

**Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, April 15, 2025, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar
 - 1.1 April 2025 Warrants
 - 1.2 March 2025 Minutes
 - 1.3 April 2025 Special Meeting Minutes
2. Open Time for Public Expression
3. Financial Report
 - 3.1 Filing Fee Schedule – April 2025
 - 3.2 Actuals (Income and Expenses) – March 2025
 - 3.3 Journals and Reconciliation – March 2025
4. Librarian's Report
5. Committee Reports
 - 5.1 Civic Engagement
 - 5.2 Fundraising
 - 5.3 Human Resources
 - 5.4 Document Retention Procedures and Policies Committee

6. Old Business

6.1 Discussion and Action: Discussion and Action re First Thursday Event – Know Your Rights

6.2 Discussion and Action: Discussion and Action re Renewal of NCLC Publications

7. New Business

7.1 Discussion and Action: Discussion and Action re Approval of 2025 Annual Report

7.2 Discussion and Action: Discussion and Action re Approval of Employee Handbook

7.3 Discussion and Action: Discussion and Action re Staffing and Operational Hours

7.4 Discussion and Action: Discussion and Action re Evaluation of Electronic Resource Contracts

8. Board Members' Suggestions for Next Regular Meeting Agenda

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 04/24/2025

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 05/13/2025: 05/06/2025

* This meeting may be recorded as authorized by the Government Code.

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting.

A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

**Marin County Law Library
April 2025 WARRANTS**

| Item No. | Vendor | Current Amount Due | Suggested Payment |
|-----------------|------------------------------------|---------------------------|--------------------------|
| 1 | U.S. Bank (Sonic.net, USPS, QUILL) | \$ 269.00 | \$ 269.00 |
| 2 | Thomson Reuters (Print) | \$ 1,307.27 | \$ 1,307.27 |
| 3 | AT&T CALNET | \$ 158.16 | \$ 158.16 |
| 4 | RELX, Inc. (LexisNexis) | \$ 522.00 | \$ 522.00 |
| 5 | CEB OnLaw Invoice | \$ 384.33 | \$ 384.33 |
| 6 | Kyocera Copier | \$ 422.94 | \$ 422.94 |
| 7 | Thomson Reuters (Westlaw Patron) | \$ 1,153.00 | \$ 1,153.00 |
| 8 | ADP | \$ 162.80 | \$ 162.80 |
| 9 | LexisNexis (Matthew Bender) | \$ 49.16 | \$ 49.16 |
| 10 | SPTJ Consulting, Inc. | \$ 175.00 | \$ 175.00 |
| 11 | Kaiser Permanente | \$ 645.00 | \$ 645.00 |
| 12 | Courtroom Compendiums | \$ 170.00 | \$ 170.00 |
| 13 | CalPERS | \$ 50.00 | \$ 50.00 |
| | Totals: | \$ 5,468.66 | \$ 5,468.66 |

Salary Expenses: 8,365.88

| | |
|---------------------------------------|----------------------|
| Total Revenue Available: | \$ 205,312.00 |
| Total Expenditures (proposed): | \$ 13,834.54 |
| Remaining Cash Balance: | \$ 191,477.46 |

Board of Trustees

PRESIDENT
Denise Bashline
Judicially Appointed

VICE PRESIDENT
Alexander Johnson, Esq.
Judicially Appointed

David J. Sutton, Esq.
Judicially Appointed

Abby Frost Lucha, Esq.
Judicially Appointed

Scott McDonald
Board of Supervisors Appointed

Stephen Richards
Law Library Director

20 North San Pedro Road
Suite 2007
San Rafael, CA 94903
415-472-3733 T
415-472-3729 F
www.marincountylawlibrary.org

**Minutes of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, March 18, 2025, at 5:15 P.M.

**Present: Scott McDonald, Denise Bashline, David Sutton, and
Stephen Richards**

Absent: Alex Johnson (On Phone), Abby Lucha

Also Present:

President Bashline called the meeting to order at 5:32 p.m.

1. Consent Calendar

1.1 March 2025 Warrants

- See Attached

- Trustee McDonald made the motion to approve March 2025 warrants. President Bashline seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha, Vice President Johnson

1.2 February 2025 Minutes

- See Attached
-
- Trustee McDonald made the motion to approve March 2025 warrants. President Bashline seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha, Vice President Johnson

2 Public Expression

- No public expression at this time.

3 Financial Report

3.1 Filing Fee Schedule – March 2025

- See Attached

3.2 Actuals (Income and Expenses) – February 2025

- See Attached
- Passport appointments continued to increase due to vacation demand and demand from real identification requirements. Expenses continued to be on course for the year.

3.3 Journals and Reconciliation – February 2025

- Payroll journals were behind by three pay periods, but soon to be caught up with extra infusion of funds.
- Grant money for new desktops is still outstanding currently.
- Marin County Bar Association was contacted regarding share of insurance funds.

4 Librarian's Report

- Status update for the library was given by the librarian. Updates included bringing back possible events and the continuation of library operations such as resources for the following year.

5 Committee Reports

5.1 Civic Engagement

- Discussion occurred about possible community activities and the continuation of outreach for Lawyers in the library. The possible community events most likely would be through video conferencing.

5.2 Fundraising

- Discussion occurred about moving forward with sending out a donation letter.

5.3 Human Resources

- Discussion occurred regarding the upcoming employee manual and exploring the retirement plans being offered by different companies.

5.4 Document Retention Procedures and Policies Committee

- More updates will be given at the next meeting

6 Old Business

6.1 Discussion and Action: Discussion and Action re First Thursday Event – Care Court

- Discussion occurred about a possible event for the care court and a possible event regarding knowing one's legal rights. These events most likely would still be online.

