

# COLUSA CEMETERY DISTRICT

## POLICY AND PROCEDURES MANUAL CEMETERY BYLAWS

ADOPTED SEPTEMBER 8, 2008

REVISED JULY 11, 2016

**COLUSA CEMETERY DISTRICT  
POLICY MANUEL**

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# COLUSA CEMETERY DISTRICT

## INTRODUCTION

The Colusa Cemetery (a Public Cemetery pursuant to section 8250.5 of the Health and Safety Code) is under the jurisdiction of the local governing body (The Board of Supervisors) formed and governed under California Statutes (Health and Safety Code section 9000 et seq. known as the Public Cemetery District Law).

Public Cemetery Districts are Special Districts that are legally separate from any other unit of local government. Special Districts are not State Government. However, they are governed by applicable state statutes. The District constitutes a body corporate which possesses all the usual powers of a corporation for public purpose, and that may sue and be sued, purchase, hold and sell property, and enter into such obligations as are authorized by law. The District's Board is managed and governed according to state laws, by a Board of Trustees consisting of five members appointed by the Colusa County Board of Supervisors.

In 1921, Public Cemetery District Law was revised and Public Cemetery Districts were allowed to establish, within certain limits, the amount of taxes necessary to support the needs of the District. On July 16, 1923, the Colusa County Board of Supervisors approved the organization of a Public Cemetery District and adopted a resolution to that effect. **(Miscellaneous Records, Book 4, page 178 recorded in the Colusa County Recorder's Office)**

The policies and procedures contained herein have been established to provide guidelines for the efficient operation of the Colusa Cemetery District pursuant to section 9044 (a) of the Health and Safety Code which states:

"Each District shall adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment. Each District shall adopt these policies and procedures by rule of regulation pursuant to Article 7 (commencing with section 54201) of Chapter 5 of Division 2 of Title 5 of the Government Code."

*It shall be the intent of the Colusa Cemetery District to make every effort possible to care, maintain, and secure for the public now, and the future generations, a beautiful place of final rest.*

## **HISTORY RE ESTABLISHMENT OF PUBLIC CEMETERIES IN CALIFORNIA**

In 1854 California enacted the first of a series of legislative Acts concerning cemeteries. The first cemetery related law was intended to provide protection of the state's earliest burying grounds, and to ensure that those who would desecrate them in any way, would be severely punished. The 1854 act also provided the first definition of what was considered by the State to be a "Public Grave-yard".

Further, in 1854 all land in California not previously confirmed as Spanish/Mexican Land grants according to the Treaty of Guadalupe Hidalgo, were publicly owned. The federal government had not yet begun the land surveys that would eventually provide the legal descriptions and title to land within the state. Those would not be completed until between 1865 and 1880.

By the time the land patents finally issued (especially those that issued after 1872), the vast majority of the cemeteries declared by the State in 1854 to be "public grave-yards", had been in use by the public continuously since the early or mid-1850's. Many of those cemeteries continued to be used after the issuance of the land patents, and many of those remain in use today.

In 1859, the legislature enacted an Act that authorized the incorporation of associations that were known as Rural Cemetery Associations. From a review of the Bills that were passed from 1857 to 1859, it is clear that the Legislature had received numerous request from private land holders to relocate cemeteries that had been established on the lands they were claiming. This statute was amended several times over the ensuing years before it was repealed in 1931.

By 1872, California was struggling under the weight of twenty-two years of statutes previously enacted, none of which were found in any particular order. Burdened by the inability to adequately provide review of the prior statutes, the Legislature authorized the creation of the California Code Commission, a body of jurists that was empanelled for the sole purpose of codifying the state's laws. The original intent was to merely re-order and compile the statutes in a manner that they could be more easily referenced. After the Commission began its work, it became clear that many of the existing laws were outdated and that others were perhaps in need of amending. The result of their work was the Codified statutes of California, and created the Political Code, the Government Code and others, some of which remain today, although many have been re-ordered again. Within Chapter V of the Political Code, entitled Cemeteries and Sepulture, the Code Commission began the new laws on cemeteries with Section 3105, which provided that the "Title to lands used as a public cemetery or grave yard, situated in or near to any city, town, or village, and used by the inhabitants thereof continuously, without interruption, as a burial ground for five years, is vested in the inhabitants of such city, town or village, and the lands must not be used for any other purpose than a public cemetery." Through this part, the Legislature provided that the cemeteries used by the public would acquire a legal public title. One thing the Code Commission did not provide, however, was the mechanism through which the title would pass to the public. Therefore, lacking the requirement that counties or cities receive grant deeds for the lands used as public cemeteries or grave yards, few such deeds ever exchanged. The lack of a paper instrument, however, does not act to bypass or extinguish in any way, the public title acquired by those public cemeteries that were used as prescribed in Section 3105.

For cemeteries which met the "prescriptive use" requirement of Section 3105, it is said they acquired a public title :through operation of law". That is to say, that the law said it was to be and therefore it was.

In 1899, the Legislature approved an act supplemental to the Rural Cemetery Association Act, which authorized the Rural Cemetery Association erect, purchase, or lease buildings and furnaces and other works for cremation of human bodies. It also allowed the associations to erect places for the placement of cremated human remains. Further, the 1899 Act also spoke to the disposal of victims who had died from epidemic or contagious diseases.

In 1909, the State enacted the legislation that provided for the formation of Public Cemetery Districts to enable members of specifically designated boundaries to maintain, operated and acquire cemeteries to provide for the burial needs of their communities. In all likelihood, it was precipitated by the need for counties to provide closer supervision and administration of the numerous county public cemeteries that existed.

In 1911, two more pieces of cemetery legislation were enacted. Approved on April 24, 1911, Chapter 577 established the requirements that would need to be met for the removal of human remains within cemeteries located in a city or county. It was primarily enacted to assist the removal of the cemeteries within the city and county of San Francisco. Chapter 578, also approved on April 24, 1911, prohibited the opening of streets, alleys or roads within the boundaries of a cemetery unless consent was received from the cemetery authority.

In 1921, Public Cemetery District Law was revised. Public Cemetery Districts were allowed to establish, within certain limits, the amount of taxes necessary to support the needs of the district. It is most likely that the 1921 revised Public Cemetery District Law was a result of the need to provide a more democratic process in how those districts became formed.

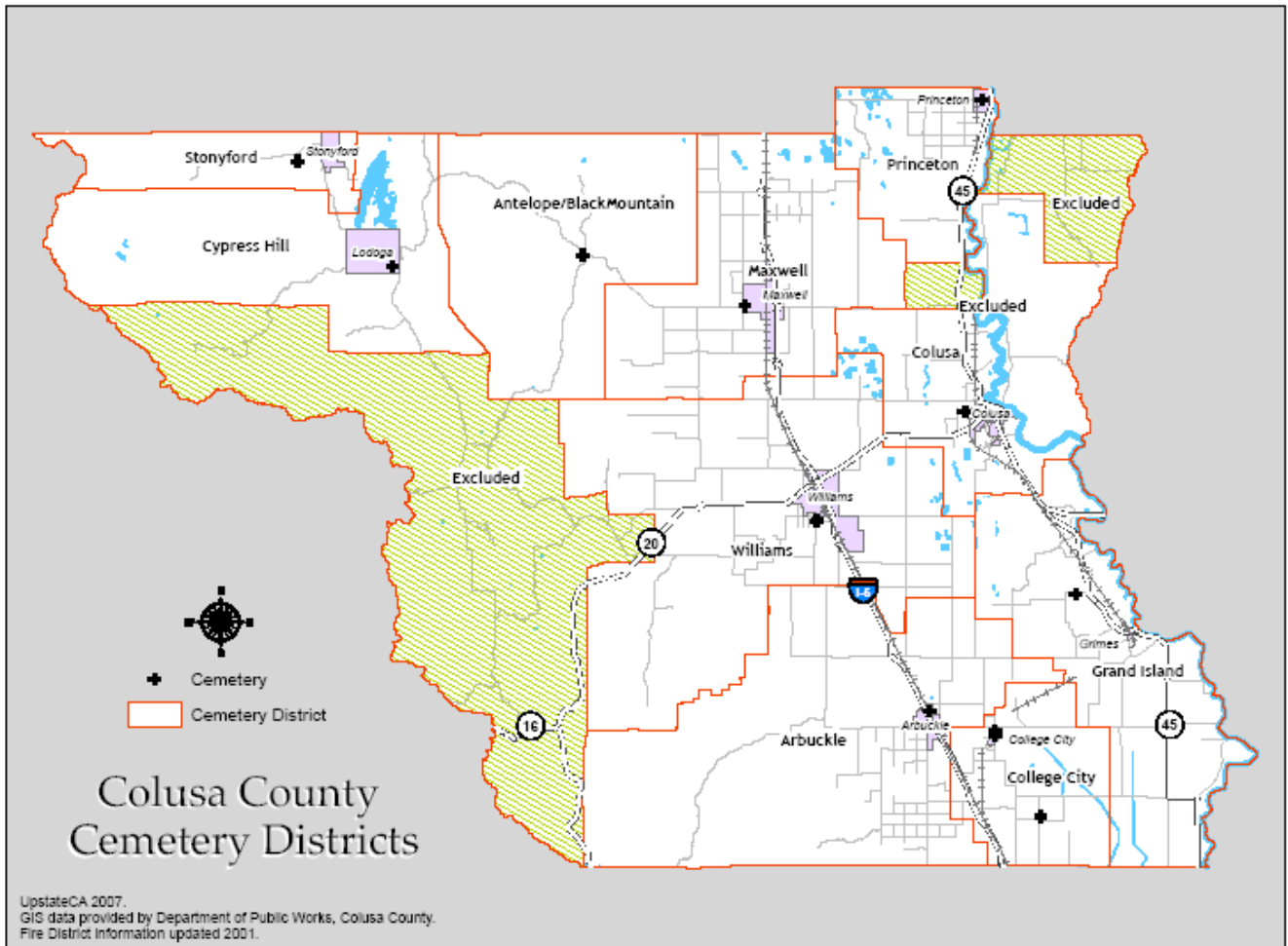
The General Cemetery act was enacted in 1931 and became effective on August 14, 1931 (this date is referenced in a 1939 amendment that exempted existing cemetery corporation from state licensure). This legislation would act to repeal many earlier statutes, although the main purpose appears to have been the establishment of tighter controls and regulation. Amended in 1939, it was later replaced by divisions VII and VIII of the Health and Safety Code enacted 1939, where the main focus of the state's cemetery laws are found today.

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# COUNTY - WIDE DISTRICT BOUNARIES

## COLUSA LAFCO CEMETERY DISTRICTS

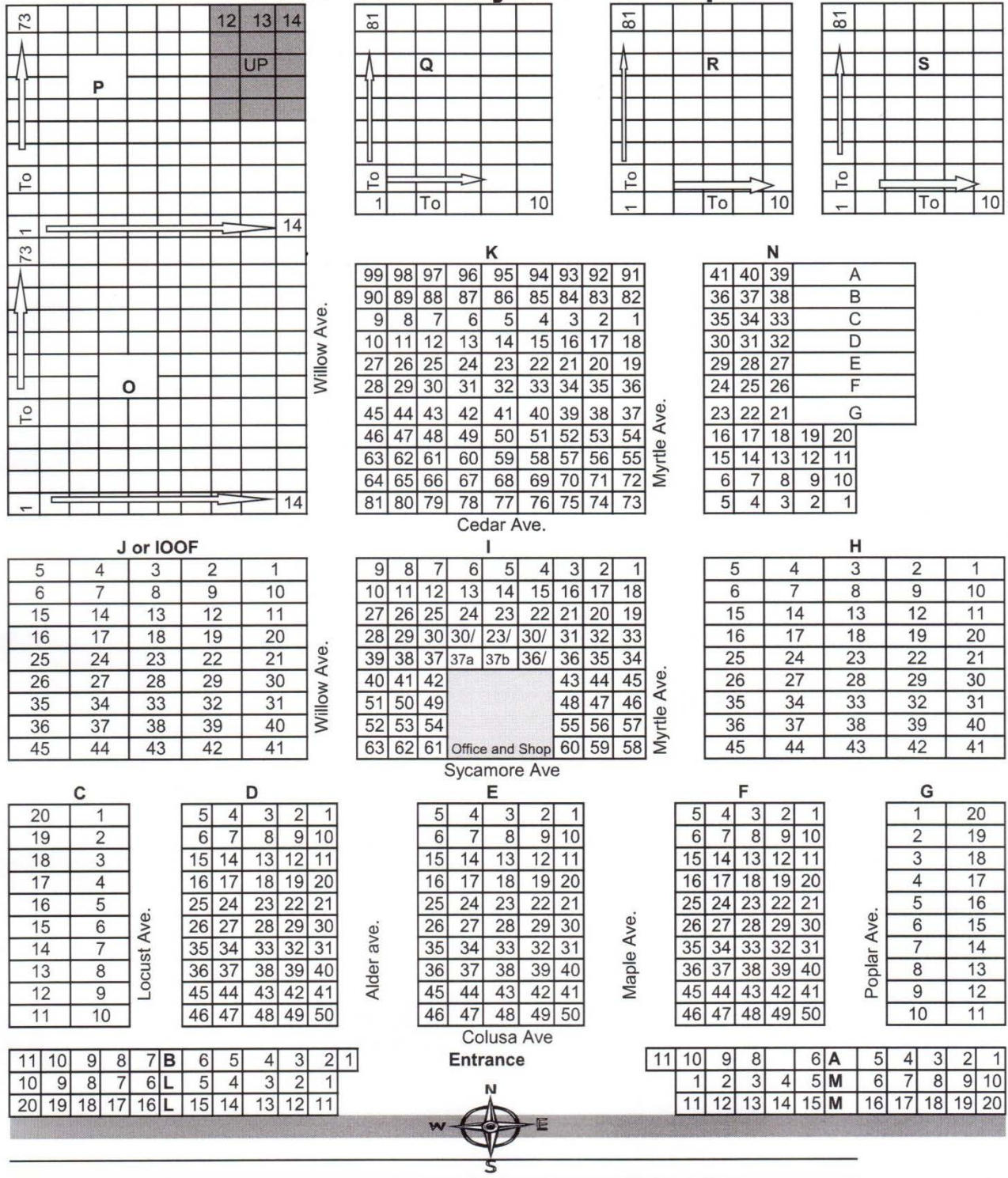


# COLUSA CEMETERY DISTRICT SECTIONS MAP

Located at 1974 Wilson Ave.

Colusa, CA 95932

## Colusa Cemetery District Map



# **POLICY MANUEL FOR COLUSA CEMETERY DISTRICT**

## **COLUSA CEMETERY DISTRICT**

### **-BYLAWS-**

#### **GENERAL PROVISIONS AND GOVERNMENT**

**ADOPTED JULY 11, 2016**

#### **A. GENERAL**

1. Formation. The Colusa Cemetery District is a Public Cemetery District formed on July 16, 1923 by resolution of the Colusa County Board of Supervisors and existing under provisions of the laws of the State of California.

2. Purpose. The provisions of these Bylaws ("Bylaws") and Policies and Procedures ("Policies") and Rules and Regulations ("Rules") are to assist the Board of Trustees of the District as it sets policy and conducts the business and affairs of the District. It is the intent and purpose of these Policies to help clarify and define the responsibilities of the officials of the District. The purpose of these Bylaws is to supplement state law and to provide more specific guidelines for the actions of the Board of Trustees of the District by means which are fair, fiscally responsible, and protective of the interest of the people of the District. These bylaws express the consensus of the Board as to policy matters covered but are not intended to be exhaustive nor are they intended to restrict the otherwise lawful authority of the Board. Notwithstanding any other term, provision or condition of these Bylaws, no otherwise lawful act of the Board or the officers of the district shall be invalidated by reason of any term, provision or condition of these Bylaws.

3. Roster of Public Agencies. Pursuant to Government Code §53051, each time a change is made in the name of the District, the address of the District, or a change in the members of the governing board, a statement of facts will be filed with the Secretary of State and the Sacramento County Clerk within ten (10) days of the change.

4. Applicable Law. that which is contained in the applicable provisions of California Health and Safety Code and applicable provisions of the California Government Code govern the actions of the District and its Board of Trustees.

#### **B. ORGANIZATION**

1. Board of Trustees. The District is governed by a Board of Trustees consisting of five (5) members appointed by the Colusa County Board of Supervisors. The Trustees shall hold



office for four (4) years and until their reappointment or appointment of their successors. To the extent possible, Trustees' terms shall be staggered so that no more than two (2) trustees' terms expire in the same calendar year.

2. Oath. Each Trustee shall accomplish an "Oath or Affirmation of Allegiance and Affidavit of Citizenship". Two copies of the form will be mailed to the Trustees by the Colusa County Board of Supervisors upon his or her appointment. One copy of the executed Oath will be forwarded to the County Clerk and one kept on file in the District Office

3. Officers. The officers of the Board of Trustees shall be Chairperson and Vice Chairperson. The Board may also appoint a Secretary and, in the event any of the District's funds are withdrawn from the County and managed by the District, the Board shall also appoint a Treasurer, which person shall be bonded.

4. Election of Officers. At the first meeting in January of each year the Board shall elect a Chairperson and a Vice Chairperson to serve terms of one year and may be re-elected to any number of consecutive terms by voting members of the Board. Upon the occurrence of a vacancy in one or more of the officer positions, the Board shall fill such vacancy in accordance with law. An interim election for Board Officers may be held upon the written request of the majority of the trustees on the Board at the time.

The office of a member of the Board of Trustees shall become vacant upon:

- a. The death of the incumbent;
- b. The resignation of the incumbent;
- c. The Trustee's ceasing to discharge the duties of his or her office for the period of four (4) consecutive months, except when prevented by sickness;
- d. The physical or mental incapacitation of the incumbent due to disease, illness, or accident for a period of six (6) months or more where the remaining Board members have reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term;
- e. His or her conviction of a felony or of any offense involving a violation of his or her official duties; or
- f. His or her refusal or neglect to file his or her required oath or required Statement of Financial Interests within the time prescribed.

5. Duties of Trustees - General. The Trustees' duties shall be legislative in nature. They shall formulate and adopt policy, rules and regulation for the operation and management of the District.

- a. Open Meetings. The trustees shall conduct their business for the public benefit, abiding by the California "Open Meeting Law" (Govt. Code § 54950 *et seq.*) as interpreted by court decisions and attorney General opinions, concerning the requirements for open meetings of governmental agencies in California.

b. Sound Judgment. They shall exercise sound and prudent judgment in conduction of business of the District and shall deal always in an ethical, honest, straight-forward, open and above-board manner with the community, the District Manager and staff.

c. Finances and Budgets. They shall in all ways prudently manage, preserve and account for the District's financial resources. They shall review and approve a budget annually. They shall provide, within applicable budget limitations, adequate personnel, equipment and materials for the operation and maintenance of the Colusa Cemetery District.

d. Personnel. The Board shall establish Personnel Policies which shall provide for the recruitment, selection, retention, evaluation, discipline and termination of District employees.

e. District Manager. They shall employ a qualified, competent person as a District Manager who will manage, administer and supervise the District under the direction of the Board. The Manager shall serve at the will and pleasure of the Board. The Board shall conduct at least annual formal job appraisal reviews of the District Manager pursuant to a formal review process which will be developed and documented.

f. Board Studies. They shall study ways to improve the District and the services the District provides.

g. Collective Action. They shall act collectively and they will not individually involve themselves in the day-to-day operation of the District. They shall function as a Board rather than as individuals to adopt Public Policies and Board Procedures for guidance of the Board and Staff.

h. Community Relations. They shall keep the District Manager informed of community reaction to the District's services and assist in building positive community relations.

i. Official Function. They shall represent the District at official functions that pertain to the District as required.

j. Litigation. They shall initiate legal action when appropriate, and vigorously defend the District against unwarranted claims or demands.

k. Workshop Meetings. It is the duty of the Chairperson to call a workshop meeting upon the appointment of any new Board Member. This is to benefit the newly appointed Trustees and acquaint them with the law governing Public Cemetery Districts, District Bylaws Policies and Procedures, Rules and Regulation, the Brown Act (Open Meeting Laws), the District's annual budget, and current issues under study by the Board of Trustees.

