimum Distribution (RMD) and issue payment directly to the employee before transferring funds to the new provider. Refer to the Summary 402(f), which is enclosed in the PST Benefit Payment Booklet for information regarding RMDs.

<http://www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-pst.aspx#BAM-About>

### **AFFORDABLE CARE ACT**

Health Insurance Marketplace Coverage Options and your Health Coverage Notice

#### **Part A: General Information**

This notice provides some basic information about the Health Insurance Marketplace (Marketplace) and employment-based health coverage. Receipt of this notice does not confirm you are eligible for health coverage by your employer. Please refer to Part B below and to your departmental Human Resources Officers for eligibility requirements.

#### **What is the Health Insurance Marketplace?**

The marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace in California is known as "Covered California". Covered California offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through Covered California usually begins in November, for coverage starting as early as January 1 of the following year.

#### **Can I Save Money on my Health Insurance Premiums in the Marketplace?**

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### **Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?**

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through Covered California and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium or reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase health coverage through Covered California instead of accepting health coverage offered by your employer, you may lose the employer contribution (if any) towards the employer-offered coverage. Also, the employer contribution as well as your employee contribution towards the employer-offered coverage is often excluded from income for Federal and State income tax purposes. Your payments for coverage through Covered California are made on an after-tax basis.

### How Can I Get More Information?

For more information about health coverage offered by your employer, please check your summary plan description or contact your department's personnel office. **Seasonal Fair employees are not eligible for health care coverage through the Fair Association.**

For information about health coverage offered by Covered California, please visit [www.Coveredca.com](http://www.Coveredca.com) or call 888-975-1142.

### Part B: Information about Health Coverage offered by Your Employer

This section contains information about health coverage offered by your employer. If you decide to complete an application for coverage through Covered California, you will be asked to provide this information. This information is numbered and corresponds to the Marketplace application.

Employer Name: <b>State of California 24th District Agricultural Association</b>	Employer Identification Number (EIN): <b>Contact fair office for number</b>	
Employer Address: <b>620 S K Street</b>	Employer Phone Number: <b>559-686-4707</b>	
City: <b>Tulare</b>	State: <b>California</b>	Zip Code: <b>93274</b>
Who can we contact about employee health coverage at this job? <b>Debbie Hicks</b>		
Phone number (if different from above): <b>Same as above</b>	Email Address: <b>tcfaccounting@tcfair.org</b>	

The following employees are eligible for health benefits:

- Permanent Full-Time.
- Permanent Part-Time, if appointed half-time or more.
- Permanent Intermittent, after working >480 hours in control period.
- Limited Term or more than 6 months, Full-time; and,
- Limited Term of more than 6 months, Part-Time, only if appointed to Time Base of half-time or more (Limited Term Intermittent are not eligible, regardless of their hours of work).

The following dependents are eligible for health benefits:

- Your spouse or registered domestic partner.
- Your children (including adopted, step, or registered domestic partner's children) up to age 26.
- Disabled adult children of any age if they were enrolled prior to age 26; and,
- Children up to age 26 for whom the employee has assumed a parent-child relationship and is considered the primary care parent. (Note: You will be asked to supply appropriate forms for documentation to certify this relationship)

This coverage meets the minimum value standard and the cost of this coverage to you is intended to be affordable based upon employment wages. However, even though we intend your coverage to be affordable, you may still be eligible for a premium discount through Covered California. Covered California will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee), if you are newly employed mid-year or if you have other income losses, you may still qualify for a premium discount.

If you do decide to shop for coverage through Covered California, you will need the employer information to determine if you are eligible for a premium tax credit to lower your monthly premiums.

Please contact Covered California directly at 888-975-1142 with questions regarding the Health Insurance Marketplace. Please contact your departmental Human Resources Office for clarification on information contained in this memorandum.





## **WORKER'S COMPENSATION BENEFITS**

All California employers, including the State, must provide workers' compensation benefits to employees who sustain a work-related injury or illness. An essential requirement for departments is that they establish, implement, and maintain written policies for an injury and illness prevention program (IIPP) (Labor Code 6401.7) and establish a reporting system for job-related injuries, illnesses, or death.

The California Fairs Service Authority CFSA) (916-263-6172) is the adjusting agent/insurance carrier, who provides adjusting and legal services for the 24th DAA (Tulare County Fair) workers' compensation claims and provides benefits services to injured employees.

A worker's compensation injury is any injury or illness that arises out of and in the course of employment (AOE/COE) (Labor Code 3600).

### **Reporting the Injury or illness**

If an employee is injured or becomes ill as a result of their employment, they must report the injury to their employer as soon as possible. The employer will provide the injured employee a Workers' Compensation Claim Form (DWC-1) to describe how, when, and where the injury or illness occurred.

### **Obtaining Treatment**

The department is responsible for arranging treatment with the employer selected physician or medical facility within the Medical Provider Network (MPN). The 24th DAA (Tulare County Fair) has designated Contact Information. It is important to inform the treating physician that the employee's injury or illness is (or may be) work related.

### **Absence Reporting**

After receiving treatment, the injured employee must inform their employer of the physician's advice concerning their ability to resume work responsibilities. All time off related to the work injury must be reported on the employee's timecard. A statement from the attending physician is required each time the injured employee is seen regarding the work-related injury or illness. All physician statements must be forwarded to the Business Assistant.

***Further information is available in the "Facts About Workers' Compensation" produced by the California Fairs Service Authority and available in the fair office.***

## **SEXUAL HARASSMENT**

Sexual harassment is unlawful and will not be tolerated. The policy of the 24th District Agricultural Association (24th DAA) and the California Department of Food and Agriculture (CDFA) is "Zero Tolerance" of sexual harassment. This includes zero tolerance for inappropriate, discourteous behavior of a sexual or gender-based nature. Just what does zero tolerance mean? Any 36<sup>1</sup> DAA or CDFA employee who is found to have violated the Department's policy will be subject to some form of corrective action, up to and including dismissal, based on the severity of the conduct.

All employees of the Association and/or the Department are entitled to a work environment free from any form of discrimination, including sexual harassment. Activities outside of the workplace sponsored by the 24th DAA and/or CDFA or 24th DAA; CDFA Programs are considered part of the work environment and are subject to this policy. All appointees, managers, supervisors, and employees are expected to adhere to a standard of conduct that is respectful of all persons within the work environment. All employees are expected to take proactive steps to vigorously and visibly demonstrate their support for a harassment-free workplace and their strong disapproval of sexual harassment as well as disapproval of inappropriate conduct/behavior of a sexual or gender-based nature.

The 24th DAA and CDFA acknowledges that even though some inappropriate behavior/conduct may not be so serious as to be unlawful, the conduct falls short of being the acceptable, courteous, respectful, and professional workplace behavior that is expected by the 24th DAA and CDFA. The 24th DAA and/or CDFA will not wait to enforce its policy until conduct reaches an unlawful level. The 24th DAA employees need not break the law in order to be disciplined for violation of the zero-tolerance policy. The conduct the 24th DAA and CDFA require of its employees is respect and professionalism. The 24th DAA will not tolerate any form of harassment or retaliation for objecting to such conduct. Any employee determined to have committed acts of discrimination or retaliation shall be subjected to appropriate disciplinary action, including, but not limited to, reprimand, suspension, demotion, or dismissal, as well as civil liability. Any employee who believes he or she has been sexually harassed should immediately report the incident to his or her supervisor. If the harasser is the employee's supervisor or if the employee does not feel the situation was adequately resolved, he or she should report the incident(s) to the Manager.

## **SEXUAL HARASSMENT {continued}**

The 24th DAA has a legal obligation to ensure that the work environment is free from sexual harassment. The 24th DAA is responsible for the actions of managers and supervisors and is responsible for acts of other employees and non--employees if its management knew or should have known of such acts and failed to take timely and appropriate action. The 24th DAA is responsible for investigating complaints of sexual harassment in a timely and thorough manner and taking appropriate action to end any sexual harassment.

This responsibility applies even if the complaint is withdrawn or the complainant requests that no action be taken. Once a sexual harassment complaint has been filed, the 24th DAA is legally obligated to ensure that the work environment is free of discrimination. *Prompt, appropriate action will avoid or minimize the incidents of sexual harassment and potential liability.* We must each take responsibility for our actions and conduct in the workplace. Please contact the 24th DAA Office at (559) 686-4707 if you have any questions regarding this policy, wish to file a complaint of sexual harassment, or wish to seek advice, guidance, or consultation regarding a situation of sexual harassment.

## **HARASSMENT PREVENTION**

The Board and Management of the 24th District Agricultural Association strive to provide an enjoyable and positive working environment for all employees. A key element of a positive working environment is an atmosphere of respect, which allows all employees to perform their duties with comfort.

Therefore, the following policy has been set to prevent harassment:

1. If an employee feels they are the victims of harassment of any kind (verbal, graphic, physical, or hazing) they should report it immediately to your superior. If you're superior is the harasser, or refuses to acknowledge the harassment, report it to their supervisor. A written report will be taken and investigated. The Fair CEO will keep the report confidential and appropriate action will be taken to rectify the situation.
2. If an employee feels the Fair CEO is harassing them, they should report the action to the current Board President. The Board President will take a confidential written report.
3. If any employee feels a Member of the Board of Directors is harassing them, they should report the action to the Fair CEO, who will then contact the Division of Fairs and Expositions legal counsel to discuss options.

## **E-Mail and Internet Usage policy**

This document presents the acceptable use of Electronic Mail (E-mail) and the Internet by the 24th District Agricultural Association employees, volunteers, and contractors while utilizing government-owned or leased equipment, facilities, or Internet addresses registered to the 24th DAA. This policy also includes state-leased Internet and e-mail access through an Internet Service Provider (e.g., Comcast, AT&T, etc.), even when staff accesses information from off-site locations, including but not limited to, telecommuting from home or while traveling on State business.

The 24th DAA encourages its employees volunteers and contracted personnel (Users) to develop strong Internet skills and knowledge. It is expected that these individuals will use the Internet to improve their job knowledge; to access scientific, technical, and other information on topics that have relevance to the Department; and to communicate with their peers in other government agencies, academia, and industry. Users may access the Internet to stay current on career-related topics, to improve knowledge and skills, and to communicate with experts in scientific and technical fields. The Department encourages Users to access the Internet when direct work-related benefits can accrue and to use E-mail to facilitate prompt and effective communication.

Internet access and E-mail are provided to Users for 24th DAA business purposes. The 24th DAA retains the right to monitor, log and/or recover all Internet activity, including E-mail and all Internet website communication, with or without notice to the User. E-mail and Internet usage is not private. Records of E-mail and Internet activity exist in system files and are recovered when necessary.

Users who have been provided E-mail capability shall endeavor to read incoming messages in a timely manner and to respond accordingly. E-mail is not intended to be a permanent storage medium; consequently, proper maintenance protocols should be followed which require Users to regularly archive messages that should be maintained and delete any/all obsolete messages.

## **Acceptable Uses of E-mail and the Internet**

Acceptable uses of E-mail and the Internet include, but are not limited to, the following:

- Communications and information exchanges related to the mission and work tasks of the 24th DAA.
- Announcements of state laws, procedures, hearings, policies, services, or activities.
- Use for advisory, standards, research, analysis and professional society or development activities related to the User's governmental duties.



### **Acceptable Uses of E-mail and the Internet (continued)**

- Employee personal use on an "incidental and minimal" basis.
- Union stewards may conduct Union-related business on an "incidental and minimal" basis.

### **Unacceptable Uses of E-mail and the Internet**

It is unacceptable for a User to submit, publish, access, use, display, or transmit on the Internet or through E-mail, information which:

- Violates or infringes on the rights of another person, including the right to privacy.
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, sexually oriented, threatening, racially offensive, discriminatory, or illegal material.
- Violates agency regulations prohibiting sexual harassment or other forms of discrimination.
- Violates agency regulations prohibiting workplace violence.
- Uses the Internet for any illegal purpose.
- Solicits the performance of any activity that is prohibited by law. Other unacceptable uses are:
- Obtaining non-standard software from the Internet through accessing and downloading executable software. Exceptions must be cleared through the Division IT representative.
- Unauthorized reading, deleting, copying, or modifying E-mail messages of others.
- Sending or requesting junk mail (including inappropriate jokes and humor), for-profit messages, or chain letters.

### **FAIR TIME INFORMATION**

#### **FAIR HOURS**

Wednesday at 12 p.m. - 10 p.m. (Ticket sales & Parking close at 9 p.m.) No Re-entry after 9 p.m.

Thursday at 4 p.m. - 10 p.m. (Ticket sales & Parking close at 9 p.m.) No Re-entry after 9 p.m.

Friday at 4 p.m. - 12 p.m. (Ticket sales & Parking close at 10 p.m.) No Re-entry after 10 p.m.

Saturday at 2 p.m. - 12 p.m. (Ticket sales & Parking close at 10 p.m.) No Re-entry after 10 p.m.

Sunday at Noon - 10 p.m. (Ticket sales & Parking close at 9 p.m.) No Re-entry after 9 p.m.

### **PUBLIC AWARENESS**

- A. Alcohol policies will be posted at all alcohol stands in both English and Spanish.
1. Proposition 65, signage on potential health risks of alcoholic beverages.
  2. Everyone must be 21 years of age to purchase alcohol.
  3. Everyone may be required to show proof of age to be served alcohol.
  4. There is a limit of two (2) beers per person, per purchase.
  5. Alcohol service will cease 30 minutes prior to the closing of fair or before as determined by fair management.
  6. Intoxicated patrons will not be served.
- B. Announcements regarding not drinking and driving will be made whenever possible during fair time.

### **PROHIBITED ITEMS**

No chairs, bicycles, hoverboards, skateboards, scooters, squirt guns, balloons, outside food or beverage (exception one unopened plastic water bottle per person, baby food and special dietetic needs foods), weapons including pocketknives or other objects, which may be a threat to the safety and security of other fairgoers, are not to be brought on to the fairgrounds.

### **PETS**

No Pets allowed on the fairgrounds except for Service Dogs and dogs participating in various shows only.

### **LOST CHILDREN**

The designated family meeting area is the Main Fair Office. Please arrange to have families that have been separated from their children go to the main office and wait for further instruction. Report all lost children to your immediate supervisor immediately so it can be handled in appropriately.

## **Acknowledgement of Receipt of Seasonal Employee Personnel Handbook**

The Seasonal Employee Personnel Handbook describes important information about the Tulare County Fair, and I understand that I should consult the CEO regarding any questions not answered in the Seasonal Employee Personnel Handbook.

Since the information, policies, and procedures described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Seasonal Employee Personnel Handbook is neither a contract of employment nor a legal document. I have received the Seasonal Employee Personnel Handbook and I understand that it is my responsibility to read and comply with the policies and procedures contained in this Seasonal Employee Personnel Handbook and any revisions made to it.

Employee's Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tulare County Fair Employee Policy File Checklist

Doc #	Doc Name	Signed by Employee Date	DUE DATE	STATUS	SIGNATURE/D ATE SIGN OFF (Completion)
CalHR 004	Prior Exempt Service Questionnaire			Not Started	
CalHR 039	Verification of State Service Outside of Executive Branch			Not Started	
CalHR 190	Military Service Information			Not Started	
SO-221	Annual Leave-Sick/Vacation Leave Election Form			Not Started	
INF – 1101	Authorization for Release of Driver Record Information			Not Started	
PERS-EAMD 801	Member Reciprocal Self-Certification			Not Started	
POLICY 1.2.1	Controlled Substances and Alcohol			Not Started	
POLICY 1.2.9	Nepotism			Not Started	
SO-15	Employee Information			Not Started	
SO-112	Incompatible Activities Certification			Not Started	
SO-307	Acknowledgement of Department's Medical Provider Network (MPN)			Not Started	
STD 243	Designation of Person Authorized to Receive Warrants			Not Started	
STD 261	Authorization to Uses Privately Owned Vehicles on State Business			Not Started	

## Tulare County Fair Employee Policy File Checklist

STD 686	Employee Action Request
STD 678	Signed Job Application
FORM I-9	Employment Eligibility Verification
FORM I-9 Instr.	Instructions for the I-9 Form
POLICY 1.2.13	E-mail and Internet Usage
POLICY 2.8.1	Violence or Threats of Violence, Hostility or Bullying
STD 689	Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California
POLICY 9.5.11	Telework Policy – Complete all forms noted in the policy
POLICY 1.2.7	Incompatible Activities
POLICY 1.2.1	Information Privacy
POLICY 2.1.1	Discrimination and Harassment Prevention
POLICY 2.1.1.2	Pregnancy Rights
POLICY 2.1.1.3	Transgender Rights
POLICY 2.1.1.4	Hate Violence and Civil Rights

	Not Started	
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	Not Started	

Tulare County Fair Employee Policy File Checklist

POLICY 2.1.1.5	Sexual Harassment
CalHR 782	<a href="#">Affordable Care Act Notification Checklist</a>

	Not Started	
	Not Started	

## Prior Exempt Service Questionnaire

California Department of Human Resources  
State of California

To:

Date:

From: Personnel Office

Subject: Prior Exempt Service

Please complete and sign this form regarding possible prior exempt service. Prior exempt service includes employment in the University of California System, the California State University System, the California State Legislature, or a function of a Federal/local government that was blanketed (transferred) into California State Government. It is important that you notate any prior service credit because it may entitle you to additional benefits, including additional State service towards your vacation accrual rate. In some instances, prior exempt service may also be used for seniority if allowed under the provisions of your current bargaining unit contract.

This form and verification of prior exempt service should be returned to your Personnel Office as soon as possible. Attach copies of any documentation that verifies the dates and time base (or number of hours if intermittently employed) of your prior employment. Your Personnel Office will send your verification data to the California Department of Human Resources (CalHR), where the amount of service to be credited will be determined.

☐ I have no prior exempt service.

☐ I have prior exempt services as described below.

☐ My prior exempt service has already been verified by CalHR

☐ Verification is attached (See the back of this form for verification standards).

☐ Verification is NOT attached (If not attached, please use the form CalHR-039).

Former Employer	Title	Exact Dates From/To	Time Base/Number of Hours Per Month

Employee Signature

CalHR 004

Date

Page 1 of 2

Phone Number

(rev 08/2021)

## **VERIFICATION STANDARDS**

The California Department of Human Resources (CalHR) will determine whether the verification data that is submitted will be added to your State service total. The documentation that you provide must be written and verify the exact dates, and the time base (or number of hours if intermittently employed) of your prior employment. Specific employment verification standards are listed below.

### **UNIVERSITY OF CALIFORNIA SERVICE**

Submit written verification of your student or nonstudent status at the time of employment from the University Registrar's Office. Also, provide copies of your "Record of Earnings" obtained from the University's Payroll Office.

### **CALIFORNIA STATE UNIVERSITY SERVICE**

For nonstudent service from *June 1, 1961*, through *December 31, 1976*, you must submit a copy of your "Employee Record Card," which may be obtained from the Campus Personnel Office.

For nonstudent service before *June 1, 1961*, and after *December 31, 1976*, official data is available to CalHR; therefore, no verification is required.

### **CALIFORNIA STATE LEGISLATURE**

Contact the personnel office of the Legislative Branch (Assembly/Senate) where you were employed and request a letter that verifies the exact dates and time base of your prior service.