7 New Business

7.1 Discussion and Action: Discussion and Action: Discussion and Action re Renewal of Contract for Print Subscription – NCLC

- Discussion occurred regarding the renewal of the contract for NCLC print subscription. Discussion included possible renewal of all or parts of the subscription.
- Trustee Sutton made a motion to discuss with NCLC about possible subscription changes or cancellation of the contract. Trustee McDonald seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha, Vice President Johnson

7.2 Discussion and Action: Discussion and Action: Discussion and Action re Budget Transfer for Employee Payroll

- Discussion occurred regarding transferring funds from the account to cover payroll.
- President Bashline made a motion to approve the transfer of funds from the account to cover the payroll expenses. Trustee Sutton seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha, Vice President Johnson

8. CLOSED SESSION

8.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1)). Title: Stephen Richards, Law Library Director

- Meeting went into closed session at 6:16 P.M. for employee performance evaluation of law library director.
- Meeting went back into open session at 6:36 P.M.
- Discussion included evaluation of Law Library's Director's performance along with suggestions for improvement.

9 Board Members' Suggestions for Next Month's Agenda

The board gave suggestions for next month's agenda.

10 Adjournment

- President Bashline moved to adjourn the meeting. Trustee McDonald seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha, Vice President Johnson

- The meeting was adjourned at 6:56 PM.
- Next Regular Board Meeting: April 15, 2025

Respectfully submitted,

Denise Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

Board of Trustees

PRESIDENT
Denise Bashline
Judicially Appointed

VICE PRESIDENT
Alexander Johnson, Esq.
Judicially Appointed

David J. Sutton, Esq.
Judicially Appointed

Abby Frost Lucha, Esq.
Judicially Appointed

Scott McDonald
Board of Supervisors Appointed

Stephen Richards
Law Library Director

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**Minutes of Special Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, April 1, 2025, at 5:15 P.M.

Present: Scott McDonald, Denise Bashline, David Sutton, Abby Lucha and Stephen Richards

Absent: Alex Johnson

Also Present:

President Bashline called the meeting to order at 5:19 p.m.

1. New Business

1.1 Discussion and Action: Discussion and Action re 07/2025 – 06/2026 Estimated Budget

- See Attached

- Discussion occurred about the estimated budget for the fiscal year beginning in July 2025 to June 2026. Discussion included increased costs to electronic resources and addition of retirement plan.

- Trustee Lucha made the motion to approve the 07/2025 – 06/2026 estimated budget. Trustee McDonald seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee McDonald, Trustee Lucha, and Trustee Sutton

ABSENT: Vice President Johnson

2 Adjournment

- President Bashline moved to adjourn the meeting. Trustee McDonald seconded the motion.

Vote: Motion carried r-0

AYES: President Bashline, Trustee McDonald, and Trustee Sutton

ABSENT:., Vice President Johnson

- The meeting was adjourned at 5:40 PM.
- Next Regular Board Meeting: April 15, 2025

Respectfully submitted,

Denise Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

MCLL COURT FILING FEE REVENUE

| FISCAL YEAR | 2012/2013 | 2013/2014 | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020-2021 | 2021/2022 | 2022/2023 | 2023/2024 | 2024/2025 |
|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| MONTH | | | | | | | | | | | | | |
| JULY | 18,553.72 | 17,112.03 | 15,325.97 | 13,394.41 | 14,436.61 | 15,423.76 | 15,732.59 | 15,504.68 | 382.26 | 9,382.59 | 14,900.57 | 13,861.08 | 17,069.87 |
| AUGUST | 18,993.11 | 15,217.06 | 16,919.18 | 15,889.49 | 15,213.24 | 16,073.88 | 14,722.11 | 14,041.18 | 16,001.89 | 22,888.81 | 12,847.78 | 17,627.93 | 15,859.90 |
| SEPT. | 17,773.96 | 15,432.17 | 16,074.18 | 14,699.61 | 12,609.37 | 14,326.47 | 14,633.61 | 17,124.24 | 10,247.04 | 13,414.73 | 13,630.59 | 14,287.00 | 15,859.90 |
| OCTOBER | 19,163.96 | 15,217.59 | 14,560.64 | 13,726.42 | 14,303.82 | 17,267.94 | 14,745.05 | 13,045.80 | 13,344.67 | 18,388.13 | 12,059.80 | 15,257.27 | 13,941.71 |
| NOVEMBER | 14,605.25 | 13,983.15 | 14,926.06 | 13,529.51 | 14,026.49 | 14,651.51 | 11,844.36 | 14,564.37 | 9,890.70 | 15,930.29 | 14,023.74 | 13,489.86 | 14,038.38 |
| DECEMBER | 17,096.40 | 16,688.32 | 13,698.16 | 14,161.61 | 14,087.85 | 13,988.55 | 13,697.15 | 14,025.18 | 9,502.63 | 14,865.21 | 14,003.50 | 13,575.19 | 15,613.74 |
| JANUARY | 16,072.57 | 14,588.83 | 12,812.89 | 12,802.25 | 12,149.23 | 13,808.54 | 13,949.41 | 14,580.66 | 9,573.31 | 14,193.66 | 11,628.35 | 13,217.12 | 14,164.94 |
| FEBRUARY | 15,160.56 | 14,836.86 | 13,448.58 | 12,273.72 | 13,625.45 | 12,072.28 | 12,332.59 | 14,227.45 | 15,886.80 | 10,942.59 | 11,673.64 | 12,816.28 | 15,538.14 |
| MARCH | 17,544.43 | 15,218.51 | 12,840.74 | 13,942.25 | 12,325.32 | 14,378.55 | 15,424.33 | 14,612.20 | 9,205.48 | 10,184.15 | 12,713.48 | 13,437.83 | 14,279.53 |
| APRIL | 15,398.28 | 14,144.44 | 13,292.85 | 13,097.15 | 14,099.42 | 13,045.95 | 13,634.85 | 14,828.26 | 11,416.60 | 10,927.55 | 11,817.58 | 13,719.30 | 17,001.47 |
| MAY | 17,385.67 | 15,321.18 | 14,594.61 | 15,925.91 | 14,977.96 | 13,800.05 | 13,546.55 | 8,031.24 | 16,402.85 | 15,609.32 | 12,599.17 | 15,561.77 | 0.00 |
| JUNE | 16,637.38 | 14,850.97 | 16,095.27 | 16,237.00 | 12,928.62 | 14,252.53 | 15,796.62 | 11.62 | 11,634.46 | 12,125.83 | 12,018.35 | 12,234.41 | 0.00 |
| ANNUAL TOTALS | 204,385.29 | 182,611.11 | 174,589.13 | 169,679.33 | 164,783.38 | 173,090.01 | 170,059.22 | 154,596.88 | 133,488.69 | 168,852.86 | 153,916.55 | 169,085.04 | 153,367.58 |