6. Clerk of the Board. The Clerk of the Board shall be the District's Office Manager or other person selected by the Board and shall attend each regular meeting of the Board and maintain a record of all proceedings thereof as required by law. If the Clerk of the Board cannot attend a meeting, the Chairperson or the District Manager shall make arrangements to have someone in attendance to properly record the Board's proceedings.

It shall be the duty of the Clerk of the Board to attest to all District Resolutions. The Clerk of the Board shall attend all closed sessions of the Board as provided for in Government Code § 54957.2(a). The Clerk of the Board shall also keep a record of Board Agendas and Board Action Synopses. The Clerk is responsible for signing all legal documents. The Clerk is responsible for publication of legal notices, appropriate action and certification and filing of documents, e.g., budgets, election reports, audits, resolutions, other legal documents. the clerk is responsible for receiving and answering all Official Board Correspondence, after appropriate consideration is given to the correspondence by the Board acting collectively.

## C. MEETINGS

1. Regular Meetings. The regular meeting of the Board of Trustees shall normally be held on the First Monday of each month, and shall normally commence at the hour of 6:00 p.m. at the District Office. Notwithstanding the foregoing, starting time of the meeting may be adjusted by order of the Chairperson to accommodate expected business.

2. Special Meetings. Special Meeting may be called at any time by the Board's Chairperson, or by a majority of the Trustees, by delivering personally or by mail, written notice of such meeting to each Trustee and by posting notice and agenda of the meeting at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered.

3. Emergency Meetings. Emergency Meetings may be called without compliance with the 24-hour notice requirement in the case of any emergency situation involving matters upon which prompt action is necessary as set forth in Government Code §54956.5.

4. Closed Sessions. Closed sessions may be called during a regular or special meeting. The general reason for a closed session must be made public either before or after the closed session of a regular meeting, and in the advance notice of a special meeting. Closed sessions not expressly authorized by the Brown Act are prohibited. Following a closed session, the Chairperson shall announce any action taken by the Board during such closed session to the extent such action does not breach any person's right to privacy.

5. Quorums. A quorum is established as a majority of the total membership of the District Board. The District Board, which has a total membership of five (5) members, requires three (3) members to conduct a meeting and requires three (3) votes in agreement to pass a motion, resolution or ordinance.

6. Meeting Procedures. The Chairperson, when present, shall preside at all meetings of the Board, shall take the chair at the hour appointed for every Board Meeting and immediately call the members to order and proceed with the business of the Board. The proceedings of the Board shall be conducted in accordance with the provisions of law applicable thereto and generally accepted rules of order and parliamentary procedure, except as otherwise expressly established from time to time by a majority of the total membership of the Board. Except as they conflict with the California Government Code, Robert's Rule of Order (Newly Revised) shall govern all questions of procedures.

7. Meeting Attendance. Each member shall be in his or her respective seat at the hour set for each regular meeting and at the time set for any adjourned or special meeting.

8. Agenda Organization. The business of each regular meeting of the Board shall be in order as printed on the agenda or as directed by the Chairperson of the Board. Generally, this shall be as follows:

- a. Call to Order
- b. Roll Call of Board
- c. Public Comment & Opportunity to Discuss Matters Not on The Agenda but Within District Jurisdiction
- d. Approval of Board Minutes of previous meeting
- e. Approval of Claims
- f. Discussion Items & Possible Action Items
  - (1) Old Business
  - (2) New Business
- g. Board Matters
- h. Recess to Closed Session
- i. Reconvene to Open Session / Closed Session Report
- j. Trustees Questions & Comments
- k. Announcements
- l. Adjournment

9. Materials for Non-Agenda Items. Any member intending to introduce a special item not contained in the agenda shall deliver copies of such items, if possible, to each Board Member and to the public before the opening of the meeting.

10. Board Discussions. When any Board Member wishes to speak, the Board Member shall address the Chairperson. The Chairperson shall name the member who is first to speak and speakers shall confine their remarks to the questions under debate and avoid disparaging personal attacks or comments. The Chairperson may elect not to recognize a Board Member to speak again until all other members have had an opportunity to be heard.

11. Motions and seconds. Each motion made by any member of the Board shall require a Second. Motions and Seconds may be made by any member of the Board, including the Chairperson.

12. Roll Call Procedure. Roll call will be called at the beginning of the meeting.

13. Required Staff Attendance. The District Manager or a representative designated by such the District Manager shall attend all regular and special meetings of the Board unless otherwise specified by the Board. Only those staff members specifically instructed to attend by the District Manager shall be deemed to be "required to attend" within the meaning of this section.

14. Agenda Preparation. The Chairperson of the Board shall direct the preparation of the agenda by the Clerk of the Board for the regular monthly meetings for delivery and posting no later than three (3) days prior to the date of the meeting (government Code § 54954.2) or as required by the Board.

15. Agenda Contents. The agenda shall include those matters designated by the Chairperson or any Trustee, complete with all appropriate papers and reports relating to each matter, addressed to the Board for action. The agenda shall list the items for the Board's consideration by number with a brief statement of the subject matter sufficiently defined to apprise the public of the matter to be considered for each of the items. The agenda may include suggested actions or recommendations. All persons having agenda items shall use their best efforts to have all necessary materials to the Clerk of the Board on or before 12:00 noon on the fourth (4th) business day before the day of the regular meeting.

16. Agenda Distribution. Any written material given to a majority of the Board must be made available to the general public so long as those writings are public records. If these writings are distributed to members of the Board before the meeting, such writing must be made available to the public before the meeting. By the same token, any writings distributed to the Board during the course of the meeting must also be made available to the public at that time and will comply with section 54957.5 of the Government Code. The major exceptions to the obligation to provide the public with access to any writings distributed to members of the Board are those that deal with matters properly discussed in closed sessions or protected under Government Code section 6250 *et seq.* which are to remain confidential. The Board has adopted a Public Records Policy and has established a reasonable fee schedule for copies of public records pursuant to Government Code section 6257.

17. Audience Comment and Seating. Any member of the public wishing to address the Board shall first identify himself or herself. Unless addressing the Board or entering or leaving the board room, all persons in the audience shall remain seated in the seat provided. It is the Board's intent to accommodate all persons who wish to attend open public meetings.

18. Demonstrations Prohibited. All demonstrations during meetings, including cheering, yelling, whistling, hand clapping, and foot stomping, are prohibited.

19. Meeting Disruptions. The exception to the right of the public to attend all meetings of the Board applies to those who attempt to disrupt the conduct of the meeting. In the event that any meeting is willfully disrupted, by a group or groups of persons, so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the individuals who are willingly interrupting the meeting, the Board may order the meeting room cleared and continue in session. However, only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press and other news media, except those participation in the disturbance shall be allowed to attend any session held pursuant to this exception. (Government Cod § 54957.9).

## **D. POWERS, DUTIES AND COMPENSATION**

1. Chairperson. The Chairperson shall possess the powers and perform the duties prescribed as follows:

a. General Direction. Have general direction over the board room and assign seats for the use of the Board members and members of the staff, if required.

b. Management and Supervision. The Chairperson shall supervise the day-to-day activities of the District's Management employee(s). No other Trustee shall supervise or direct any employee of the District without delegation by the Chairperson or the Board. The Chairperson shall be responsible for responding to, and taking or direction others to take appropriate action necessary as a result of, events or occurrences which do not require action by the Board, but which are beyond the authority of the staff, or for which the staff seeks or requires assistance.

c. Order and Decorum. Preserve order and decorum; prevent demonstrations; and, in accord with law, order removal from the Board room any person whose conduct is deemed objectionable; and order the Board room cleared whenever deemed necessary. (Government Code § 54957.9)

d. Length of time for Public Discussion. Allocate the length of time for public discussion of any matter in advance of such discussion with the concurrence of the Board. (Government Code § 54954.3).

e. Other powers. Other powers as may be prescribed by the Board.

f. Official Spokesperson. Shall be the official spokesperson for the Board, and the principal contact with other governmental agencies, legal counsel and press, unless the Board delegates this authority to another.

2. Vice-Chairperson. In the absence or unavailability of the Chairperson to act, the Vice-Chairperson shall act as chairperson.

3. Trustees. Each Trustee shall be entitled to request information, assistance, and financial or legal advice regarding matters involving the affairs of the District.

4. Board Compensation. Trustees shall be allowed actual and necessary traveling and incidental expenses incurred in the performance of official business of the District, as approved by the Board. (Health and Safety Code § 9031). The Trustees of the Board will not receive financial compensation for attending District Meetings or any required training.

5. Notification of Impending Absence. If any member of the Board is unable to attend a meeting, the Board member shall, if possible, notify the Chairperson, or Clerk of the Board prior to the meeting.

## **E. PUBLIC HEARING PROCEDURE**

Procedures at public hearings shall be as follows:

1. Staff presentation/ recommendations;
2. Questions of the staff;
3. Individuals speaking in support;
4. Question of individuals speaking in support;
5. Individuals speaking in opposition;
6. Questions of individuals speaking in opposition;
7. Rebuttal (if any);
8. Public input (if any);
9. Board questions, discussion and disposition (Vote).

## **F. DISTRICT EXPENDITURE POLICY**

Expenditures of the District shall be made only in accordance with the District's Expenditure Policy as adopted by the Board. Such Expenditure Policy shall include, at a minimum, a contraction, purchasing and disposition of property policy.

## **G. BYLAWS AND POLICY AMENDMENTS**

Bylaws and all policies of the Colusa Cemetery District shall be reviewed bi-annually.

Except as otherwise provided by law, any policy guideline contained herein may be suspended or amended at any time, without notice, by action of the Board.

Adopted July 11, 2016

Chairperson:

Vice Chairperson:

Trustee:

Trustee:

Trustee:



# RULES FOR TURSTEES

## I. BOARD OF TRUSTEES

A. The governing body of the Colusa Cemetery District is the Board of Trustees consisting of five members appointed for four year terms (and/or until the appointment and qualifications of their successor have been completed) by the Board of Supervisors pursuant to California Health and Safety Code § 9024 *et seq.*

B. Board Members must be qualified electors who reside within Colusa Cemetery District. (H&S §9022(a))

1. Trustees shall act in all matters required by law and act in all matters at it discretion as permitted by law.

2. All Trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this part. The Trustees shall represent the interests of the public as a whole and not solely the interests of the Board of Supervisors that appointed them. (H&S §9022(b))

3. Adoption of policies shall be the principal means by which the Board of Trustees shall exercise it leadership.

C. Trustees serve without compensation with the exception of mileage when attending meetings, conferences or training seminars outside of the district.

D. At the first meeting of each calendar year the Board of Trustees shall elect officers. (H&S §9028(a))

1. Officers shall be the Chairperson, Vice Chairperson and Secretary.

2. The District Employee/ Secretary may serve as Secretary for all meetings.

E. Budget. The Board of Trustees shall be required to review and approve the annual District Budget on or before August 30 of each year. (H&S §9070(a))

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# RULES FOR TRUSTEES

## II. ATTENDANCE / REMOVAL

A. Each Trustee should realize the importance of his or her appointment and endeavor to attend all meetings.

B. If any member misses three (3) consecutive meetings without justifiable cause, a letter will be submitted to the Board of Supervisors recommending said individual be removed from the District Board and replacement appointed.

C. A Trustee who wishes to resign from the District Board shall submit his or her decision in writing to the District Board and the County Board of Supervisors for appropriate action to replace the vacated position.

**CONDUCT OF BOARD  
MEETING / MINUTES**

1. MEETINGS.

A. Robert's Rules of Order (Revised) shall be observed for all meetings.

B. All meetings shall be called and conducted in compliance with the provisions of the Ralph M. Brown Act (Government Code 54950 ect.) regarding open meeting law.

C. Agenda. No regular meeting or special meeting shall convene without a prepared agenda.

1. Agendas shall be posted for public notice and sent to all Board Members in compliance with the Brown Act.

2. Any Board Member may request items to be placed on the agenda.

3. Each agenda shall provide for comment.

4. The Chairperson of the Board shall have the authority to call for a closed or special session whenever it is necessary.

a. Matters discussed at a closed session shall be regarded as confidential and shall be respected as such by all those in attendance.<sup>1</sup>

b. Formal action only shall be announced in the minutes of closed sessions. All business transactions shall take place at a legal meeting.

D. Quorum. Three members of the Board shall constitute a quorum for the transaction of business.

1. All motions will pass by majority vote of those present.

2. Items may be discussed before a motion is made.

2. MINUTES.

A. Minutes of all regular meetings of the Board shall include the following: Names of members who are present and those absent; all motions made shall list the maker, the one who seconds the motion, and the results of the vote. Any important vote may be taken by roll call.

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<sup>1</sup>See Govt. Code section 54954.5 for a description of items that may be discussed in closed session.

**CONDUCT OF BOARD  
MEETINGS / MINUTES**

B. The minutes shall reflect a brief report of business transacted, The minutes shall be kept in a "Minute Book" available for inspection. The Minutes Book shall be indexed noting any major decision or purchase of the District.

C. The minutes must be approved noting any additions or revisions by the majority of the Board of Trustees present. After approval, the minutes will be signed by the Chairperson of the Board or in his or her absence, the Vice Chairperson of the Board.

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**BUDGETS & REVENUE  
POLICY**

1. BUDGETS.

A. On or before August 30 of each year, the Board of Trustees shall adopt a Final Budget, which shall conform to the accounting and budgeting procedures for Special Districts contained in Subchapter 3 (commencing with section 1031.1), and Article 1 (commencing with Section 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations. (H&S §9070-9079). The Board of Trustees may divide the annual budget into categories, including, but not limited to: (1) Maintenance and operation (2) Employee compensation (3) Interest and redemption for indebtedness (4) Restricted reserves for the following categories: (A) Endowment Income Fund (B) Capital Outlay (C) Pre-Need (D) Contingencies (5) Unallocated General Reserve .

B. The Board of Trustees shall forward a copy of the Final Budget to the Auditor of the County. (H&S § 9071)

C. All claims of the District shall be submitted to the County Auditor for payment after so authorized by the Board of Trustees.

2. REVENUES.

A. The District Secretary is responsible for receiving and depositing all monies and maintaining appropriate budget accounts.

1. If any grounds-person is asked to receive payment in any form, they must advise the party(s) that all payments must be made to the District Secretary in order that a receipt can be prepared.

B. All monies collected for services rendered shall be deposited with the Colusa County Treasurer once a week the Colusa County Auditor once a week or as needed but always on the last day of the month.

C. Endowment funds collected for Endowment Care will be deposited in the Endowment Account with the Colusa County Auditor once a week or as needed but always on the last day of the month.

D. The County Treasurer shall invest those District funds deposited with the County Treasurer.

3. RECEIPTS.

A. Receipts will be issued for every transaction at the time payment is received.

1. All receipts are to be written in sequential order and the receipt shall indicate the party posting the funds, their address and the purpose of the payment.

B. Every receipt transaction shall be posted in a Revenue of Source Ledger. Each entry is to include the receipt number.

1. The ledger shall be balanced for each deposit.

C. **THE CEMETERY WILL ONLY ACCEPT CHECK OR MONEY ORDER.**

## TRAVEL POLICY

1. District employees will be reimbursed for all approved travel related expenses incurred while on cemetery business. No claim will be paid without original receipts.
2. Mileage will be reimbursed at the same rate as set by the County of Colusa.
3. Board Members may be paid a \$50.00 monthly travel allowance upon approval.
4. All other travel expenses must be presented to the Board of Trustees for approval.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

1. GENERAL PROVISION.

A. The Colusa Cemetery District is an equal opportunity employer, and is committed to the concept and practice of equal employment, and carries this policy out in all phases or aspects of employment including, but not limited to, recruitment, selection, placements, transfer, training, and development, promotion, demotion, compensation, benefits, layoff and terminations or any other conditions or privileges of employment. Consideration will be given to the best qualified applicant or employee without regard to race, religion, creed, color, national origin, ancestry, age, marital status, sex, gender, identity, physical or mental disability, Veteran's status, citizenship, medical condition, genetics or sexual orientation.

B. The Colusa Cemetery District also complies with the law regarding reasonable accommodation of disabled employees. In addition, the District's Equal Employment Opportunity policy prohibits disrespectful or unprofessional behavior based on any of the above characteristics, or on any other basis protected by federal, state or local law or ordinance. The District encourages all employees to report any discrimination or unequal treatment, and does not retaliate for such reporting. It is the responsibility of all employees to abide by and carry out the spirit and intent of Colusa Cemetery District's equal employment commitment.

C. The Colusa Cemetery District requires that all employment practices be equal, without regard to factors that are not job-related. Non job-related factors include, but are not limited to race, religion, creed, color, national origin, ancestry, age, marital status, sex, gender, identity, physical or mental disability, Veteran's status, citizenship, medical condition, genetics or sexual orientation except where such factors become a bona fide occupational requirement for the job.

D. At Will Employees. All employees of the District are "at will" employees, appointed by and serving at the pleasure of the Board of Trustees and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.

All new permanent employees will serve the first 180 days of employment in a probationary status. The probationary period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, appointed by and serving at the pleasure of the appointing authority, and may be released from employment without cause at the sole discretion of the Board of Trustees at any time.

E. All advertisements for qualified candidates for positions will state the Colusa Cemetery District is an equal opportunity employer.



**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
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2. DEFINITIONS. For the purpose of this chapter, the following definitions shall apply:

- Active Duty:** The status of an employee actually performing the duties of the employee's position.
- Allocation:** The official determination of the class in which a position shall be deemed to exist, and the assignment of an individual position to an appropriate class on the basis and responsibilities.
- Anniversary Date:** The date established when a permanent employee's status is changed from probationary to non-probationary or when a permanent employee's time status has been changed.
- Applicant:** An individual who has completed and filed a written application for employment.
- Appointing Authority:** The Board of Trustees of the Colusa Cemetery District is the Appointing Authority.
- Trustee:** Any member of the Board of Trustees.
- Class or Class of Position:** A specifically recognized and defined kind or employment in the District service designated to embrace all positions having duties and responsibilities sufficiently similar that the same title may be used, the same qualifications may be required, and the same schedule for compensation may apply.
- Compensation:** The salary, wage allowance and all other forms of valuable consideration earned or paid to any employee by reason of service in any position.
- Day:** A calendar day of 24 hours.
- Demotion:** Any action which reduces an employee's classification or rate of pay within the salary range on a voluntary or involuntary basis.

**PERSONNEL - GENERAL  
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- Dismissal:** Disciplinary action which terminates an employee from employment.
- Employee:** A person employed by the district, excluding those persons appointed to the office by the Board of Supervisors.
- Exempt Service:** Exempt service personnel include the following:
1. All appointed officials and members of the Board of Trustees.
  2. Persons serving the District as independent contractors.
  3. Consultants and Counsel rendering temporary professional service.
  4. Volunteer personnel and personnel appointed to serve without pay.
  5. Positions involving seasonal, temporary, limited term or exempt part time employment as defined by the rules adopted pursuant to this policy.
  6. Any person employed to meet the immediate requirements of an emergency condition.
- Gender:** For the purpose of this policy, unless the context clearly indicates another meaning, the masculine shall include the feminine and singular shall include the plural.
- Grievance:** Any dispute which arises over the interpretation, application, or alleged violation of any statute, resolution, rules or regulations presently in force or as may from time to time be adopted by the district matters within the scope of representation.
- Hearing:** A comprehensive formal review of the facts and circumstances surrounding a grievance.
- Hourly Rate:** The amount of individual compensation for a full hour's service as set forth in the classification system basic salary schedule.
- Job Evaluation:** A comprehensive review of the duties and responsibilities of a position and qualification required to perform the job.
- Layoff:** Termination of service without fault on the part of the employee because of lack of work, lack of funds, or other causes unrelated to the employee's job performance.