### **FORMER FEDERAL OR LOCAL GOVERNMENT SERVICE**

Please provide the department or agency name prior to the blanketing (transfer) and the date you entered in to California State Government employment. CalHR should have your prior employment records on file.

# Verification of State Service Outside of The Executive Branch

California Department of Human Resources  
State of California

Save Form

**Instructions:** Please print legibly and fill out the form completely.

Qualifying Exempt Service includes employment with certain nonexecutive branch institutions that include the following: University of California, California State University\* (CSU), and the California State Legislative Branch may qualify for additional state service or seniority credit.

The employee named below claims to have worked with your institution as indicated in Section I. Pursuant to California Government Code Section 19997, please verify employment as indicated by the instructions on the second page. Once completed, the form must be submitted to the requesting department contact listed below.

## Section I - Employee Information

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Prior Names (if any)		Date of Birth
<input type="text"/>		<input type="text"/>

Signature: \_\_\_\_\_

By signing you grant the California Department of Human Resources and the below named entities access to release and review employment history and payroll records.

University or Legislative Branch	Class Title	Approximate Dates of Service	Time Base

\* Regarding CSU service, this form should only be used for intermittent service or service prior to 1975.

## Section II - Requesting Department Instructions and Information

For this employee to receive the proper state service credit or seniority credit, you must ensure that Section I and II have been completed and submitted to the proper institution. Once the institution has gathered the requested information, they are instructed to send you the verified information, which you must then provide to the State Service and Seniority Unit at the California Department of Human Resources (CalHR), along with the Verification of State Service Outside of the Executive Branch (CalHR-039).



## Section II - Requesting Department Instructions and Information (continued)

Department Name	Street Address (city, state, zip code)
<input type="text"/>	<input type="text"/>
Contact Name	Contact Position Title
<input type="text"/>	<input type="text"/>
Email	Phone Number
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

## Section III - University Instructions and Information

For this employee to receive the proper State service credit, you must provide the department contact with the following information pursuant to California Government Code Section 19997.

For **University of California** service, please submit a copy of the month-by-month record of earnings to the requesting department contact for the aforementioned employee's dates of service with your university.

For **California State University** service, please submit a copy of the employee's record card to the requesting department contact for the aforementioned employee's dates of service with your university.

For **all Universities**, please provide the **exact dates of service** in the space below, and indicate whether the employee was a student during any of his/her employment with your university by checking the appropriate box on that row.

University Name	University Contact	Contact Position Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Signature	Date	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please use the boxes below to indicate if the position was a student position or earned leave.

<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base

## Section IV - Legislative Instructions and Information

For this employee to receive the proper state service or seniority credit, you must provide the department contact with the following information pursuant to California Government Code Section 19997.

Please provide Transfer Data Form (612), showing the employee's start date, time base, separation date, and indicate any leave of absences during the history of the employee's employment. The information must be signed by a legislative personnel employee.

Legislative Contact	Contact Position Title	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Privacy Notice on Information Collection

This notice is provided pursuant to the Information Practices Act of 1977.

CalHR Service and Seniority Unit is requesting the information specified on this form.

The information collected will be used for to determine your state service or seniority outside of the executive branch.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to process your request.

### Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our [Privacy Policy](#).

### Access to Your Information

You have a right to access records containing your personal information we maintain.

Current employees please contact your department Human Resources Office.

Non-state employees please contact the Service and Seniority Unit:

CalHR Service and Seniority Unit  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
[Service&Seniority@calhr.ca.gov](mailto:Service&Seniority@calhr.ca.gov)

To: \_\_\_\_\_

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

From: Personnel Office

Subject: Military Service Information

Some military service in the armed forces of the United States of America qualifies California State employees for certain benefits during their careers with the State of California. In order for us to determine if you will qualify for any benefits, please complete, sign, and return this form to your personnel office immediately.

**1. Did you serve on active duty in the armed forces of the United States of America?**

☐ Yes ☐ No

If your answer to #1 is "Yes," please complete the remainder of the form and submit a copy of your DD-214 (discharge document) with this form to your personnel office.

If your answer to #1 is "No," please sign, date, enter telephone number, and return the form to your personnel office.

**2. List your active duty**

Branch of Armed Forces	Entry Date	Release Date	Type of Release		
			Honorable	Dishonorable	Other
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. List any campaign medals that you received.**

I hereby certify that, to the best of my knowledge, the information on this form is true and correct.

Employee Signature

CalHR 190

Date

Page 1 of 1

Phone Number

(rev 9/2021)

1. Employee Information		
Name	Position Number	Work Phone Number
Department	Location	
2. EMPLOYEES NOT COVERED BY SEIU BARGAINING UNITS (Excluded and represented employees in Bus 2, 5, 6, 7, 8, 9, 10, 12, 13, 16, 18, and 19.)		
<p>I elect to participate in the following leave program effective my date of hire (new employees only) or the first day of the pay period following the date this election is received by my personnel office.</p> <p><input type="checkbox"/> <a href="#">Annual Leave Program (ALP)*</a></p> <p><input type="checkbox"/> <a href="#">Sick Leave/Vacation Program</a></p> <p><small>*Enrollees in the ALP automatically become eligible for enhanced Non-Industrial Disability Insurance (NDI). NDI is a form of insurance that provides income in case you suffer a non-work related disability and cannot work for an extended period.</small></p> <p><i>I understand I must remain in the program chosen above for at least 24 months from the effective date of this election.</i></p>		
3. EMPLOYEES IN SEIU BARGAINING UNITS (Employees in BUs 1, 3, 4, 11, 15, 17, 20, and 21)		
<p><input type="checkbox"/> <a href="#">Annual Leave Program (ALP)*</a></p> <p><input type="checkbox"/> <a href="#">Sick Leave/Vacation Program</a></p> <p><i>I understand I may change from Annual Leave to Sick Leave/Vacation or vice versa annually during an open enrollment period during the month of April. The effective date of the election shall be the first day of the June pay period.</i></p>		
4. Approval		
<p>I understand the accrual rate and usage provisions differ in the Annual Leave and Sick Leave/Vacation Programs. Further, if I am a current employee, I understand when I change from one program to another, all provisions of the program I enter apply upon the effective date. However, the annual leave, sick leave, or vacation (converted to annual leave) balances I have on the effective date of the new program will continue to be available to me to use. If I have a sick leave balance upon retirement, I may convert it to PERS service credit according to Government Code section 20963.</p> <p>I make this election freely and voluntarily.</p>		
<b>Signature</b>		<b>Date</b>
5. FOR PERSONNEL OFFICE USE ONLY		
<p>After processing election, place in employee's personnel file.</p> <p>SSN: _____</p> <p>Date Election Received: _____ Received By: _____</p> <p>Effective Date: _____ Date Eligible to Change: _____</p>		



## EMPLOYER PULL NOTICE PROGRAM

### AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

#### SECTION 1 — DRIVER INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, \_\_\_\_\_.  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report  
at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license  
suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to *California Vehicle Code*  
(CVC) §1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver  
license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY COUNTY STATE

DATE	SIGNATURE OF EMPLOYEE
	X

#### SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, \_\_\_\_\_, of \_\_\_\_\_,  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative  
of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I  
am requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC §1808.1. The information received will not be used for any unlawful  
purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (*Penal Code* §118)  
and false representation (CVC §1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or  
by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge  
that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC §§1808.45 and 1808.46.

EXECUTED AT: CITY COUNTY STATE

DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE
	X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [dmv.ca.gov/otherservices](http://dmv.ca.gov/otherservices), or by calling 916-657-6346.

**PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MAKE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO *NOT* RETURN THIS FORM TO DMV.**



California Public Employees' Retirement System  
P.O. Box 942709 Sacramento, CA 94229-2709  
888 CalPERS (or 888-225-7377)  
TTY: (877) 249-7442 | Fax: (916) 795-4166  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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Employer Account Management Division

Dear Member,

The California Public Employees' Retirement System (CalPERS) requires all members hired after January 1, 2013 complete the ***Reciprocal Self-Certification Form (PERS-EAMD-801)*** to provide essential information that will be used by your employer to enroll you in CalPERS membership.

This form obtains information regarding your membership in other qualifying public retirement systems and *must be returned to your employer within 10 business days of receipt*. Use the instructions provided on the back of the form and reference the List of Qualifying Public Retirement Systems for assistance. Information regarding your membership in a defined benefit plan for any of the listed qualifying public retirement system must be provided. **However, information related to CalPERS membership should not be included when completing this form, as this data is already stored in the CalPERS system.**

It is your responsibility to ensure the accuracy and completeness of the information you provide. Inaccurate information may result in adjustments to your account which could lead to adverse impacts such as incurring financial obligations that you and your employer will be responsible to fulfill.

For more information regarding the ***Reciprocal Self-Certification Form***, please visit our website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

Please note: The completion of the ***Reciprocal Self-Certification Form*** does not establish [reciprocity](#), nor is it a request to establish reciprocity. To request that reciprocity be established, download the **When You Change Retirement Systems (PUB 16)** publication to obtain the **Confirmation of Intent to Establish Reciprocity When Changing Retirement Systems (PERS-CASD-255)** form. This publication is available at [www.calpers.ca.gov](http://www.calpers.ca.gov).

Sincerely,

Membership Services

Enclosures: List of Qualifying Public Retirement Systems in California, ***Reciprocal Self-Certification Form***, and Directions for Completing Reciprocal Self-Certification Form



## List of Qualifying Public Retirement Systems in California

Name of Public Retirement System	Qualifications:
Alameda County Employees' Retirement Association <sup>^</sup>	
City and County of San Francisco Employees' Retirement System*	
City of Concord Retirement System*	
City of Costa Mesa Public Retirement System*	Safety only
City of Fresno Retirement System	
City of Pasadena Fire and Police Retirement System	Fire and police only
City of San Clemente*	Non-safety (miscellaneous) only
Contra Costa County Employees' Retirement Association <sup>^</sup>	
Contra Costa Water District	
East Bay Municipal Utility District	
East Bay Regional Park District	Safety only
Fresno County Employees' Retirement Association <sup>^</sup>	
Imperial County Employees' Retirement Association <sup>^</sup>	
Judges Retirement System II	
Kern County Employees' Retirement System <sup>^</sup>	
Legislators' Retirement System	
Los Angeles City Employees' Retirement System	Non-safety (miscellaneous) only; L.A. Fire and Police Pension System and L.A. Water and Power Employees' Retirement System not eligible
Los Angeles County Employees' Retirement Association <sup>^</sup>	
Los Angeles County Metropolitan Transportation Authority	Non-contract Employees' Retirement Income Plan, formerly Southern California Rapid Transit District
Marin County Employees' Retirement Association <sup>^</sup>	
Mendocino County Employees' Retirement Association <sup>^</sup>	
Merced County Employees' Retirement Association <sup>^</sup>	
Oakland Municipal Employees' Retirement System (City of Oakland)	Non-safety (miscellaneous) only
Orange County Employees' Retirement System <sup>^</sup>	
Sacramento City Employees' Retirement System*	
Sacramento County Employees' Retirement System <sup>^</sup>	Defined benefit plan only; cash balance plans not eligible
San Bernardino County Retirement Association <sup>^</sup>	
San Diego City Employees' Retirement System	Defined benefit plan only; cash balance plans not eligible
San Diego County Employees' Retirement Association <sup>^</sup>	
San Joaquin County Employees' Retirement Association <sup>^</sup>	
San Jose Federated City Employees' Retirement System	
San Luis Obispo County Pension Trust	
San Mateo County Employees' Retirement Association <sup>^</sup>	
Santa Barbara County Employees' Retirement System <sup>^</sup>	
Sonoma County Employees' Retirement Association <sup>^</sup>	
Stanislaus County Employees' Retirement Association <sup>^</sup>	
State Teachers' Retirement System	Defined benefit plan only; cash balance plans not eligible
Tulare County Employees' Retirement Association <sup>^</sup>	
University of California Retirement Program	Defined benefit plan only; cash balance plans not eligible
Ventura County Employees' Retirement Association <sup>^</sup>	
*=Also CalPERS-covered agency	<sup>^</sup> =1937 Act Counties



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[www.calpers.ca.gov](http://www.calpers.ca.gov)

## Reciprocal Self-Certification Form

Complete the following information and return this form to your personnel office **within 10 business days**. To ensure this form is completed correctly, please reference the enclosed List of Qualifying Public Retirement Systems and instructions.

Section 1. Member Information	
Member Name:	(Last) (First) (Middle)
Date of Birth:	CalPERS ID:
Membership Status in Qualifying Public Retirement Systems: <input type="checkbox"/> I have not been a member of a qualifying public retirement system in California. (skip to section 3) <input type="checkbox"/> I have membership in a defined benefit plan under a qualifying public retirement system in California other than CalPERS. (complete section 2 with membership information for each qualifying public retirement system)	

Section 2. Qualifying Reciprocal Membership Information			
Name of Most Recent Public Retirement System:	Membership Date: / /	Separation Date*: / /	<input type="checkbox"/> Retired* or <input type="checkbox"/> Refunded* Date: / /
Name of Prior Public Retirement System:	Membership Date: / /	Separation Date*: / /	<input type="checkbox"/> Retired* or <input type="checkbox"/> Refunded* Date: / /
Name of Prior Public Retirement System:	Membership Date: / /	Separation Date*: / /	<input type="checkbox"/> Retired* or <input type="checkbox"/> Refunded* Date: / /

*\*Please provide dates, if applicable. Not all sections may be applicable for each Public Retirement System.*

Section 3. Sign and Certify
I understand that by accepting employment in a qualified public retirement system, I am subject to the applicable laws and regulations of that system. <b>I also understand that completing this form is not a request to establish reciprocity.</b>
I hereby certify that the foregoing information has been verified with the qualifying public retirement system as true and correct and any information found to be incorrect may require corrections to my CalPERS account including, but not limited to, my retirement enrollment level and adjustments to my member contributions. CalPERS may make any necessary corrections to my account to ensure I am properly enrolled and eligible to receive the correct retirement benefits.
Member Signature: _____ Date: _____

Section 4. To Be Completed by Employer Only	
Name of CalPERS Agency:	
CalPERS Business Partner ID:	Member's Enrollment Eligibility Date:
Designee of Employer: (print name)	Designees' Title:
Designee Signature: _____	Date: _____
<b>The employer must retain this form in the member's file for auditing purposes.</b>	
<i>For more direction regarding how to process the Reciprocal Self-Certification Form, please refer to our employer reference guides.</i>	



## Instructions for Completing the Reciprocal Self-Certification Form

<b>Section 1. Member Information</b>	<ul style="list-style-type: none"> <li>• Complete the required fields with your name, date of birth, and CalPERS ID.</li> <li>• Check <b>one</b> of the appropriate boxes to indicate if you have had membership in a defined benefit plan in one of the qualifying public retirement systems named on the enclosed list. <ul style="list-style-type: none"> <li>– If you <b>have not</b> been a member of any of the qualifying public retirement systems, mark the first box and skip to section 3.</li> <li>– If you <b>have</b> membership in a defined benefit plan of any of the qualifying public retirement systems on the enclosed list, mark the second box and continue to section 2.</li> <li>– This form is to obtain information regarding your membership in <u>other</u> qualifying public retirement systems; <b>do not include CalPERS membership on this form.</b></li> </ul> </li> </ul>
<b>Section 2. Qualifying Reciprocal Membership Information</b>	<ul style="list-style-type: none"> <li>• In the first column, titled “Name of Public Retirement System,” list the name of any qualifying public retirement systems you are a member of a defined benefit plan. <ul style="list-style-type: none"> <li>– If you are a member of multiple qualifying public retirement systems, please provide the name of each system beginning with the most recent in descending order.</li> <li>– <b>Please reference the enclosed List of Qualifying Public Retirement Systems in California. Only systems named on this list should be provided on the Reciprocal Self-Certification Form.</b></li> </ul> </li> <li>• In the second column, titled “Membership Date,” list your membership date in the qualifying public retirement system. <ul style="list-style-type: none"> <li>– You must provide a full date, including month, date, and year, which corresponds to each qualifying public retirement system listed.</li> <li>– If you are unsure of your membership date, please contact the qualifying public retirement system to confirm information prior to completing the form.</li> </ul> </li> <li>• In the third column, titled “Separation Date,” list your separation date from the qualifying public retirement system. <ul style="list-style-type: none"> <li>– This section may not be applicable for all qualifying public retirement systems. If you have not separated from the qualifying public retirement system, leave this field blank.</li> <li>– If you have separated from the qualifying public retirement system, you must provide a full date including month, date, and year.</li> <li>– If you are unsure of your separation date, please contact the qualifying public retirement system to confirm information prior to completing the form.</li> </ul> </li> <li>• In the fourth column, titled “Retired or Refunded,” indicate if you have retired or refunded from the qualifying public retirement system. <ul style="list-style-type: none"> <li>– This section may not be applicable for all qualifying public retirement systems. If you have not retired or refunded from the qualifying public retirement system, leave this field blank.</li> <li>– If you have retired or refunded from the qualifying public retirement system, mark the appropriate box and provide a full date including month, date, and year.</li> <li>– Retired: You have separated from the qualifying public retirement system and receive a monthly retirement allowance.</li> <li>– Refunded: You have terminated your membership in the qualifying public retirement system by withdrawing your contributions.</li> </ul> </li> </ul>
<b>Section 3. Sign and Certify</b>	<ul style="list-style-type: none"> <li>• Please read the statement. Then, sign your name and date the document before returning it to your personnel office.</li> </ul>

# Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

## Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used for administration of Board duties under the Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to comply may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

## Social Security Numbers

Social Security numbers are collected on a mandatory and voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/ employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

## Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

## Your Rights

You have the right to review your membership files maintained by the System. For questions about this notice, our Privacy Policy, or your rights, please write to the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811 or call us at **888 CalPERS** (or 888-225-7377).

The use of illegal drugs and alcohol pose a risk to public safety and the effective enforcement of the law. The impact of illegal drug use is felt in both the public and private sectors. Employees who use illegal drugs, whether on or off duty, are generally less productive, less reliable, and prone to greater absenteeism than employees who do not use illegal drugs. Accordingly, the California Department of Food and Agriculture has adopted this policy.

## *Policy*

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It is the California Department of Food and Agriculture's (CDFA) policy to maintain a drug-free workplace. The unlawful manufacture, distribution, possession, and/or use of a controlled substance or the unlawful possession, use, or distribution of alcohol is prohibited on CDFA's premises or in the workplace. This includes the unlawful use of a controlled substance or alcohol in the workplace even if it does not result in impaired job performance or unacceptable conduct. The unlawful presence of any controlled substance or alcohol in the workplace is prohibited.

This policy applies to all CDFA and District Agricultural Association (DAA) employees as well as non-employees, volunteers, and visitors.

## *Authority*

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Controlled Substances Act, 21 United States Code (U.S.C.) §§ 812 and 802

Drug-Free Workplace Act of 1988

Drug-Free Schools and Communities Act Amendments of 1989

Code of Federal Regulations (CFR), Title 49, Part 40, Part 172, Subpart F, and Parts 382, et seq.