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.

MARIN COUNTY LAW LIBRARY
CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET

Prepared as of
 4/12/2025

Munis Fund No: 3400
 Program: 7960
 Subprogram: 7961

CURRENT - Fiscal Year Performance

NEXT - Fiscal Year Projected and/or Budget Expectation

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Full Year | Full Year | Key Performance Notes | Full Year | Net Chg. | Increase/Decrease Key Notes |
|-----------------------------|---------------|----------------|----------------|---------------|----------------|---------------|----------------|---------------|---------------|---------------|---------|---------|----------------|----------------|-----------------|-------------------------|----------------|---------------|---------------------------------------|
| | 2024 | 2024 | 2024 | 2024 | 2024 | 2024 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | 2024-2025 | 2024-2025 | 2024-2025 | | 2024 - 2025 | From | |
| | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act/Fcst | BUDGET | Variance | | Projected | Prior Yr | |
| REVENUE | | | | | | | | | | | | | | | | | | | |
| Fillings | 17,070 | 15,860 | 15,860 | 13,942 | 14,038 | 15,614 | 14,165 | 15,538 | 14,280 | 17,001 | - | - | 153,368 | 155,000 | (1,632) | | 155,000 | 1,632 | |
| Passports | 350 | 840 | 700 | 945 | 1,015 | 1,015 | 1,575 | 2,135 | 1,820 | 665 | - | - | 11,060 | 13,000 | (1,940) | Started program Feb '23 | 13,000 | 1,940 | Started charging Feb '23 |
| All Other | 28 | 196 | 296 | 6,311 | 275 | 243 | 738 | 84 | 131 | 824 | - | - | 9,124 | 77,702 | (68,578) | | 64,702 | 55,578 | Assumes State Funding of \$62K |
| TOTAL REVENUE | 17,448 | 16,896 | 16,855 | 21,198 | 15,328 | 16,871 | 16,478 | 17,757 | 16,231 | 18,491 | - | - | 173,552 | 245,702 | (72,150) | | 232,702 | 59,150 | |
| EXPENSES | | | | | | | | | | | | | | | | | | | |
| Direct Staffing Expense | 8,796 | 14,285 | 10,198 | 10,146 | 11,273 | 9,601 | 14,937 | 9,759 | 9,107 | - | - | - | 98,102 | 135,310 | 37,208 | | 135,310 | 37,208 | |
| Insurance | 548 | 16 | 1,583 | - | - | 362 | 1,414 | - | 362 | - | - | - | 4,285 | 5,400 | 1,115 | | 5,400 | 1,115 | |
| Membership/Prof Dev | - | - | - | - | - | - | - | 100 | - | - | - | - | 100 | 5,000 | 4,900 | | - | (100) | |
| Office Expense | 173 | 161 | 395 | 178 | 243 | 105 | 559 | 453 | - | - | - | - | 2,265 | 3,200 | 935 | | 3,200 | 935 | |
| Postage | 66 | 133 | 120 | 106 | 206 | 123 | 130 | 202 | 201 | - | - | - | 1,286 | 3,200 | 1,914 | | - | (1,286) | |
| Projects | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | - | - | |
| Professional Svc/ (ADP) | 163 | 244 | 163 | 163 | 163 | 163 | 331 | 163 | 163 | - | - | - | 1,715 | 3,000 | 1,285 | | 1,852 | 137 | |
| Copy Machines | 416 | 416 | 597 | 416 | 423 | 423 | 423 | 423 | 423 | - | - | - | 3,960 | 4,992 | 1,032 | | 3,200 | (760) | |
| Telephone/Internet | 689 | 1,398 | 824 | 826 | 757 | 660 | 353 | 845 | 351 | - | - | - | 6,702 | 20,000 | 13,298 | | 20,000 | 13,298 | Non-recurring network Upgrade Expense |
| Publications | 4,820 | 3,557 | 4,122 | 3,617 | 3,365 | 4,963 | 4,023 | 3,365 | 3,535 | - | - | - | 35,369 | 52,600 | 17,231 | | - | (35,369) | |
| Bookings | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | - | - | |
| TOTAL EXPENSE | 15,670 | 20,209 | 18,002 | 15,452 | 16,430 | 16,401 | 22,169 | 15,309 | 14,142 | - | - | - | 153,785 | 232,702 | 78,917 | | 168,962 | 15,177 | |
| NET GAIN/(LOSS) | 1,778 | (3,314) | (1,147) | 5,746 | (1,102) | 471 | (5,691) | 2,448 | 2,088 | 18,491 | - | - | 19,767 | 13,000 | (6,767) | | 63,740 | 43,973 | |
| FUND BALANCE | | | | | | | | | | | | | | | | | | | |
| Unrestricted Fund Balance | 206,124 | 207,902 | 204,588 | 203,441 | 209,187 | 208,085 | 208,555 | 202,864 | 205,312 | 207,401 | 225,891 | 225,891 | 206,124 | | | | 225,891 | | |
| Income/Loss (from above) | 1,778 | (3,314) | (1,147) | 5,746 | (1,102) | 471 | (5,691) | 2,448 | 2,088 | 18,491 | - | - | 19,767 | | | | 63,740 | | |
| Total Unrestricted Fund Bal | 207,902 | 204,588 | 203,441 | 209,187 | 208,085 | 208,555 | 202,864 | 205,312 | 207,401 | 225,891 | 225,891 | 225,891 | 225,891 | | | | 289,631 | | |