**PERSONNEL - GENERAL  
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- Month:** A calendar month.
- Monthly Salary:** The amount of individual cash compensation for a full month of service as established by the Board of Trustees.
- Pay Play:** Ordering of pay rates of District employees.
- Payroll Upgrading:** Additional hourly reimbursement for a District employee who temporarily performs the duties and assumes the responsibilities of a position graded higher than the one the employee currently holds.
- Position:** A specific job calling for the performance of certain duties and the carrying on certain responsibilities.
- Preference:** An ordering of employees for the purpose of determining which will be considered first in filling vacant positions.
- Probationary Employee:** A permanent District employee who has not yet completed 180 day of employment.
- Promotion:** Movement by an employee form one class to another having a higher maximum rate or pay. At the discretion of the Board of Trustees.
- Range:** A sequence of salary steps used to identify the minimum, maximum, and intermediate salary rates which may be paid to employees within a class.
- Resignation:** Voluntary termination of service to the District by an employee.
- Step:** One of the salary rates identified in the classification system basic salary schedule which is a specific compensation rate of an employee within the established salary range for his or her class.
- Suspension:** Disciplinary action placing a District Employee in a no-pay status for a specified period of time.

**PERSONNEL - GENERAL  
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- Termination: The resignation, retirement, dismissal or death of an employee.
- Test: A formal method by which an applicant's qualifications for employment are assessed.
- Unauthorized Absence: Employee's absence from duty without proper permission.
- Vacancy: A position for which the duties are not assigned to an employee.
- Work Week: Regularly scheduled hours for District employees during a one week period.
- Written Notification: Information in written form presented to an employee and delivered to the employee's last known address.

**3. SHIFTS, HOURS, OVERTIME, AND GENERAL EMPLOYMENT.**

A. Regular Work Week. The regular work week will be five (5) consecutive eight hour day, excluding a one half-hour meal period, Monday through Friday, starting at the beginning of the morning shift, Monday.

B. Shift Hours. Day shift hours are from 8:00 a.m. to 4:30 p.m. Shift starting times can be changed by the employer as long as it does not conflict with any other provisions of this policy. Any work performed outside the regular working hours will be paid for as provided in item 4. below.

C. Meal/ Rest Periods. There will be a regularly scheduled unpaid thirty minute meal period to be taken after completion of five (5) work hours. Employees cannot work through their lunch period in order to make up time. Employees shall also have one ten minute rest period for every four (4) hours worked.

**PERSONNEL - GENERAL  
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D. Overtime/ Compensatory Time. Hours worked outside of a normal eight -hour shift shall be offset by compensatory time off with the exception that: An employee who worked less than eight hours in one day shall not accrue compensation time within the same work day. *(For example: An employee works 6 of his/her eight-hour shift and returns for gate closure on the same day. The 1/2 hour for that day's shift to be charged to sick, vacation, compensatory time previously accrued or time without pay)*

1. Employees working Saturday/ Holiday funerals will be paid a fixed dollar amount of \$100.00 for Cremation Services and \$150.00 for Full Burial Services in lieu of compensatory time off.
2. Employees will accrue compensatory time off for attendance at regularly scheduled District meetings not during the regular work week.
3. A maximum of 30 hours compensatory time can be accrued per calendar year.
4. All overtime must be approved by the District Manager or the Board of Trustees.

E. Training Expenses. All expenses will be paid by the District when employees are required to attend job related seminars, conventions, training or meetings or other than regularly scheduled District Meetings.

F. Physical Examinations. All new District employees will have a pre-employment physical paid for by the District. Each physical will be done in a manner that is equivalent to the employee's job description.

G. Tools of Trade. Employer will furnish employees with all the tools needed to perform his or her work. If the District requires an employee to wear special clothing, the cost for the same will be paid by the District.

H. Probationary Period.

1. Permanent employees. Full time permanent employees shall serve a 180 Days probationary period. During this period, the employee will not receive benefits, other than those required by Law.
2. Part - time/ Seasonal/ Temporary Employees. Part - time/ Seasonal/ Temporary Employees do not serve a probationary period and do not have benefits, other than those required by Law.

**PERSONNEL - GENERAL  
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4. SALARIES & BENEFITS.

A. Salaries are based on an hourly rate of pay according to the Salary Schedule adopted and/or amended by the Board of Trustees. (See Exhibit "A" attached to this policy). The Salary Schedule is set to fifteen (15) annual step increments ( 1 through 15) effective on the employee's anniversary date (date of hire / change of time status). Upon reaching Step 15, there would be a longevity increase.

B. Job Description. The allocated positions and job descriptions for District employees are as follows:

1. District Manager (See Exhibit B attached to this policy)
2. Office Manager (See Exhibit C attached to this policy)
3. Secretary (See Exhibit D attached to this policy)
4. Grounds Supervisor (See Exhibit E attached to this policy)
5. Groundsperson (See Exhibit F attached to this policy)
6. Temporary Groundsperson (See Exhibit G attached to this policy)

C. Paid Holidays. The following days are recognized as paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Cesar Chavez Day
6. Independence Day
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day After Thanksgiving
11. Christmas Eve
12. Christmas Day
13. Day After Christmas

Should any holidays fall on a Saturday, the Friday before will be considered a paid holiday. Any holiday falling on a Sunday, the following Monday will be considered a paid holiday.

**PERSONNEL - GENERAL  
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D. Leave Time.

1. Vacation Leave.

a. Permanent employees who have completed their six months probationary period will accrue paid vacation on the basis of one (1) day for each calendar month of service with a maximum of 12 working days per year total. A maximum of 12 consecutive working days is allowed to be taken at any one time. A maximum accrual of 30 day (240 hours) vacation leave is allowed. Part-time, Seasonal, Temporary or Probationary employees are not entitled to any vacation time.

b. All tentative vacation time request must be submitted in writing to the Supervisor or the Board of Trustees at least two weeks in advance.

2. Sick Leave.

a. Paid sick leave is accrued upon date of hire. Each permanent employee will accrue 1 day for each calendar month of service with a maximum of 12 days a year. A maximum total accrual of 18 days (144 hours) sick leave is allowed. Upon termination of employment, permanent employees will be paid 50% of his/her unused sick leave up to 12 days and 25% of the remaining balance of his/her unused sick leave no to exceed 18 working days.

b. Any non-permanent employee will accrue 1 hour paid sick leave for every 30 hours worked from their date of hire. Such employees cannot use paid sick time until after 90 days of employment, is limited to 24 hours within a 12 month period, and an accrual cap of 48 hours total. Seasonal employees sick leave is not wages, and is forfeited at the time of separation.

c. A doctor's excuse is required if on sick leave for more than 3 consecutive days.

d. Accrued sick leave can be used for any reason as permitted under California Labor code Section 246 including diagnosis, care, or treatment of an existing health condition of the employee or a family member, for preventive care (physicals, flu shots, etc.) of the employee or family member, and for an employee who is a victim of domestic violence, sexual assault or stalking to obtain relief, including medical attention and psychological counseling.

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3. Family & Medical Leave.
  - a. The District complies with the federal Family and Medical Leave Act (FMLA), and the California Family Rights Act (CFRA), both which grant eligible employees unpaid leaves of absence for up to twelve work weeks in a 12 month period. An employee is eligible for FMLA/CFRA if he or she has been employed by the company for at least 12 months (consecutive or non-consecutive), and worked at least 1250 hours during the 12 month period immediately prior to the commencement of the leave.
  - b. FMLA/CFRA leaves are unpaid. When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as to not unduly interrupt District operations. Retaliation for taking leave is protected by the FMLA/CFRA and is prohibited.
  - c. Please check with the District Manager to determine which reasons are permissible to take FMLA/CFRA leave, and for the form to request FMLA/CFRA leave.
4. Pregnancy Disability Leave.
  - a. The District complies with the California Pregnancy Disability Leave Law, which provides each qualified female employee reasonable unpaid leave up to four months, for the period the woman is disabled by pregnancy, childbirth, or related medical conditions. Retaliation for taking leave is protected by the FMLA/CFRA and is prohibited.
  - b. Please check with the District Manager to determine how much time off is permitted under the PDL, and to request PDL leave.
5. Bereavement.
  - a. When a death occurs in the immediate family of any employee, he/she will be granted a leave of three (3) working days. If an employee must travel outside of the state of California, he/she will be granted a leave of five(5) days. The immediate family will be defined as father, mother, father-in-law, mother-in-law, husband, wife, son, daughter, sister, grandparent, grandchild or relative living in the immediate household, or any relative receiving full support from the employee. Such leave will be charged against the employee's sick leave.



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6. Jury Duty. A permanent employee will be allowed such time off with pay. Employee must submit payment received for jury duty to the District, excluding any reimbursement for mileage. Exception may be made by approval of the Board of Trustees.

7. State Employment & State Disability Benefits.

a. Employer will pay the State Unemployment Benefits.

b. Employees will pay into the State Disability Insurance Plan. There will be no cost to the District.

8. Those Permanent employees hired prior to the adoption of this policy shall maintain all leave balances that were accumulated up to and including the date of adoption.

9. Unscheduled Leave. All Unscheduled leave must be reported to the employees Supervisor prior to leave. Leave will be charged to Vacation Leave unless other Leave Time is recognized in the policy. At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated.

E. Health Benefits. The District will offer Health Insurance pursuant to the Affordable Care Act Law. The District will offer District approved Health Insurance to all eligible employees within 90 days of the employment start date.

**5. PERFORMANCE EVALUATIONS.**

A. Each permanent employee will have at least one performance evaluation per year, within thirty (30) days of his/her anniversary date. Performance evaluations will be prepared by the District Manager or employee's immediate supervisor or Appointing authority, whichever is applicable.

B. Employee evaluations are to serve the following:

1. To assist the employee with the development of his/her greatest potential.
2. To assess the performance of the employee.
3. To commend the employee for outstanding performance.
4. To notify the employee of unsatisfactory performance.

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5. To be evaluated more frequently when there is reasonable cause for such evaluation.
6. The evaluation is to be signed by the employee as proof of acknowledgement of receiving the evaluation, and filed in his/her personnel file. The evaluator and the employee may discuss the evaluation at or about the time it is prepared. No evaluation of any employee will be placed in any personnel file without extending an opportunity for discussion between the employee and the evaluator.
7. An unsatisfactory evaluation will include verified supporting evidence for the evaluation and specific recommendations for improvements, and provide for assisting, as applicable, the employee in implementing any recommendations made. The employee evaluated will be notified of his/her right to discuss with the Board of Trustees any unsatisfactory evaluation. Any employee who receives an unsatisfactory evaluation will be re-evaluated in one (1) year. If an employee does not have a satisfactory evaluation after one year, the employee may be terminated.

**6. INJURY/ MEDICAL DISABILITY**

- A. The District will require an employee who has been off work due to an injury or medical disability to provide a physician's certificate stating that he/she is able to return to duty.

**7. TERMINATION OF EMPLOYMENT**

- A. At the discretion of the Board of Trustees, if an employee has used all of his/her vacation and sick leave and is unable to return to his/her duties with or without a reasonable accommodation, the employee may be terminated.

**PERSONNEL - GENERAL  
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**EXHIBIT "A"**

*Colusa Cemetery District follows the Colusa County MSC Salary Table. Attached Exhibit "A-1"*

Salary ranges have fifteen steps with approximately 5% between each step. New employees normally start at step one and after satisfactory performance during a 12 month period may advance to the second step. Thereafter, step increases are based upon performance evaluation and discretion of the Board of Trustees.

1. Salary and Step Increases.
  - A. District Manager. Monthly Salary.  
Step 1 (MSC23) \$3040.00
  - B. Office Manager. Monthly Salary.  
Step 1 (MSC08) \$2096.00
  - C. Secretary. Monthly Salary.  
Step 1 (MSC07) \$ 2044.00
  - D. Grounds Supervisor. Monthly Salary.  
Step 1 (MSC11) \$2255.00
  - E. Groundsperson. Monthly Salary.  
Step 1 (MSC06) \$1996.00
  - F. Seasonal/ Part Time Groundsperson. No Benefits. Hourly Salary.  
\$12.50 hourly

Note: All merit increases are at the discretion of the Board of Trustees.

**PERSONNEL - GENERAL  
 PROVISIONS/ EMPLOYMENT &  
 SALARY & BENEFITS POLICY**

**EXHIBIT "A-1"**

2% Increase Effective 10/1/18															
Range	Step1	Step2	Step3	Step4	Step5	Step6	Step7	Step8	Step9	Step10	Step11	Step12	Step13	Step14	Step15
MSC01	1,873	1,968	2,067	2,171	2,280	2,395	2,456	2,518	2,581	2,646	2,713	2,781	2,851	2,923	3,073
MSC02	1,921	2,018	2,119	2,225	2,337	2,456	2,518	2,581	2,646	2,713	2,781	2,851	2,923	2,997	3,150
MSC03	1,968	2,067	2,171	2,280	2,395	2,518	2,581	2,646	2,713	2,781	2,851	2,923	2,997	3,073	3,230
MSC04	2,018	2,119	2,225	2,337	2,456	2,581	2,646	2,713	2,781	2,851	2,923	2,997	3,073	3,150	3,311
MSC05	2,067	2,171	2,280	2,395	2,518	2,646	2,713	2,781	2,851	2,923	2,997	3,073	3,150	3,230	3,394
MSC06	2,119	2,225	2,337	2,456	2,581	2,713	2,781	2,851	2,923	2,997	3,073	3,150	3,230	3,311	3,479
MSC07	2,171	2,280	2,395	2,518	2,646	2,781	2,851	2,923	2,997	3,073	3,150	3,230	3,311	3,394	3,566
MSC08	2,225	2,337	2,456	2,581	2,713	2,851	2,923	2,997	3,073	3,150	3,230	3,311	3,394	3,479	3,656
MSC09	2,280	2,395	2,518	2,646	2,781	2,923	2,997	3,073	3,150	3,230	3,311	3,394	3,479	3,566	3,748
MSC10	2,337	2,456	2,581	2,713	2,851	2,997	3,073	3,150	3,230	3,311	3,394	3,479	3,566	3,656	3,843
MSC11	2,395	2,518	2,646	2,781	2,923	3,073	3,150	3,230	3,311	3,394	3,479	3,566	3,656	3,748	3,940
MSC12	2,456	2,581	2,713	2,851	2,997	3,150	3,230	3,311	3,394	3,479	3,566	3,656	3,748	3,843	4,039
MSC13	2,518	2,646	2,781	2,923	3,073	3,230	3,311	3,394	3,479	3,566	3,656	3,748	3,843	3,940	4,140
MSC14	2,581	2,713	2,851	2,997	3,150	3,311	3,394	3,479	3,566	3,656	3,748	3,843	3,940	4,039	4,244
MSC15	2,646	2,781	2,923	3,073	3,230	3,394	3,479	3,566	3,656	3,748	3,843	3,940	4,039	4,140	4,350
MSC16	2,713	2,851	2,997	3,150	3,311	3,479	3,566	3,656	3,748	3,843	3,940	4,039	4,140	4,244	4,459
MSC17	2,781	2,923	3,073	3,230	3,394	3,566	3,656	3,748	3,843	3,940	4,039	4,140	4,244	4,350	4,571
MSC18	2,851	2,997	3,150	3,311	3,479	3,656	3,748	3,843	3,940	4,039	4,140	4,244	4,350	4,459	4,686
MSC19	2,923	3,073	3,230	3,394	3,566	3,748	3,843	3,940	4,039	4,140	4,244	4,350	4,459	4,571	4,803
MSC20	2,997	3,150	3,311	3,479	3,656	3,843	3,940	4,039	4,140	4,244	4,350	4,459	4,571	4,686	4,923
MSC21	3,073	3,230	3,394	3,566	3,748	3,940	4,039	4,140	4,244	4,350	4,459	4,571	4,686	4,803	5,046
MSC22	3,150	3,311	3,479	3,656	3,843	4,039	4,140	4,244	4,350	4,459	4,571	4,686	4,803	4,923	5,173
MSC23	3,230	3,394	3,566	3,748	3,940	4,140	4,244	4,350	4,459	4,571	4,686	4,803	4,923	5,046	5,303
MSC24	3,311	3,479	3,656	3,843	4,039	4,244	4,350	4,459	4,571	4,686	4,803	4,923	5,046	5,173	5,436
MSC25	3,394	3,566	3,748	3,940	4,140	4,350	4,459	4,571	4,686	4,803	4,923	5,046	5,173	5,303	5,572
MSC26	3,479	3,656	3,843	4,039	4,244	4,459	4,571	4,686	4,803	4,923	5,046	5,173	5,303	5,436	5,712
MSC27	3,566	3,748	3,940	4,140	4,350	4,571	4,686	4,803	4,923	5,046	5,173	5,303	5,436	5,572	5,855
MSC28	3,656	3,843	4,039	4,244	4,459	4,686	4,803	4,923	5,046	5,173	5,303	5,436	5,572	5,712	6,002
MSC29	3,748	3,940	4,140	4,350	4,571	4,803	4,923	5,046	5,173	5,303	5,436	5,572	5,712	5,855	6,152
MSC30	3,843	4,039	4,244	4,459	4,686	4,923	5,046	5,173	5,303	5,436	5,572	5,712	5,855	6,002	6,306
MSC31	3,940	4,140	4,350	4,571	4,803	5,046	5,173	5,303	5,436	5,572	5,712	5,855	6,002	6,152	6,464
MSC32	4,039	4,244	4,459	4,686	4,923	5,173	5,303	5,436	5,572	5,712	5,855	6,002	6,152	6,306	6,626
MSC33	4,140	4,350	4,571	4,803	5,046	5,303	5,436	5,572	5,712	5,855	6,002	6,152	6,306	6,464	6,792
MSC34	4,244	4,459	4,686	4,923	5,173	5,436	5,572	5,712	5,855	6,002	6,152	6,306	6,464	6,626	6,962
MSC35	4,350	4,571	4,803	5,046	5,303	5,572	5,712	5,855	6,002	6,152	6,306	6,464	6,626	6,792	7,136
MSC36	4,459	4,686	4,923	5,173	5,436	5,712	5,855	6,002	6,152	6,306	6,464	6,626	6,792	6,962	7,315
MSC37	4,571	4,803	5,046	5,303	5,572	5,855	6,002	6,152	6,306	6,464	6,626	6,792	6,962	7,136	7,498
MSC38	4,686	4,923	5,173	5,436	5,712	6,002	6,152	6,306	6,464	6,626	6,792	6,962	7,136	7,315	7,686
MSC39	4,803	5,046	5,303	5,572	5,855	6,152	6,306	6,464	6,626	6,792	6,962	7,136	7,315	7,498	7,877
MSC40	4,923	5,173	5,436	5,712	6,002	6,306	6,464	6,626	6,792	6,962	7,136	7,315	7,498	7,686	8,079

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**EXHIBIT "B"  
DISTRICT MANAGER**

**GENERAL:**

The District Manager is the sole Manager for the Colusa Cemetery District. The Manager is directly responsible to the Board of Trustees for implementation and adherence of Board Policy, rules, and regulations. The District Manager will receive an annual evaluation by the Board of Trustees. The evaluation will be held in a closed session meeting pursuant to Health and Safety code 54957.

The District Manager is expected to perform the duties and responsibilities herein with minimal supervision and is responsible for much of the interaction with the public as well as maintaining all financial and interment records of the District. The position requires the capability of accepting the emotional nature of cemetery functions.

**DUTIES:**

1. Supervises the overall program of maintenance, construction and beautification of the District grounds and facilities.
2. Supervises all activities involved in sales and services including financial and clerical procedures.
3. Sells plots and arranges interments. Coordinates services with the funeral directors.
4. Keep the grounds personnel informed of all pending services and transactions affecting the cemetery grounds.
5. Supervises personnel of and for the District, including the administration, review and recommended revision of personnel policies and procedures to the Board of Trustees. Evaluated all district personnel annually in writing, and maintains all personnel files.
6. Recruits, employs, disciplines and terminates personnel, as needed and upon full approval of the Board of trustees, for the successful operation of the District, subject to the personnel policies of the District.
7. Analyzes the classification and salary program and presents recommendation to the Board of Trustees for updating annually.
8. Prepares the annual District Budget and exercises budgetary controls and supervision to ensure proper expenditure of funds through the year.
9. Prepares Board meeting agenda and monthly reports of District Activities.
10. Conducts studies and makes recommendations to the Board of Trustees involving District policy and procedures.
11. Investigates complaints and inquiries concerning the District.
12. Develops Training and safety programs.
13. Designs, prepares plans and supervises the installation of irrigation systems.
14. Supervises and participates in the design and preparation of specification for construction of District buildings and other facilities.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

15. Attends all Board of Trustee meetings, unless otherwise excused. Prepares and presents oral and written reports to the Board of Trustees.
16. Other duties as assigned by the Board of Trustees.
17. Advocates for the Colusa Cemetery District as follows:
  - a. Participates in various associations such as PCS and CAPC, with the support, freedom and financial support to hold board officer positions with the various groups.
  - b. Coordinates activities between the District and local public agencies.
18. Public Relations Representative for the District within the Colusa County Community.