Government Code Section 19572

Title 2, California Code of Regulations, Sections 599.960 - 599.966

*Ross v. Ragingwire Telecommunications, Inc.*, 42 Cal. 4<sup>th</sup> 920 (2008)

State Personnel Board (SPB) Rules 213-213.6

Executive Order D-58-86

## Definitions

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<i>Controlled Substance</i>	<p>An illegal drug that can have a detrimental effect on a person's health and welfare.</p> <p>Marijuana (cannabis) in all forms is a Schedule I drug under the Federal Controlled Substances Act. While California has elected to permit its limited use under a state regulatory scheme, it may not be used in public, including the workplace and remains a federally prohibited substance.</p> <p>A Schedule I drug is a substance that "(1) has a high potential for abuse; (2) has no currently acceptable medical use in treatment in the United States; and (3) there is a lack of acceptable safety for use of the drug under medical supervision." 21 U.S.C. § 802(16). Schedule I(c) (10) lists marijuana as a hallucinogenic substance.</p>
<i>Employees</i>	<p>Includes civil servants, contractors, loaned employees, visitors, volunteers, and temporary and seasonal employees.</p>
<i>Workplace</i>	<p>Includes CDFA Headquarters and all satellite offices, properties and all premises where activities of the Department are conducted and DAA fairgrounds.</p>

## Responsibility

---

<i>Supervisors, Managers and Chief Executive Officers (CEOs)</i>	<p>Shall ensure that each new employee is given a copy of this policy and provided sufficient direction and education to understand it.</p> <p>Shall be alert to indications or evidence of the use or presence of controlled substances or alcohol in the workplace.</p> <p>In the event an employee at their worksite during normal business hours appears to be intoxicated, or otherwise under the influence of a prescribed medication, illegal controlled substance, or alcohol, the supervisor:</p> <ul style="list-style-type: none"><li>• Shall ensure the safety of the affected employee and everyone at the worksite;</li><li>• Shall make a confidential and private assessment of the affected employee;</li><li>• Shall release the employee to the work site if determined not to be under the influence;</li></ul>
--	---

- Shall provide safe transport home for the affected employee if determined to be under the influence of a prescribed medication, illegal controlled substance, or alcohol;
- Shall contact Human Resources immediately upon determining the affected employee is under the influence;
- Shall offer the Employee Assistance Program (EAP) to the affected employee upon their return to work.

*Employees*

As a condition of employment, employees shall comply with all provisions of this policy.

If convicted of a violation of a criminal drug statute for activity occurring in the workplace, the employee shall report the conviction to their immediate supervisor within five (5) calendar days of the conviction.

*Human Resources*

Assist with the immediate response of an employee at work who appears to be under the influence of a prescribed medication, illegal controlled substance, or alcohol.

Advise supervisors, managers, and CEOs regarding appropriate discipline for employees who have been determined to be under the influence at work.

## *Penalties*

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The unlawful cultivation, manufacture, distribution, possession, and/or use of controlled substances or alcohol are regulated by many federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

Violation of these laws and this policy may result in disciplinary actions up to and including termination of employment.

Any employee found in possession of a controlled substance while carrying out official duties or on state property will be turned over to the appropriate authorities for prosecution.

## *Getting Assistance*

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It is widely recognized that the misuse or abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various harmful physical and mental consequences including addiction, severe disability and death. Information concerning the known effects of alcohol and specific drugs is available through the EAP, which can provide drug and alcohol problem assessment and referral to appropriate counseling and rehabilitation services. The EAP is available to all State employees and is confidential. For further information, contact the EAP at (866) 327-4762, or the CDFA's EAP Coordinator at (916) 654-1005.

Employees who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their family physicians, health plan or the EAP for referral to appropriate resources.

## *Rehabilitation*

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Successful completion of an appropriate rehabilitation program (including participation in aftercare) may be considered as evidence of eligibility for continued or future employment or reinstatement. Employees should be aware that many health insurance plans provide coverage for substance abuse programs.

## *Distribution*

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Distribution of the above policy/procedure includes all employees.

If you have questions or need additional information, please contact the Legal Office at (916) 654-1393.

I have reviewed and acknowledge this policy:

---

Employee

---

Date

## *Policy*

---

It is the policy of the California Department of Food and Agriculture (CDFA) to prohibit nepotism and to avoid work situations in which there are personal relationships. Employment decisions shall be based upon merit and fitness and not on the basis of nepotism, favoritism, bias, or other non-job-related considerations.

## *Authority*

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California Code of Regulations, Title 2, [Article 1.1](#)

Government Code Section [18500\(c\)\(2\)](#), [18502](#), [18660](#), and [19050](#).

Personnel Management Liaison [2015-014 Statewide Guidance on Nepotism Policies](#)

## *Definitions*

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<i>Direct Supervisor/ Subordinate Relationship</i>	Working relationship between an employee and his/her immediate (first-level) supervisor.
<i>Indirect Supervisor/ Subordinate Relationship</i>	Working relationship between an employee and any of his/her second-level and above supervisors.
<i>Nepotism</i>	Nepotism is generally defined as the practice of an employee using his/her personal influence or power to aid or hinder another person in securing employment, promotion, or other benefits of employment solely because of a personal relationship.
<i>Personal Relationship</i>	Personal relationships include but are not limited to those by virtue of blood, current or former marriage, domestic partnership, adoption, or cohabitation (living with another person in a romantic relationship without being married or in a domestic partnership).

## *Responsibility*

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<i>Branch Chiefs/ Chief Executive</i>	Must ensure employees are aware of this policy. Must investigate reports or complaints of nepotism.
---	--

*Officers (CEO's)*

Must contact the Personnel Officer, Human Resources Branch (PO, HRB), for consultation and resolution concerning personal relationships, or request in writing an exception to this policy on a case-by-case basis.

*Managers and Supervisors*

Shall hire, transfer and promote all employees based on merit and fitness in accordance with civil service statutes, rules and regulations.

Must notify the Branch Chief/CEO when working arrangements conflict with this policy.

Are prohibited from making permanent or temporary appointments of persons with whom they have a personal relationship. Temporary appointments include non-testing classes such as Student Assistant and Agricultural Technician, or non-civil service positions such as 119-day employees.

Are prohibited from having a direct supervisor/subordinate relationship with any employee with whom they have a personal relationship. This includes employees hired through a contractor such as the Cooperative Agricultural Support Services.

Are prohibited from directly or indirectly supervising (through the "chain of command") an employee with whom they have a personal relationship.

Are prohibited from directly supervising employees who have a personal relationship.

*Fair Board Members*

Are prohibited from having a personal relationship with employees of the District Agricultural Association, including civil service and contracted employees.

*Personnel Officer, HRB*

Reviews and responds to requests for policy exception; reviews and responds to formal complaints of nepotism.

*Labor Relations Officer*

Reviews proposed corrective actions involving rank-and-file employees to ensure conformance with the Bargaining Unit Agreements (MOUs) covering the employees.

*Employees*

Must notify their supervisors when working arrangements



conflict with this policy.

Are prohibited from having a personal relationship with another employee while both are working under the same direct supervisor.

Are prohibited from working under the direct or indirect supervision of a person with whom they have a personal relationship.

Are prohibited from participating in the selection of an applicant for employment by anyone who has a personal relationship with the applicant.

May request, in writing to their supervisor, an exception to this policy.

May file a formal nepotism complaint using the [Nepotism Complaint Form](#) (SO-202).

### *Exceptions*

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CDFA recognizes that there may be situations where two individuals who have a personal relationship may appropriately be allowed to work in the same division and/or branch. Exceptions to this policy may be appropriate based upon merit principles and recruitment difficulty. The primary criterion for an exception is evidence that the proposed assignments and the services provided offer clear benefits to the State, and the existence of external controls ensuring the personal relationship will not result in favoritism or inequity. Where an exception is indicated, it must be fully justified in writing and submitted to the PO, HRB, for approval, when the situation arises or prior to making a hiring commitment.

### *Corrective Actions*

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Assignments not in compliance with this policy shall be corrected within 90 days of identification or after a request for exception is denied.

### *Distribution*

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Distribution of this policy includes all employees.

If you have any questions or need additional information, please contact the HRB at (916) 654-0790.

**ACKNOWLEDGEMENT**

***I have reviewed and understand this policy and (check one):***

- ☐ ***I have a personal relationship that conflicts with this policy. If checked, please explain:***
- ☐ ***I do not have a personal relationship that conflicts with this policy.***

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Print Name***

EMPLOYEE			
NAME (LAST, FIRST, MI)		SOCIAL SECURITY NUMBER XXX-XX-	
ADDRESS		CITY / STATE / ZIP CODE	
HOME EMAIL	HOME PHONE		PERSONAL CELL PHONE
CLASSIFICATION		WORKING TITLE	
DIVISION		BRANCH	
OFFICE ADDRESS		CITY / STATE / ZIP CODE	
EMAIL (FIRST.LAST@CDFA.CA.GOV)	OFFICE PHONE		OFFICE FAX
DESK PHONE		CELL PHONE (IF APPLICABLE)	
SUPERVISOR'S NAME (LAST, FIRST)		SUPERVISOR'S EMAIL (FIRST.LAST@CDFA.CA.GOV)	
SUPERVISOR'S PHONE		SUPERVISOR'S CELL PHONE	
EMERGENCY CONTACTS			
PRIMARY CONTACT NAME (LAST, FIRST, MI)		RELATIONSHIP	PHONE
ADDRESS		CITY / STATE / ZIP CODE	
SECONDARY CONTACT NAME (LAST, FIRST, MI)		RELATIONSHIP	PHONE
ADDRESS		CITY / STATE / ZIP CODE	
FOR PERSONNEL OFFICE USE ONLY			
<input type="checkbox"/> Bargaining Unit 1, 4, 11, or 15		<input type="checkbox"/> Bargaining Unit 10	
<input type="checkbox"/> Bargaining Unit 2		<input type="checkbox"/> Bargaining Unit 12	
<input type="checkbox"/> Bargaining Unit 7		<input type="checkbox"/> Excluded	
SIGNATURE		DATE	

STATE OF CALIFORNIA  
**INCOMPATIBLE ACTIVITIES CERTIFICATION**  
 SO-112 (Rev. 03/20)

DEPARTMENT OF FOOD AND AGRICULTURE  
 HUMAN RESOURCES BRANCH

*If you have any questions regarding your outside employment and/or activities, contact your supervisor prior to completing this certification.*

I have received and read a copy of the California Department of Food and Agriculture's Administrative Manual Section 1.2.7, Incompatible Activities Policy (Policy), and I agree to abide by the policy.

I understand that failure to abide by the Policy may result in disciplinary action up to and including dismissal.

I declare that, if there is any change in my outside employment and/or activities which causes this Certification to be inaccurate or incomplete, I shall submit, in writing, a description of that change within thirty (30) calendar days of commencing the employment and/or activity.

I understand that the original of this signed Certification shall be kept in the Human Resources Branch and that a copy will be retained in Branch/DAA files.

*Please check the box below that applies to you. For guidance and/or definitions, please refer to the "Definitions" and "Outside Employment and/or Activities" sections of the Policy.*

**Category A** – I have no outside employment and/or activities that are or may be related to the Department/DAA.

**Category B** – I have outside employment and/or activities that are or may be related to the Department/DAA.

*Complete below for either category. Provide the outside employment and/or activities information only if you check Category B above.*

Name (Type or Print)		Classification Title		Time Base (FT or PT)	
Branch/Unit/DAA		Telephone No.		Supervisor	
Name of Outside Employer or Activity				Outside Job Title/Capacity	
Detailed Description of Outside Employment and/or Activity. (Include number of hours per week and reasons why the employment or activity is not incompatible. Use additional pages if necessary.)					
Signature				Date	

*Employee – Return completed certification to supervisor.*

*Supervisor – Send original certification to Human Resources Branch. Maintain a copy in Branch/DAA files.*

To: \_\_\_\_\_  
(Employee)

From: \_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(District Agricultural Association. Select from drop down)

Subject: **Medical Provider Network (MPN) Notice**

The MPN for the above named DAA is (DAA's nearest Occupational Medicine Urgent Care Center):

\_\_\_\_\_  
(Occupational Medicine Urgent Care Center Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Telephone)

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this notice

--	--

Employee Signature

Date

**\*\*If employee wants to pre-designate a physician, complete the [Predesignation of Personal Physician](#) (DWC Form 9783).**

If you have any questions regarding this information, please contact your supervisor.

**DESIGNATION OF PERSON(S) AUTHORIZED TO RECEIVE WARRANTS****(GC § 12479)**

STD. 243 (Rev. 10/2019)

EMPLOYEE NAME (First, Middle, Last)

NAME OF EMPLOYING STATE AGENCY

AGENCY LOCATION (City)

Pursuant to Section 12479 of the Government Code, I hereby designate the following person(s), trust, estate, or corporation which, notwithstanding any other provision of the law, shall be entitled **upon my death** to receive all state warrants that would have been payable to me had I survived.

*NOTE: Direct deposit payments are not subject to the provisions of this designation.*

**Important:** This is NOT a designation for payment of death benefits or refund of employee retirement contributions. A form PERS-BSD-241, Beneficiary Designation, must be completed to file a designation with the California Public Employees' Retirement System for death benefits.

**PRIMARY DESIGNEE (Must be 18 years of age or older)**

PRIMARY DESIGNEE NAME (First, Middle, Last)	RELATIONSHIP TO EMPLOYEE	TELEPHONE NUMBER
ADDRESS	CITY AND STATE	ZIP CODE

**CONTINGENT DESIGNEE(S) (Must be 18 years of age or older)**

FIRST CONTINGENT DESIGNEE NAME (First, Middle, Last)	RELATIONSHIP TO EMPLOYEE	TELEPHONE NUMBER
ADDRESS	CITY AND STATE	ZIP CODE
SECOND CONTINGENT DESIGNEE NAME (First, Middle, Last)	RELATIONSHIP TO EMPLOYEE	TELEPHONE NUMBER
ADDRESS	CITY AND STATE	ZIP CODE
THIRD CONTINGENT DESIGNEE NAME (First, Middle, Last)	RELATIONSHIP TO EMPLOYEE	TELEPHONE NUMBER
ADDRESS	CITY AND STATE	ZIP CODE

I hereby revoke all designations that I have previously filed.

The primary designated person shall be the designated person that receives the warrants. If the primary designated person predeceases the employee, the next designated person who survives the employee will receive the warrant(s).

If the above-named designee does not file a written request with the personnel/payroll office of my employing state agency/campus for such warrants within sixty (60) days after the date of my death, this designation shall be and become null and void.

This designation will remain in full force and effect during my employment with any California state agency/campus until revoked in writing by me.

EMPLOYEE HOME ADDRESS

CITY, STATE, ZIP CODE

EMPLOYEE SIGNATURE (Please sign in ink)

DATE SIGNED

**FOR AGENCY/CAMPUS USE ONLY****REVIEWED BY THE PERSONNEL/PAYROLL OFFICE AND FILED**

SIGNATURE OF AUTHORIZED OFFICER

TYPED NAME

DATE

**INSTRUCTIONS**

1. Complete this form; print clearly in ink or type all information requested.
2. Show the full name of all designees; for example, "Mary Jane Smith", not Mrs. John E. Smith.
3. Specify the relationship of each person designated, such as wife, husband, domestic partner, daughter, son, mother, father, parent, friend, etc.
4. Verify that the form is complete and correct. No erasures or corrections may be made in the name of the primary designee or contingent(s). If any error has been made, complete a new form.
5. Sign the form in ink and submit to your personnel/payroll office. A copy will be returned to you for your records.
6. You may change your designation at any time by filing a new form STD. 243 with your personnel/payroll office.
7. You may completely revoke a designation at any time by submitting either of the following with original signature: A new form STD. 243 indicating "NONE" for the primary designee name or a letter to your employer.
8. Inform your personnel/payroll office when a change occurs in your primary designee's or contingent's address.
9. You may wish to file a new designation upon any change in your marital or domestic partnership status.

**AUTHORIZATION TO USE PRIVATELY OWNED  
VEHICLES ON STATE BUSINESS**

STD. 261 (Rev. 10/2019)

*This approval must be renewed annually.**Supervisor: Retain Original Copy***I. CERTIFICATION**

In accordance with State Policy (*S.A.M. 0753 & 0754*) approval is requested to use privately owned vehicles to conduct official State business.

*I hereby certify that*, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

*I further certify that*, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (*S.A.M. 2441*).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

**II. APPROVAL**

*Use of a privately owned vehicle on State business is approved.*

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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**III. RENEWAL**

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

Who is authorized to receive your pay warrant in case of death? Contact your personnel office to update your designee's name or address (Form STD. 243).

PERSONNEL OFFICE USE

01 AGENCY <b>A</b>	02 UNIT	03 KEYED BY	04 DATE KEYED
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CHECK ONE OR MORE BOX(ES) AND COMPLETE LISTED SECTIONS.

RETURN COMPLETED FORM TO YOUR PERSONNEL OFFICE. USE BALLPOINT PEN AND PRINT CLEARLY.

<b>B</b> 01 <input type="checkbox"/> <b>New Employee</b> SECTIONS C, E, F, G, H, I	<b>Withholding Allowance Change</b> SECTIONS C, E, I	03 <input type="checkbox"/>	04 <input type="checkbox"/> <b>*Address Change</b> SECTIONS C, F, I	05 <input type="checkbox"/>	<b>Name Change</b> (Attach substantiation) SECTIONS C, D, I	07 <input type="checkbox"/>	<b>Birthdate Correction</b> SECTIONS C, H, I
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NOTE: Social Security Number and Last Name, First Name, and Middle Initial must be entered exactly as shown on Social Security card.

<b>C</b> 01 SOCIAL SECURITY NUMBER	02 EMPLOYEE LAST NAME	03 FIRST NAME AND MIDDLE INITIAL	<b>FORMER NAME</b> (Last, First, and Middle) <b>D</b>
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WITHHOLDING CHANGE OR NEW EMPLOYEE \*\*\*IMPORTANT\*\*\* Before completing Section E, you must read the instructions on Internal Revenue Service (IRS) Form W-4 and the applicable state tax form. (For California, use Form DE-4)

<b>E</b> I. <b>FEDERAL WITHHOLDING</b> – If no tax should be withheld, complete box 03, Part IV or V only.	04 <input type="checkbox"/> <b>HIGHER WITHHOLDING</b> (Must be Y or N. See reverse)	05 <input type="checkbox"/> <b>CLAIM DEPENDENTS</b> AMOUNT MUST BE A WHOLE NUMBER	11 <input type="checkbox"/> <b>FEDERAL</b> ADDITIONAL DEDUCTION	12 <input type="checkbox"/> <b>STATE</b> ADDITIONAL DEDUCTION
01 <input type="checkbox"/> <b>NONRESIDENT ALIEN</b> (See reverse, employee copy)	06 <input type="checkbox"/> <b>OTHER INCOME</b> NOT FROM JOBS	02 <input type="checkbox"/> <b>SINGLE</b>	I hereby authorize the State Controller to deduct monthly from my wages the additional Federal and/or State tax amount specified below.	
03 <input type="checkbox"/> <b>EXEMPT FROM FEDERAL WITHHOLDING</b> – Write/type EXEMPT in box 03 if you are eligible to claim exemption from Federal withholding. 03 <input type="checkbox"/> (See reverse)	07 <input type="checkbox"/> <b>DEDUCTIONS</b>	05 <input type="checkbox"/> <b>MARRIED</b>	IV. <b>EXEMPTION FROM WITHHOLDING</b> – Write/type EXEMPT in box 13 if you are eligible to claim exemption from withholding. No Federal or State income tax will be withheld from your wages. DO NOT COMPLETE PARTS I, II, OR III. (See General Information on reverse.)	
02 <input type="checkbox"/> <b>MARRIED</b>	08 <input type="checkbox"/> <b>REGULAR ALLOWANCE(S)</b> Total you are claiming	06 <input type="checkbox"/> <b>HEAD OF HOUSEHOLD</b>	By writing/typing EXEMPT, I claim exemption from withholding because of no tax liability. Last year I did not owe any income tax and had a right to a full refund of ALL income tax withheld, AND this year I do not expect to owe any income tax and expect to have a right to a full refund of ALL income tax withheld.	
03 <input type="checkbox"/> <b>HEAD OF HOUSEHOLD</b>	09 <input type="checkbox"/> <b>ADDITIONAL ALLOWANCE(S)</b> Total you are claiming		NOTE: This exemption will automatically expire on February 15 of next year unless you file a new certification by January 31 of next year.	