CURRENT YEAR Messages

> Expense of \$233K, which assumes add'l State funding of \$62K. If not received a deficit will occur of \$62K
 > Yr-over-Yr is flat, however there is a shift between of spend between Network

NEXT YEAR - Key Messages

FY 2024-2025 Profit & Loss

April 2025 Board Meeting

-----Input Actual and Forecasts in this section-----
 manually move the Blue Bar to align at intersection of Act/Fcst

| | Prev FY | | FISCAL YEAR 7/01/2023 through 06/30/2024 | | | | | | | | | | | | FY 2024-2025 | | | | | | | | | | | | | | | | | | | |
|-------------------------------|-----------|---------|--|--------|------|--------|------|--------|------|--------|------|--------|------|--------|--------------|----------|-------------------|--------|----|--------|----|--------|----|---|----|---|----|---------|----|---------|----|---------|----|--------|
| | Jul - Jun | | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | TOTAL | Approved | | | | | | | | | | | | | | | | | | |
| | 23-'24 | Act | 2024 | 2024 | 2024 | 2024 | 2024 | 2024 | 2025 | 2025 | 2025 | 2025 | 2025 | 2025 | Act/Fcst | Budget | (Over)/Under Plan | | | | | | | | | | | | | | | | | |
| | | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | Act | | Plan | Var | | | | | | | | | | | | | | | | | |
| REVENUE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 451970 Filings | \$ | 169,085 | \$ | 17,070 | \$ | 15,860 | \$ | 15,860 | \$ | 13,942 | \$ | 14,038 | \$ | 15,614 | \$ | 14,165 | \$ | 15,538 | \$ | 14,280 | \$ | 17,001 | \$ | - | \$ | - | \$ | 153,368 | \$ | 155,000 | \$ | 1,632 | | |
| 441115 Interest | \$ | 5,045 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 3,000 | \$ | 3,000 |
| 442650 Photocopies | \$ | 1,587 | \$ | 28 | \$ | 148 | \$ | 111 | \$ | 174 | \$ | 213 | \$ | 39 | \$ | 173 | \$ | 42 | \$ | 60 | \$ | 33 | \$ | - | \$ | - | \$ | 1,070 | \$ | 1,100 | \$ | 81 | | |
| 470410 Book Sales | \$ | 1,874 | \$ | - | \$ | 15 | \$ | 140 | \$ | 840 | \$ | 60 | \$ | - | \$ | - | \$ | 10 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,065 | \$ | 700 | \$ | (365) |
| 470330 Donations | \$ | 575 | \$ | - | \$ | - | \$ | 25 | \$ | 25 | \$ | - | \$ | - | \$ | 500 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 550 | \$ | 3,000 | \$ | 2,450 |
| 470110 Fax/Paper Sales | \$ | 52 | \$ | - | \$ | - | \$ | - | \$ | 2 | \$ | - | \$ | 40 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 42 | \$ | 50 | \$ | 8 |
| 441215 Conference Room | \$ | 495 | \$ | - | \$ | 25 | \$ | - | \$ | 70 | \$ | - | \$ | 195 | \$ | 25 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 315 | \$ | 200 | \$ | (115) |
| 442610 Procuring | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 461810 Miscellaneous Receipts | \$ | 11,224 | \$ | - | \$ | 8 | \$ | 20 | \$ | 5,202 | \$ | - | \$ | 9 | \$ | - | \$ | - | \$ | 71 | \$ | 792 | \$ | - | \$ | - | \$ | - | \$ | 6,101 | \$ | 56,652 | \$ | 50,551 |
| 461710 Classes/Workshops/MCLE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 32 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 32 | \$ | - | \$ | (32) |
| 462610 Passport Services | \$ | 11,720 | \$ | 350 | \$ | 840 | \$ | 700 | \$ | 945 | \$ | 1,015 | \$ | 1,015 | \$ | 1,575 | \$ | 2,135 | \$ | 1,820 | \$ | 665 | \$ | - | \$ | - | \$ | - | \$ | 11,060 | \$ | 13,000 | \$ | 1,940 |
| 480210 Transfers In | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| Revenue Total: | \$ | 201,658 | \$ | 17,448 | \$ | 16,896 | \$ | 16,855 | \$ | 21,198 | \$ | 15,328 | \$ | 16,871 | \$ | 16,478 | \$ | 17,757 | \$ | 16,231 | \$ | 18,491 | \$ | - | \$ | - | \$ | - | \$ | 173,552 | \$ | 232,702 | \$ | 59,150 |

MARIN COUNTY LAW LIBRARY EMPLOYEE HANDBOOK

INTRODUCTION

This handbook is intended to provide employees with a general understanding of the Marin County Law Library policies. It is intended to familiarize employees with the Marin County Law Library as well as information regarding an employee's responsibilities. All employees are required to read, understand, and follow the provisions of the handbook. If you have questions about any of the policies, please feel free to contact the Marin County Law Library Director. This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract or a legal document. The Marin County Law Library reserves the right to change or revise its policies and benefits described in this handbook without notice whenever the Marin County Law Library determines that such action is warranted. This handbook replaces all earlier versions of the employee handbook. Except for the policy of at-will employment and policies compelled by law, the Marin County Law Library may change the policies described in this handbook at any time. The Marin County Law Library's policy of employment at will can only be modified in a writing signed by the Marin County Law Library Board of Trustees.