**EMPLOYMENT STANDARDS:**

1. Knowledge of:
  - a. Principles, problems and methods of public administration including organization, personnel and fiscal management.
  - b. Office management principles, methods and procedures.
  - c. State and local laws and regulations relation to the operation of a public cemetery district.
  - d. Basic engineering principles and practices as applied to the field of public cemetery district operations, including design, construction, operation and maintenance.
  - e. Methods of preparing designs, plans, specification, estimates, reports and recommendations relation to the proposed beautification of the grounds and construction of buildings and other facilities.
  - f. Principles of employee supervision and training.
2. Ability to:
  - a. Plan, lay-out, coordinate and control through subordinates the maintenance and operation of a Cemetery District.
  - b. Analyze and solve problems of organization and management.
  - c. Prepare reports and make recommendation on the setting of District policies.
  - d. Train and supervise the work of subordinate personnel.
  - e. establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees and other governmental agencies.
  - f. Analyze and interpret fiscal can accounting records and data and prepare reports.
  - g. Devise and implement new and improved accounting and record-keeping procedures.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

h. Speak and write effectively.

**REQUIREMENTS:**

1. Occasionally lift and move items weighing up to twenty-five (25) pounds.
2. Ability to sit for long periods of time.
3. Must have a valid CA Driver License and good driving record.
4. Must have a High School Diploma or Equivalent.
5. Excellent communication and public relations skills.
6. Friendly and empathetic demeanor.
7. Careful attention to detail.
8. Basic knowledge of bookkeeping.
9. High level of computer literacy in various software programs.

**MINIMUM EDUCATION**

High School graduate or any combination of course work and experience in the cemetery industry.

THE DISTRICT MANAGER Serves at the will of the Board of Trustees.

**OTHER:**

**All employees of the Colusa Cemetery District are "at will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**All new employees will serve the first 180 days of employment in a probation status. The probation period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**EXHIBIT "C"  
OFFICE MANAGER**

**GENERAL:**

Under the District Manager's discretion, to perform secretarial, accounting and general office work in accordance with the established policies; and to do related work, as required. The position requires the capability of accepting the emotional nature of cemetery functions.

**DUTIES:**

1. Performs District secretarial work, including typing of letters, memorandums, reports and other materials.
2. Composes and types correspondence, applying knowledge of District operation and regulation.
3. Maintains general office files.
4. Has responsibility for accounting function of District and knowledge of specialized accounting techniques.
5. Makes decision with respect to the classification of source documents.
6. Participates in maintaining a variety of financial records and reports.
7. Analyzes and interprets accounts and prepares warrants for same.
8. Participates in posting and encumbrance procedures.
9. Maintains special cost accounts and prepares special financial reports.
10. Makes adjusting and closing entries and makes trial balance.
11. Makes arrangements for funeral services with the general public and funeral directors.
12. Maintains records and maps in connection with funeral services, sale of plots and other District services.
13. Prepares certificates of burial rights.
14. Receives cash for sales and services, maintaining accurate records and prepares deposits.
15. Handles petty cash transactions.
16. Serves as Secretary to the Board of Trustees and keeps all minutes of all Board meetings.
17. Serves as Acting District Manager in the District Manager's absence.
18. Other duties as assigned.

**EMPLOYMENT STANDARDS:**

1. Must have a kind and friendly demeanor.
2. Must have basic accounting experience.
3. Must have basic computer knowledge.



**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**KNOWLEDGE OF:**

1. Methods, practices and terminology used in financial and budgetary work.
2. Office practices and procedures.
3. District operation and established policies.
4. Office computer, machines and equipment.

**ABILITY TO:**

1. Prepare ledger and journal entries affecting revenue and expenditure accounts.
2. Prepare employee payroll.
3. Analyze and interpret financial clerical work requiring the use of independent judgment and initiative.
4. Perform difficult financial clerical work requiring the use of independent judgment and initiative.
5. Operate computer, calculating, adding and duplication machines.
6. Perform responsible and difficult secretarial and clerical work with accuracy and speed.
7. Conduct correspondence without review, using good grammar, spelling and vocabulary.
8. Analyze situations accurately and adopt an effective course of action.
9. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
10. Maintain records and files.
11. Type at a speed of not less than forty-five (45) words per minutes from clear copy.

**REQUIREMENTS:**

1. Occasionally lift and move items weighing up to twenty-five (25) pounds.
2. Ability to sit for long periods of time.
3. Must have a Valid CA Driver License and good driving record.
4. Must have a High School Diploma or Equivalent.
5. Excellent communication and public relations skills.
6. Friendly and empathetic demeanor.
7. Careful attention to detail.
8. Basic knowledge of bookkeeping.
9. Basic level of computer literacy in various software programs.

**MINIMUM EDUCATION AND EXPERIENCE:**

High School graduate or any combination of course work and experience in the cemetery industry. Must possess and maintain a California Driver license and good driving record.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**THE OFFICE MANAGER** Serves at the will of the Board of Trustees.

**OTHER:**

**All employees of the Colusa Cemetery District are "at will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**All new employees will serve the first 180 days of employment in a probation status. The probation period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**EXHIBIT "D"  
SECRETARY**

**GENERAL:**

Under the supervision of the District Manager and/or Office Manager's direction, to perform secretarial, accounting and general office work in accordance with the established policies, and to do related work as required. The position requires the capability of accepting the emotional nature of cemetery functions.

**KNOWLEDGE/ QUALIFICATIONS:**

1. Knowledge of principles and practices of office management.
2. Knowledge of English, Spelling, Grammar and Punctuation.
3. Knowledge of basic computer and software programs consistent with cemetery procedures.
4. Knowledge of Health and Safety Code related rules and regulations pertaining to public cemetery districts.
5. Knowledge of record keeping, filing and fiscal planning.
6. Possess a valid California Driver License.

**DUTIES AND RESPONSIBILITIES:**

In accordance with all policies and procedures of the Colusa Cemetery District, the position includes, but is not limited to, the following:

1. sell plots and arrange interments. Coordinate services with funeral directors.
2. Maintain and update interment records and maps. Be familiar with the layout of the cemetery grounds by section/ lot/ space.
3. maintain/ Update/ Organize all electronic and hardcopy District documents/ records.
4. Perform regular backup of cemetery information.
5. Construct deposits and claims.
6. Process and maintain payroll records and employee records.
7. process and maintain benefit records and workman's comp records.
8. Prepare monthly financial reports.
9. Analyze and report on interment and district financial trends.
10. Maintain and update accounting records.
11. Prepare under the supervision of the District Manager agendas and minutes for Board meetings.
12. Maintain Policies and Procedures Manual.
13. Respond to all calls and/or telephone messages in a timely manner.
14. Respond to all written and/or electronic communications in a timely manner.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

15. Keep the grounds personnel informed of all pending services and transactions affecting the cemetery grounds.
16. Archive district historical data.
17. Maintain a clean inviting work area.
18. Take on projects/ additional duties as directed by the District Manager and Board of Trustees.

**SKILLS REQUIRED**

1. Excellent communication and public relations skills.
2. Friendly and empathetic demeanor.
3. Careful attention to detail.
4. Basic knowledge of bookkeeping.
5. Basic level of computer literacy in various software programs

THE SECRETARY Serves at the will of the Board of Trustees.

**OTHER:**

**All employees of the Colusa Cemetery District are "at will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**All new employees will serve the first 180 days of employment in a probation status. The probation period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**EXHIBIT "E"  
GROUNDS SUPERVISOR**

**GENERAL:**

Under the supervision of the District Manager, schedules and directs work flow, supervises grounds staff, performs tasks involved with the burial of human remains general and semi-skilled grounds maintenance, landscape gardening, facilities maintenance, repair work and other work as required. The position requires the capability of accepting the emotional nature of cemetery functions.

**DUTIES AN RESPONSIBILITIES:**

1. Supervises grounds keeping staff.
2. Monitors the safety of grounds and staff operations.
3. Schedules and directs work flow.
4. Opens and closes graves using power and hand tools.
5. Delegates and performs grounds keeping task such as planting, fertilizing, trimming, pruning and pesticide applications. Mows, edges, waters, rakes, sweeps and picks up rubbish, flowers and containers.
6. Conducts safety meetings as required and keeps written records of same.
7. Operates power equipment, assist in making minor repairs to tools and equipment.
8. Performs general grounds maintenance work such as collecting trash, removing tree stumps, installing and repairing sprinkler systems and performing concrete work when setting grave markers.
9. Cleans and performs minor maintenance for restrooms.
10. Interfaces with public in a respectful and professional manner.
11. Interfaces with funeral directors, facilitating the safe procession of all caskets to prepared gravesites.
12. carries out duties as directed by the District Manager on behalf of the Board of Trustees.

**MINIMUM QUALIFICATIONS:**

Any combination of training and experience which provides the knowledge, experience, and /or ability to:

1. Maintain and make minor repairs to power equipment and garden tools.
2. Perform heavy manual work.
3. Follow oral and written instructions.
4. Operate heavy equipment.
5. Direct the work of others.
6. Read, write and add in order to maintain written records.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

7. Possess a Valid California Driver License.
8. Must be able to lift up to 75 pounds.
9. Must possess a high school diploma or equivalent.

THE GROUNDS SUPERVISOR Serves at the will of the Board of Trustees.

**OTHER:**

**All employees of the Colusa Cemetery District are "at will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**All new employees will serve the first 180 days of employment in a probation status. The probation period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**EXHIBIT "F"  
GROUNDSPERSON**

**GENERAL:**

Under general supervision of the Grounds Supervisor to perform a variety of semi-skilled and skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities and equipment, open and close graves; and other related work as required.

**DUTIES AND RESPONSIBILITIES**

1. Plants, transplants, removes, fertilizes, prunes, waters, cultivates, trims and sprays flowers, shrubs and trees; mows lawns.
2. Helps public as needed.
3. Operates and maintains all types of mowers and turf maintenance equipment.
4. Cleans and performs minor repairs to District buildings and related facilities.
5. Operated trucks and other construction, maintenance and beautification equipment used in cemetery operation.
6. Keep tools and equipment in clean and safe working condition.
7. Installs and repairs sprinkler systems.
8. Does all kinds of concrete work, including setting of markers and monuments.
9. Operated backhoe, jackhammer and compressor, small and large tractors, dirt trailer, vault-mobile and a verity of hand tools used in the opening and closing of graves.
10. Prepares vaults for services.
11. Sets up lowering device, chairs and chapel for funeral services.
12. Assists in the lowering of caskets.

**EMPLOYMENT STANDARDS**

The Groundsperson should have knowledge of:

1. Construction and maintenance material, procedures and equipment with particular references to cemetery operations.
  - a. Methods, tools, techniques and supplies in gardening and cemetery maintenance work.
  - b. Methods, tools, techniques and supplies used in the opening and closing of graves.
  - c. Basic characteristics of plants, pest and disease and techniques for their control.
  - d. Safe work practices.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

The Groundsperson should have the ability to:

1. Perform semi-skilled or skilled tasks in the maintenance, construction and beautification of cemetery district grounds, buildings and other facilities.
2. Operate service and maintain a variety of grounds maintenance and construction equipment.
3. Must be able to lift up to 75 pounds.
4. Must work well with others.

**REQUIREMENT**

Must possess a Valid California Driver's License.

Must have a High School Diploma or equivalent.

**PHYSICAL REQUIREMENTS**

1. Must be capable of lifting heavy objects up to seventy-five (75) pounds.
2. Must be able to work in a variety of weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE**

1. Must have a High School Diploma or equivalent.
2. Must have a California Driver License and good driving record.

THE GROUNDSPERSON Serves at the will of the Board of Trustees.

**OTHER:**

**All employees of the Colusa Cemetery District are "at will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**All new employees will serve the first 180 days of employment in a probation status. The probation period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, released from employment without cause at the sole discretion of the Board of Trustees at any time.**



**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

**EXHIBIT "G"  
TEMPORARY GROUNDSPERSON**

**GENERAL:**

Under general supervision of the Grounds Supervisor to perform a variety of semi-skilled and skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities and equipment, open and close graves; and other related work as required.

**DUTIES AND RESPONSIBILITIES**

1. Plants, transplants, removes, fertilizes, prunes, waters, cultivates, trims and sprays flowers, shrubs and trees; mows lawns.
2. Helps public as needed.
3. Operates and maintains all types of mowers and turf maintenance equipment.
4. Cleans and performs minor repairs to District buildings and related facilities.
5. Operated trucks and other construction, maintenance and beautification equipment used in cemetery operation.
6. Keep tools and equipment in clean and safe working condition.
7. Installs and repairs sprinkler systems.
8. Does all kinds of concrete work, including setting of markers and monuments.
9. Operated backhoe, jackhammer and compressor, small and large tractors, dirt trailer, vault-mobile and a verity of hand tools used in the opening and closing of graves.
10. Prepares vaults for services.
11. Sets up lowering device, chairs and chapel for funeral services.
12. Assists in the lowering of caskets.

**EMPLOYMENT STANDARDS**

The Groundsperson should have knowledge of:

1. Construction and maintenance material, procedures and equipment with particular references to cemetery operations.
  - a. Methods, tools, techniques and supplies in gardening and cemetery maintenance work.
  - b. Methods, tools, techniques and supplies used in the opening and closing of graves.
  - c. Basic characteristics of plants, pest and disease and techniques for their control.
  - d. Safe work practices.

**PERSONNEL - GENERAL  
PROVISIONS/ EMPLOYMENT &  
SALARY & BENEFITS POLICY**

The Groundsperson should have the ability to:

1. Perform semi-skilled or skilled tasks in the maintenance, construction and beautification of cemetery district grounds, buildings and other facilities.
2. Operate service and maintain a variety of grounds maintenance and construction equipment.
3. Must be able to lift up to 75 pounds.
4. Must work well with others.

**REQUIREMENT**

Must possess a Valid California Driver's License.

Must possess a High School Diploma or equivalent.

**PHYSICAL REQUIREMENTS**

1. Must be capable of lifting heavy objects up to seventy-five (75) pounds.
2. Must be able to work in a variety of weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE**

1. Must have a High School Diploma or equivalent.
2. Must have a California Driver License and good driving record.

**THE TEMPORARY GROUNDSPERSON** Serves at the will of the Board of Trustees.

**OTHER:**

**All employees of the Colusa Cemetery District are "at will" employees, appointed by and serving at the pleasure of the appointing authority, and as such may be released from employment without cause at the sole discretion of the Board of Trustees at any time.**

**All new employees will serve the first 180 days of employment in a probation status. The probation period is part of the examination and hiring process. An employee who has completed the probationary period shall remain an "at will" employee, released from employment without cause at the sole discretion of the Board of Trustees at any time.**

## DRUG AND ALCOHOL ABUSE

1. It is the desire of the Board of Trustees that all work environments of District Employees be safe and productive and free of the influence of drugs, alcohol, and/or other controlled substances, The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

A. The use (except as prescribed by a physician), sale, possession, purchase or transfer of drugs, alcohol, and/or other controlled substances by any District employee or officer on District property or work sites or while said employee of officer is on District business is prohibited.

B. Employees are prohibited from being under the influence of drugs, alcohol, and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work., and cause possible danger to fellow employees.

C. Commission of any of the actions described in A. and B. above will subject the employee to disciplinary action up to and including termination.

D. For the purpose of applying this policy, being under the influence of drugs alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties, and/or having a detectable amount of substances in one's body.

E. The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol, and/or other controlled substances during working hours will be made by the District Manager or a member of the Board of Trustees.

F. Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and found to have provided them to other employees shall be terminated.

G. Discipline or termination shall not be taken until a thorough investigation has been completed.

H. Drug Testing. To assure that employees, property, and equipment are not endangered by other employees who may be involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech or other characteristics create a reasonable suspicion of involvement with, or influence of said

## DRUG AND ALCOHOL ABUSE

substances will be subjected to a drug or alcohol exam at the District's expense. If the result of the test is positive, said employee will be subject to termination from employment.

1. Pre-employment drug testing and random drug testing will be part of the job requirements.
2. An employee who does not cooperate and refuses to take a drug/alcohol test shall be terminated.
3. Immediately prior to reporting for drug/alcohol testing, all employees shall complete a "Consent and Release" form to be kept on file in the District Office. (See Exhibit A attached to this policy)

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**EXHIBIT "A"**

**CONSENT AND RELEASE FORM**

**DRUG AND ALCOHOL TESTING**

I hereby authorize the Colusa Cemetery District, and any laboratories or medical facilities designated by the Colusa Cemetery District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to be provided to the Colusa Cemetery District and its authorized personnel. I recognize that the results of such test(s) will be used to determine my suitability for employment or for continued employment with the Colusa Cemetery District.

I understand that any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine, or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, (by brand name if possible, e.g., Extra Strength Tylenol-TM, Robitussin-TM, Allerest-TM, Mediprin-TM, ect.) that I have used in the last forty-five days are as follows:

DRUG/ MEDICIE	DATE(S) USED	PRESCRIBED BY:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: \_\_\_\_\_

FACILITY PERFORMING TEST: \_\_\_\_\_

FACILITY ADDRESS INFORMATION: \_\_\_\_\_

NAME/TITLE OF PERSON REQUESTING TEST: \_\_\_\_\_

SIGNATURE OF PERSON REQUESTING TEST: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# HARASSMENT PREVENTION POLICY

Every employee is entitled to employment free of harassment. The Colusa Cemetery District is committed to creation and maintaining a workplace where all persons can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

This policy extends to any objectionable conduct, comment or display by anyone, including any supervisor, co-worker, vendor, independent contractor or visitor, that is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

All employees shall be provided with a copy of this policy when hired and advised of the names of the current members of the Board of Trustees.

## 1. DEFINITION.

### A. Personal Harassment.

1. Personal harassment is unwelcome comments or actions directed at a worker, that is not necessarily based on race, creed or one of the prohibited grounds described above, but is abusive and humiliation and interferes with a person's work performance, health, safety or well-being. It includes:

- a. Practical jokes which cause embarrassment, endanger safety or affect work performance negatively.
- b. Vandalism of personal property.
- c. Verbal abuse or threats.
- d. Insulting, derogatory or degrading comments, jokes or gestures.
- e. Refusing to work or cooperate with others.
- f. Unwelcome physical contact.

### B. Sexual Harassment.

1. Sexual harassment is a form of discrimination that can result in costly litigation. It is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. The Colusa Cemetery District will take all steps necessary to prevent sexual harassment from occurring. Sexual harassment will not be tolerated. Sexual harassment may include:

- a. A threat of reprisal for refusing to comply with a sexually orientated request. The threat could be expressed directly or implied.
- b. Unwelcome remarks, jokes, innuendoes, proposition, or taunting about a person's body, attire, sex or sexual orientation.
- c. Displaying pornographic or sexually explicit pictures or materials.
- d. Unwelcome invitations or request, direct or indirect to engage in behavior of a sexual nature.

# HARASSMENT PREVENTION POLICY

- e. Unwelcome physical contact.
- f. Refusing to work with or have contact with workers on-the-job because of their sex, gender or sexual orientation.

2. Training. Prevention is the best tool to eliminate harassment in the workplace. California law(AB1825), effective January 1, 2005, requires two hours of mandatory sexual harassment prevention education for all supervisory employees. In addition to staff supervisors, Board Trustees are considered supervisory for the purposes of this law, and as such, are required to receive the training. New supervisory employees must receive the training within six months of their assumption of a supervisory position.

3. Reporting / Complaint Procedure.

- a. An employee may report conduct that may constitute harassment under this policy either verbally or in writing.
- b. An employee may file a complaint alleging harassment by completing a Harassment Complaint Form and forwarding it to the employee's supervisor. In the event the supervisor is the named harasser, the complaint form shall be delivered to a member of the Board of Trustees.