<b>II. STATE ALLOWANCES</b> – If no tax should be withheld, complete Part IV or V only.	14 <input type="checkbox"/> <b>NONTAXABLE WAGES</b> – Check box 14 if wages you will receive are not subject to income tax withholding. I claim that the wages I will be receiving from the State are either a 1) MINISTER OF A CHURCH in the exercise of his/her ministry, 2) NONRESIDENT ALIEN wages, or 3) DECEASED EMPLOYEE WAGES. Indicate reason (See General Information on reverse)
08 <input type="checkbox"/> <b>SINGLE OR MARRIED</b> (WITH TWO OR MORE INCOMES)	
09 <input type="checkbox"/> <b>MARRIED</b> (ONE INCOME)	
10 <input type="checkbox"/> <b>HEAD OF HOUSEHOLD</b>	

ADDRESS CHANGE OR NEW EMPLOYEE \*See reverse.

<b>F</b> 01 EMPLOYEE ADDRESS (Street, Rural Route, or P.O. Box)	02 CITY	STATE	03 ZIP CODE
04 EMPLOYMENT LIST	HOME PHONE		
<input type="checkbox"/> Check this box and enter your phone number(s) if your address is changing and your name appears on any departmental employment list. (See reverse.)			

NEW EMPLOYEE - THIS INFORMATION MAY BE USED TO LOCATE PRIOR PUBLIC EMPLOYMENT SERVICE FOR STATE SERVICE CREDITS AND/OR RETIREMENT SYSTEM BENEFITS

<b>G</b> 01 LAST EMPLOYED BY CALIFORNIA STATE AGENCY OR CAMPUS OF:	02 LAST NAME (if different)	03 SEPARATED	04 LAST EMPLOYED BY CALIFORNIA PUBLIC AGENCY OF: (City, County, Public School, Utility, etc.)	05 LAST NAME (if different)	06 SEPARATED
		MO			MO
		YR			YR

NEW EMPLOYEE OR BIRTHDATE CORRECTION

<b>H</b> BIRTHDATE	MO	DAY	YR
I certify that the above information is true and correct and that I have read the IRS Form W-4 and the applicable State form. Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no tax liability for last year and that I anticipate that I will incur no liability this year. I authorize my employer via the State Controller's Office to refund any overcollection of current/prior year Social Security and Medicare taxes; I certify that I shall not claim a tax refund or credit for these overcollections.			
EMPLOYEE'S SIGNATURE			
DATE			
REVIEWER'S SIGNATURE			
DATE			
PHONE NUMBER			

PERSONNEL OFFICE USE



## INFORMATION FOR EMPLOYEES COVERED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS)

You are entering into membership in the California Public Employees' Retirement System (CalPERS) which provides you and your fellow State employees with retirement and other benefits. Member contributions, those contributions made by the State of California, and the interest earned on investments provide for service retirement, disability retirement, and death benefits. An information booklet is available from your personnel office. The booklet describes your particular benefit coverage in detail.

### BENEFICIARIES FOR PRE-RETIREMENT SURVIVOR BENEFITS

For information regarding CalPERS beneficiaries for Survivor Benefits, please go to [www.calpers.ca.gov](http://www.calpers.ca.gov), and use the search engine to locate information on Beneficiary Designations.

### RESTORATION OR PURCHASE OF RETIREMENT SERVICE CREDIT

You may be eligible to increase your CalPERS service credit through a service credit purchase and the more service credit you have at retirement, the higher your monthly benefit may be. Information on the purchase or redeposit of retirement service credit may be obtained by visiting the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

### ADDRESS CHANGE

**IF YOU HAVE DEDUCTIONS:** you must change your address with the deduction company. This form does not affect an address change with deduction companies.

**IF YOUR NAME APPEARS ON ANY DEPARTMENTAL EMPLOYMENT LIST** (Open, Promotional, Reemployment, etc.), and your address is changing, check Box 04 and enter your phone number(s) in Section F. Your department will update the appropriate list(s) with this information.

### GENERAL TAX INFORMATION

**IF YOU ARE A NONRESIDENT ALIEN PER INTERNAL REVENUE SERVICE (IRS) NOTICE 2005-76,** check the Nonresident Alien box. If you have questions as to whether you should mark this box, you should contact your human resources office.

**IF YOU ARE EXEMPT FROM STATE WITHHOLDING ONLY,** but not exempt from federal and state, contact your personnel office for special instructions.

**IF YOU ARE EXEMPT FROM FEDERAL WITHHOLDING ONLY,** Write/type EXEMPT in box 03 if you are eligible to claim exemption from federal withholding. No Federal income tax will be withheld from your wages.

**IF YOU WILL RECEIVE NONTAXABLE WAGES,** please indicate the reason on your withholding claim in the space provided. The reason must be one of the following:

- "Minister of the church in the exercise of his / her ministry" – employed by the State of California as a Chaplain.
- "Nonresident Alien per Tax Treaty" (indicate on claim: "Exempt per Article \_\_\_\_\_ of treaty between United States and (Country).") Tax Treaty must cite exemption from both Federal and State personal income tax to qualify for this exemption.
- "Deceased Employee Wages" – agency administrative action.

**IF YOU HAVE ANY QUESTIONS REGARDING YOUR ELIGIBILITY UNDER ANY OF THE ABOVE REASONS,** you should contact your local Internal Revenue Service office or the Employment Tax District Office of the Employment Development Department.

**EMPLOYEES WITH TWO OR MORE CONCURRENT JOBS WITH THE STATE OF CALIFORNIA.** The allowances you claim on this form will be used for tax withholding purposes for all wages paid under the Uniform State Payroll System. The Uniform State Payroll System includes all California State Agencies (except as noted below) and the California State Universities. It does not include the California Agricultural Associations, the University of California, or Legislative employees.

**IF YOUR NORMAL LOCATION OF EMPLOYMENT IS NOT IN CALIFORNIA** and you are a California State employee, you may be eligible to have income tax for another state withheld from your wages under the reciprocity provisions required by G.C. 1170.5. Contact your personnel office for additional information.

### STATE

#### MUST BE COMPLETED, EFFECTIVE 2020

For important information regarding these items , you must read [Employment Development Department \(EDD\)](#) Form DE-4.

**09. REGULAR ALLOWANCES:** Total Number of Allowances you are claiming.

**10. ADDITIONAL ALLOWANCES:** If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances.

### FEDERAL

#### NEW ITEMS, EFFECTIVE 2020

For important information regarding these items , you must read the [Internal Revenue Service \(IRS\)](#) Form W-4.  
**04. HIGHER WITHHOLDING (TWO JOB INDICATOR - STEP 2(C) ON THE IRS 2020 FORM W-4):**

Y - YES TO HIGHER WITHHOLDING

N - NO TO HIGHER WITHHOLDING

**05. CLAIM DEPENDENTS:** Enter the annual amount to be claimed. This is the amount for the child tax credit and the credits for other dependents that may be claimed on your tax return.

**06. OTHER INCOME (NOT FROM JOBS):** Enter the total dollar amount of other estimated income for the year, if any. This does not include income from other jobs. This may include, interest dividends and retirement income.

**07. DEDUCTIONS:** Enter the resulting amount from the Deductions Worksheet on the IRS Form W-4, if you expect to claim deductions other than the basic standard deductions on the current year's tax return.

### PRIVACY NOTIFICATION

The information Practices Act of 1977 (California Civil Code Section 1798.17) and the Federal Privacy Act (5 USC 552a, subd. (e)(3)) require this notice to be provided when collecting personal information from individuals.

The information you are asked to provide on this form is requested by the Office of the State Controller, Personnel/Payroll Services Division. The information will be used by the State Controller's Office for personnel, payroll, retirement, and health benefits processing.

Furnishing the information requested on this form is mandatory except for Prior Public Employment (Section G). Furnishing prior public employment information is voluntary. Noncompliance in providing your social security number and name will result in refusal of employment. Failure to furnish other requested information may result in inaccurate determination of credit for State service, payroll calculations, retirement, and/or health benefits.

Legal references authorizing the maintenance of this information by the State Controller's Office include: Federal Internal Revenue Code (26 USC Sections 3402(a), 6011, 6051, and 6109) and the regulations thereto; Federal Public Health and Welfare Code (42 USC Section 403); and California

Government Code Sections 12470 through 12479 and 16391 through 16395; California Unemployment Insurance Code Section 13020; delegated authority from the State Personnel Board; and delegated authority from the Trustees of the California State University.

Certain items of information furnished on this form may be transferred to the following governmental or private agencies where authorized by law: State Personnel Board, Department of Human Resources, Trustees of the California State University, Employment Development Department, Department of Social Services, Department of Finance, Public Employees' Retirement System, employing State agencies and campuses, Social Security Administration, Federal Internal Revenue Service, California State Franchise Tax Board, other State income tax bureaus and other governmental entities when required by State or Federal law, organizations for which deductions are authorized by law, and collective bargaining organizations.

Employees have the right to review their own personal information maintained by the State Controller's Office unless access is exempted by law. Contact: Personnel/Payroll Services Division, State Controller's Office, P.O. Box 942850, Sacramento, CA 94250-3878.



# State of California Application Instructions

Read the following instructions carefully before completing this application. Please complete the application on a computer or print in ink. All questions **must** be answered completely and accurately, except as noted. You may be disqualified for any false or misleading statements or for omitting information. The information you furnish will be used to apply for a job, determine your eligibility and/or may be the basis for arriving at your final rating in an examination. During the course of an examination, you may be requested to provide additional information regarding your qualifications, your preference regarding work location, shifts, etc.

**Social Security Number (SSN)** – Providing this is voluntary in accordance with the Privacy Act of 1974 (PL 93-579). However, a SSN may be needed to process your application when granting items such as Veterans' Preference, Limited Examination and Appointment Program (LEAP), Career Credits, and/or confirming list eligibility.

**Examination(s) or Job Title(s)** – Provide the title of the position listed on the announcement.

**Question 2** – Must be answered by all applicants. You must answer "Yes" if you have ever, because of poor performance or misconduct, been fired, dismissed, or terminated from a job, or had an employment contract terminated. Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn (unilaterally or as part of a settlement agreement) or revoked need not answer "Yes." Explain any "Yes" answers in the Explanations section. Briefly describe the facts, findings, any action taken against you, and the circumstances under which you left the position.

In completing this application, you do not need to answer "Yes" to Question 2 if:

- you have been rejected during a probationary period;
- your employer withdrew the firing, dismissal, termination, or contract termination (either voluntarily or as part of a settlement); or
- a court or administrative agency overturned or revoked the firing, dismissal, termination, or contract termination.

If asked about past employment history by a prospective employer during the hiring process or probationary period, applicants are required to tell the truth regarding any firing, dismissal, termination, contract termination or rejection during probationary period, whether or not the action was overturned, revoked, or withdrawn (either voluntarily by the employer or, as part of a settlement agreement). Applicants are also required to provide factually correct information in the Employment History section of the application.

**Question 3** – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "Yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board,

state employer, or other governmental unit within California state civil service, where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with the state or any state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University.

**Question 4** – Must be answered by all applicants. Government Code section 18720.45 requires applicants for state employment to disclose on their application form whether they have entered into any agreement(s) with the state in which the applicant agreed to refrain from seeking or accepting any subsequent employment with the state. You must answer "yes" to this question if you have ever entered into a written agreement with any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, involving an adverse action, rejection on probation, or AWOL termination where one of the terms of the agreement provided that you agreed not to seek or accept subsequent employment with a particular state agency. A state agency includes any department, agency, commission, board, state employer, or other governmental unit within the California state civil service, but does not include the California State University. If you answer "Yes" to this question, please provide the name of the particular agency and the details in the Explanations section.

**Question 10** – If you checked "Yes" and you are not able to attach the Accommodation Request form, you will be contacted via telephone or mail to make specific arrangements.

**Explanations** – Use this section to explain the details of any response that requires additional information. Be thorough, and attach additional sheet(s) if needed.

**Applicant's Signature** – Your signature and the date signed is required. If the hard copy application is not signed, it may be rejected. Electronic submission of your application through a CalCareer Account certifies your application in place of a signature and date signed.

**Education** – You must include a complete record of your training and educational background. Please read the requirements of the examination bulletin for any specific educational requirements. If more space is needed, you may attach additional documentation.

**Licenses** – If the examination bulletin requires a specific license, professional certificate, or membership in a professional organization, list the full name of the license, certificate or organization, the license number, and the official expiration date of the document or membership.

**Employment History and Experience** – You must include a complete list of your paid and/or volunteer work experience **that relates to the qualification requirements specified on the examination bulletin**. List all relevant jobs during the past 10 years, regardless of duration, including part-time and military service. You should also list volunteer experience and jobs if they directly relate to the job for which you are applying. **State employees must list the specific departments for which they worked and indicate the specific civil service class title(s) held.**

**Requesting Veterans' Preference** – If you have not previously applied and been approved for Veterans' Preference, you must complete and submit the Veterans'

Preference Form, CALHR-1093 to the California Department of Human Resources.

**Equal Employment Opportunity Page** – Providing this information is voluntary. This data is only to be used for statistical purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

**NOTE:** Your completed application and other examination related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code section 18934. This application and other confidential information **will not be returned**; therefore, it is recommended that you keep a copy of your completed application for your records. Your rights to inspect your examination papers are set forth in Title 2, section 186 -189 of the California Code of Regulations, which can be accessed at Office of Administrative Law website at: [oal.ca.gov](http://oal.ca.gov).

## Information About Disability

**Physical disability** includes but is not limited to having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems listed include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity, such as working, if it makes the achievement of the major life activity difficult.

**Mental disability** includes but is not limited to having any mental or psychological disorder or condition, such as intellectual or cognitive disability, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity, or having any other mental or psychological disorder or condition that requires special education or related services.

**Major life activities** are defined broadly and include physical, mental, and social activities, including but not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities include the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

**Major bodily functions** include the operation of an individual organ within a body system.

**An impairment** "limits" a major life activity if it makes the achievement of the major life activity difficult.

**Medical condition** is defined as any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.

**Genetic characteristic** is defined as any scientifically or medically identifiable gene or chromosome or an inherited characteristic that could statistically lead to increased development of a disease or disorder.

California Code of Regulations, Title 2, section 11065.

# State of California Application

PRINT OR TYPE

APPLICANT'S NAME (Last) (First) (M.I.)		CALCAREER ID	
MAILING ADDRESS (Number) (Street) (Apt #)		SOCIAL SECURITY NUMBER (Exams Only)	
(City) (County) (State) (Zip Code)			
E-MAIL ADDRESS	1st TELEPHONE NUMBER Work Home Other	2nd TELEPHONE NUMBER Work Home Other	
EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING			<b>PERSONNEL USE ONLY</b>

## STANDARD EMPLOYMENT QUESTIONS

1. Are you now employed by the State of California? If "Yes," fill in the information below. Yes No  
Department: Subdivision:
2. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? If "Yes," give details in the "Explanation" section below and refer to the instructions page for further information. Yes No
3. Have you ever entered into any written agreement with a state agency in which you agreed not to seek or accept subsequent employment with the state or any state agency? Yes No
4. Have you ever entered into any written agreement with a state agency involving an adverse action, rejection on probation, or AWOL termination, in which you agreed not to seek or accept subsequent employment with a particular state agency? Yes No
5. In addition to English, list any other languages you are fluent in:  
a. Verbal fluency in  
b. Written fluency in

## ANSWER THE FOLLOWING QUESTIONS ONLY IF THE EXAM BULLETIN OR JOB POSTING REQUIRES THE INFORMATION

6. For typing applicants only: I certify I can type at a speed of words per minute.
7. Do you meet the minimum and/or maximum age requirements? Yes No
8. Do you possess a valid California Driver License? If "Yes," fill in the information below. Yes No  
License #: Class: Restrictions:

## ANSWER THE FOLLOWING QUESTIONS IF APPLYING TO TAKE AN EXAMINATION

9. Enter your preferred county to take the examination, if different from your county of residence:
10. Do you need an accommodation to take an examination or assessment? If "Yes," complete the Accommodation form. Yes No

**NOTE:** If you are a veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, you may qualify for Veterans' Preference. For information regarding Veterans' Preference see [www.calcareers.ca.gov](http://www.calcareers.ca.gov) or [www.calvet.ca.gov](http://www.calvet.ca.gov).

**EXPLANATIONS:** Provide details of any response that requires additional information.

## CERTIFICATION – IMPORTANT – READ BEFORE SIGNING – YOUR SIGNATURE IS REQUIRED FOR HARD COPY SUBMISSION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California.