EQUAL OPPORTUNITY EMPLOYMENT

Marin County Law Library is an Equal Opportunity Employer. The Marin County Law Library does not discriminate against qualified employees, volunteers, unpaid interns, or applicants, because of race, color, religion, sex, sexual preference, sexual identity, pregnancy, national origin, ancestry, citizenship, age (over 40), marital status, physical disability, mental disability, medical condition, military and veteran status, marital status, religion, or any other characteristic protected by federal or state law or local ordinance. When necessary, the Marin County Law Library will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position to the extent required by law.

AT-WILL EMPLOYMENT

Your employment with the Marin County Law Library is at will. This means that you are free to terminate your employment at any time, with or without cause. The Marin County Law Library has a right to terminate your employment at any time as well, with or without cause. No one in the Marin County Law Library other than the Marin County Board of Trustees has the authority to alter your at-will status or to enter into any agreement for employment for a specified period of time or to make any agreement contrary to this policy. Only the Marin County Law Library Board of Trustees may do so, and only in a written agreement signed by both the President of the Board of Trustees with approval from the Marin County Law Library Board of Trustees and you.

INTRODUCTORY PERIOD

All new employees serve on an introductory basis for the first one hundred and eighty (180) days of employment. During this period, employees will have the opportunity to learn about the position. The Marin County Law Library will also use this period to determine whether or not the employee is able to meet its expectations. Introductory periods may be extended for legitimate

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business reasons or because of approved absences taken by the employee during the introductory period. During the introductory period and during the entire course of your employment, you will be an at-will employee.

OVERTIME

Nonexempt employees may be required to work overtime. Nonexempt employees are paid overtime for all hours worked over eight (8) hours in one (1) day or over forty (40) hours in a workweek. In order to work overtime, you must obtain prior advance approval from the Marin County Law Library Director. Working overtime without permission may result in discipline, up to and including termination of employment.

REST AND MEAL BREAKS

Rest Breaks

Nonexempt employees are entitled to a paid ten (10) minute rest break for shifts from three and half to six (3-1/2 to 6) hours in length, a twenty (20) minute rest break for shifts of more than six (6) hours and up to ten (10) hours, and a thirty (30) minute rest break for shifts of more than ten (10) hours and up to fourteen (14) hours or as dictated by applicable state and federal law. Employees should take their rest breaks in the middle of the work period to the extent that it is practicable.

Meal Breaks

Nonexempt employees who work five (5) hours or more are entitled to an uninterrupted unpaid thirty (30) minute meal break every five (5) hours or as dictated by applicable state and federal law. The meal break must be taken no later than the end of the fifth (5th) hour. An employee is entitled to a second meal period only if he or she works more than ten (10) hours per day. The second meal period must be taken no later than the employee's tenth (10th) hour of work.

PAYROLL DEDUCTIONS

In accordance with federal and state laws, the following maybe withheld from your wages:

1. Federal income tax;
2. California income tax;
3. Federal Insurance Contributions Act (FICA) payroll tax (for Social Security and Medicare); and
4. Disability insurance contributions (SDI).

If you want to change the number of your exemptions or your marital status for tax withholding purposes, complete the appropriate form available from the Marin County Law Library Director.

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MEDICAL BENEFITS

All full-time employees are eligible to participate in the Marin County Law Library's group medical plan. During your orientation period, Human Resources will provide you with all necessary documents if you elect to participate in the group medical plan. The Marin County Law Library reserves the right to change, amend, or discontinue the benefits it offers to its employees at any time.

VACATION LEAVE

All full-time employees are eligible for up to four (4) weeks of paid vacation. Vacation hours accrue at thirteen and a third (13.33) hours per month. Vacation hours may only be utilized after they have accrued. Employees may not accrue more than two hundred forty (240) hours of vacation time. After two hundred forty (240) hours, no more vacation hours will be accrued until an employee's unused accrued vacation time is below two hundred forty (240) hours.

SICK LEAVE

California law provides for paid sick leave for most employees who have thirty (30) or more days of employment in a calendar year.

Eligible employees can earn sick leave at the rate of one (1) hour of paid sick time for every thirty (30) hours worked. You will need to meet the ninety (90) day employment requirement before taking any paid sick leave. If you are an exempt employee, you are presumed to work forty (40) hours per workweek for purposes of sick time accrual. However, if your normal workweek is less than forty (40) hours, your accrual will be based on your normal workweek. The Marin County Law Library does not pay employees for unused paid sick leave. If you are rehired within one (1) year of separation from employment, you may be eligible for reinstatement of previously accrued paid sick time.

You may earn a maximum of six (6) days or forty-eight (48) hours of paid sick time. After you have reached this maximum amount, no further additional paid sick time will be earned until some, or all of the accrued paid sick time is used.

The maximum amount of paid sick time you can use in each year of employment is three (3) days or twenty-four (24) hours, regardless of how much paid sick time you have earned.