4. Investigation.

- a. Within 24 hours of receiving the complaint, even if it has been withdrawn, the Board of Trustees or a designated investigator shall conduct an investigation.
- b. If a complaint of sexual harassment is alleged, then the nature of the sexual advances and the context in which the alleged incidents occurred will be reviewed.
- c. All discussions resulting from said investigation shall be kept confidential. The name of the complainant or the alleged harasser will not be disclosed except where it is necessary for the purposes of investigation the complaint or taking corrective action with respect to the complaint or where required by law.
- d. A written record of any investigation of an alleged harassment shall be maintained. The finding will be sent to all members of the Board of Trustees. Disciplinary action will be recommended when the harassing conduct is sufficiently sever, persistent, and/or pervasive.
- e. In all cases, the outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved.

# HARASSMENT PREVENTION POLICY

## 5. Disciplinary Action.

- a. Where it is determined that an employee has knowingly engaged or participated in the harassment of a co-worker, that employee will be disciplined. The severity of the discipline may depend on, but is not limited to the following:
  1. The seriousness of the alleged conduct and whether such conduct may be a criminal offense or a violation of OSHA regulations.
  2. Any mental or physical injury caused to the complainant by the conduct.
  3. Whether the harasser persisted in behavior that he/she knew or ought to have known was offensive to the complainant.
  4. Whether the harasser abused a position of authority.
- b. The discipline imposed on an employee who was found to have engaged or participated in harassment in the workplace, may include reprimand, demotion, suspension without pay or termination of employment.

## 6. Retaliation.

- a. It is unlawful to retaliate against an individual who reports harassment or assist someone with a report of harassment, or participates in any manner in an investigation, proceeding, or litigation. Retaliation includes threats, intimidation, reprisals, or any other adverse action.

## 7. Intentionally False Reports.

Because harassment frequently involves interactions between persons that are not witnessed by others, reports of harassment cannot always be substantiated by additional evidence. Lack of corroboration evidence or "proof" should not discourage individuals from reporting harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action including termination of employment. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

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# LAYOFF POLICY

POLICY NO. 304  
COLUSA CEMETERY DISTRICT  
PAGE 1 OF 1

1. The District may layoff employees whenever it becomes necessary because of lack of work or funds. If such a layoff is necessary, job performance will govern who is re-employed. In such instances, the District may layoff such individuals without regard to seniority.

This Safety Policy is to be used in conjunction with and made part of the Injury and Illness Prevention Policy (IIPP) adopted and periodically revised by the County of Colusa. This policy is to promote the personal safety of District employees, prevent accidents, reduce personal injury and comply with all California and Federal OSHA requirements.

## 1. TOOLS AND EQUIPMENT.

A. All equipment, including office equipment, purchased by the Colusa Cemetery District and housed on its grounds are for cemetery use only. No equipment is to leave the grounds or be used by personnel for their own personal use.

B. Each employee is to be instructed and trained in the proper use of tools and equipment that are used in the course of their employment.

1. Employees shall not use a tool or any equipment that they are unfamiliar with.
2. Use the right tool for the job. Do not use defective tools.
3. Shut off all machinery and equipment when checking or working on same.
4. Back supports shall be worn at all times. If an employee refuses to wear the back support then a waiver of liability form must be completed and signed to that effect.
5. Safety glasses, shields, goggles, overshoes (rubber boots), coveralls, and rubber gloves will be provided by the District and used as specified in these rules.
6. Extension cords, cords for electrical tools or air hoses must not be lying around where they may be a tripping hazard.
7. Electrical outlets are not to be overloaded.
8. Employees shall be informed of all hazardous materials used by the District, any potential hazard involved in their use and what action to take in the event of an injury resulting from the use of hazardous materials. Any employee required to use hazardous material shall be trained in their proper use. Protective clothing and equipment is to be utilized as required.
  - a. Hazardous material will be disposed of the proper manner required by law.
9. Do not use gasoline to wash tools or equipment.

## **SAFETY POLICY**

### **2. HEAT RELATED ISSUES.**

A. A major part of cemetery duties is outdoor related. Shaded areas are to be provided to prevent the onset of a heat related illness or provide protection to those suffering from same pending appropriate medical attention.

B. Water stations are to be made available to all employees and the importance of hydration throughout the work shift.

C. Supervisors and employees are to be educated in preventative measures annually at the beginning of the spring season and periodically thereafter during safety meetings.

### **3. GENERAL.**

A. All employees, including work service workers, are covered by workers compensation insurance for all on-the-job accidents. Employees must report any injury on an Injury Incident Report form.

1. Any cut, scratch, puncture, etc., should be treated accordingly. A First Aid Kit is provided by the District.

B. All doors in the shop building are to be kept locked when not occupied.

C. All work areas, including aisles, shall be well lighted and kept neat and clean.

1. File cabinet and desk drawers shall not be left open when not being utilized.

D. Floors are to be kept clean of oil, grease or any other spillage.

E. Suitable clothing and appropriate footwear is necessary. Work boots (boots that provide adequate protection to ankles and feet) will be worn at all times. Tennis shoes are not allowed.

F. No employee shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, over exposure or other causes that might unnecessarily expose him/her or others to injury.

G. Employees shall know the nearest exit from the shop or other District structures in case of an emergency. In the event of an evacuation, employees should proceed with caution as orderly as possible.

**4. SAFETY MEETINGS.**

A. Safety is a regular part of employees' work. Monthly Safety Meetings will be held in which employees are required to attend.

1. The Supervisor will check all work areas for the purpose of identifying any unsafe conditions. Findings shall be discussed at the next safety meeting.

The discovery of any and all unsafe conditions will be documented.

B. Employees shall relate any concerns regarding safety hazard conditions in their work areas.

1. No employee shall be retaliated against for reporting an unsafe or unhealthful condition.

C. Meetings are to be documented and maintained in the District office.

**5. FAILURE TO COMPLY.**

A. All employees shall follow safe practice rules. Failure to comply with all safety rules and regulations may result in disciplinary action up to and including dismissal. First offense (depending on severity of the incident) may result in one to five days suspension without pay. Habitual carelessness or recklessness, disorderly conduct, reporting to work under the influence of alcohol or drugs will result in immediate termination.

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# **COLUSA CEMETERY DISTRICT**

# **INJURY & ILLNESS PREVENTION POLICY**

**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

1. RESPONSIBILITY

The Injury and Illness Prevention (IIPP) Program Administrator,

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(Program Administrator)

Has the authority and the responsibility for implementing and maintaining this IIPP for: **COLUSA CEMETERY DISTRICT.**

Manager and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of the IIPP is available from each manager and supervisor.

2. COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Disciplining workers for failure to comply with safe and healthful work practices.

3. COMMUNICATION

All managers and supervisors are responsible for communication with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety, health policies and procedures.
- Review of our IIPP.
- Regularly scheduled safety meetings.
- Our establishment has less than ten employees and communicated with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

**4. HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

- Office
- Shop
- Burial Grounds
- Side Property
- Niche Area

Periodic inspections are performed according to the following schedule:

- a. When we initially establish our IIPP.
- b. When new substances, processes, procedures or equipment which present potential hazards are introduced into our workplace.
- c. When new, previously unidentified hazards are recognized.
- d. When occupational injuries and illnesses occur.
- e. Whenever workplace conditions warrant an inspection.

**5. ACCIDENT / EXPOSURE INVESTIGATIONS**

Procedures for investigation workplace accidents and hazardous substance exposures include.

- a. Interviewing injured workers and witnesses.
- b. Examining the workplace for factors associated with the accident/ exposure.
- c. Determining the cause of the accident/ exposure.
- d. Taking corrective action to prevent the accident/ exposure for reoccurring.
- e. Recording the finding and actions taken

**6. HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- a. When observed or discovered.
- b. When an imminent hazard exist which cannot be immediately abated without endangering employee(s) and/ or property, we will remove all exposed workers form the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

**7. TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- a. When the IIPP is first established.
- b. To all new workers, except to construction workers who are provided training through a construction industry occupational safety and health training program approved by CAL/OSHA.
- c. To all workers given new job assignments for which training has not previously provided.
- d. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- e. Whenever the employer is made aware of a new or previously unrecognized hazard.
- f. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- g. To all worker with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- a. Implementation and maintenance of the IIPP.
- b. Emergency action and fire prevention plan
- c. Provisions for medical services and first aid including emergency procedures.
- d. Prevention of musculoskeletal disorders, including proper lifting techniques.
- e. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- f. Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- g. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- h. Proper reporting of hazards and accidents to supervisors.
- i. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- j. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.



**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

**8. RECORDKEEPING.**

We are a local government entity and we are not required to keep written records of the steps taken to implement and maintain our IIPP. However, Colusa Cemetery District is taking the following steps to implement and maintain our own IIPP:

- a. Records of hazard assessments inspections.
- b. Documentation of safety and health training for each worker.
  - For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instruction to workers with respect to worker job assignments when they are first hired or assigned new duties.

**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

POLICY NO. 305  
COLUSA CEMETERY DISTRICT  
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HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: \_\_\_\_\_ Inspector/Title: \_\_\_\_\_

Unsafe condition or work practice:

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Corrective action taken:

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Date of Inspection: \_\_\_\_\_ Inspector/Title: \_\_\_\_\_

Unsafe condition or work practice:

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Corrective action taken:

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Date of Inspection: \_\_\_\_\_ Inspector/Title: \_\_\_\_\_

Unsafe condition or work practice:

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Corrective action taken:

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**SAFETY POLICY  
INJURY & ILLNESS  
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COLUSA CEMETERY DISTRICT  
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**ACCIDENT /EXPOSURE INVESTIGATION REPORT**

Date & time of accident: \_\_\_\_\_

Location: \_\_\_\_\_

Accident description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee(s) involved:

\_\_\_\_\_  
\_\_\_\_\_

Preventive action recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective actions taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee / Title of person completing report:

\_\_\_\_\_

**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

**HAZARD IDENTIFICATION LOG**

Inspection #	Date of Inspection	Time of Inspection	Person conducting Inspection	Hazard Identified Yes/ No	Date Corrected	Corrected By

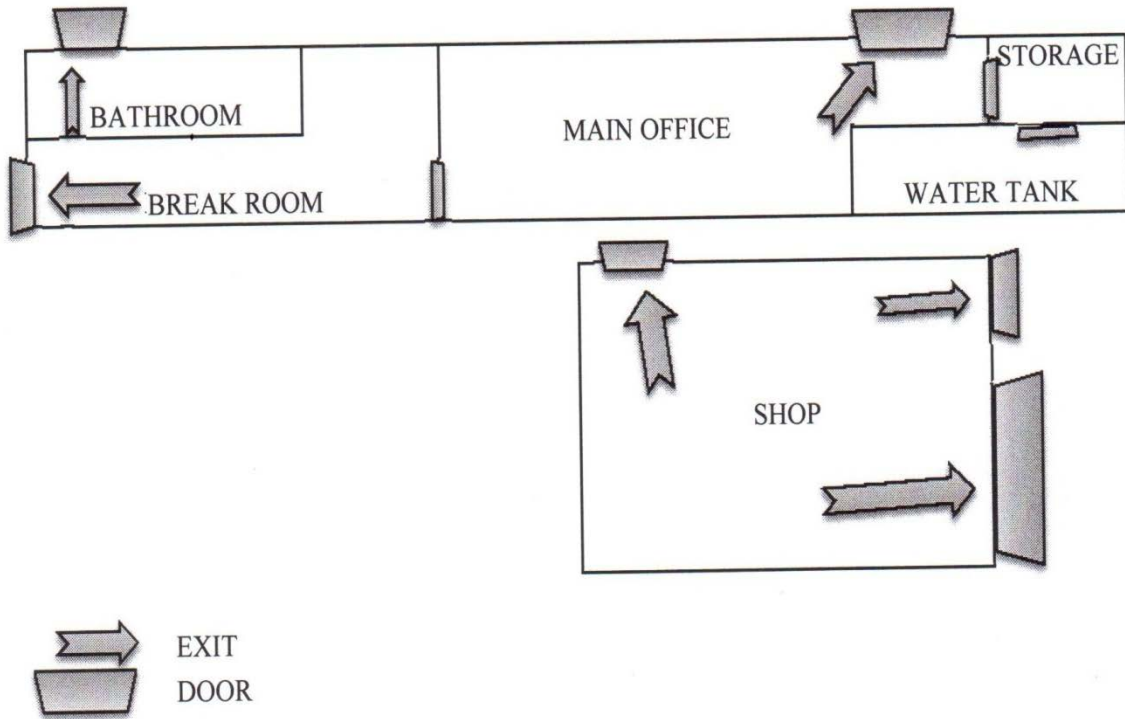
**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

**TRAINING AND INSTRUCTION LOG**

EMPLOYEE NAME	DATE	TYPE OF TRAINING	TRAINER	
Manuel Diaz	16-Jan	Battery Safety	tailgate	
Michael Brugman	16-Jan	Battery Safety	tailgate	
Manuel Diaz	16-Feb	Hand Tool	tailgate	
Michael Brugman	16-Feb	Hand Tool	tailgate	
Daniell Frampton	16-Mar	Backhoe safety	GSRMA fair Oaks	
Manuel Diaz	16-Mar	Heat Illness	GSRMA fair Oaks	
Michael Brugman	16-Mar	Heat Illness	GSRMA fair Oaks	
Daniell Frampton	16-Apr	Hazard Awarness	GSRMA Onsite	
Manuel Diaz	16-Apr	Hazard Awarness	GSRMA Onsite	
Michael Brugman	16-Apr	Hazard Awarness	GSRMA Onsite	
Michael Brugman	april 6 2016	harassment and ethics	GSRMA Williams	
Manuel Diaz	16-May	Transitioning to Hot Weather	tailgate	
Michael Brugman	16-May	Transitioning to Hot Weather	tailgate	
Daniell Frampton	16-Jun	Harassment and Ethics	GSRMA Williams	
Manuel Diaz	16-Jun	Harassment and Ethics	GSRMA Williams	
Manuel Diaz	16-Jul	noise exposure	tailgate	
Michael Brugman	16-Jul	noise exposure	tailgate	
Manuel Diaz				
Michael Brugman				

**SAFETY POLICY  
INJURY & ILLNESS  
PREVENTION POLICY**

**EMERGENCY ACTION PLAN**



# COLUSA CEMETERY DISTRICT

# HEAT ILLNESS PREVENTION POLICY

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

**HEAT ILLNESS PREVENTION PROGRAM**

In accordance with the Heat Illness Prevention Standard T8 CCR 339, these procedures outline the Colusa Cemetery District's Heat Illness Prevention Procedures, and to reduce the risk of work related heat illnesses among our employees.

**CALIFORNA EMPLOYERS ARE REQUIRED TO TAKE THESE FOUR STEPS TO PREVENT HEAT ILLNESS.**

- **Train:** Train all employees and supervisors about heat illness prevention.
- **Water:** Provide enough fresh water so that each employee can drink at least 1 quart per hour, and encourage them to do so.
- **Shade:** Provide access to shade and encourage employees to take a cool-down rest in the shade for at least 5 minutes. (They should not wait until they feel sick to cool down.)
- **Panning:** Develop and implement written procedures for complying with the CAL/OSHA Heat Illness Prevention Standard.

1. The following designated person(s) have authority and responsibility for implementing the provisions of this program at the worksite:

- A. Daniell Frampton, District Manager (530) 635-5761
- B. Richard Bruggman, Grounds keeper (530) 635-1798

2. Procedures for provision of water (include but are not limited to) the following:

- A. Drinking water container (5 to 10 gallons each) will be brought to the work site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.
- B. Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
- C. As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (i.e. every hour, every 30 minutes), and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50%. Additional water containers will be carried, to replace water as needed.



**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

- D. Water container will be placed as close as possible to the workers (given the working conditions and layout of the worksite) to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
  - E. Water containers will be relocated to follow along with the crew, so drinking water will remain readily accessible.
  - F. Water containers will be kept in sanitary conditions.
  - G. Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 90 degrees Fahrenheit, brief "tailgate" meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
  - H. When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the number of water breaks will be increased, and workers will be reminded throughout the work shift to drink water.
  - I. During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.
3. Procedures for access to shade (include but are not limited to) the following:
- A. Permanent shade structures are located as close as practical to workers at all times, whether the temperature is above or below 85 degrees (shop, office).
  - B. Permanent shade structures are sufficient to accommodate 100 percent of the employees at one time.
  - C. Workers are to take rest and water breaks in the shade on the grounds under trees, shop (during regular breaks/ lunch) or the office (if unoccupied by customers).
  - D. Daily, workers will be encouraged to take a five minute cool-down rest in the shade, under trees, in the office, or in the shop area.
  - E. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

4. Procedures for Monitoring the weather (include but are not limited to) the following:
  - A. Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed to evaluate the risk level for heat illness. Determination by manager and foreman will be made of whether or not workers will be exposed at a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
  - B. Prior to each workday, the manager and/or lead groundskeeper will monitor the weather at the worksite. This is critical weather information will be taken into consideration, to determine, when it will be necessary to make modification to the work schedule (such as stopping work early, adjusting work schedule, and /or increasing the number of water and rest breaks).
  - C. When the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.
  - D. A thermometer, internet based weather program, or Smartphone application will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 85 degrees Fahrenheit, the workers will be encouraged to utilize the permanent shade structures. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.
  
5. Handling a heat wave:
  - A. During a heat wave or heat spike, the field crew will follow a modified work schedule (early a.m.).
  - B. During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are no possible, workers will be provided with an increased number of rest and water breaks and will be observed closely for signs and symptoms of heat illness.
  - c. Workers will be encouraged to wear protective clothing (lightweight long sleeve shirts, protective head gear).
  - D. Workers will be assigned indoor work duties whenever possible.
  - E. Employees will utilize the buddy system to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

6. High Heat Procedures (include but are not limited to) the following:

*High Heat Procedures are additional preventative measures that the cemetery will use when the temperature equals or exceeds 95 degrees Fahrenheit.*

- A. Effective communication by voice, observation, or electronic means will be maintained, so that employees at the worksite can contact the lead groundskeeper, the workers, office staff, or the manager when necessary. If such person is not near the workers, a radio or cell phone will be used.
- B. Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio) to be on the lookout for possible symptoms of heat illness.
- C. Employees will be observed for alertness and signs and symptoms of heat illness. when the lead groundskeeper or manager is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Designated observers will be trained and know what steps to take if heat illness occurs.
- D. Employees will be reminded throughout the shift to drink plenty of water.
- E. New employees will be closely supervised or assigned a more experience co-worker for the first 14 days of employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day.

7. Procedures for Acclimatization (include but are not limited to) the following:

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by environmental changes. In more common terms, The body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

- A. The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s) or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

- B. During a heat wave or heat spike, the work day will be either cut short, field crew will be given a modified work schedule, or if at all possible cease for the day.
  - C. For new employees, the intensity of the work will be lessened during a two-week period (such as scheduling slower paced, less physically demanding work, vehicle maintenance, shop maintenance, equipment maintenance, general cleaning, indoor training) during the hot parts of the day and the heaviest work activities during the cooler parts of the day (mowing, weed cutting and spraying). Steps taken to lessen the intensity of the workload for new employees will be well documented.
  - D. The lead groundskeeper and manager will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
  - E. Any new employee and his/her supervisor will hold a special acclimatization training before the employee begins work on the grounds. Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.
8. Procedures for Emergency Response (include but are not limited to) the following:
- A. Efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the worksite.
  - B. Most employees will carry cell phones or two-way radios and perform frequent radio checks to ensure that emergency medical services can be called in the event of an emergency.
  - C. When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable one emergency service responders have been called (to reduce the progression to more serious illness).
  - D. At remote locations within the cemetery, one person will be assigned to physically go to the nearest road or highway where emergency responders can see them.
  - E. During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to the supervisor any signs or symptoms they are experiencing.
  - F. Employees and supervisors training will include every detail of these written emergency procedures.
9. Handling a Sick Employee.

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

- A. When an employee displays a possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!
- B. When an employee displays possible signs or symptoms of heat illness and no trained first aid supervisor is available at the site, emergency services providers will be called.
- C. Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker; place the worker in the shade, remove excess layers of clothing, place ice packs in the armpits and groin area and fan the victim). **Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!**
- D. If an employee does not look OK and displays signs or symptoms of severe heat illness (Loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request an Ambulance.