APPLICANT'S SIGNATURE		DATE SIGNED																																											
<b>APPLICANTS — DO NOT USE THE SPACE BELOW — FOR PERSONNEL USE ONLY</b>																																													
<table><tr><td>Classes</td><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td></td><td></td><td></td></tr><tr><td>WC for Series/Levels</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>RC/Flag for Series/Levels</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Classes	01	02	03	04	05	06				WC for Series/Levels										RC/Flag for Series/Levels										Flags WC		<table><tr><td colspan="2"><b>FOR PERSONNEL USE ONLY</b></td></tr><tr><td colspan="2">STATUS</td></tr><tr><td>Accepted</td><td>REJECTED WC</td></tr><tr><td>EXPERIENCE</td><td>LICENSE REQUIREMENT</td></tr><tr><td>EDUCATION</td><td>OTHER</td></tr><tr><td>STAFF</td><td>DATE PROCESSED</td></tr></table>	<b>FOR PERSONNEL USE ONLY</b>		STATUS		Accepted	REJECTED WC	EXPERIENCE	LICENSE REQUIREMENT	EDUCATION	OTHER	STAFF	DATE PROCESSED
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REASON FOR LEAVING

APPLICANT'S NAME ( <i>Last</i> )	( <i>First</i> )	( <i>M.I.</i> )	CALCAREER ID
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FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

**EXAMINATION / EMPLOYMENT APPLICATION**

STD. 678 (REV. 12/2021) Page 6

APPLICANT'S NAME ( <i>Last</i> )	( <i>First</i> )	( <i>M.I.</i> )	CALCAREER ID
----------------------------------	------------------	-----------------	--------------

FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

APPLICANT'S NAME ( <i>Last</i> )	( <i>First</i> )	( <i>M.I.</i> )	CALCAREER ID
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FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
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TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
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TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			



APPLICANT'S NAME ( <i>Last</i> )	( <i>First</i> )	( <i>M.I.</i> )	CALCAREER ID
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FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
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TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
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FROM ( <i>MM/DD/YY</i> )	TO ( <i>MM/DD/YY</i> )	TITLE/JOB CLASSIFICATION ( <i>Include Range or Level, if applicable</i> )	SUPERVISOR NAME
HOURS PER WEEK	COMPANY/STATE AGENCY NAME		SUPERVISOR PHONE NUMBER
TOTAL WORKED	ADDRESS		
DUTIES PERFORMED			
REASON FOR LEAVING			

## CalHR Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to the privacy of your personal information. The information requested on this form may include personal information. Under the Information Practice Act of 1977, California Civil Code section 1798.17, agencies/departments that use this form to collect personal information from individuals are required to provide a privacy notice with this form. For more information, you may wish to contact the appointing authority at which you are applying to receive information regarding that appointing authority's privacy policy, and privacy notice on information collection.

### Legal Authority for Collection and Use of Information

CalHR is requesting the information specified on this form pursuant to Government Code sections 8310.5, 11019.11, 12946, 18720, 18720.1, 19233, 19234, 19705, 19790, 19792(h) and the California Code of Regulations, Title 2, sections 599.980, 11013(b).

The information collected will be used for scheduling examinations, determining your eligibility for state civil service, and contacting you. Information will also be used for statistical and analytic purposes, audit purposes and may be disclosed to the appointing authority to which you apply.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to determine your eligibility for state civil service employment.

### Disclosure and Sharing

CalHR does not, under any circumstance, sell your electronically collected personal information. In addition, Government Code section 11015.5 (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use. However, we may share your personal information under the following circumstances:

1. To other state departments and third party vendors for administering our human resource responsibilities as required by law;
2. You give us permission and we have your consent; and/or
3. We may release information to a party with a legal authority, such as a subpoena.

### Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy at <http://calhr.ca.gov/pages/privacy-policy.aspx>.

### Access to Your Information

You can view your personal information through your CalCareer account. If you have questions regarding your CalCareer account, you may contact the CalHR Selection Division.

CalHR Selection Division  
1515 S Street, Room, 500N  
Sacramento, CA 95811  
866-844-8671

## EQUAL EMPLOYMENT OPPORTUNITY

**APPLICANT:** This data assists the State of California in its commitment to equal employment opportunity. Applicants are asked to voluntarily provide the information below. This questionnaire will be separated from the application and will not be used in any employment decisions. This data will be used for statistical data gathering and reporting purposes in evaluating the extent to which the state is complying with state and federal equal employment opportunity and non-discrimination requirements.

SOCIAL SECURITY NUMBER	AGE				GENDER	
	Under 21 (1)	21-39 (3)	40-69 (6)	70 and Over (7)	Male	Female

### RACE AND ETHNICITY

Check one or more boxes that best describe your race or ethnicity.

**BLACK or AFRICAN AMERICAN (F)**

**AMERICAN INDIAN or ALASKA  
NATIVE (H)**

**HISPANIC or LATINO(D)**

**WHITE (E)**

#### ASIAN

Indian (M)

Cambodian (U)

Chinese (J)

Filipino (G)

Japanese (I)

Korean (K)

Laotian (V)

Vietnamese (L)

Other Asian (S)

#### PACIFIC ISLANDER

Guamanian (R)

Hawaiian (P)

Samoan (Q)

Other Pacific Islander (T)

I choose not to identify.

### DISABILITY

A person with a disability is an individual who:

- has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working;
- has a record or history of such impairment or medical condition; or
- is regarded as having such an impairment or medical condition.

Please refer to the instructions for more information regarding how disability is defined under the law.

Yes, I have a disability

No, I do not have a disability

### MILITARY

Have you ever served in the United States military? Please check the appropriate box below.

Yes, I have served in the military

No, I have not served in the military

### AUTHORITIES

Government Code sections 8310.5, 11019.11, 12946, 19233, 19234, 19705, 19790, 19792(h) and California Code of Regulations, Title 2, sections 599.980, 11013(b) authorize the State of California to collect demographic information on job applicants and exam participants for analysis and statistical purposes.

**Thank You For Completing This Questionnaire**

## Form I-9, Employment Eligibility Verification

### Instructions

Read all instructions carefully before completing this form.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

### What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

### When Should Form I-9 Be Used?

All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

### Filling Out Form I-9

#### Section 1, Employee

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Noncitizen nationals of the United States** are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

**Employers should note** the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in **Section 2** evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

#### Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

#### Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

#### Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers* (Form M-274). You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

### Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:
  - 1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
  - 2. Record the document title, document number, and expiration date (if any) in Block C; and
  - 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

### What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

### USCIS Forms and Information

To order USCIS forms, you can download them from our website at [www.uscis.gov/forms](http://www.uscis.gov/forms) or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at [www.uscis.gov](http://www.uscis.gov) or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at [www.uscis.gov](http://www.uscis.gov).

### Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

### Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

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## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

# Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

## Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States  
☐ A noncitizen national of the United States (see instructions)  
☐ A lawful permanent resident (Alien #) \_\_\_\_\_  
☐ An alien authorized to work (Alien # or Admission #) \_\_\_\_\_  
 until (expiration date, if applicable - month/day/year)

Employee's Signature

Date (month/day/year)

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.


Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____				

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)
IRS-HCO, 5333 Getwell Rd., Memphis, TN, 38118		

## Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: \_\_\_\_\_ Document #: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)



## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

**Documents that Establish Both  
Identity and Employment  
Authorization**

### LIST B

**Documents that Establish  
Identity**

### LIST C

**Documents that Establish  
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**



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*Policy*

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This document presents the acceptable use of Electronic Mail (E-mail) and the Internet by California Department of Food and Agriculture (CDFA) employees, volunteers, and contractors while utilizing government-owned or leased equipment, facilities, or Internet addresses registered to the CDFA. This policy also includes state-leased Internet and e-mail access through an Internet Service Provider (e.g., EarthLink, JPSnet, AT&T, etc.), even when staff access information from off-site locations, including but not limited to, telecommuting from home or while traveling on State business.

CDFA encourages its employees, volunteers, and contractor personnel (Users) to develop strong Internet skills and knowledge. It is expected that these individuals will use the Internet to improve their job knowledge; to access scientific, technical, and other information on topics that have relevance to the Department; and to communicate with their peers in other government agencies, academia, and industry. Users may access the Internet to stay current on career-related topics, to improve knowledge and skills, and to communicate with experts in scientific and technical fields. The Department encourages Users to access the Internet when direct work-related benefits can accrue and to use E-mail to facilitate prompt and effective communication.

Internet access and E-mail are provided to Users for CDFA business purposes. The CDFA retains the right to monitor, log and/or recover all Internet activity, including E-mail and all Internet website communication, with or without notice to the User. E-mail and Internet usage is not private. Records of E-mail and Internet activity exist in system files and are recovered when necessary.

Users who have been provided E-mail capability shall endeavor to read incoming messages in a timely manner and to respond accordingly. E-mail is not intended to be a permanent storage medium; consequently, proper maintenance protocols should be followed which require Users to regularly archive messages that should be maintained and delete any/all obsolete messages.

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*Acknowledgement*

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Each CDFA User must sign an E-mail and Internet Policy Acknowledgement Form before E-mail and/or Internet access is authorized (see Attached Form). A copy of the signed acknowledgement form is forwarded to the Office of Information Technology Services (ITS) by the User's supervisor when requesting E-mail and/or Internet access for the User. The original copy of the form will be retained in the User's personnel file. Users will be prompted for acknowledgement of

## *E-mail and Internet Usage*

understanding of this policy prior to each network log on.

### *Acceptable Uses of E-mail and the Internet*

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Acceptable uses of E-mail and the Internet include, but are not limited to, the following:

- Communications and information exchanges related to the mission and work of the CDFA.
- Announcements of state laws, procedures, hearings, policies, services, or activities.
- Use for advisory, standards, research, analysis and professional society or development activities related to the user's governmental duties.
- Services provided to CDFA business partners and the public.
- Use of social networking sites that are related to the users governmental duties (e.g., FaceBook, YouTube, Twitters, MySpace, LinkedIn, Digg, Flickr, etc.).
- Mass E-mails related to business issues that impact CDFA employees, such as training, examination announcements, network maintenance.
- Employee personal use on an "incidental and minimal" basis.
- Union stewards may conduct Union-related business on an "incidental and minimal" basis.

### *Unacceptable Uses of E-mail and the Internet*

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It is unacceptable for a User to submit, publish, access, use, display, or transmit on the Internet or through E-mail, information which:

- Violates or infringes on the rights of another person, including the right to privacy.
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, sexually oriented, threatening, racially offensive, discriminatory or illegal material.
- Violates agency regulations prohibiting sexual harassment or other forms of discrimination.
- Violates agency regulations prohibiting workplace violence.
- Uses the Internet for any illegal purpose.

- Uses the Internet or E-mail for personal gain.
- Solicits the performance of any activity that is prohibited by law.

Other unacceptable uses are:

- Obtaining non-standard software from the Internet through accessing and downloading executable software. Exceptions must be cleared through ITS.
- Unauthorized reading, deleting, copying or modifying E-mail messages of others.
- Sending or requesting junk mail (including inappropriate jokes and humor), for-profit messages, or chain letters.
- Mass E-mail of non-business related items, such as raffles, food sales, fund raisers.
- Use of social networking sites that are not directly related to the User's governmental duties.
- Listening to or watching streaming audio or video that is not directly job-related. (Audio and video streaming from the Internet to the desktop computer uses enormous amounts of the CDFA networking resources and can have a negative impact on the ability of other Users to access the Internet or other network services.)

### *Procedures for Sending Mass Electronic Mailings*

1. Obtain prior approval from an authorized official (i.e., division director, special assistant, or branch chief).
2. Compose the e-mail. Whenever possible, write the text within the body of the e-mail rather than as an attachment – attachments use more space and further congest the network.
3. Be sure E-mail relates to your target audience. Do not send an E-mail to CDFA Everyone when it only applies to staff in the headquarters building.
4. Include a standard statement at the bottom of the E-mail indicating the name, title, and office of the individual who approved the e-mail for mass mailing: for example, "This e-mail was approved for mass mailing by J. Doe, Director, Division of \_\_\_\_\_."

### *Monitoring of Internet Access*

If a User is suspected of E-mail and/or Internet abuse, monitoring of E-mail and/or

## *E-mail and Internet Usage*

Internet use may be conducted. Based on the findings of the monitoring process, appropriate administrative action will occur.

### *Future Memorandums of Understanding*

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If any portion of this Internet policy is inconsistent with any E-mail/Internet provision negotiated in future statewide Memorandums of Understanding (MOU) agreed to by the recognized employee organizations and the State, the specific MOU provision will control. All other provisions of this E-mail and Internet Usage Policy will remain in effect.

### *Distribution*

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Distribution of the above policy/procedure includes all CDFA employees.

If you have any questions or need additional information regarding this policy, please contact the Office of Information Technology Services (ITS) by telephone at 916-651-HELP (4357) or by E-mail at [servicedesk@cdfa.ca.gov](mailto:servicedesk@cdfa.ca.gov).

**California Department of Food and Agriculture**  
***E-mail and Internet Usage Policy Acknowledgement Form***

I, \_\_\_\_\_, have received, read, understand, and agree to abide by this policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Internet/E-mail ID: \_\_\_\_\_

## *Policy*

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The California Department of Food and Agriculture, District Agricultural Associations (DAAs), and related Boards, Councils, and Commissions (herein collectively referred to as the Department) are committed to providing a safe and secure work environment. In keeping with this commitment, the Department has a zero-tolerance policy for violence, threats, hostility resulting from intimidation, abusive conduct, and bullying in the workplace. Any statement or acts by any person which, directly or indirectly, threatens, makes reference to, or implies, physical harm, violent acts, or illegal use of weapons by any employee, contracted employee, client, public person or vendor will not be tolerated.

All persons involved in Department activities, including, but not limited to, Department staff, board members, contracted, temporary, and voluntary employees, unpaid interns, members of the public, applicants for employment, or visitors on Department property who may come into contact with Department employees, are expected to adhere to the expectations set forth in this policy.

It is the policy of the Department that possessing firearms or other weapons within any state or local public building or property, or onto any property on which official business of the Department is being conducted is strictly prohibited. Exemptions to this provision apply to peace officers and to certain events held by the DAAs.

This policy is intended to protect all Department employees, contracted employees, clients, vendors, and any other individuals who come into contact with Department employees during the course of their duties or as a result of their employment.

## *Authority*

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Labor Code Section [6400](#), [6401](#)

California Government Code Sections [19572](#), [12950.1\(b\)](#)

California Penal Code Sections [71](#), [171](#), [16000-34370](#)

## *Definitions*

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### *Abusive Conduct*

Conduct carried out with malice that a reasonable person would find hostile and/or offensive. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, or epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person.

<i>Bullying</i>	Malicious acts of repeated, aggressive behavior intended to physically or mentally hurt another person or, single egregious acts of aggressive behavior.
<i>Harassment</i>	Continuous unwelcome, disrespectful, or unprofessional conduct.
<i>Hostility</i>	Acts characterized by aggression and maliciousness resulting in intimidation and an unpleasant environment.
<i>Malice</i>	Conduct which is intended to cause injury or which is carried out with a willful and conscious disregard for the rights or safety of others.
<i>Obligated Reporter</i>	A person who, because of their status as a “supervisor”, is expected to report any suspicion or actual complaints of violence, threats, hostility, bullying, abusive conduct, or weapons possession.
<i>Passive Aggression</i>	Apparently compliant behavior, with built-in obstructive or stubborn qualities, to cover deeply felt aggressive feelings that cannot be more directly expressed.
<i>Prima Facie</i>	Sufficient corroborating evidence accepted as correct until proven otherwise.
<i>Protected Activity</i>	Protected activities include opposing bullying or other hostile practices, filing a complaint, testifying, assisting, or participating in any manner in an Office of Civil Rights (OCR) investigation, proceeding, or hearing.
<i>Retaliation</i>	An adverse employment action against an individual for engaging in a protected activity. There must be a causal link between the adverse employment action and the protected activity.
<i>Supervisor</i>	Any person who, in the course of their work activities, has the discretion and authority to hire, transfer, promote, assign, reward, discipline, or terminate employees or can recommend these actions, act on employee grievances, recommend action on grievances, or has the authority to direct an employee’s daily work, regardless of their Civil Service classification. This includes people in supervisory or managerial classifications, as well as board members, board chairs or presidents, and office or field leads.
<i>Threat of Violence</i>	A declaration or action expressing the intention to inflict harm.

<i>Violence</i>	Exertion of physical force so as to injure or abuse. Intense, turbulent, furious, or destructive action or force.
<i>Weapon(s)</i>	Firearms (loaded or unloaded), explosive devices, knives with blades exceeding four inches, billy clubs, metal knuckles, tear gas, receptacles containing illegal chemical substances, and any other item that may be considered an object or instrument which can be used to threaten or cause harm.
<i>Zero-Tolerance</i>	Refusal to accept potential violations of this policy by addressing any and all allegations with the appropriate response from Department management, the OCR, and the Human Resources Branch (HRB).

## *Responsibility*

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<i>Department</i>	Divisions and programs ensure the work environment is safe and secure for all Department employees.
<i>Office of Civil Rights (OCR)</i>	<p>Distribute and maintain a written policy which informs Department personnel of the Department's commitment to providing a safe workplace free from violence.</p> <p>Consult, assess, and/or investigate all reported threats, acts of violence, abusive conduct, hostility, and bullying.</p> <p>Administer the Department's Workplace Violence, Threats, and Bullying Prevention training program.</p>
<i>Human Resources Branch (HRB)</i>	<p>Assist supervisors, managers, and Chief Executive Officers (CEOs) with any forms of disciplinary action related to violations of this policy.</p> <p>Assist with any injuries that occur on the job as a result of a workplace violence incident.</p>
<i>Departmental Services Branch (DSB)</i>	<p>Provide onsite security personnel at the Department headquarters in Sacramento.</p> <p>Provide security guidance to satellite locations.</p>
<i>Health and Safety Office</i>	<p>Consult and advise Department management on safety-related laws, rules and regulations.</p> <p>Process reports on all workplace injuries and file official notices as required by law.</p>
<i>Supervisors,</i>	Ensure the work environment is free from hostility and



*Managers, and  
CEO's*

bullying and take immediate action to stop these behaviors when brought to their attention.

Ensure employees receive the appropriate training and encourage open communication.

As an obligated reporter, notify the OCR of incidents of workplace violence, hostility, bullying, abusive conduct and weapons possession.

Forward a completed Violence/Threat/Bullying Incident Report ([SO-129](#)) to the OCR immediately following a report of violence, threats, abusive conduct, hostility or bullying.

Complete an [SO-129](#) on behalf of an employee if that employee does not wish to file on their own.

Investigate minor incidents only as requested by the OCR and report back any and all findings.

Work with HRB to determine a proper level of disciplinary action as a result of the findings of a workplace violence investigation.

If stationed in a field office outside of Sacramento, work with DSB to determine the need for building security and establish procedures to provide access for emergency response personnel to the facility.

*Employees*

Conduct themselves in a professional, courteous, and responsible manner.

Review this policy annually and submit the signed notice to their supervisor.

Adhere to the requirements of this policy and complete the Workplace Violence, Threats, and Bullying Prevention training program every two years.

Report any and all allegations of workplace violence, hostility, bullying, abusive conduct and weapons possession to Department management or directly to the OCR.

Cooperate fully, honestly, and in good faith in any investigation or follow-up activity.

Inform the OCR, supervisors, managers, and CEOs as needed about restraining orders and any other protective court orders related to domestic situations where the staff may be impacted so that assistance can be offered.

## *Violence, Threats, Hostility, Bullying, and Abusive Conduct Prohibition*

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The prohibition against any acts of workplace violence applies to all persons involved in Department operations, including, but not limited to, Department staff, board members, contracted, temporary, voluntary employees, members of the public or visitors on Department property who may come into contact with Department employees.

Situations subject to this policy include, but are not limited to:

- All threats, hostility, bullying, abusive conduct or acts of violence occurring on Department property regardless of the relationship between the Department and the parties involved in the incident.
- All threats, hostility, bullying, abusive conduct or acts of violence occurring off Department property involving someone who is acting as a representative of the Department.
- All threats, hostility, bullying, abusive conduct or acts of violence occurring off Department property involving an employee of the Department if the threats or acts have a connection to the Department or its interests.
- All threats, hostility, bullying, abusive conduct or acts of violence resulting in the conviction of a Department employee or agent of the Department or individual performing services for the Department on a contract or temporary basis under any criminal code relating to an action prohibited in this policy, which has a connection to the Department or its interests.