Qualifying Reasons for Paid Sick Leave

You may use paid sick time for any of the following reasons:

- **Diagnosis, care, or treatment of an existing health condition for yourself or a covered family member;**
- **Preventive care for yourself or a covered family member;**

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- **For certain, specified purposes when you are a victim of domestic violence, sexual assault, or stalking.**

For purposes of this policy, a covered family member includes the following:

- **A child, defined as a biological, foster, or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A child may also be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.**
- **A parent, defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian of yourself, your spouse, or your registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.**
- **A spouse.**
- **A registered domestic partner.**
- **A grandparent.**
- **A grandchild.**
- **A sibling.**
- **A designated person (*i.e.*, a person identified by you at the time you request paid sick time). Note that you are limited to one designated person per twelve (12) month period.**

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, you are to provide advance notice to the Marin County Law Library Director.

If the need is not foreseeable, you are to provide notice to the Marin County Law Library Director as soon as practicable.

Your use of paid sick time may run concurrently with other leaves under federal, state, or local law.

FAMILY CARE AND MEDICAL LEAVE

The Marin County Law Library will provide family and medical care leave for eligible employees, as required by state and federal law, including leaves under the federal [Family and Medical Leave Act of 1993 \(FMLA\)](#), the [California Family Rights Act \(CFRA\)](#), and the [Paid](#)

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[Family Care Leave Act \(PFCLA\)](#). An individual who is entitled to leave under the [FMLA](#) and the [CFRA](#) must take Family Temporary Disability Insurance (FTDI) leave concurrently with leave taken under the [FMLA](#) and the [CFRA](#).

DEFINITIONS

In implementing this policy, the following definitions will apply.

“12-Month Period” means a rolling twelve (12) month period measured backward from the date leave is taken and continuous with each additional leave day taken.

“Child” means a child under eighteen (18) years of age, or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child, a stepchild, a legal ward, a son or daughter of a domestic partner, or a son or daughter to whom the employee stands in loco parentis (in place of a parent).

“Parent” means the biological parent, foster parent, adoptive parent, stepparent, or parent-in-law of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child.

“Spouse” means a husband or wife as defined or recognized under California state law for purposes of marriage.

“Domestic Partner” means a partner as defined in [Section 297 of the Family Code](#). “Designated Person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. (Note that the Marin County Law Library limits an employee to one designated person per 12-month period.)

“Family Member” means a Child, Parent, Parent-in-Law, Grandparent, Grandchild, Sibling, Spouse, Domestic Partner, or Designated Person.

“Serious Health Condition” means an illness, injury impairment, or physical or mental condition that involves:

(1) Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (*i.e.*, inability to work or perform other regular daily activities because of the serious health condition, treatment involved, or recovery therefrom); or

(2) Continuing treatment by a health care provider (*i.e.*, a serious health condition involving continuing treatment by a Health Care Provider as defined under federal or state law).

“Health Care Provider” has the same meaning as defined under the [FMLA](#) and [CFRA](#).

REASONS FOR LEAVE

Leave is only permitted for the following reasons:

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- (1) The birth of a child or to care for a newborn of an employee or the employee's domestic partner within one (1) year of birth;
- (2) The placement of a child with an employee in connection with the adoption or foster care of the child by the employee or the employee's domestic partner within one (1) year of placement;
- (3) To care for a Family Member who has a serious health condition; or
- (4) Because of the employee's serious health condition that makes the employee unable to perform the essential functions of his or her position.

EMPLOYEES ELIGIBLE FOR LEAVE

An employee is eligible for leave if the employee:

- (1) Has been employed for at least twelve (12) months; and
- (2) Has been employed for at least one thousand two hundred fifty (1250) hours during the twelve (12) month period immediately preceding the commencement of the leave.

The Marin County Law Library counts **FMLA-CFRA** leave using a "looking back" method, meaning that if an employee requests **FMLA-CFRA** leave, the Marin County Law Library looks back over the preceding twelve (12) months to determine if the employee has taken **FMLA-CFRA** leave during that time period. If the employee did take **FMLA-CFRA** leave, then that time would be deducted from the amount of leave for which the employee is now eligible. If the employee has not taken any **FMLA-CFRA** leave, then the employee would be eligible for all twelve (12) weeks of **FMLA-CFRA** leave.

AMOUNT OF LEAVE

Eligible employees are entitled to a total of twelve (12) workweeks of leave during any twelve (12) month period.

MINIMUM DURATION OF LEAVE

If leave is requested for the birth, adoption, or foster care placement of a child of the employee or domestic partner, leave must be concluded within one (1) year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes (*e.g.*, bonding with a newborn) for at least one (1) day, but less than two (2) weeks' duration on any two (2) occasions.

If leave is requested to care for a Family Member or for the employee himself or herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

SPOUSES BOTH EMPLOYED BY MARIN COUNTY LAW LIBRARY

In any case in which domestic partners or a husband and wife are both employed by the Marin County Law Library and both are entitled to leave, the aggregate number of workweeks of

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leave to which both may be entitled may be limited to twelve (12) workweeks during any twelve (12) month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (*i.e.*, bonding leave). This limitation does not apply to any other type of leave under this policy.

EMPLOYEE BENEFITS WHILE ON LEAVE

Leave under this policy is unpaid. However, an employee may be able to use accrued paid leave. While on leave, the employee will continue to be covered by the Marin County Law Library's group health insurance to the same extent that coverage is provided while the employee is on the job.

The employee may be entitled to other, non-Marin County Law Library-provided benefits under any other federal or state programs such as state disability insurance benefits. The Marin County Law Library is not responsible for administering any such benefits.

Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the Marin County Law Library will inform the employee whether the premiums should be paid to the carrier or to the Marin County Law Library. The coverage on a particular plan may be dropped if the employee is more than thirty (30) days late in making a premium payment. However, the employee will receive a notice at least fifteen (15) days before coverage is to cease, advising him or her that he or she will be dropped if the premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

If the employee fails to return to work after his or her leave entitlement has been exhausted or expires, the Marin County Law Library shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his or her family member that would entitle the employee to leave or because of circumstances beyond the employee's control. The Marin County Law Library shall have the right to recover premiums (or other sums due the Marin County Law Library) from an employee against his or her wages, paid time off, vacation, or holiday pay.

SUBSTITUTION OF PAID ACCRUED LEAVES

While on leave under this policy, an employee may elect to concurrently use paid accrued leaves. Similarly, the Marin County Law Library may require an employee to concurrently use paid accrued leaves after requesting [FMLA-CFRA](#) leave and Paid Family Care Leave and may also require an employee to use family and medical care leave concurrently with a non-[FMLA-CFRA](#) leave that is [FMLA-CFRA](#)-qualifying.

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EMPLOYER'S RIGHT TO REQUIRE EMPLOYEE TO USE PAID ACCRUED LEAVES CONCURRENTLY WITH FAMILY LEAVE

When an employee has earned or accrued paid vacation or administrative leave, that paid leave must be substituted for all or part of any (otherwise) unpaid leave under this policy.

An employee is entitled to and may use sick leave concurrently with leave under this policy if:

- (1) The leave is for the employee's own serious health condition; or
- (2) The leave is needed to care for a Family Member with a serious health condition and would be permitted as sick leave under the Marin County Law Library's sick leave policy.

An employee may use vacation or sick time concurrently with leave under this policy.

As a condition of an employee's initial receipt of family temporary disability insurance benefits during any twelve (12) month period in which an employee is eligible for these benefits, the Marin County Law Library may require an employee to take up to two (2) weeks of earned but unused vacation or sick leave (or both) before the employee's initial receipt of these benefits. If the Marin County Law Library requires the employee to take vacation or sick leave, that portion of the leave that does not exceed one (1) week shall be applied to any applicable waiting period for receipt of family temporary disability insurance benefits.

MEDICAL CERTIFICATION

Employees who request leave for their own serious health condition or to care for a Family Member who has a serious health condition must provide written certification from the health care provider of the individual requiring care if requested by the Marin County Law Library.

Time to Provide Medical Certification

When an employee's leave is foreseeable and at least thirty (30) days' notice has been provided, if a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification to the Marin County Law Library within the time frame requested by the Marin County Law Library (which must allow at least fifteen (15) calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts.

Consequences of Failure to Provide Adequate or Timely Certification

The Marin County Law Library will advise the employee in writing what additional information is necessary to make the certification complete and sufficient. The employee will have seven (7) calendar days, unless not practicable under the circumstances despite the employee's

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diligent good faith efforts, to cure any deficiency. If the deficiency is not cured, the Marin County Law Library may deny the taking of [FMLA-CFRA](#) leave.

Recertification

If the Marin County Law Library doubts the validity of a certification, the Marin County Law Library may require a medical opinion of a second health care provider chosen and paid for by the Marin County Law Library. If the second opinion is different from the first, the Marin County Law Library may require the opinion of a third provider jointly approved by the Marin County Law Library and the employee but paid for by the Marin County Law Library. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a recertification.

INTERMITTENT LEAVE OR REDUCED SCHEDULE LEAVE

If an employee requests leave intermittently (*e.g.*, a few days or hours at a time) or on a reduced leave schedule to care for a Family Member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

EMPLOYEE NOTICE OF LEAVE

Although the Marin County Law Library recognizes that emergencies arise that may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least thirty (30) days' notice is required. In addition, if an employee knows that he or she will need leave in the future but does not know the exact date(s) (*e.g.*, for the birth of a child or to take care of a newborn), the employee shall inform his or her supervisor as soon as possible that such leave will be needed. Absent unusual circumstances, such notice may be given in accordance with the Marin County Law Library's usual and customary call-in procedures for reporting an absence. The employee must provide notice sufficient to make the Marin County Law Library aware that the employee needs [FMLA-CFRA](#)-qualifying leave and of the anticipated timing and duration of the leave. If the Marin County Law Library determines that an employee's notice is inadequate, the Marin County Law Library may delay the granting of [FMLA-CFRA](#) leave.

REINSTATEMENT ON RETURN FROM LEAVE

Right to Reinstatement

On expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no

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greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA-CFRA-Paid Family Care Leave period.

If a definite date of reinstatement has been agreed on at the beginning of the leave, the employee will be reinstated on the date agreed on. If the reinstatement date differs from the original agreement date between the employee and the Marin County Law Library, the employee will be reinstated within two (2) business days, when feasible, after the employee notifies the Marin County Law Library of his or her readiness to return.

Employee's Obligation to Periodically Report on His or Her Condition

An employee may be required to periodically report on his or her status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

Fitness-for-Duty Certification

As a condition of reinstatement of an employee whose leave was based on the employee's own serious health condition that made the employee unable to perform his or her job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to perform the essential functions of the employee's job. When reasonable job safety concerns exist, the Marin County Law Library may require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent or reduced leave. Failure to provide such certification will result in denial of reinstatement.

MILITARY CAREGIVER LEAVE

Under the FMLA, an eligible employee who is a spouse, child, parent, or next of kin of a covered servicemember with a serious injury or illness may take up to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise on outpatient status, or is otherwise on the temporary disability retired list, in each case for a serious injury or illness. A serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating. The single twelve (12) month period for leave to care for a covered servicemember with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of a twelve (12) month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single twelve (12) month period. Only twelve (12) of the twenty-six (26) weeks total may be for an FMLA-qualifying reason other than to care for a covered servicemember.