10. Procedures for Employee and Supervisory Training (include but not limited to) the following:

- A. Supervisors will be trained prior to being assigned to supervise other workers. Training will include the Colusa Cemetery District written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- B. Supervisors will be trained on how to track the weather at the job site. Supervisors will be trained on how to read a thermometer, how to locate weather information on the internet and via-Smartphone applications. Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase the number of water and rest breaks, or cease work early, if necessary.
- C. All employees and supervisors will be trained prior to working outside. Training will include the company's written prevention policies.

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

- D. Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- E. When the temperature exceeds 75 degrees Fahrenheit, short "tailgate" meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
- F. New employees will be assigned a "buddy" or experienced co-worker to ensure that they understand the training and follow company procedures.
- G. All employees will be trained on where permanent shade structures are located and how to evaluate if shade from trees is adequate.

**SAFETY POLICY  
HEAT ILLNESS  
PREVENTION PROGRAM**

POLICY NO. 305  
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**COLUSA CEMETERY DISTRICT**

**HEAT ILLNESS PREVENTION  
TAILGATE MEETING CHECKLIST**

Meeting held on \_\_\_\_\_ (Date)

- Temperature prediction for the day: \_\_\_\_\_
- Are water containers clean, filled and accessible? Who is responsible for re-filling and checking the water containers? \_\_\_\_\_
- Reminder of available shade: Under trees, shop, office.
- Reminder to take short and frequent 5 minute breaks throughout the day.
- Reminder to drink water throughout the day.
- Radio/ Phone Check
- Keep your co-workers in visual contact.
- Reminder to follow emergency procedures.
- Do we need to go to a modified work schedule or modified task schedule? Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attendees:

_____	_____
_____	_____
_____	_____
_____	_____

# COLUSA CEMETERY DISTRICT

# EQUIPMENT MAINTENANCE POLICY



**SAFETY POLICY  
EQUIPMENT MAINTENANCE  
POLICY**

**EQUIPMENT MAINTENANCE PROGRAM**

Grounds equipment must be maintained regularly for safety and full life expectancy of equipment.

The maintenance Office for the Equipment Maintenance Program (EMP):

Manuel Diaz, Grounds Supervisor  
(EMP Administrator)

Has the authority and responsibility for implementing and maintaining this Equipment Maintenance Policy for Colusa Cemetery District.

Manager and Supervisor are responsible for implementing and maintaining the Equipment Maintenance Policy in their work areas and for answering worker questions about the Equipment Maintenance Policy.

**1. COMPLINACE**

All workers, including managers and supervisors, are responsible for complying with equipment maintenance procedures. Our system of ensuring that all workers comply with these practices includes:

- A. Informing workers of the Equipment Maintenance Program "EMP".
- B. Maintain and service equipment.
- C. Record maintenance/ service performed on each piece of equipment.
- D. Evaluation the maintenance performance of all workers.
- E. Recognizing employees who perform safe and healthful equipment maintenance practices.
- F. Providing training to workers whose equipment maintenance is deficient.
- G. Disciplining workers for failure to comply with safe and healthful equipment maintenance practices.

**2. COMMUNICATION**

All managers and supervisors are responsible for communication with all workers about the Equipment Maintenance Policy that is readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about any hazard or parts needing to be replaced on equipment.

**SAFETY POLICY  
EQUIPMENT MAINTENANCE  
POLICY**

Our communication system includes one or more of the following checked items:

- A. New worker orientation including a discussion on equipment maintenance importance.
- B. Review of the "EMP" (Equipment Maintenance Policy)
- C. Review at regularly scheduled safety meetings.
- D. Our establishment has less than ten employees and communicates with and instructs employees orally about equipment maintenance practices to each employee's assignment.

**3. HAZARD ASSESMENT**

Periodic inspections to identify and evaluate equipment hazards shall be performed by a competent observer reviewing the following areas:

- A. All mowers
- B. All weed eaters
- C. All hedgers
- D. Tractor
- E. Bobcat
- F. F-150 Truck
- G. Trailer
- H. Maintenance Records
- I. Any and all grounds equipment

**4. HAZARD CORRECTION**

Unsafe maintenance practices or procedures shall be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected according to the following procedures:

- A. When observed or discovered.
- B. When an imminent hazard exist which cannot be immediately abated without endangering employee(s) and / or equipment. Colusa Cemetery District will remove all exposed workers from the hazard. Workers who are required to correct the hazard shall be provided with the necessary equipment.

**5. TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general equipment and job-specific duties. Training and instruction is provided:

- A. When the Equipment Maintenance Policy is first established.

**SAFETY POLICY  
EQUIPMENT MAINTENANCE  
POLICY**

- B. To all new workers, except to construction workers who are provided training through a construction company.
- C. To all workers given new job assignments for which training has not been previously provided.
- D. Whenever new equipment is introduced to the workplace and may represent a new hazard.
- E. Whenever the employer is made aware of a new or previously unrecognized hazard.
- F. To supervisors to familiarize them with safety hazards or replacements that need to be addressed.
- G. To all worker with respect to specific job assignments.

General Equipment Maintenance practices included, but are not limited to, the following:

- A. Implementation and maintenance of the Equipment Maintenance Policy.
- B. Regular maintenance of equipment.
- C. Reporting any hazard equipment may have.
- D. Documentation of maintenance or service in equipment log.
- E. Proper storage of equipment to prevent damage.
- F. Proper reporting of equipment hazard to supervisor.

**6. RECORDKEEPING**

We are a local government entity and we are not required to keep written records of steps taken to implement and maintain an Equipment Maintenance Policy. However, Colusa Cemetery District is taking the following steps to implement and maintain our own Equipment Maintenance policy.

- A. Record each Maintenance and/ or service in an Equipment Maintenance log for each piece of grounds equipment.
- B. Record any hazard and correction.

For one year, or duration of equipment life.

**SAFETY POLICY  
VEHICLE & DRIVER SAFETY POLICY**

**VEHICLE & DRIVERS SAFETY POLICY**

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to the Colusa Cemetery District, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate all vehicles in a safe manner to prevent injuries and property damage. As such CCD endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Driver Eligibility

- Drivers must have a valid driver's license and keep the license with them at all times while driving. All CCD drivers must comply with all applicable D.O.T. and California regulations.
- Company vehicles are to be driven by authorized employees ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees and family members are not authorized to drive the Company vehicle.
- Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited. No unauthorized persons are allowed to ride in company vehicles.
- Any employee who has a driver's license revoked or suspended shall immediately notify the District Manager and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.
- All accidents involving Company vehicles, regardless of severity, must be reported to the Police and to the District Manager. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- All drivers and passengers operating or riding in company vehicles must wear seat belts.
- Report any mechanical difficulties or repair needs to the District Manager.
- Drivers are responsible for the security of CCD vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

**SAFETY POLICY**  
**VEHICLE & DRIVER SAFETY POLICY**  
Driving Records

POLICY NO. 305  
COLUSA CEMETERY DISTRICT  
PAGE 27 OF 27

Your personal driving record is a reflection of your overall driving habits, and directly affects our insurance costs. Your personal driving is your responsibility and our concern. All persons Driving a Vehicle Must have a Valid Driver's license.

-The Cemetery District will provide annual Driver Safety Training for All Staff and Board Members.

Cell phone Usage

- Under all circumstances, employees shall obey all motor vehicle laws. Violations or fines incurred by employees shall be the full responsibility of the employee, and may affect future driving privileges in company.
- California prohibits use of the cell phone while driving if such use interferes with the vehicle's operation: One hand must be on the wheel at all times. Texting is forbidden. Dialing out should be done only from a safely parked position.
- Hands-free cellular phones are subject to the same policy as the hand-held cellular phones. (No dialing out, texting, or interfering with safe operation of the vehicle).

Small Engines

Mowers/ Gators/ Tractors/ Bobcats (Small Engines) owned by the Colusa Cemetery District are to be used ONLY on CCD Grounds.

-Drivers must be cautious of all surrounding and maintain a proper speed for the conditions.

-Cell Phone Rules apply to small engines.

-Music for hearing protection must be turned down to an appropriate level.

**EMPLOYEE AUTHORIZATION FOR MVR REVIEW**

I acknowledge that the information contained in the Colusa Cemetery Districts Driver Safety Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver of CCD, I understand that it is my responsibility to operate all vehicles in a safe manner to prevent injuries and property damage.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PRINT - EMPLOYEE'S NAME  
DRIVER'S LICENSE NUMBER  
Signature & Date

## **EMERGENCY ACTION PLAN**

The purpose of this plan is to ensure the safety of all staff and public during times of emergency. (Example: Civil Disturbance, Power Outage, Fire, Medical Emergency, Active shooter, Explosion, Hazardous Material Incident, Earthquakes, Emergency Calls, Bomb Threat/ Suspicious Mail Package)

The following person(s) have the authority and responsibility for implementing the provisions of this Emergency Action Plan (EAP) . These individuals are the Evacuation Coordinators for Colusa Cemetery District.

- #1- Daniell Frampton, District Manager (530) 635-5761
- #2- Michael Bruggman, Grounds (530) 531-7549
- #3- Frank Miller, Chair (530) 682-4610

### **Compliance**

All workers, including managers and supervisors are responsible for complying with the Emergency Action Plan Procedures. Our system of ensuring that all workers comply with these practices includes:

A. Informing workers of the Emergency Action Plan (EAP) by communication and Training.

*- Our establishment has less than ten employees and communicates and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment. (Section 142.3, Labor Code)*

B. Identifying Emergency's and who to notify.

C. Evacuations, Where to account for all employees & visitors, Cemetery Maps.

D. Phone Numbers, Police, Fire, Emergency Response Teams and non emergency.

### **Training and Instruction**

All workers, including managers and supervisors are required to read and review the EAP:

*- Communication: Our establishment has less than ten employees and communicates and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment. (Section 142.3, Labor Code)*

## **SAFETY POLICY EMERGENCY ACTION PLAN**

- A. When first employed with the Cemetery District.
- B. Whenever responsibilities or actions change in the EAP.

### **Types of Emergencies**

#### **CIVIL DISTURBANCE**

If a disturbance arises in or around the Cemetery Grounds DO NOT become involved in the disturbance and:

- Remain Calm
- Follow this procedure.

1. Do not attempt to determine cause of disturbance. Report the situation to your supervisor or call 911.
2. Do not engage or debate with individuals involved in the disturbance.
3. Try to enter and or leave your building or work area without subjecting yourself to verbal or physical abuse. Try using and alternate route or alternate entry/exit point.
4. stay away from windows in view of area of disturbance.
5. If necessary, follow the instruction of your supervisor regarding leaving the premises.
6. If evacuation is necessary, check in and be accounted for in the agreed upon meeting place for emergency evacuation.

***Agreed upon evacuation meeting places are:***

***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***

***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***

#### **POWER OUTAGE**

Power outages are common and generally do not pose a threat to the safety of employees, unless employees attempt to move through the building in the dark. If the power goes off:

- Remain calm.
- Follow this procedure.

1. Do not immediately call to determine the cause.
2. Remain where you are and ask visitors or clients in your vicinity to stay with you.
3. If the area is dark, do not try to move around.
4. Evacuation coordinators will locate and illuminate emergency flashing lights and open doors to admit light.
5. Await instruction from your supervisor.
6. When Power is restored, immediately check all machines and appliances to determine if any damage has occurred.

# SAFETY POLICY EMERGENCY ACTION PLAN

7. Unplug any damaged office equipment and notify your supervisor.
8. If an evacuation is necessary and the area is dark, await an evacuation coordinator with a flashlight to lead you to a sufficiently lit area or to a building exit.
9. If an evacuation is necessary, check in and be accounted for at the agreed upon meeting place for emergency evacuation.

***Agreed upon evacuation meeting places are***

***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***

***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***

## FIRE

If you smell smoke, see flames, or become aware of a fire or the possibility of a fire:

-Remain calm.

- Follow this procedure.

1. Alert others around you and pull fire alarm, if available.
2. Call 9-1-1 and report the fire.
3. Notify supervisor or evacuation coordinator.
4. If the fire is small, initial stage, and you can do so safely, you may use a fire extinguisher.
5. If there is no immediate threat, take key personal items, secure valuable assets and secure business records identified during drill.
6. Leave the building by the nearest exit; escort visitors and clients as you go.
7. Close all doors as you leave the room if possible.
8. Once out of the building, do not re-enter for any reason until instructed by designated authority or Manager that it is safe to return.
9. Check in and be accounted for at the agreed upon meeting place for emergency evacuation.

***Agreed upon evacuation meeting places are***

***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***

***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***

10. If you have first-hand knowledge of the cause, describe details to your supervisor or inquiring fire authority.
11. After threat has ended and you are allowed to return to your work area, check and inventory all valuable assets and business records for integrity. Report any discrepancies immediately to your supervisor.



# SAFETY POLICY EMERGENCY ACTION PLAN

POLICY NO. 305  
COLUSA CEMETERY DISTRICT  
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## MEDICAL EMERGENCY

If you observe a person in need of immediate life saving action:

-Remain calm.

1. Call 9-1-1. Let the dispatcher lead the conversation.
2. Give building location, room #, Lawn Location, Location of victim; provide brief description of injury.
3. Direct and employee to meet medical personnel to lead them to the victim and another to meet ambulance.
4. Assist the victim to the extent of your first aid training.
5. Make the victim as comfortable as possible.
6. DO NOT move the victim unless there is a need to remove the victim from danger of further injury.
7. Attempt to stop bleeding.
8. Restore breathing; if trained, perform CPR.
9. Treat for shock, assist person to the ground and elevate their feet slightly.
10. Look for MEDALERT TAG or BRACELET.
11. do not leave the victim unattended.
12. Assist emergency personnel only if requested to do so.
13. Report facts concerning incident to your supervisor.

## ACTIVE SHOOTER

If you are in an area where someone is using a firearm to harm others:

-Remain calm.

- Follow this procedure.

1. Run only if you can safely exit the building or area. Call 9-1-1 when you are safely out. If you



can notify others with the code signal do so. (Code signal is hands above head in a circle.) If you can reach the alarm (on the wall in the break room) to trigger emergency response teams do so

2. If you cannot safely run, hide. Turn off mobile devices and remain quiet. Lock doors or barricade doorways. Do not hide with others, unless you have no choice.
3. If you are confronted with an active shooter - as a last resort, fight with everything at your disposal, such as books, chairs, or anything you can throw at assailant. If you are in a group or even one other person, work together to take the shooter down.

## **SAFETY POLICY EMERGENCY ACTION PLAN**

4. If shooter is inactive and you cannot disarm him/her or fight, try to deescalate confrontation. Make conversation personal, ask questions about loved ones, tell him about yours until help arrives.
5. First responders only goal upon arrival will be to take down the shooter, Answer only the questions asked of you and attend to the injured until medical help arrives.
6. After threat has ended, follow instruction of law enforcement and supervisor. Your presence must be documented and your account of events recorded. Make notes if you must to recall details. Do not leave the area until law enforcement authorities have instructed you to do so.

### **EXPLOSION**

In the event of an explosion:

- Remain calm.
- Follow this procedure.

1. CALL 9-1-1.
2. DO NOT explore to determine cause of explosion.
3. Treat the injured within your training, if possible (see medical emergency).
4. Remove the injured from area if further possible danger is imminent.
5. Leave the building or area by the nearest exit; escorting visitors / clients and you go.
6. Once out of building or area do not re-enter for any reason until instructed by designated authority that it is safe to return.
7. Check in and be accounted for at the agreed upon meeting place for emergency evacuation.  
***Agreed upon evacuation meeting places are***  
***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***  
***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***
8. After threat has ended and you are allowed to return to your work area, check and inventory all valuable assets and business records for integrity. Report any discrepancies immediately to your supervisor.
9. Report all visible or suspected damage.

## **SAFETY POLICY EMERGENCY ACTION PLAN**

### **HAZARDOUS MATERIAL INCIDENT**

If you become aware of an incident involving a hazardous material or an unknown substance that is potentially hazardous:

- Remain calm.
- Follow this procedure.

1. Call 9-1-1.
2. Stay away from the substance.
3. Deny others entry and access to the area.
4. Notify your supervisor.
5. If you know the possible nature of the substance or where it came from, inform your supervisor.
6. Do not attempt to wash down substance under any circumstances.
7. If ordered to evacuate, proceed upwind from incident site and remain upwind at all times. Check in and be accounted for at the agreed upon meeting place for emergency evacuation.

***Agreed upon evacuation meeting places are***

***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***

***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***

8. Do not re-enter building or area until instructed to do so by designated authority.
9. Remember, unless you know positively that the substance is harmless and non-toxic, assume the material is a hazardous substance.
10. If you are contaminated or come in contact with the substance, obtain medical attention from fire or ambulance personnel and follow their instructions.

### **EARTHQUAKES**

The sensation of rolling and roaring may be terrifying, but unless something falls on you, the shaking is unlikely to harm you. During the shaking:

- Remain calm.
- Follow this procedure.

1. If indoors, stay there. Do not run outside.
2. Brace yourself in an inside corner away from windows. Get under a sturdy table, desk or bed.
3. Choose shelter which will provide airspace if it collapses. Grab anything that you can to shield your head from falling debris and splinting glass.
4. Stay away from tall shelves or anything large that might slide or topple over.
5. If you are outdoors, move away from buildings, streetlights, headstones and utility wires. Never assume downed power lines are dead.

## **SAFETY POLICY EMERGENCY ACTION PLAN**

After the shaking stops:

1. Be prepared for after-shocks, stay do not run down stairs or to outdoors.
2. Do not light matches, cigarettes or turn on electrical switches. Flashlights are the best light source after a damaging earthquake. Proceed with extreme caution.
3. Protect hands and feet from broken glass or debris. Keep had and face protected.
4. Make a quick check for injuries or trapped people. Provide emergency first aid in accordance with your training. Do not try to move seriously injured persons unless they are in immediate danger of further injury.
5. Turn off all appliances and office machines. Extinguish all open flames. Check power lines and cords. If problems exist in electrical or gas lines, the mains should be shut off.
6. It may be necessary to draw a moderate amount of cold water in bathtubs/ buckets and sinks and other containers, in case service should be disrupted.
7. Await instruction from your supervisor. If supervisor is unavailable and you feel the building is unsafe, evacuate to your assigned area. Take visitors with you.

***Agreed upon evacuation meeting places are***

***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***

***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***

8. Check in and be accounted for at the agreed upon meeting place for emergency evacuation.

### **EMERGENCY CALLS**

Dial 9-1-1 in the case of and emergency (an event that involves an immediate danger to life or property.) For non- Emergency questions, call and agency's regular business number listed in "PHONE NUMBERS - POLICE - FIRE" (see below) During and emergency:

-Remain calm.

-Follow this procedure

1. Dial 9-1-1. Remember to get and outside line as needed by your phone system.
2. If calling from a cellular phone, 9-1-1 does not display your address for the dispatcher. Most office phones display the number, but be prepared anyway. You must be prepared to give the 9-1-1 dispatcher your address, building and room number.
3. Tell the dispatcher the nature of the emergency (medical aid, fire, hazardous material).
4. Provide the telephone number from which you are calling: office (530) 458-2650.
5. Confirm the address of the emergency: 1974 Wilson Ave, Colusa CA 95932-Cemetery.
6. Provide detail of location within the building. (Office, back or front of grounds).
7. Provide your name.

**SAFETY POLICY  
EMERGENCY ACTION PLAN**

**PHONE NUMBERS - POLICE - FIRE - ENVIRONMENTAL HEALTH**

**Emergency Call 9-1-1**

Police Department

(Non- Emergency)

Sherriff (530) 458-0200

CHP (530) 473-2821

Police (530) 458-7777

Fire Department

(Non-Emergency)

Fire Dept. Office (530) 458-0239

Fire Building Insp. (530) 458-7721

Injured on the job MEDCORE 1-800-775-5866

Hazardous Materials 1-800-424-8802

Colusa County Environmental Health (530) 458-0395

Golden Bear Alarms (530) 743-2077 *Code Word "rest-in-peace"*

**SAFETY POLICY**  
**EMERGENCY ACTION PLAN**  
**BOMB THREAT**

If your receive a bomb threat:

-Remain calm.