Specific examples of conduct that may be considered threats, hostility, bullying, abusive conduct or acts of violence may include, but are not limited to:

- Deliberately hitting or shoving an individual.
- Violent physical, verbal, or written expressions which may cause a reasonable person to fear physical harm.
- Physical, verbal, or written expressions which may cause a reasonable person to perceive or fear physical or mental harm.
- Physical, verbal, or written expressions that have the intention to frighten, alarm, or intimidate.
- Harassing surveillance or stalking.
- Harassing or threatening phone calls, texts, emails, or other manner of electronic contact.
- Threats to do harm to another employee or member of the public that are made in either a direct or indirect manner.

- Deliberately tampering or sabotaging another employee's work.
- Deliberately destroying or damaging property belonging to another employee or the Department.
- Passive aggression, including malicious gossip, purposeful inefficiency, and deliberately ignoring someone.

### *Reporting Emergencies*

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In the event of a workplace violence emergency such as active violence, threats of violence, or illegal weapons possession:

- Get to a safe location, out of harm's way.
- Notify the California Highway Patrol (CHP) – Dial 911.
- Notify your immediate supervisor or second-line supervisor of the incident who will inform DSB and building security (if applicable) that CHP are enroute to the location. DAAs should notify the CEO or Deputy Manager who must notify the Department's Health and Safety Officer.
- The employee who reported the incident must submit a completed [SO-129](#) to their supervisor.
- Supervisors, managers, and CEOs are required to complete the necessary forms to report the incident ([Guide to Accident and Crime Reporting](#)).

### *Non-Emergency Internal Complaint/Reporting Process*

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The Department's Workplace Violence, Threats, and Bullying complaint process provides any person involved in Department business the opportunity to raise allegations related to non-violent threats, hostility, abusive conduct, bullying, and weapons possession and to seek resolution of their complaint. Complaints will be resolved at the lowest organizational level possible while assuring that the process provides for timely, thorough, and impartial review of the allegations without fear of reprisal or retaliation.

The following options are available to resolve a complaint:

- Tell the individual engaging in the inappropriate conduct to stop.
- Report the conduct to the immediate supervisor or any other supervisor if the employee's immediate supervisor is unavailable to resolve the complaint.
- Complete an [SO-129](#) and submit to either a supervisor and/or manager, or directly to the OCR at:

- [Civil\\_rights@cdfa.ca.gov](mailto:Civil_rights@cdfa.ca.gov) or
- Office of Civil Rights  
1220 N Street, Suite 115  
Sacramento, CA 95814
- Include enough evidence with the complaint to raise the inference that the allegations are true (*prima facie*). A prima facie case alleging actions that violate this policy must be established before an investigation is initiated.
- If a complaint form is not immediately available, contact the OCR at:
  - [Civil\\_rights@cdfa.ca.gov](mailto:Civil_rights@cdfa.ca.gov) or
  - (916) 654-1005

If a supervisor, manager, or CEO receives a completed SO-129, they must review and forward it to the OCR via email or in a sealed envelope marked “CONFIDENTIAL.”

Should a complaint meet the prima facie standard to investigate, the OCR will proceed with an investigation. For complaints that do not meet the standard to investigate or that can be addressed without an investigation, the OCR will coordinate with the appropriate parties to determine if a policy has been violated or to find a resolution.

## *Investigations*

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Upon receipt of a complaint that requires an investigation, the OCR will take immediate action to conduct an investigation. Investigations typically consist of interviews with the Complainant, Respondent, and appropriate witnesses, review of relevant documents or other evidence, and the writing of an investigative analysis. This analysis is confidential and is only shared with decision makers who have a need to know. Complainants and Respondents will receive a letter detailing the findings of the allegations at the conclusion of the investigation.

Any Department employee who is identified in an investigation and is notified that the OCR wishes to interview them is expected to participate in that investigation and must do so in good faith. If an employee refuses to participate in the investigative process, they may be subject to disciplinary action.

OCR investigations and inquiries are confidential to the extent reasonable. If interviewed by the OCR, the interviewee is not to discuss the interview or information relative to the investigation with anyone other than the investigator or other individual authorized by the OCR, such as a union representative or personal attorney, while the investigation is ongoing. Failure to maintain confidentiality may compromise the investigation and may result in disciplinary action.

## *Retaliation Prohibition*

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Retaliation against a person for engaging in a protected activity is unlawful and will not be tolerated. Protected activities include opposing discriminatory practices, filing a complaint, testifying, assisting, or participating in any manner in an OCR investigation, proceeding, or hearing. These prohibitions apply to all employees, supervisors, managers, CEOs and those against whom complaints are filed.

Appropriate disciplinary action will be taken against anyone determined to have retaliated against a person for engaging in a protected activity.

## *Disciplinary Actions*

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Violations of the prohibitions detailed in this policy by employees, or against any person, are a cause for disciplinary action and may result in adverse action up to and including dismissal. Accordingly, any threat of violence, subtle or direct, must always be reported, documented, and investigated. When appropriate, law enforcement agencies may be contacted for guidance, assistance, and investigation.

## *Restraining Orders*

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An employee who applies for and receives a temporary or full restraining order (Order) in which a Department worksite is identified should provide a copy of the Order, a photograph of the restrained person, and a completed [SO-129](#) to the OCR. Copies are kept on file within the OCR, Department management and/or with the DSB Branch Chief. The OCR will inform the CHP office nearest to the employee's worksite and assist in complying with the Order.

A copy of the Order must also be kept on file with the CHP. The CHP has requested that employees who receive an Order at the 1220 N Street location, hand deliver a copy to its office in the State Capitol. If the restrained person violates the Order, CHP will be notified immediately.

An employee who receives an Order should consult with the OCR to discuss personal safety, and if appropriate, changing the employee's card-key access.

All documents relating to the Order will be held as confidential. Once the period identified in the order has expired, all copies of the document will be destroyed.

## *Employee Assistance Program*

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The Employee Assistance Program (EAP) is available as a resource for civil service employees who desire counseling for stress, interpersonal conflicts, legal issues, and/or concerns which have arisen due to workplace violence and bullying incidents.

For information about the EAP program you may contact the OCR or reach out to the EAP directly:

- Phone: 866-327-4762.
- Telecommunications Device for the Deaf (TDD) Callers: 800-327-0801.
- Website: [www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov)

### *Distribution*

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Distribution of the above policy/procedure includes all employees.

Any employee, supervisor, manager, CEO or Board member seeking advice, guidance, or consultation regarding any incident of workplace violence may contact the OCR at (916) 654-1005 or [civil\\_rights@cdfa.ca.gov](mailto:civil_rights@cdfa.ca.gov).

**THIS POLICY SERVES AS NOTICE TO EMPLOYEES OF THE  
DEPARTMENT'S WORKPLACE VIOLENCE, THREATS, AND BULLYING  
PREVENTION POLICY**

I hereby certify I have read and understand the Department's Workplace Violence, Threats, and Bullying Prevention Policy and I am aware of the provisions and consequences for violating this policy.

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Employee Name

Employee Signature

Date

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Supervisor's Name

Supervisor's Signature

Date

---

Division/Branch/DAA

Retain in the employee's file until superseded.

cc: Employee

## *Policy*

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It is the policy of the California Department of Food and Agriculture (CDFA) that as a condition of employment, every employee, except legally employed noncitizens, shall sign an oath of allegiance before entering into the duties of his or her state employment. If an employee who is a non-citizen becomes a citizen, an oath shall then be obtained.

## *Authority*

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California Constitution, Article 20, Section 3

California Government Code Sections 1360 – 1369 and 3102-3108

## *Responsibility*

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<i>Secretariat, Directors, Chief Executive Officers, (CEOs) and Branch Chiefs</i>	Are authorized to, and shall administer and witness, the oath of allegiance of CDFA employees new to State service.  When not logistically and economically feasible to administer the oath directly, the Secretariat, Division Director, CEO, or Branch Chief may authorize staff to administer the oath.
<i>Human Resources Branch (HRB)</i>	Will file the signed oath in the employee's official personnel file.
<i>Employees</i>	Those new to State service shall take and sign the oath of allegiance.

## *Process*

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Prior to entering into his or her duties the new employee, regardless of tenure and time base, who is a citizen, shall sign Part I of the [Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California](#), form (STD 689).

Prior to entering into his or her duties the new employee, regardless of tenure and time base, who is a non-citizen but legally allowed to work, shall sign Part II of form STD 689.



### *Reasonable Accommodation*

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The HRB and Legal Office will work diligently, and in good faith, to engage an employee in an interactive process designed to address his or her concerns and accommodate his or her beliefs regarding the oath, while at the same time pursuing their legal responsibilities to ensure that employees sign the oath as required by law.

### *Failure to Sign - Penalties*

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No compensation or reimbursement for expenses incurred shall be paid to any State employee unless the employee has taken and subscribed to the oath.

### *Distribution*

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Distribution of this policy includes all employees.

If you have any questions or need further information, please contact HRB at (916) 654-0790.

## *Policy*

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The California Department of Food and Agriculture (CDFA) encourages the use of teleworking where it is a viable option with benefits for the employee and department.

This policy applies to CDFA, its employees, and DAA employees. Supervisors and employees must understand that adherence to the policy and procedures are an essential requirement of the Telework Program.

For bargaining units (BUs) with an existing Memorandum of Understanding (MOU), if the MOU contains telework language that is in conflict with this policy, the MOU language shall be controlling.

## *Authority*

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Government Code Sections [11549](#), [14200-14203](#) and [19996.2](#)

State Administrative Manual (SAM) [5350.1](#), [5355](#) and [5365.2](#)

[Statewide Information Management Manual \(SIMM\) 5360-A](#)

[Statewide Telework Policy - 0181](#)

[2 California Code of Regulations § 599.616.1 \(a\) Definitions – Excluded Employees](#)

## *Definitions*

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<i>Alternate Work Location</i>	The approved work location other than the office. Alternate work location could be an employee's residence or other approved site.
<i>Dependent Care</i>	Support and nurturing of persons who cannot meet their own needs, such as children, functionally impaired adults, or the elderly.
<i>Field Worker</i>	An employee who performs a job (inspection, investigation, audit, etc.) at a work site other than a CDFA facility. A field worker is considered to be an office worker and their job site is considered to be their office.
<i>Hoteling</i>	Providing office space to a Remote-Centered Teleworker which may be occupied by other teleworkers on other days.
<i>Incidental Telework</i>	Unplanned situation causing an employee to request and receive supervisorial approval to work from an alternate

work location.

<i>Office</i>	The location, state building, or official worksite that would be the employee's work location if not teleworking.
<i>Office-Centered Telework</i>	Work is performed more than fifty percent of the time from the office. Office-Centered teleworkers maintain a dedicated workstation in the office and utilize department provided mobile equipment for teleworking at their designated alternate work location.
<i>Regular Business Hours</i>	<p>Telework hours should conform with regular business hours of the teleworker's headquarters.</p> <p>8:00 a.m. to 5:00 p.m., Monday through Friday with a lunch period. May vary for field offices.</p>
<i>Telework</i>	The terms 'telework,' 'teleworking,' 'telecommute,' and 'telecommuting' are defined as a work flexibility arrangement established between the department management and the employee under which the employee performs the duties and responsibilities of the employee's position, and other authorized activities, from an approved location other than the office. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternate work location.
<i>Remote-Centered Telework</i>	Work is performed fifty percent or more of the time from an alternate work location. Remote-Centered teleworkers shall have their dedicated workstation located at their designated alternate work location. Remote-Centered teleworkers may use shared space when working in the office.
<i>Shared Space</i>	Work area that is used on an individual basis by multiple people, most often a hoteling station where some stations may provide computers and others provide docking stations for laptops.
<i>Telework Coordinator</i>	Officer responsible for coordination of the Telework Program. This function resides in CDFA's Labor Relations Office.
<i>Teleworker</i>	An employee who understands and has complied with this policy and has approval to work from their residence or

other pre-established location up to a specified number of hours per week.

## *Responsibilities*

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*Branch Chiefs and  
District Agricultural  
Association (DAA) Chief  
Executive Officers  
(CEOs)*

Administer the Telework Program in their respective branches/DAAs, including ensuring compliance with all applicable policies, procedures, laws and identify positions suitable for the telework option. All employees who reside in suitable positions shall be qualified to participate in telework and are authorized to participate to the fullest extent possible without diminished individual or organizational performance.

Approve the purchase of appropriate information technology (IT) equipment and software necessary for the employee to telework unless the teleworker's existing office equipment can be used at the remote location. Procurement policies regarding additional equipment must be followed.

Ensure the supervisor annually reviews the Telework Agreement with the teleworker and evaluates the efficacy of the Telework Agreement to determine if it should either continue or end.

*Supervisors*

Determine if proposals for their employees to telework are likely to contribute to CDFA's objectives, while maintaining or improving program objectives, efficiency, productivity, service, benefits, and safety conditions.

Approve alternate work locations, taking into consideration the following: technology, security, proximity to the employee's headquarters location of record, safety, distractions, performance, etc.

Ensure employees who remain in the office are not burdened by handling the teleworker's regular assignments (i.e., answering telephone calls, dispensing information).

Treat teleworking employees the same as an employee working in the office with respect to performance management, conduct, training, and promotional opportunities.

Provide specific, measurable, and attainable performance expectations for the teleworker, define assignments and

corresponding deadlines in detail, and the quality of the work expected.

Inform teleworkers that failure to comply with the policy and procedures may be cause for terminating participation in the program and/or possible discipline.

Designate each teleworker as Remote-Centered or Office-Centered.

When applicable, include the following language in job announcements and duty statements where a position is conducive to telework: "Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy."

Maintain signed and approved originals of the Telework Agreement, [STD 200](#).

Review employee Telework Agreements at least annually to ensure the agreement continues to meet business needs.

#### *Teleworkers*

When telework is determined to be a viable work option, employees must work with their supervisors to develop and follow an acceptable [STD 200](#).

Abide by the provisions set forth in this policy.

Establish and maintain an acceptable and safe home-office environment as outlined in [Teleworker's Guide to Setting up the Home Office, SO-173](#).

Are required to secure needed internet service prior to the start of a telework arrangement. Lack of adequate internet service may result in termination or denial of a telework agreement.

Are required to notify their supervisor in advance, and obtain approval, when their alternate work location will change (i.e., moving or temporarily working from another location). Permanent changes to the alternate work location will require submission of a modified STD. 200.

Adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security as outlined in "Information Security" in the "Telework Environment" section of this policy and in all other appropriate policies. Comply

with all IT policies and practices involving handling and maintenance of IT equipment and software.

Must be prepared to come in to a CDFA office on short notice when the supervisor requests for business needs, for equipment repair or replacement, or for other resource needs. Office of Information Technology Services (OITS) staff are prohibited from traveling to the teleworkers non-office worksite.

Must ensure dependent care and other personal responsibilities do not adversely affect their normal work duties or professionalism.

Shall be familiar with and responsible for safeguarding the property they use to perform their duties.

Observe departmental policy for overtime. A telework agreement does not amend compensation or time reporting requirements.

Complete annual Information Security and Privacy Awareness training. Employees who are not compliant with Information Security and Privacy Awareness training are not eligible to telework.

Are required to participate when there are studies, inquiries, reports, or analyses relating to the telework program.

*Telework Coordinator*

Responsible for day-to-day coordination and management of the Telework Program, including compliance with policies, procedures, and guidelines.

Provides training on telework as needed.

Serves as a telework informational resource for all employees.

Assists with completion and reporting of metrics to ascertain effectiveness of telework program.

Serves as point of contact for the Department of General Services regarding the telework program and its effectiveness.

*Office of Information  
Technology Services  
(OITS)*

Ensure computing hardware and software are compatible for telework.

Communicate to supervisors and employees that State data

are only to be accessed, saved, shared, or stored on approved State equipment or an authorized alternate storage service according to existing IT security policies, including use of encrypted storage for personal, sensitive, and/or confidential data.

Facilitate the reuse and transfer of State-owned IT equipment meeting departmental standards where appropriate.

Ensure routine maintenance and repair of CDFA IT assets used by teleworkers.

Provide employee training on the use of equipment and CDFA standard software as required for the employee to function effectively and independently.

*Human Resources  
Branch (HRB)*

Provide instruction on the proper method for teleworkers to report their time.

*Office of Civil Rights  
(OCR)*

Responsible for handling all reasonable accommodation (RA) requests, including those related to telework.

*Health and Safety  
Officer*

Provides guidance on setting up a safe work environment.

## *Purpose*

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The purpose of the Telework Program is to:

- Improve program effectiveness and employee productivity and morale.
- Facilitate optimum utilization of office and parking facilities.
- Reduce absenteeism.
- Promote employee health and wellness.
- Improve air quality and reduce traffic congestion.
- Improve employee retention.
- Maintain employee productivity.
- Effectively continue business as part of a disaster recovery or emergency plan.
- Encourage participation of eligible employees.
- Maintain or improve customer service.

## *Responsibilities and Approvals*

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**Duty statements must clearly identify telework eligible positions.**

1. The [Teleworker's Guide to Setting up the Home Office, SO-173](#), is reviewed by the employee.
2. Employee completes and signs the [STD 200](#). The [STD 200](#) is forwarded to the supervisor. The [STD 200](#) must not be altered.
3. The agreement is signed and dated by the supervisor/CEO. The supervisor/CEO retains the original signed form. A copy of the completed and signed form is submitted to the Telework Coordinator at [CDFA.asd\\_hrb\\_main@cdfa.ca.gov](mailto:CDFA.asd_hrb_main@cdfa.ca.gov) with 'TELEWORK AGREEMENT' noted in the email subject line.

Supervisors are responsible for ensuring their divisions, branches, and working units have office coverage during CDFA regular business hours of 8:00 a.m. to 5:00 p.m., (or regular business hours of assigned office) including the lunch period. Consideration should be given to the employee's workload and the type of work performed. These matters must be considered prior to approving any request for a telework schedule.

Any adjustments to the employee's original request should be discussed with the employee to develop a work schedule that is agreeable to both the supervisor and the employee. Adjustments to the original agreement must be documented by completing and submitting a revised [STD 200](#). Temporary adjustments to the schedule (3 months or less duration), do not require submission of a revised STD. 200.

### *Telework Eligibility*

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Not all positions or job classifications may be appropriate for telework arrangements and the Department has the discretion to determine an employee's participation in telework. All employees in positions designated by management as eligible shall be qualified to participate in telework and are authorized to participate to the fullest extent possible without diminished individual or organizational performance.

Department Management will consider telework for all possible positions in which telework can promote effective and efficient business operations.

The following guidance may be used to determine what functions may be appropriate for telework:

- Activities that do not require physical presence, including, but not limited to, analysis, data entry, telephoning, writing and editing.
- Responsibilities that do not require public presence.
- Activities where data is not sensitive or confidential or where an information



security risk assessment and resulting security approach is in place for telework access to sensitive or confidential data.

- Consider at a minimum the following factors when determining which positions may be eligible for a telework arrangement:
  - Nature of work performed.
  - Efficiency of work processes.
  - Effectiveness of existing project teams.
  - Impact on ability to provide quality customer service.
  - Utilization of office space or space savings.
  - Technology readiness of the Department such as equipment, infrastructure, and support.
  - Impact to employee retention.

Voluntary participation in the Telework Program is subject to prior written approval by the employee's supervisor. Approval must be completed prior to the start of the employee's telework schedule by execution of a [STD 200](#).

### **Teleworker Rights**

Employee rights guaranteed under the [Dills Act](#) as well as those negotiated in the [MOU](#) between the State and the employee organizations are neither enhanced nor abridged by participating in a Telework Program. Teleworkers retain the right to grieve in accordance with the provisions of their [MOU](#).

Teleworkers retain the right to meet with their union representatives in accordance with their [MOU](#).

Employees participating in telework will be eligible for the same opportunities as employees who are not participating. This includes assignments, development opportunities, promotions, and awards/recognitions.

## ***Telework Schedule***

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### **Telework Schedules**

All telework schedules must be established prior to the start of the work arrangement and must be mutually agreeable to the employee and the supervisor. All temporary changes of the agreed-upon schedule must be approved by the supervisor. Permanent changes must be documented and a modified [STD 200](#) must be submitted and approved by the supervisor/CEO. The supervisor and the teleworker must take action to prevent the teleworker from becoming isolated from office staff. If an employee becomes ill on a scheduled telework day, the employee shall follow his/her branch's established protocol used for reporting absences.

When necessary, a teleworker may be called in to the office during, before, or after

their regular telework schedule to meet operational needs or to provide emergency response. If called in, the teleworker must report to the office as directed. The supervisor will provide reasonable notice whenever possible. However, the employee may be required to report to the office without advance notice.

During regular business hours, employees must be accessible for communication (i.e., telephone, cell phone, email, etc.). Specific requirements are subject to the needs of the branch as determined by the supervisor/CEO.

### **Incidental Telework**

Employees may be allowed to telework on a temporary basis as their workload permits. A [STD 200](#) is not required for incidental telework. Ongoing, incidental telework is prohibited.

## ***Headquarters Designation***

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The employee's designated headquarters does not change due to an employee's approved telework agreement. The headquarters location of record will continue to be used by the department to describe the location where the employee would normally work if not teleworking.

Dependent on the employee's duty statement, the distance from headquarters to the alternate work location must be close enough such that the employee can return to headquarters in a reasonable amount of time agreed to by the employee and the supervisor.

## ***Expenses Incurred While Teleworking***

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Travel expenses may be reimbursed in accordance with the [CDFA Travel Guide](#).

## ***Termination of Telework Participation***

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Telework Agreements may be canceled at any time by either the employee or supervisor, in accordance with the following criteria:

### **Employee**

The employee may terminate participation in the Telework Program, at any time, for any reason, on written or verbal notice to their supervisor. When feasible, the employee shall provide such notice at least 10 working days in advance of terminating participation. The employee must begin work at the office immediately following the program termination date.

### **Supervisor**

The supervisor may terminate an individual employee's participation in the program

at any time as follows:

- 10 working days written notice shall be provided in cases of changes in circumstances, operational needs, or funding.
- A telework agreement may be revised or canceled and does not require advance written notice, when it is determined the telework arrangement results in a reduction in performance, does not enable training, oversight, or any other supervision deemed necessary. Consult with your [HRB Classification Analysis Unit \(CAU\) Analyst](#).

## *Telework Environment*

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### **Equipment, Software, Services, Maintenance, Repair, and Replacement**

The employee's branch or organization is responsible for providing and/or funding the purchase of all supplies, IT equipment, and software to be used in a telework assignment.

Employee-owned computing equipment shall not be used in a telework assignment.

The maintenance, repair, or recommendation to replace CDFA/DAA provided IT equipment and software is the responsibility of CDFA's OITS or each DAA's IT support entity. Computer equipment must have a configuration that is compatible with CDFA's current IT infrastructure, as well as with each DAA's current IT infrastructure as appropriate. In the event of equipment malfunction, the teleworker must notify their supervisor immediately. If repairs will take some time, the teleworker may be asked to report to the office to work and for equipment repair or replacement, or until the equipment is usable.

Any CDFA-owned equipment must be properly tagged for inventory control. Such equipment must be returned to the Department upon termination of the Telework Agreement.

Equipment that is needed due to a disability or other medical limitation must follow the RA processes and procedures detailed in the Reasonable Accommodation Policy (See Administrative Manual Section 2.4.1 [Reasonable Accommodation Policy](#)).

The following chart specifies what an employee may be entitled to, based on the amount of their telework days:

Items	Office Centered	Remote Centered
	50% or less per week telework	More than 50% per week telework
Dedicated Headquarters Workstation	Department discretion subject to state space planning requirements	No
<b>Computing Equipment</b>		
Department Provided Computing Device and Software (only one device per employee, not a secondary device)	Yes	Yes
Department Provided Monitor(s)	Yes	Yes
Department Provided Peripherals (i.e. printers, scanners, etc.)	Yes	Yes
<b>Phone</b>		
VoIP or cellular voice/text/data services through Department Provided Computer or Other Telephone Solution That Ensures One Phone per Employee	Yes	Yes
<b>Network</b>		
Department Provided Internet Hotspot	No	Department discretion
<b>Office Equipment</b>		
Department Provided Chair	Yes	Yes
Other Ergonomic Equipment as supported by an approved Reasonable Accommodation request	Yes	Yes
Office Supplies	Yes	Yes

### Restricted Use

The employee acknowledges the use of any CDFA/DAA-provided equipment, software, data, and supplies is limited to authorized teleworker use and only for purposes related to CDFA/DAA business, or as allowed by law or under the provisions of the employee's [MOU](#).

### Information Security

Security of confidential information is of primary concern and importance to CDFA. You can find additional information in the [Information System Security and Connectivity Policy](#).

Teleworkers must adhere to all applicable laws, rules, regulations, policies, and

procedures regarding information security and privacy.

### **Telework Security Standard**

CDFA and DAAs ensure the Telework Program is implemented in accordance with all applicable laws, policies, and standards, including those governing the protection of State information assets.

Statewide information security policies, standards, procedures, and guidelines are issued by the California Department of Technology (CDT). The State Telework and Remote Access Security Standard is available at the [CDT website](#).

### **Health and Safety**

Failure to maintain a proper and safe work environment, in accordance with this policy, may be cause for terminating an employee from the Telework Program.

## ***Liability***

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The alternate work location is an extension of CDFA's workplace only when used for work. All existing CDFA health and safety rules, as well as all existing employment laws, rules, and policies apply the same as they would for staff reporting to the office.

If an employee incurs a work-related injury while teleworking, worker's compensation laws and rules apply just as they would if such an injury occurred at the office. Employees must notify their supervisor immediately and complete all necessary documents regarding the injury.

The State of California is not responsible for any injuries to family members, visitors, or other guests at the employee's alternate work location. The teleworking employee shall not have any business guests at a residence designated as an alternate work location.

Each employee shall be familiar with and responsible for safeguarding the property they use to perform their duties.

The teleworking employee is solely responsible for any tax implications, insurance requirements, and compliance with state and local laws and ordinances when the alternate work location is a residence.

## ***Distribution***

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Distribution of the above Policy includes all CDFA/DAA employees.

If you have questions or need further information, please contact the HRB at [CDFA.asd\\_hrb\\_main@cdfa.ca.gov](mailto:CDFA.asd_hrb_main@cdfa.ca.gov) or 916-654-0790.

## *Policy*

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It is the policy of the California Department of Food and Agriculture (CDFA or Department) and District Agricultural Associations (DAA's) to protect the outstanding record of personal integrity established by its officers and employees (employees) in carrying out its responsibilities to other State agencies and to the public, as well as to comply with State law. Accordingly, CDFA and DAA employees shall not engage in any employment, activity or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as an employee of the State.

## *Authority*

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Section 19990, California Government Code

Section 10410, Public Contract Code

Sections 81000-91014, California Government Code (Political Reform Act)

Federal Hatch Act

Bargaining Unit Contracts (MOU's)

## *Definitions*

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<i>Employee</i> <sup>1</sup>	<p>Includes all CDFA and DAA civil service employees (including seasonal and non-testing classes on any time base) and exempt officers and employees of the Department/DAA.</p> <p>Does not include the following: employees hired through a contract such as Cooperative Agricultural Support Services (CASS), 119-Day employees of the District Agricultural Associations, and Fair Board members.</p>
<i>Person</i>	<p>Includes an individual, firm, corporation, partnership, association, other governmental body, or an agent or representative of any of these entities.</p>

<sup>1</sup> The term encompasses any friend, relative, dependent, or other person used by an employee in an effort to accomplish indirectly what this policy prohibits.

<i>Outside Employment</i>	Includes any service performed by an employee outside employee's work hours for which the employee receives any form of compensation not from CDFA. The term also includes the employee's having an ownership interest in a partnership or other private company, but does not include stock ownership in a publicly traded company.
<i>Outside Activity</i>	Includes any activity, enterprise or service performed by an employee outside employee's work hours, for which the employee does not receive any form of compensation.
<i>Related to the Department</i>	Includes anything related to or affecting any activity, conduct, premises, items, farm or livestock (or products thereof), or commodity, which the Department regulates, monitors, or helps to promote or market. This term further includes any activity performed by the Department/DAA. This term should be interpreted broadly.

## *Responsibility*

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<i>Branch Chiefs/Chief Executive Officers (CEO's)</i>	<p>Branch Chiefs and CEO's are responsible for providing a written decision as to whether an employee's outside employment and/or activities are permissible.</p> <p>Branch Chiefs and CEO's are responsible for providing the original written decision to the Human Resources Branch (HRB).</p>
<i>Managers and Supervisors</i>	<p>Managers and supervisors are responsible for ensuring that their staff is informed of this Policy.</p> <p>Managers and supervisors are responsible for ensuring that new employees complete and return the certification within thirty (30) days of appointment.</p> <p>Managers and supervisors are responsible for ensuring that employees complete and return the certification annually between March 1 and April 30.</p> <p>Managers and supervisors are responsible for sending all of the original completed certifications to the HRB and maintaining a copy in the Branch files.</p>

	Managers and supervisors are responsible for initiating the review process if a decision is required on outside employment and/or activities.
<i>Employees</i>	<p>Employees are responsible for reading, understanding, and abiding by this policy.</p> <p>Employees are responsible for completing a new certification within thirty (30) days of appointment and returning them to their supervisors.</p> <p>Employees are responsible for completing the certification annually between March 1 and April 30 and returning them to their supervisors.</p> <p>Employees are responsible for completing a new certification if they intend to engage in outside employment and/or activities which are or may be related to the Department/DAA.</p>
<i>Human Resources Branch (HRB)</i>	<p>HRB is responsible for filing certifications and Branch Chief/CEO decisions.</p> <p>HRB is responsible for providing copies of certifications and/or decisions upon request. (Certifications and Branch Chief/CEO responses are public documents.)</p>
<i>Legal Office</i>	The Legal Office is responsible for providing assistance to Branch Chiefs/CEO's, upon request, when a decision is required as to whether an employee's outside employment and/or activities are permissible.

### *Penalty for Violation*

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Any employee who violates this policy is subject to disciplinary action up to and including dismissal.

### *Outside Employment and/or Activities*

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An employee may engage in outside employment and/or activities that are not related to the employee's job functions or departmental responsibilities.

An employee shall not engage in outside employment and/or activities that are related to the employee's job functions or departmental responsibilities without the written consent of his/her Branch Chief/CEO.



An employee shall not engage in outside employment and/or activities that are subject to review, control, inspection, audit or enforcement by that employee.

An employee must submit, to his/her supervisor, a written description of any outside employment and/or activities that are or may be related to CDFA/DAA (see Certification Procedures on page 1.2.7.9). The employee's Branch Chief/CEO must make an individual determination as to whether or not the employment and/or activity are permissible. Where it would not adversely affect the operation of the Department/DAA, it may be possible to restrict duty assignments to prevent potentially incompatible situations from arising. It may also be possible to permit a certain employment and/or activity under specific written conditions.

An employee shall not engage in the following outside employment or activities:

- a. Except as part of the regular performance of his/her assigned duties, an employee shall not counsel, advise, or assist any person in the preparation, presentation or defense of any appeal, application, claim, notice, petition, record, report, statements or other writing or matter that is before or may be presented to, the Department/DAA, or presented in any administrative hearing, court proceeding, or action arising under or related to the laws administered by the Department/DAA.
- b. An employee shall not represent any of the following before the Department/DAA:
  1. Any person who is either an applicant for, or a recipient of, any type of service or assistance from a program that is under the supervision of the employee's Division/DAA.
  2. Any person who is applying for, or has obtained, any type of license, registration, or certification issued by the employee's Division/DAA.
  3. Any person who is applying for, or has obtained, any type of license, registration, or certification, which is subject to audit by the employee's Division/DAA.
- c. An employee shall not serve, either directly or indirectly, as the representative of any person in any state hearing, administrative hearing or trial in which the Department/DAA is a party or adjudicator, unless required as part of his or her duties as an employee of the Department/DAA.
- d. An employee shall not contract on his/her own behalf with any California State agency to provide services or goods.
- e. An employee shall not participate in any outside employment or activity, which creates a situation in which the employee fails to devote full-time attention and effort to his/her regularly assigned duties during regular hours of employment.

If the circumstances of an otherwise permissible outside employment or activity change such that they cause an employee to be unable to devote full-time attention and effort to his/her regularly assigned duties during regular hours of employment, the employee must terminate the outside employment or activity or make arrangements, if possible without disruption to the Department/DAA, to reduce the employee's time base.

- f. An employee shall not act as a consultant in areas related to his/her areas of responsibility at the Department/DAA, unless the services are rendered to another California state agency, other state's agency, or federal agency. An employee shall not be compensated for consulting for another governmental agency except that the employee's actual expenses and per diem may be reimbursed.
- g. An employee must abide by the restrictions listed in the Misuse of Position and/or Resources section of the Policy in all outside employment and/or activities.

### *Misuse of Position and/or Resources*

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Misuse of position and/or resources (misuse) includes using state time, facilities, equipment, or supplies for personal advantage and/or the personal advantage of another person. Each employee should devote his/her full time, attention and effort to his/her State office or employment during the hours of duty as a State employee. Any employment or activity during or outside duty hours that impedes an employee's ability to comply with this obligation is incompatible with the employee's State office or employment.

Examples of prohibited activities or activities that constitute misuse include (but are not limited to):

- a. An employee shall not use any departmental symbol, badge, uniform, identification card, stationery, record, information, facility, staff time, equipment, supplies, training material, vehicle, address, postage, mailing list, or influence of his/her State position for personal use, gain and/or advantage, or lend or give such items to other persons unless authorized by law.

Exceptions are:

- 1. An employee who has been provided a State cellular phone for business purposes may make occasional personal use of it provided the employee reimburses the Department/DAA for the cost of that usage.
- 2. An employee may use a State telephone to make necessary personal calls, provided the employee charges any toll or long-distance charges to a credit card. Any such calls should be made only during the employee's

break time except in case of emergency. Abuse of this privilege will result in its restriction or removal.

- b. An employee shall not use state-owned copy machines, fax machines, computer equipment, or software for personal use.
- c. An employee shall not accept, take or convert to his/her own use, products of any kind in the course of, or as a result of inspections or audits of products, facilities, or premises.
- d. An employee shall not make arrangements for employment outside State service while on duty.
- e. An employee shall not use the status of the Department/DAA to solicit, directly or indirectly, business of any kind or to purchase goods or services at a discount for private use.
- f. An employee shall not use confidential or non-confidential information available to the employee solely by virtue of the employee's State employment for personal gain and/or advantage or for the personal gain and/or advantage of another person.
- g. An employee shall not provide confidential or sensitive information to persons not authorized to receive such information. Supervisors are responsible for ensuring that employees know what program information is confidential or sensitive.
- h. An employee shall not provide services or information to prospective bidders on any state contract unless authorized by the Department/DAA Contract Unit manager, and such services and information are available to all prospective bidders on the contract.
- i. An employee shall not prepare, present or publish any speech, article or other writing relating to the operation of the Department/DAA for any compensation from a source other than the State without prior written authorization by the employee's Branch Chief/CEO.
- j. An employee shall not use the authority of his/her position with the Department/DAA to knowingly violate or circumvent, or knowingly assist another to violate or circumvent any local, State, or federal law, regulation, or policy.
- k. An employee who has been given authority to make outside purchases for materials or services for the Department/DAA shall not make such purchases from any business entity in which he/she has a financial interest, or in which a member of the employee's immediate family (spouse, child, parent, sibling, or in-law) has a financial interest.

- l. An employee shall not accept, solicit, or otherwise seek gratuities, loans, credit, money, or anything of value directly or indirectly from any person or his/her agent who is regulated, inspected, licensed, or certified by or otherwise does business with the Department/DAA.
- m. An employee shall not enter into any partnership, profit sharing, or employment arrangement with, solicit business of any kind from, or purchase any property at a special discount from any person subject to regulation, inspection, licensing, certification, accreditation, supervision, or audit by the Department/DAA when the official duties of the employee involve such functions related to that person.
- n. An employee in a scientific, professional, or technical position with the Department/DAA shall not have a financial interest in or enter into any partnership, profit sharing, or employment arrangement with any private practitioner or firm rendering such scientific, professional, or technical services when such private practitioner or firm is subject to regulation, licensing, certification, accreditation or supervision by the Department/DAA, or performs work for the Department/DAA.

## *Gifts<sup>2</sup>*

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An employee shall not accept any gift, including money, any service, gratuity, favor, entertainment, loan, or other thing of value from any person who is doing or seeking to do business of any kind with the Department or whose activities are subject to regulation, inspection, supervision, licensing, or certification by the Department/DAA *under circumstances from which it could reasonably be proven that the gift was intended to influence the employee in his/her official duties or was intended as a reward for any official actions of the employee.* If there is doubt as to the propriety of accepting a gift, the gift should be refused.

All prohibited favors or gifts must be courteously refused, any received must be returned.

If an employee receives an offer of a favor, gift, or cash under circumstances that imply that the intent was to influence or reward the employee's actions, the employee must immediately notify his/her supervisor, even if the offer is refused. The supervisor will elevate the issue as deemed appropriate.

Receipt of gifts from close relatives and friends prompted solely by love, affection, or affinity are not prohibited. Likewise, inexpensive advertising items bearing the

<sup>2</sup> "Designated" employees should consult the brochure entitled "[Limitations and Restrictions on Gifts, Honoraria, Travel and Loans](#)" provided by the Fair Political Practices Commission with Form 700, Annual Statement of Economic Interests.

names of firms are excluded from this Policy (such as pencils, pens, calendars, notepads, coffee mugs, etc.). Reciprocating meals or entertainment are also not prohibited; however, employees should exercise caution and good judgment in all areas.

### *Use of State Time to Market Products*

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The use of state time and resources by employees to market products for personal gain or advantage is prohibited. During work hours, employees must devote their full time, attention, and effort to their State office and assigned duties.

The term “product” includes, but is not limited to cosmetics, food products, cleaning products, house wares, mail orders, jewelry and other sundry items. Employees involved in marketing products must confine such activity to non-work time during the work day, may not use State resources (including the telephone) in the employment or activity, and may not distract other State employees from their duties.