-Follow the below:

1. Use this form to document the call.
2. Keep the caller on the line as long as possible.
3. Question to ask:

What kind of bomb is it? \_\_\_\_\_ Time \_\_\_\_\_

Where is the bomb located right now?

\_\_\_\_\_

When is the bomb going to explode?

\_\_\_\_\_

What will cause the bomb go explode?

\_\_\_\_\_

Did you place the bomb?

\_\_\_\_\_

Why did you place the bomb?

\_\_\_\_\_

Where are you calling from?

\_\_\_\_\_

What is your name?

\_\_\_\_\_

What is your address?

\_\_\_\_\_

4. Notify a supervisor.
5. Report all bomb threats to 9-1-1.
6. Complete the following details while your memory of the call and caller are fresh.

Describe the callers voice:

Male  Female  Young  Middle Aged  Older

Accent: Y / N

Type of accent: \_\_\_\_\_

Tone of voice: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ Who does it sound like? \_\_\_\_\_

Background noise: \_\_\_\_\_

Other voice characteristics: \_\_\_\_\_

Date of call: \_\_\_\_\_ Time of call: \_\_\_\_\_

## **SAFETY POLICY EMERGENCY ACTION PLAN**

Exact words of caller: \_\_\_\_\_

Name of person who received call: \_\_\_\_\_

### **BOMB THREAT (CONTINUED), SUSPICIOUS MAIL/ PACKAGE**

If you receive a bomb threat:

- Remain calm
- Follow this procedure.

1. If no immediate threat, take all personal items, secure valuable assets and secure business records.
2. Leave the building by nearest exit. Make sure all visitors are evacuated.
3. If possible, open all doors and windows when leaving, do not lock up.
4. Once out of the building, do not return for any reason until instructed by designated authority that it is safe to do so.
5. Check in and be accounted for at the agreed upon meeting place for emergency evacuation.

***Agreed upon evacuation meeting places are***

***#1 Across from the Cemetery Entrance in the large field. If this area is safe, if not go to meeting place #2.***

***#2 Jeff's Freezette. (854 10th street Colusa Ca 95932, 530-458-2831)***

6. After threat has ended and you are allowed to return to your work area, check valuable assets and business records for integrity. Report discrepancies to your supervisor.

If you receive a suspicious package or piece of mail:

- Remain calm.
- Follow this procedure

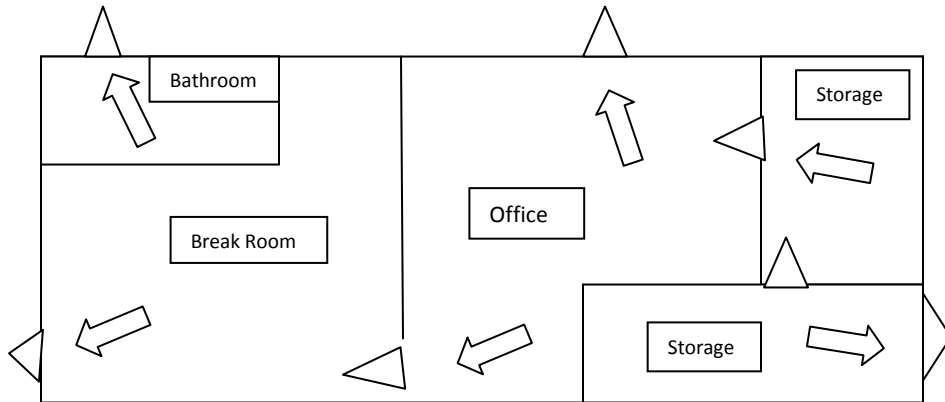
1. Do not touch, shake, bump, or sniff a letter or package you suspect is contaminated or dangerous for any reason.
2. Warn others to stay away from the letter or package.
3. Notify local law enforcement authorities and your supervisor.
4. Wash your hands if you handled or may have handled the item.

# SAFETY POLICY EMERGENCY ACTION PLAN

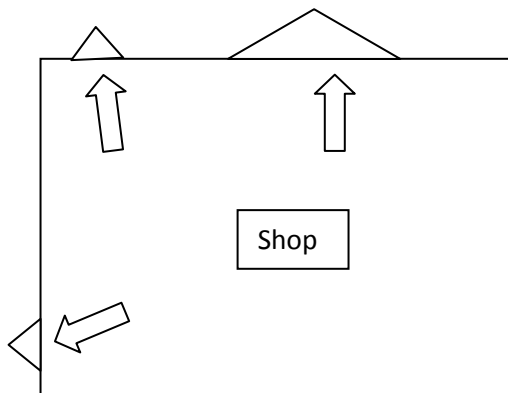
## MAPS - EVACUATION PLAN office and shop Evacuation procedures



### OFFICE





### Shop






# SAFETY POLICY EMERGENCY ACTION PLAN GROUNDS

 Gate

 Evacuation meeting place Spot #1

If Evacuation meeting place Spot # 1 is not safe, Run to Evacuation meeting place Spot #2 The Jeff's Freezette 854 10th Street, Colusa CA 95932 (530) 458-2831.



 \* If you are in the yard and you think office staff is in danger, call the office and ask for the code word; if they do not say the code word, hang up and call 9-1-1.

## **NEPOTISM POLICY**

In circumstances where a supervisor will have a close personal relationship with an employee which can reasonably be viewed as affecting the supervisor's and / or the employee's ability to perform his/her job without a conflict between personal interest and the employer's interest, the relationship is considered equivalent to a family relationship and the parties will be subject to the provisions of the nepotism policy.

Hiring within the same work unit could create an impression of favoritism which could negatively affect the morale of other employees and the climate of the work unit, and/or set a relatives/ equivalents.

Therefore, to avoid conflict of interest, no individual will be appointed a District Trustee nor shall any applicant for employment related by blood, marriage, or adoption to a current employee or having a close relationship with emotional ties to an employee be considered for employment with the District.

# **WORKPLACE VIOLENCE PREVENTION POLICY**

The purpose of this policy is to address the issue of potential workplace violence and prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

The Colusa Cemetery District has a commitment to promoting a safe and secure work environment free from violence, intimidation coercion or other threatening behavior. The Board of Trustees has the ultimate authority and responsibility for the effective implementation of the provisions herein.

## **1. SCOPE.**

All staff, vendors, contractors, consultants, and others who do business with the District, whether on or off District property where District business is conducted are covered by this policy. This policy also applies to other persons not affiliated with the District, such as former employees and visitors.

## **2. DEFINITIONS.**

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, or the District's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

- A. Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists in a threatening manner).
- B. Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- C. Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.
- D. Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to District property.

## **WORKPLACE VIOLENCE PREVENTION POLICY**

### **3. COMPLAINTS.**

Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy are subject to disciplinary and / or personnel action up to and including termination and/ or referral to law enforcement authorities for criminal prosecution.

When a complaint of workplace violence is received, the suspected employee(s) may be placed on administrative leave with or without pay at the discretion of the Board of Trustees during the investigation. the decision will be based upon the following:

- A. Type of complaint
- B. Threat or actual workplace violence
- C. Past behavior or employee
- D. Potential of reoccurrence

Complaints of sexual harassment are covered under Policy 303, Harassment Prevention Policy.

The victim will be protected to the extent possible. This may include paid administrative leave.

### **4. REPORTING / INVESTIGATION.**

#### **A. Reporting Incidents.**

1. Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any employee or Board Member. Employees shall immediately disengage any contact with an individual upon any instance of direct workplace violence or threatening behavior and report all threats or incidents of violent behavior to his/her supervisor or to a member of the Board of Trustees.

2. Threats or incidents may be reported in person or anonymously. Report may be done verbally or in written form. However, if done verbally, a written report must follow. An Incident Report Form may be obtained from the District Secretary.

3. It is important that everyone understands his/her obligation to assure that the work environment is free from workplace violence and takes this responsibility seriously to effectively maintain a safe working environment.

4. False Reports. Individuals who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/ or referral to civil authorities as appropriate.

## WORKPLACE VIOLENCE PREVENTION POLICY

5. A completed Incident Report form will not be made available to the accused unless ordered by a court of law.

B. Investigation. Incident investigation included actual workplace violence as well as threats.

1. An investigation shall be initiated immediately upon knowledge of the incident and shall conclude as soon as possible. The reporting employee(s), if known shall be informed of the procedure to be followed. The investigation shall take precedence over all other matters.

2. All individuals necessary to conduct a thorough investigation will be interviewed. The investigation may also include a representative from law enforcement. All employees shall cooperate with the investigation without fear of retaliation.

3. To the extent possible, proceeding under this policy, including the investigation, and all reports and records filed, shall be confidential. Review and release of any documents, including personnel records, shall be subject to any statutory requirements or restrictions.

C. Conclusion of Investigation. At the conclusion of the investigation, the Board of Trustees shall make one of the following findings:

1. Sustain the complaint. If the findings find that the complaint was found to be true, the following consequences may be imposed:

- a. Written reprimand
- b. Suspension without pay
- c. Documentation in personnel file
- d. Termination
- e. Criminal Charges

(Note: If the Board of Trustees finds that the circumstances create a danger to the safety of staff members the Board shall ensure that employees are immediately made aware of the potential threat and provide a complete description (if possible) of the threatening employee(s) or citizens) and instruct employees to immediately notify law enforcement of a member of the Board of Trustees that the person who made the threat has been seen at the facility.)

2. Not sustain the complaint based on insufficient evidence or that action was warranted based on self-defense / just cause.

- a. The victim and the accused will be notified in writing of the outcome of the investigation.
- b. Written documentation of the investigation and its conclusion will be prepared and stored in a confidential file.

## **WORKPLACE VIOLENCE PREVENTION POLICY**

### **5. IMMINENT OR ACTUAL VIOLENCE.**

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 9-1-1 immediately.

### **6. DOCUMENTATION.**

A. Record keeping is an important part of this policy. The following types of records will be kept and maintained in a confidential file.

1. Log-in sheet of any training sessions.
2. Safety meetings and communications.
3. Incident investigation reports.
4. Police reports.

B. Any employee injury that requires more than first aid; is a lost time injury; requires modified duty, or causes loss of consciousness, is a Workers' Comp injury and all appropriate Workers' comp forms must be completed. If applicable, doctors' reports and supervisors reports will be kept for each recorded incident.

## **PAYDAY & CHECK PICK UP POLICY**

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COLUSA CEMETERYDISTRICT  
PAGE 1 OF 1

Payroll is run thru the Colusa County's Payroll Department. A yearly payroll schedule can be picked up at the Payroll office.

The last working day of each month is payday and the pay checks will be picked up by the Office Manager at the Auditor's Office in the Court House. Grounds Supervisor will distribute Grounds crew checks.

If the Office Manager is not available to pick up the payroll checks, then the Grounds Supervisor can pick up the checks. In the event that both the Office Manager and Grounds Supervisor are not able to pick up the checks the Chairperson or Vice Chairperson can pick them up.

## CELL PHONE STIPEND POLICY

### Cell Phone Stipend Policy

Eligible employees (below) may receive a cell phone stipend from the Colusa Cemetery for business related costs incurred when using their personal cell phones.

#### I. ELIGIBILITY

a. An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the Board of Trustees:

- i. The job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times;
- ii. The job function of the employee requires him/her to have wireless data and internet access while out of office; and/or
- iii. The employee is designated as a "first responder" to emergencies.

#### II. STIPEND PLAN:

- a. Eligible employees may receive a stipend of \$20.00 a month upon the approval of the Board of Trustees.
- b. Once approved, the employee will be eligible to receive the stipend automatically each month.
- c. Monthly text message confirmation will be sent the employee's cell phone. The employee will be required to respond to the text within 24 hours in order to receive the stipend that month. (*\*this will be done on Board Meeting day for Trustees to ensure compliance*)

#### III. OVERSIGHT, APPROVAL & FUNDING

- a. The Board of Trustees and the District Manager are responsible for identifying eligible employees.



- b. The District Manager is responsible for determining employee cell phone needs and assessing each employee's continued eligibility for a cell phone stipend. This includes an annual review during evaluations to determine continued eligibility of their employees.
- c. Stipends are funded by the eligible employee's department.

#### IV. EMPLOYEES RIGHTS & RESPONSIBILITIES

- a. The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his/her choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider.
- b. To the extent allowed by law, the stipend provided is considered taxable income.
- c. The eligible employee can use the phone for both business and personal purposes, as needed.
- d. If the employee terminates their cell phone service plan at any point, she/he must notify his/her supervisor within 5 business days to terminate the stipend.
- e. The Colusa Cemetery District does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee.

#### V. CANCELLATION OR REDUCTION

- a. Any stipend will immediately cease or be reduced if:
  - i. An employee's employment with the cemetery terminates;
  - ii. An employee's Board of Trustees/ District Manager feels he/she is no longer eligible for the stipend;
  - iii. The eligible employee no longer has a cell phone or cell phone service plan; or
  - iv. The Cemetery decides to eliminate or reduce the stipend or the eligible employee's, or Board of Trustees determines to reduce the amount of the stipend.
- v. The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or cemetery policy.

## Cell Phone Stipend Agreement

Employee Name: \_\_\_\_\_ Stipend Start Date\*: \_\_\_\_\_

Job Title: \_\_\_\_\_ Monthly Stipend Amount (select one):

Dept Name: \_\_\_\_\_ *Regular*

Dept Number: \_\_\_\_\_ Cost \_\_\_\_\_ \$20

Cell Phone #: \_\_\_\_\_ Cellular Carrier: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

*\*Stipend*

*payment should begin with the start of the next month.*

### Policy Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a taxable benefit to the employee. The level of cash subsidy (stipend) will be determined by a person's job duties as it relates to cell phone use and access. The Colusa Cemetery District will review and set the amounts to be provided for stipends and reimbursement on a monthly basis. For more information, refer to the *Cell Phone Stipend Policy*.

### Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (on cemetery grounds, during travel or at home). This includes termination clauses, and paying all charges associated with the cellular service and device.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your District Manager within 5 business days of this change.
- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all Cemetery policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all Cemetery data from the cell phone when employment with the cemetery is severed, except when required to maintain the data in compliance with a litigation hold notice.

### Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy.

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

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

\_\_\_\_\_  
*Department Head Signature*

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

## **PURCHASEING POLICY**

1. The Board of Trustees shall approve all purchases over \$500.00 and shall approve the disposal of all major equipment and fixed assets.
2. All shipments and deliveries shall be checked and the invoice signed by the Supervising Authority.
3. The District Manager shall be authorized to purchase items for the replacement and repair of equipment and office operations in an amount not to exceed \$500.00.
4. Emergency Purchases. In the event of an emergency, the Chairperson of the Board of Trustees will be contacted regarding purchases exceeding \$500. The Chairperson will be responsible for contacting fellow Board Members to obtain approval for emergency purchases.
5. All purchasing and procurement shall be performed in the best interest of the District, in accordance with the rules, regulations and policies herein set forth and all applicable provisions of law.

# ENDOWMENT CARE POLICY

1. Colusa Cemetery District is an endowment care cemetery. The Board of Trustees shall require a payment into the endowment fund for each interment right sold. The amount of the payment shall be not less than the minimum amounts set by section 8738. Endowment funds shall be maintained separate and distinct from all other funds and spent solely for the care of the Colusa Cemetery District.

2. Each endowment care cemetery shall post in a conspicuous place at or near the entrance of the cemetery at its administration building and readily accessible to the public, a legible sign that shall contain the following information in the order and manner set for the below:

- A. A heading containing the words "Endowment Care" which shall appear in a minimum of one-inch letters.
- B. The statement, "This is an Endowment Care interment property" (H &S 8741).

3. The principal of all funds for endowment care shall be invested and the income only may be used for the care, maintenance, and embellishment of the cemetery in accordance with the provisions of the law and the resolutions, bylaws, rules and regulations or other actions or instruments of the cemetery authority and for no other purpose.

4. The Board of Trustees may require a payment into the endowment care fund for each interment where no payment has previously been made. The amount of the payment shall be no less than the minimum amounts set by Section 8738 (*see footnote*).

5. The Board of Trustees may pay into the endowment care fund any money from the district's general fund and from any other sources which is necessary or expedient to provide for the endowment care of the cemeteries owned by the District.

- A. The Board of Trustees shall not spend the principal of the endowment fund.

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(a) Two dollars and twenty-five cents (\$2.25) a square foot for each grave. (b) Thirty-five dollars (\$35.00) for each niche. (c) One hundred ten dollars (\$110.00) for each crypt; provided, however, that for companion crypts, there shall be deposited one hundred ten dollars (\$110.00) for the first crypt and fifty-five (\$55.00) for each additional crypt.

## **INTERMENT / CREMATIONS & BURIAL RIGHTS**

### **1. INTERMENTS.**

A. Residents. Interment rights in the Colusa Cemetery District shall be limited to: (1) Persons who are residents of the district; (2) Persons who are former residents of the district and who acquired interment rights while they were residents of the district; (3) Persons who pay property taxes located in the district; (4) Persons who formerly paid property taxes on property located in the district and who acquired interment rights while they paid those property taxes; (5) Eligible nonresidents of the district, as provided in section 9060 et seq. of the Health and Safety Code; and (6) Persons who are family members of any person as defined in section 9060 et seq. of the Health and Safety Code.

B. Non-Residents. A district may inter a person who is not a resident of the district or a person who does not pay property taxes on property located in the district in a cemetery owned by the district if all the following apply: (1) The district has an endowment care fund that requires at least the minimum payment set pursuant to Section 9065; and (2) The district requires the payment of a non-resident fee pursuant to Section 9068.

The Board of Trustees may adopt a written policy that permits waiving the payment of the non-resident fee for a non-resident who had purchased an interment right while a resident or a taxpayer. (H&S 9061)

C. Non-Resident Definition. Pursuant to section 9061 (b) of the Health and Safety Code, a person is an eligible non-resident if the person is a family member of a person who is already interred in a cemetery owned by the district or is a family member of a person who has acquired interment rights in a cemetery owned by a district or if all of the following apply:

1. The person was a resident of the district or paid property taxes on property located in the district for continuous period of at least five years, a portion of which time period shall have occurred within the 10 years immediately before the person's death. (H&S 9061(c)).
2. The district receives a written request for the interment of the person from a person who is a resident of the district or who pays property taxes on property located within the district, and the person submitting the written request is not a trustee, officer, or employee of the district and is not a funeral director or an employee of a funeral director. (H&S 9061(c)).
3. The Board of Trustees determines that the cemetery has adequate space for the foreseeable future.

## **INTERMENT / CREMATIONS & BURIAL RIGHTS**

A person is an eligible nonresident pursuant to paragraph (5) of subdivision (b) of Section 9060 of the Health and Safety Code if all of the following apply:

1. The person was a resident of this state at the time of death.
2. There is no private cemetery within a straight-line radius of 15 miles of the person's residence.
3. There is no private cemetery nearer to the person's residence than nearest cemetery owned by the district.
4. The distances shall be measured in a straight line from the person's residence to the nearest private cemetery and the nearest cemetery owned by the district.
5. The person died while either: (a) Serving in the Armed Forces or the active militia, or (b) In the line of duty as a peace officer or firefighter and the Board of Trustees determines that the cemetery has adequate space for the foreseeable future.

D. Permit for Disposition. No interment will be made without a Permit for Disposition. (This form is issued by the Health Department)

E. Interment Order. No interment will be made without an Interment Order signed by the appropriate authorized legal family member or responsible party of the deceased

F. Receiving of Remains/Product Requirements.

1. The remains of the deceased will be brought to the cemetery in a closed casket, urn or other container approved by the State of California.
2. All full body burials are required to have a receptacle to meet the following:
  - a. All concrete products will meet the National Concrete Burial Vault Association criteria with compressive strength to meet or exceed 5,000 psi. The District has the option to require vendors to supply test results from an independent source to warrant the strength of product concrete. (Note: The vendor's cement company test results will not satisfy the requirement of an independent source.) The District will require the burial product to be warranted by the vendor against material and manufacturer's defects.
  - b. All burial products not supplied by then District's normal vendor must be presented to the District for approval no more than four (4) hours and not less than one (1) hour before service is scheduled.
3. The Grounds Supervisor has the right to refuse any burial product that does not meet District requirements.

## **INTERMENT / CREMATIONS & BURIAL RIGHTS**

4. At no time during an interment or disinterment will an employee of the District be allowed to open a casket or urn.

G. Set Up. A full setup will be available for all grave side services and any District service and is subject to additional fees (see fee schedule). If no setup is requested, the remains will be buried upon arrival.

### **2. CREMATIONS.**

A. Only cremations are allowed in a cremation lot. Children, other than newborns, must be interred in a regular child's or full-size space. Only one burial is allowed per full space.

B. If space available, cremations may be placed above a regular full-sized space. A maximum of three cremations are allowed per regular full size space.

### **3. VAULTS/ MARKERS.**

A. An approved vault, crypt, urn or other receptacle that is in accordance with California State regulations is required for every interment.

B. A temporary marker is required for all burials unless there is an existing headstone. (See Policy 503, page 3 OF 6)

### **4. CHARGES FOR SERVICES.**

A. No interment or other services shall be rendered until all charges for burial rights, services and endowment fees have been paid in full. (The California Constitution does not permit Public Agencies to extend credit or make a gift of public funds in any way. Article 16, Section 6.) (See current fee Schedule.).

1. A Burial Rights Certificate will be issued to each buyer, at the time of payment in full of all charges.

B. Interments are scheduled Monday thru Fridays. An interment request for a Saturday will be subject to additional fees to cover overtime costs. Unless a matter of urgency, interments will not be conducted on Sundays or legal holidays and are also subject to additional fees.

C. Only employee of the Colusa Cemetery District shall open or close a grave, place any garden crypt, vault, setup or any other device.

## **INTERMENT / CREMATIONS & BURIAL RIGHTS**

### **5. BURIAL RIGHTS.**

Eligibility to purchase burial rights shall be in compliance with the laws of the State of California contained within the Health and Safety Code.

A. No Burial Rights will be held for anyone without a 60 day hold agreement signed and a non-refundable endowment fee paid at the time of signing the agreement.

1. Partial payments of on-hold agreements are not accepted. Full payment of all charges is required prior to interment.
2. If Burial Rights have not been purchased within an agreed time, the Colusa Cemetery District retains the right to sell the Burial Rights to another party. Endowment fees are not refundable.

B. Sale of Burial Rights. Individuals owning Burial Rights in the Colusa Cemetery District cannot sell those right to others. The Colusa Cemetery District will buy back burial rights for the original selling price with proof of purchase, excluding endowment fees which are non-refundable.

C. Change of Ownership. Any time burial rights change ownership, regardless of the circumstances, a \$25.00 Transfer of Burial Rights fee is required.



## **GRAE MARKERS, HEADSTONES AND PLACEMENT OF ITEMS AT GRAVE SITES**

### **1. GRAVE MARKERS/HEADSTONES.**

Only professionally manufactured markers of granite, bronze or marble meeting the requirements of the District will be accepted for installation in the Colusa Cemetery District. All markers (except for bronze markers) must be three inches (3") thick and dimensions shall comply as provided herein.

The District is not liable for damage, theft, vandalism or deterioration or markers.

A. Installation/ Placement. For the purpose of uniformity installation of all markers shall be approved by Colusa Cemetery District personnel.

1. Markers will not be placed during the week prior to Memorial Day.
2. Interments and routine maintenance take priority over marker setting. Markers will be set on a time-permitting basis and will be set in the order they are received at the cemetery. Estimated setting dates will be given, but are subject to change without notice due to interment and maintenance schedules and weather conditions.
3. Markers will not be accepted or set until all cemetery charges have been paid in full.

### **B. Size.**

1. Markers may not exceed the dimensions and specifications set forth in "Exhibit A" attached herein to this policy. The Headstone Application and Authorization "Exhibit B" must be completed for each headstone.
2. Government markers are to be flat bronze only.

### **C. Waiver of Standard Size.**

1. If a burial-right holder wishes to apply for permission to install markers other than those allowed in these regulation, or a raised marker within areas of the Cemetery where various above-ground markers have been used in past years and are no longer allowed, he/she shall apply in writing, describing in detail, the proposed marker and shall not install any such no-conforming marker without prior written approval.
2. Markers that do not meet size requirements will not be accepted for setting  
in the cemetery.

### **D. Setting of Markers.**

1. Markers may be set by cemetery personnel.
2. Before setting any marker, a Marker Setting Permit signed by any contractor and the appropriate fee is required.

**GRAE MARKERS, HEADSTONES  
AND PLACEMENT OF ITEMS AT  
GRAVE SITES**

3. All work shall be completed the same day work is commenced. Forms are to be left in place for a two week period and flags are to be placed on each corner of the apron. When forms are removed, the marker will be checked by the District Supervisor.
4. Only one marker is allowed per full burial. No foot markers are allowed. pre-cast markers will be allowed when authorized and inspected by the Grounds Supervisor.
5. Five inches of concrete will be used for all aprons. Two lengths of one half inch steel will be used running the full width and length of each apron.
6. Flat Sections. All flat markers will be set flush with the surrounding lawn, with installation of at least one and not more than two vases. Vases must be straight in design with no protruding edges.
7. Monument Sections. The rules for the concrete aprons will be the same as those required in flat sections. All vases will have a four inch clearance to the edge of the apron. However, the vases may be placed in the monument's base, but a four inch clearance must exist between the edge of the base and the outside edge of the cement apron.
  - a. Monuments shall be set by Insured Contractors or personnel approved by the District.
8. Any apron or marker that cracks due to poor workmanship or inferior materials are the responsibility of the contractor. If replacement is not made within 15 days of notification, the Colusa Cemetery District will arrange for replacements and contractor shall be billed for all expenses incurred.
9. Contractor may set as many stones in any one day that can be completed in that one day. No outstanding permits are allowed.
10. Placement of markers may be made Monday thru Friday, 8:00 a.m. to 3:00 p.m.. The setter is to finish and leave the grounds by 3:00 p.m.. Any company and/ or contractor working on markers must notify the office prior to commencement of work.
11. The dimensions of the markers shall comply with the size requirements as stated in Item B. 1. above.
12. Contractor shall not clean tools or equipment on the cemetery grounds. contractor shall remove any gravel, concrete, sod or other debris from the Cemetery property.
13. Contractors who fail to comply with the District rules and regulations may be banned from the Colusa Cemetery District as follows:
  - a. First offense: Mandatory three month period
  - b. Second offense: Permanent action will be taken prohibiting the offender from setting stones for the Colusa Cemetery District.

**GRAE MARKERS, HEADSTONES  
AND PLACEMENT OF ITEMS AT  
GRAVE SITES**

E. Temporary Markers.

1. All graves shall have a temporary marker placed at the time of burial. Temporary markers are available in the cemetery Office for \$50.00 and will remain on the grave until a permanent headstone is placed.
2. Temporary markers are not required if a permanent headstone is already in place.

F. Removal of Markers.

1. All markers remain the property of the family. However, the District must be notified before the removal of any marker. The markers/fixtures of any type cannot be requested to be removed by anyone other than the family member who has said rights without a court order. The Board of Trustees shall request a copy of the order and reserve the right, if necessary, to bring action against it.

2. ITEMS AUTHORIZED FOR PLACEMENT ON GRAVE SITES.

A. Only flowers whether fresh or artificial shall be placed in vases that are set in the cement aprons around the markers. The cemetery district shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery as soon as, in the judgment of the management, they become unsightly, dangerous, detrimental, or diseased or impede the progress of normal cemetery operations.

B. Only containers manufactured for cemetery use will be acceptable. Jars, glass containers, cans, etc. may not be used in place of marker vases. Because of the West Nile Virus concerns, holes will be punched in all flower vases placed on head stones to allow proper water drainage.

C. Decorative items such as flags, banners, ornamental iron posts, wind chimes, stuffed animals, plastic toys, etc., interfere with mowing and lawn maintenance and are prohibited.

D. The private use of herbicides, pesticides and fertilizers is a violation of state law and is prohibited.

E. Planting of permanent foliage and trees or altering of the grounds in any manner by anyone other than District personnel is strictly prohibited. However, personal request may be considered by the Board of Trustees. Request must be submitted in writing.

**GRAE MARKERS, HEADSTONES  
AND PLACEMENT OF ITEMS AT  
GRAVE SITES**

F. Special contributions for the beautification of the cemetery will be accepted and deposited in a general fund account to be used for future landscaping.

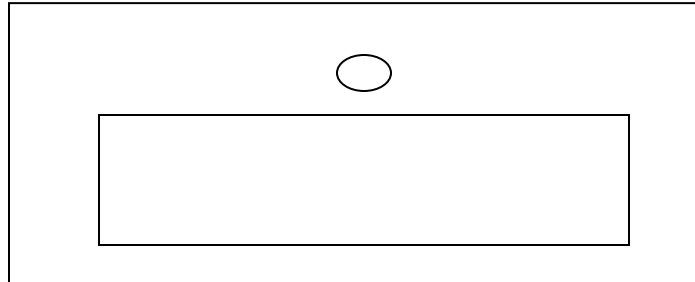
The Cemetery District and its staff are not responsible for plants, plantings or items of any kind damaged by the elements, lost, stolen, vandalized or by any other causes beyond its control.

Please note that the Colusa Cemetery is open daily to the public during regular posted hours.

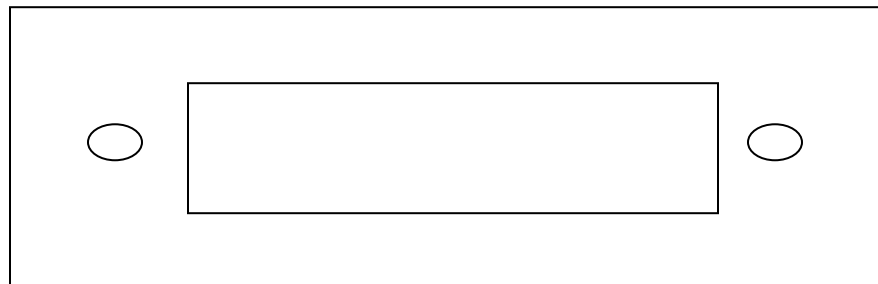
**GRAVE MARKERS, HEADSTONES  
AND PLACEMENT OF ITEMS AT  
GRAVE SITES**

**EXHIBIT A**

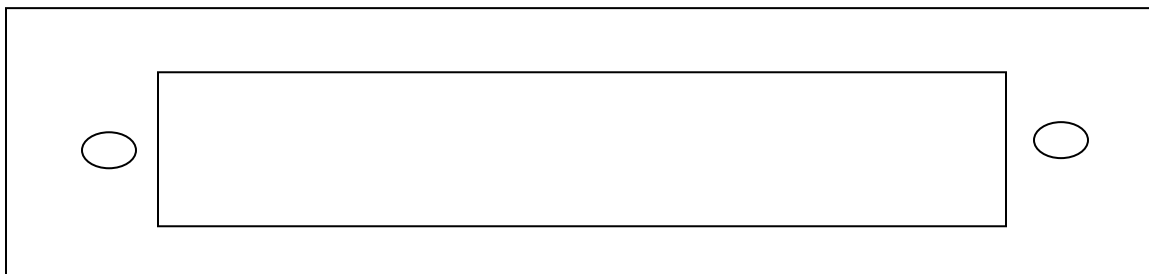
Single Grave Marker - 1 Vase  
42" X 24"



Single Grave Marker - 2 Vases  
44" X 24"



Double Grave Marker - 2 Vases Required  
60" or 72" X 24"  
Height not to exceed 40" from ground level.



AT NO TIME WILL LESS THAN FIVE INCH (5") CLEARANCE FROM EDGE OF VASE TO EDGE OF APRON BE ACCEPTABLE IN ANY SECTION OF THE CEMETERY.

INFANT SECTION - MARKER MAY NO EXCEED 10" X 30"

CREMATION SECTION - MARKER MAY NOT EXCEED 12" X 24"

**GRAE MARKERS, HEADSTONES  
AND PLACEMENT OF ITEMS AT  
GRAVE SITES**

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**EXHIBIT B  
HEADSTONE APPLICATION AND AUTHORIZATION**

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

Memorial Supplier: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_/\_\_\_\_\_ Contact Person: \_\_\_\_\_

Headstone is for: \_\_\_\_\_

Born: \_\_\_\_\_ Passed: \_\_\_\_\_ Veteran:      No              Yes

Veteran Headstone:      No      Yes

Is Veteran Stone:    Flat Bronze              Flat Granite              Upright Marble              Upright Granite

\*Please leave a copy of VA Form 10-1330 to verify information.

Section: \_\_\_\_\_ Lot/Tier: \_\_\_\_\_ Grave(s): \_\_\_\_\_

Headstone Foundation Size: \_\_\_\_\_

Height: \_\_\_\_\_ (upright headstones)

Type of Material:    Granite              Bronze              Marble

Headstone Diagram:

(Indicate Vase Location on  
diagram)



Name of responsible party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I/We as plot owners, or next of kin, agree to the terms of the Colusa Cemetery District rules and regulations as established or hereafter amended or enacted. I certify that I have the right as Owner/Heir to make this authorization of headstone placement. I furthermore agree to hold the Colusa Cemetery District harmless from any liability on account of said headstone placement.

Signature of Plot Owner/Heir or Responsible Party: \_\_\_\_\_

\*Standard Flat Specifications are 12" X 24" X 3"

\*Cement Tubs to place standard flat markers are available in the Cemetery office for \$250.00 and are set by Cemetery personnel.

\*All up-right Headstones will need to be set by a Memorial Supplier. Any Memorial Supplier doing work on Cemetery grounds must have a "Permit for Headstone Setting" which can be purchased at the Cemetery District Office for \$75.00. All Memorial Suppliers must contact the office prior to doing work on cemetery grounds.

Cemetery Approval Date:

By: \_\_\_\_\_

## TIME CARD POLICY

1. Employees are required to "punch" a daily time card using the designated time clock at the start and end of each work day and at the start and end of the lunch break.
  - A. All employees shall punch out whenever they leave the premises during the middle of their shift for approved leave or for work-related reasons and punch in when they return. The reason shall be written on the back on the timecard.
2. Any time clock malfunctions must be reported immediately to the District Manager who will inform the Board of Trustees Chairperson.
  - A. If the time clock is not functioning, your supervisor will record any verify the time worked on the time card and initial same. All handwritten clock-ins/out will be explained on the reverse of the time card.
3. Any overtime hours or late arrivals or early departures shall be explained in writing on the back of the time card.
4. No one may punch the time card of another individual under any circumstance. Such an action is a falsification of records and shall be subject to immediate disciplinary action, including dismissal.
5. Punches that occur after the assigned start time or prior to the end time of a shift will result in time being docked by 15-minute increments (See #8 below). Payroll is calculated for time worked in quarter hour intervals. A five-minute grace period may be allowed upon those occasions when an employee has been unavoidably detained or must leave early. However, a pattern of late punch in or early punch outs will be docked as stated above and subject the employee to disciplinary procedures. A pattern is defined as more than three early or late punches (more than five minutes) in a 30-day period. Failure to clock in or out may result in disciplinary action.
6. Employees will not be paid for time unaccounted for on the time card.
7. Pursuant to California Labor Code Section 2928<sup>1</sup>, an employee arriving late may be docked a proportionate amount of earning for the time actually lost, and may be docked 30 minutes wages for any amount of time up to one-half hour of his/her scheduled starting work time.
8. On the last day of each payroll period, employees must sign the bottom of the time card to affirm that the time recorded on the time card is accurate.

<sup>1</sup>"No deduction from the wages of an employee on account of his/her coming late to work shall be made in excess of the proportionate wage which would have been earned during the time actually lost, but for a loss of time less than thirty minutes, a half hours wage may be deducted."

# UNIFORM POLICY

## 1. SHIRTS

- A. For professionalism and a general good appearance to the public, uniform shirts will be required to be worn by all cemetery staff at all times during regular or special duty hours.
- B. Uniform shirts will be provided by the District to each employee. Shirts will be embroidered with "Colusa Cemetery District" on the front left pocket. Employees are responsible to maintain the shirts in a clean and pressed appearance.

## 2. IDENTIFICATION CARDS.

- A. All cemetery staff will be issued identification card that is to be kept on their person at all times.
- B. In the event an employee loses his/her identification card they shall be responsible for paying a \$15.00 replacement fee.

## 3. RETURN OF PROPERTY.

- A. Within ten (10) days of termination, resignation or retirement all uniforms shirts and/or identification cards shall be turned back in to the District. Failure to do so may result in action taken to recover any or all replacement costs.



## **COPYING CHARGES POLICY**

1. Pursuant to section 9041(k) of the Health and Safety Code, fees may be imposed for administrative costs. Photocopying cost shall be included in and made part of the Colusa Cemetery District Fee Schedule. The amount is based on the costs of materials and a pro-rata share of copy machine access.

Effective the date of adoption of this policy, based on the prevailing fees for comparable services provided by local business and/or public entities within Colusa County, the reasonable fee for photocopying any cemetery public record will be twenty-five cents (25¢) per page plus actual costs of postage.

# **Colusa Cemetery District**

1974 Wilson Ave. Colusa, CA 95932  
(530)458-2650

November 6, 2017

## **Registered Volunteers**

All Colusa Cemetery District Volunteers must be pre-registered prior to providing services for the District. Only Registered Volunteers will be covered by the District Workman's Compensation Coverage.

Once registered, volunteers must contact the District Manager or call the District Office each time before providing services. After hours, registered volunteers must call either the District Manager (530) 635-5761 or Supervising Colusa Cemetery District Official and speak directly or leave a voice message on that persons cell prior to providing services.

Volunteer assignments must be either pre-approved for ongoing services or approved at the time, by the District Manager. Assignments will be described by location, activity, date and anticipated timeframe. Volunteers will be supervised by District personnel unless approved by the District Manager.

Volunteers must re-contact the District Manager, District Office or Supervising Colusa Cemetery District Official when they have completed their assignments.

## **Convergent Volunteers**

Convergent Volunteers are not pre-registered volunteers and have not been impressed into Colusa Cemetery District service. They are volunteers whom have come forward spontaneously during an event, whose presence is unknown to Colusa Cemetery District staff and are not supervised by District personnel. Convergent Volunteers are NOT covered by Colusa Cemetery District's workers' Compensation Insurance and are not provided liabilities immunities as either Registered Colusa Cemetery District Volunteers.

**Volunteer - General  
Registered/Convergent Volunteers**

POLICY NO. 601  
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**COLUSA CEMETERY DISTRICT**

VOLUNTEER REGISTRATION

NAME: LAST		FIRST		DATE:	
MI					
ADDRESS:		CITY:		STATE:	
				ZIP:	
COUNTY:		HOME PHONE:		WORK PHONE:	
EMAIL:		CELL PHONE:		DATE OF BIRTH: (OPTIONAL)	
DRIVER LICENSE NUMBER:				LICENSE EXPIRATION DATE:	
DRIVER LICENSE CLASSIFICATION: A B C				OTHER DRIVING PRIVILEGES:	
VOLUNTEERING FOR:				LICENSE EXPIRATION DATE:	
DATE(S) OF PROJECT				COLUSA COUNTY RESIDENT	
				YES NO	
IN CASE OF EMERGENCY CONTACT:				EMERGENCY PHONE:	
COMMENTS:					

**Volunteer - General  
Registered/Convergent Volunteers**

<b>COLUSA CEMETERY DISTRICT</b>		
VOLUNTEER CALL IN SHEET		
<b>LOCATION:</b>	<b>DATE:</b>	<b>TIME:</b>
<b>ASSIGNMENT:</b>		
<b>PERSONNEL INVOLVED:</b>		
<b>VEHICLE(S) USED AND DESCRIPTION:</b>		
<b>DISTRICT STAFF MEMBER APPROVAL:</b>		

<b>VOLUNTEER CALL OUT SHEET</b>		
<b>LOCATION:</b>	<b>DATE:</b>	<b>TIME:</b>
<b>ASSIGNMENT RESULTS:</b>		
<b>PERSONNEL INVOLVED:</b>		
<b>INJURIES INCURRED DURING ASSIGNMENT</b>		
<b>DAMAGES INCURRED DURING ASSIGNMENT</b>		
<b>DISTRICT STAFF MEMBER SIGNATURE:</b>		