Fund-raising is permitted for Department/DAA or charitable purposes and only if:

- a. It is limited to the employee’s non-work time, and
- b. It does not involve contacting other employees during their work time. For instance, placing an order form where it is available for other employees to use is permissible, whereas, going from desk to desk soliciting orders is not.

These two conditions are subject to supervisor approval.

### *Political Activities*

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Political activities for State employees and officers are governed by the federal Hatch Act and applicable state statutes.

### *Former Employees*

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Once an employee leaves State service, he/she is no longer subject to the provisions of Government Code Section 19990; however, former employees are governed by the Political Reform Act which places restrictions on post-government employment under the provisions of Government Code Sections 81000-91014 and Public Contract Code Section 10410.

## *Certification Procedures*

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All employees must complete the [Incompatible Activities Certification Form SO-112](#) within thirty (30) days of commencing employment with the Department/DAA and annually thereafter between March 1 and April 30.

Those employees who are engaged in or wish to engage in any outside employment/activity which is or may be related to the Department/DAA must provide the specifics on the Certification, including the name of the employer or activity, job title/capacity, detailed description of the employment/activity, and number of hours per week that the employment/activity will involve, and reasons why the employee believes that the outside employment/activity is not incompatible with the employee's State duties or office.

A current employee wishing to engage in any outside employment/activity which is or may be related to the Department/DAA must submit a new Certification to his/her supervisor prior to engaging in the outside employment/activity, if possible, but no more than thirty (30) calendar days after beginning the employment/activity, so that a determination may be made by the Branch Chief/CEO whether the outside employment/activity is permissible.

If a new employee is already engaged in an employment/activity which is or may be related to the Department/DAA, the employee may continue the employment/activity until receiving a response from the Branch Chief/CEO.

## *Grievance/Complaint Procedures*

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An employee has the right to file a grievance or complaint regarding the application of this Policy to the employee's individual situation. Represented employees should follow the grievance procedures as outlined in the applicable MOU.

All non-represented employees may file a grievance or complaint as outlined in Administrative Manual Section 9.5.2, Excluded Employees – Grievances/Complaints and Non-Merit Statutory Appeals. The grievance or complaint must include the reason(s) why the employee disagrees with the Department's decision.

## *Distribution*

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Distribution of the above policy/procedure includes all employees.

Employees with questions may contact the Legal Office at (916) 654-1393.

## *Policy*

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It is the policy of the State of California and the Department of Food and Agriculture (CDFA) that all personal, sensitive, or confidential information collected by the department during the course of business be protected.

Further, it is CDFA's policy that:

- Personally identifiable information is only obtained through lawful means.
- The purposes for which personally identifiable data are collected are specified at or prior to the time of collection, and any subsequent use is limited to the specified purpose.
- Personal data shall not be disclosed, made available, or otherwise used for purposes other than those specified, except with the consent of the subject of the data, or as authorized by law or regulation.
- Personal data collected must be relevant to the purpose for which it is collected.
- The general means by which personal data is protected against loss, unauthorized access, use, modification or disclosure shall be posted, unless such disclosure of general means would compromise the CDFA's legitimate objectives or law enforcement purposes.

## *Authority*

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Government Code Section 11019.9

Information Practices Act of 1977 (Civil Code section 1798 et seq.)

Management Memos MM's 06-12 and 08-11

Bargaining Unit Contracts (MOUs)

## *Responsibility*

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### *Managers and Supervisors*

Managers and supervisors are responsible for ensuring each employee receives this CDFA Information Privacy Policy and Management Memos 06-12 and 08-11<sup>1</sup>.

<sup>1</sup> Management Memos available at <http://www.dgs.ca.gov/publications>

Managers and supervisors are responsible for ensuring that the work area has locking cabinets and/or file storage media for storing sensitive or confidential information.

Managers and supervisors are responsible for ensuring compliance with this policy.

Managers and supervisors are responsible for ensuring that all employees receive "Protecting Privacy in State Government" training annually.

Managers and supervisors are responsible for ensuring that each employee certifies annually that he/she has received training and are aware of the consequences for violating CDFA's information privacy policy.

*CDFA Employees*

Employees are responsible for protecting the privacy of employees and customers.

Employees are responsible for accessing personal or confidential program information only as it pertains to his/her job duties.

Employees are responsible for receiving training annually and certifying that they have completed the training and are aware of the responsibilities for protecting privacy and the consequences for violating information security.

Employees are responsible for reporting any breach or suspected breach of security to CDFA's Information Security Officer.

*Information Security Officer (ISO)*

CDFA's ISO is responsible for overseeing compliance with this policy, for establishing guidelines regarding the security and protection of all personal, sensitive and confidential information.

The ISO is responsible for certifying, on an annual basis, that privacy guidelines have been developed, that training and education programs exist and are conducted on an annual basis, and that internal control evaluations are in place to ensure compliance.

*Learning and Development Center*

The LDC is responsible for developing and conducting training for all employees annually to ensure compliance.



### *Freedom From Reprisals*

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No employee shall be subject to reprisals or retaliation for reporting breaches or suspected breaches of security.

### *Disciplinary Actions*

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Inappropriate or unauthorized access, use or disclosure of personal, sensitive or confidential information, whether the information asset is in paper or electronic form, is cause for appropriate disciplinary action under Government Code Section 19572.

### *Future Memoranda of Understanding*

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If any portion of this policy is inconsistent with any email/internet/privacy provision negotiated in future statewide MOUs agreed to by the recognized employee organizations and the State, the specific MOU provision shall control. All other provisions of this policy shall remain in effect.

### *Distribution*

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Distribution of the above policy includes all employees.

If you have any questions or need additional information, please contact the Information Security Officer at (916) 403-6745.

If you have questions regarding training, please contact the Learning and Development Center at (916) 403-6615.



# CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION AND HARASSMENT

THE CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH) ENFORCES LAWS THAT PROTECT YOU FROM ILLEGAL DISCRIMINATION AND HARASSMENT IN EMPLOYMENT BASED ON YOUR ACTUAL OR PERCEIVED:

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical and mental, including HIV and AIDS)
- GENETIC INFORMATION
- GENDER IDENTITY, GENDER EXPRESSION
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)
- RACE
- RELIGION (includes religious dress and grooming practices)
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTIONS 11000 THROUGH 11141):

- ① Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.
- ② Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set forth in California Government Code section 12950, or use a brochure from DFEH.
- ③ Require employers with 5 or more employees and all public entities to provide training for all employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.
- ④ Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Also prohibits employers from discriminating against an applicant or employee because they possess a driver's license issued to a person who is unable to prove that their presence in the United States is authorized under federal law.
- ⑤ Require employers to reasonably accommodate an employee, unpaid intern, or job applicant's religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.

- ⑥ Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job.
- ⑦ Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.
- ⑧ Prohibit discrimination against any job applicant, unpaid intern, or employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.
- ⑨ Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for a minimum of two years.
- ⑩ Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition.
- ⑪ Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition.
- ⑫ Require employers of 20 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period for the birth of a child or the placement of a child for adoption or foster care; also require employers of 50 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period for an employee's own serious health condition or to care for a parent, spouse, or child with a serious health condition.
- ⑬ Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.
- ⑭ Prohibit unions from discriminating in member admissions or dispatching members to jobs.
- ⑮ Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination.

## FILING A COMPLAINT

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination or harassment you may file a complaint with DFEH. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with DFEH.

Complaints must be filed within one year of the last act of discrimination/harassment or, for victims who are under the age of 18, not later than one year after the victim's eighteenth birthday.

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov).

*DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.*

Contact DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov) to discuss your preferred format to access our materials or webpages.

DFEH-E07P-ENG / December 2018

## FOR MORE INFORMATION

Department of Fair Employment and Housing

Toll Free: (800) 884-1684

TTY: (800) 700-2320

Online: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Also find us on:



*Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.*



# YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

*If you are pregnant, have a related medical condition, or are recovering from childbirth, please read this notice.*

California law protects employees against discrimination or harassment because of an employee's pregnancy, childbirth or any related medical condition (referred to below as "because of pregnancy"). California law also prohibits employers from denying or interfering with an employee's pregnancy-related employment rights.

## YOUR EMPLOYER HAS AN OBLIGATION TO:

- Reasonably accommodate your medical needs related to pregnancy, childbirth or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy; and
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff.
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code.

## FOR PREGNANCY DISABILITY LEAVE:

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule, all of which counts against your four month entitlement to leave.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.

- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.
- If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

#### NOTICE OBLIGATIONS AS AN EMPLOYEE:

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.
- Provide a Written Medical Certification from Your Health Care Provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See your employer for a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

#### ADDITIONAL RIGHTS UNDER CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE:

You also may be entitled to additional rights under the California Family Rights Act of 1993 (CFRA) if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave. This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition (not related to pregnancy) or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances. For further information on the availability CFRA leave, please review your employer's Notice regarding the availability of CFRA leave.

*This notice is a summary of your rights and obligations under the Fair Employment and Housing Act (FEHA). For more information about your rights and obligations as a pregnant employee, contact your employer, visit the Department of Fair Employment and Housing's Web site at [www.dfeh.ca.gov](http://www.dfeh.ca.gov), or contact the Department at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact [center@dfeh.ca.gov](mailto:center@dfeh.ca.gov). The text of the FEHA and the regulations interpreting it are available on the Department of Fair Employment and Housing's Web site at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).*

# TRANSGENDER RIGHTS IN THE WORKPLACE



## WHAT DOES "TRANSGENDER" MEAN?

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers, housing providers, and businesses may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming.

## WHAT IS A GENDER TRANSITION?

- 1 *"Social transition"* involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).
- 2 *"Physical transition"* refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures).

A person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender transition.

## FAQ FOR EMPLOYERS

*What is an employer allowed to ask?* Employers may ask about an employee's employment history, and may ask for personal references, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person's gender identity, including asking about their marital status, spouse's name, or relation of household members to one another. Employers should not ask questions about a person's body or whether they plan to have surgery.

*How do employers implement dress codes and grooming standards?* An employer who requires a dress code must enforce it in a non-discriminatory manner. This means that, unless an employer can demonstrate business necessity, each

employee must be allowed to dress in accordance with their gender identity and gender expression. Transgender or gender non-conforming employees may not be held to any different standard of dress or grooming than any other employee.

*What are the obligations of employers when it comes to bathrooms, showers, and locker rooms?* All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. In addition, where possible, an employer should provide an easily accessible unisex single stall bathroom for use by *any* employee who desires increased privacy, regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one either as a matter of policy or due to harassment in a gender-appropriate facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency must be identified as all-gender toilet facilities.

## FILING A COMPLAINT

If you believe you are a victim of discrimination you may, within one year of the discrimination, file a complaint of discrimination by contacting DFEH.

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice). DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

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## FOR MORE INFORMATION

Department of Fair Employment and Housing  
Toll Free: (800) 884-1684 TTY: (800) 700-2320 [dfeh.ca.gov](http://dfeh.ca.gov)

Also find us on:







## HATE VIOLENCE & CIVIL RIGHTS

## COMPLAINTS MUST BE FILED WITHIN ONE YEAR OF THE LAST ACT OF DISCRIMINATION

### FILING A COMPLAINT

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM HATE VIOLENCE AND HUMAN TRAFFICKING

A DFEH complaint must be filed within one year from the date the victim becomes aware of the perpetrator's identity, but in no case more than three years from the date of harm. An attorney is not required and there is no fee for the Department's services. File a complaint with the Department of Fair Employment and Housing by following these steps:

- ① *Contact DFEH by using the information on the back of this brochure*
- ② *Be prepared to present specific facts about the complaint and provide copies of documents that support the charges in the complaint*

### CIVIL REMEDIES:

- 1 *Restraining orders: after a restraining order is obtained from a court, violators of that order can be fined or jailed*
- 2 *Actual damages: these damages include the cost of medical treatment, lost wages, property repair, or payment for emotional suffering and distress*
- 3 *Punitive damages: a court can order additional damages to punish violators*
- 4 *Civil penalties: a court may order a fine of \$25,000, which would be awarded to the person filing the complaint*
- 5 *Attorney's fees: a court may order payment of the attorney's fees resulting from the lawsuit*

### FOR MORE INFORMATION

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The Ralph Civil Rights Act forbids acts of violence or threats of violence because of a person's actual or perceived sex/gender, including pregnancy, childbirth, and related medical conditions, gender identity and gender expression, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, immigration status, political affiliation, or position in a labor dispute (California Civil Code section 51.7). These listed characteristics are merely examples and other bases for a discrimination claim under the Act are possible. The acts forbidden by civil law may also be criminal acts and can expose violators to criminal penalties. The Ralph Civil Rights Act also forbids a person from requiring a waiver of the Act's protections as a condition of entering into a contract for goods or services, including the right to file a complaint or lawsuit or notify the Attorney General, Department of Fair Employment and Housing (DFEH), or prosecutor or law enforcement agency.

### WHAT DFEH DOES

The Department of Fair Employment and Housing enforces the California civil laws that prohibit hate violence by:

- ① Investigating complaints;
- ② Prosecuting violations of the law; and
- ③ Educating Californians about the laws prohibiting hate violence, human trafficking, harassment, and discrimination by providing written materials and participating in seminars and conferences.

## WHAT TYPE OF ACTS ARE FORBIDDEN UNDER CALIFORNIA LAW?

California law forbids verbal or written threats, physical assault or attempted assault, graffiti, and vandalism or property damage. Other California laws establish criminal penalties for acts that include disturbing a group of people gathered to worship; vandalizing a place of worship or a building owned and occupied by a religious educational institution; attempting to discourage religious activities by threats of violence; or, using a bomb or arson to cause a person to fear for his/her personal safety in places of worship or on any private property if the property was targeted because of the owner's or occupant's race, color, religion, ancestry, or other protected bases.

### HOW DO THESE LAWS HELP VICTIMS?

These laws provide civil remedies for persons who have been victims of acts of violence or threats of violence because of race, color, religion, ancestry, national origin, age, disability, sex, sexual orientation, political affiliation or position in a labor dispute.

Available civil remedies include:

- ① Restraining Orders
- ② Actual Damages
- ③ Punitive Damages
- ④ Civil Penalties
- ⑤ Attorney Fees

There are several steps one can take to exercise the rights provided by these laws.

## EXAMPLES OF HATE VIOLENCE



Under the Ralph Civil Rights Act, it is unlawful to:

- Interfere by force or threat of force with a person's constitutional rights because of that person's actual or perceived membership in a protected group.
- Willfully disturb a group of people gathered to worship on the basis of their religion.
- Attempt to discourage religious activities by threats of violence.
- Damage a person's property because of that person's actual or perceived membership in a protected group.
- Vandalize a place of worship or building on the basis of actual or perceived membership in a protected group.
- Assault a person on the basis of that person's actual or perceived membership in a protected group.
- Advocate unlawful violence against any person on the basis of that person's actual or perceived membership in a protected group, where that advocacy is directed to inciting or producing imminent lawless action and is likely to produce such action.

## WHAT DO I DO IF I BELIEVE I'M A VICTIM OF HATE VIOLENCE?

- 1 *You may use this brochure. Show it to an attorney, the police, or governmental agencies when you contact them about the problem.*
- 2 *Report any violent threat or act to the police. Be sure to explain the connection between the violent threat or act and the characteristic (race, sex, age, disability, sexual orientation, etc.). Remember that this connection can be based on your characteristic or that of a group or individual with whom you are associated.*
- 3 *You may file a complaint. A complaint may be filed with DFEH, in court, or with another governmental agency, such as the local police department, district attorney, or the California Attorney General.*
- 4 *A private lawsuit can be filed under California Civil code section 52 to enforce the Ralph or Bane Civil Rights Acts.*





SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

## BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

- 1 *Unwanted sexual advances*
- 2 *Offering employment benefits in exchange for sexual favors*
- 3 *Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters*
- 4 *Derogatory comments, epithets, slurs, or jokes*
- 5 *Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations*
- 6 *Physical touching or assault, as well as impeding or blocking movements*

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within one year of the last act of harassment or retaliation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.

### FOR MORE INFORMATION

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## SEXUAL HARASSMENT

### THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

### THERE ARE TWO TYPES OF SEXUAL HARASSMENT

- ① *"Quid pro quo"* (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
- ② *"Hostile work environment"* sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. That means that it alters the conditions of your employment and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawful.

# CIVIL REMEDIES:



## ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

- 1 *Damages for emotional distress from each employer or person in violation of the law*
- 2 *Hiring or reinstatement*
- 3 *Back pay or promotion*
- 4 *Changes in the policies or practices of the employer*

### EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

- ① Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.
- ② Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."
- ③ Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:
  - Be in writing.
  - List all protected groups under the FEHA.
  - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
  - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
  - Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
  - Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
  - Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.
- ④ Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
    - Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
    - Sending the policy via email with an acknowledgment return form.
    - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
    - Discussing policies upon hire and/or during a new hire orientation session.
    - Using any other method that ensures employees received and understand the policy.
  - ⑤ If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.
  - ⑥ In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained during calendar year 2019, and, after January 1, 2020, training must be provided again every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information. 156

This Checklist is intended to document and ensure that departments/agencies are providing the legally required notices to employees for compliance with the ACA. Parts I and II must be completed, if applicable.

**PART I** documents the distribution of the Health Insurance Marketplace Coverage Options and Health Coverage Notice to newly hired employees (e.g., new to the state, department, or agency).

**PART II** documents the distribution of the Summary of Benefits and Coverage Notice and the Health Benefits Plan Enrollment form to employees newly eligible for health benefits.

**Upon completion, this Checklist must be retained in the employee's Official Personnel File.**

## Employee Information

Employee Name		Hire Date
<input type="text"/>		<input type="text"/>
Position Number	Social Security Number	Tenure/Time Base
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ New State Employee

If employee is appointed to a position eligible for health benefits, complete Parts I and II. If employee is not eligible for health benefits, complete Part I only.

☐ Current State Employee who is Newly Hired at Department/Agency OR Newly Eligible for Health Benefits

If employee is not eligible for health benefits or is continuing their health benefits eligibility in a new position, complete Part I only. If employee has been appointed to a position that makes them newly eligible for health benefits (e.g., Temporary/Intermittent to Permanent/Full-time), complete Parts I or II (or Part II only, if applicable).

## Part I - New Employees

The Health Insurance Marketplace Coverage Options and Health Coverage Notice is required to be provided to every new employee in your department/agency within 14 days of their hire date.

Date Provided	Department Representative
<input type="text"/>	<input type="text"/>

## Part II - Employees Newly Eligible for Health Benefits

The following health benefit documents should be provided to employees newly eligible for health benefits by the first day the employee is eligible to enroll in coverage (e.g., employee is hired on August 12, the following documents must be provided to employee no later than September 1, the earliest effective date of coverage).

☐ Summary of Benefits and Coverage Notice

☐ Health Benefits Plan Enrollment Form (HBD-12)

Date Provided	Department Representative
<input type="text"/>	<input type="text"/>

## Human Resources Office use Only

I certify that data stated herein is correct, complete, and in accordance with all laws and regulations.

Department/Agency Name	Contact Number
<input type="text"/>	<input type="text"/>

HR Representative Printed Name

HR Representative Signature

Date