Qualifying Exigency Leave

Under the FMLA and CFRA, an eligible employee may take up to a total of twelve (12) workweeks of unpaid leave during the normal twelve (12) month period established by the employer for FMLA-CFRA leave for qualifying exigencies arising out of the fact that the

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employee's spouse, domestic partner, child, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation.

Qualifying exigencies include:

(1) Issues arising from a covered military member's short-term deployment (*i.e.*, deployment on seven (7) or fewer days of notice) for a period of 7 days from the date of notification;

(2) Military events and related activities such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active-duty status of a covered military member;

(3) Certain child care and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative child care, providing child care on a non-routine, urgent, immediate-need basis, enrolling or transferring a child in or to a new school or day care facility, or attending certain meetings at a school or day care facility, in each case if necessary because of circumstances arising from the active duty or call to active duty of a covered military member;

(4) Certain activities arising from the military member's covered active duty related to the care of the military member's parent who is incapable of self-care, such as arranging for alternative care, providing for care on a non-routine, urgent, immediate-need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as hospice or social service providers;

(5) Making or updating financial and legal arrangements to address a covered military member's absence;

(6) Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active-duty status of a covered military member;

(7) Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment.

(8) Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military, for a period of ninety (90) days following the termination of the covered military member's active duty status;

(9) Addressing issues arising from the death of a covered military member; and

(10) Any other event that the employee and employer agree is a qualifying exigency.

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Leave To Care For Covered Servicemember With Serious Illness Or Injury Incurred In The Line Of Duty On Active Duty

Under the FMLA, eligible employees who have family members who are covered servicemembers may take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. The leave may be taken intermittently whenever medically necessary to care for a covered servicemember with a serious injury or illness. Leave may also be taken intermittently for a qualifying exigency arising out of the active-duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule the treatments so as not to unduly disrupt the Marin County Law Library's operation.

Spouses employed by the same employer are limited to a combined total of twenty-six (26) workweeks of leave in a single twelve (12) month period if the leave is to care for a covered servicemember with a serious injury or illness; for the birth and care of a newborn child; for placement of a child for adoption or foster care; or for care of a parent who has a serious health condition.

Employee Notice

Employees seeking to use Military Caregiver Leave must provide thirty (30) days' advance notice of a need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered servicemember. If leave is foreseeable but thirty (30) days' advance notice is not practicable, the employee must provide notice as soon as practicable—generally, either the same or next business day. The employee must provide notice of the need for foreseeable leave based on a qualifying exigency as soon as practicable. When the need for military family leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Generally, it should be practicable to provide notice for unforeseeable leave within the time prescribed by the Marin County Law Library's usual and customary notice requirements.

The employee must provide sufficient information to make the Marin County Law Library aware of the need for FMLA leave for these reasons and the anticipated timing and duration of the leave. Such information may include, as applicable, information to the effect that:

- (1) The requested leave is for a particular qualifying exigency related to the active-duty status or call to active duty of a covered military member, along with the anticipated duration of the leave; and
- (2) The leave is for a qualifying family member who is a covered servicemember with a serious injury or illness, along with the anticipated duration of the leave.

Employer Notice

When the employee requests FMLA leave under this policy, the Marin County Law Library will notify the employee of his or her eligibility to take leave, including a reason for non-eligibility

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if the employee is determined not to be eligible. Such eligibility notice may be oral or written and should generally be given within five (5) business days of the employee's request for leave. Subsequent eligibility notice in the same twelve (12) month leave period may be required when an employee's eligibility status changes. The Marin County Law Library will inform employees of their rights and responsibilities under this leave, including giving specific written information on what is required of the employee.

When the Marin County Law Library has enough information to determine that the leave is being taken for an FMLA-qualifying reason, the Marin County Law Library will notify the employee that the leave is designated and will be counted as FMLA leave. The Marin County Law Library will designate leave that qualifies as both leave to care for a covered servicemember with a serious injury or illness and leave to care for a qualifying family member with a serious health condition as leave to care for a covered servicemember in the first instance. This designation notice will be in writing and generally will be given within five (5) business days of the determination. The Marin County Law Library will notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA entitlement.

Certification Requirements

The Marin County Law Library will require the employee who requests military family leave to produce a certification and may require the employee certification to be supported by:

(1) For leave for a qualifying exigency, a copy of the covered military member's active-duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party; and

(2) For leave to care for a covered servicemember with a serious injury or illness, certification completed by an authorized health care provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of a covered servicemember's family.

PREGNANCY DISABILITY LEAVE (PDL)

An employee may take pregnancy disability leave (PDL) if she is disabled because of pregnancy, childbirth, or a related medical condition, including prenatal care and severe morning sickness. Employees who are eligible for this leave are entitled to up to four (4) months of leave per pregnancy. A "four (4) month leave" means time off for the number of days or hours the employee would normally work within four (4) calendar months (one-third of a year or 17 1/3 weeks). For a full time employee who works 40 hours per week, four months means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. For employees who work more or less than 40 hours per week, or who work on variable work schedules, the number of working days that constitutes four months is calculated on a pro rata or proportional basis. Intermittent leave or a reduced work schedule may be taken. At least thirty (30) days notice should be given to Marin County Law Library, if possible.

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To better accommodate this type of leave, the Marin County Law Library reserves the right to temporarily transfer the employee to an available alternative position with equivalent pay and benefits. The Marin County Law Library will also consider a temporary transfer if medically advisable. The Marin County Law Library is not required to create a position; to discharge another employee or transfer another employee with more seniority; or to promote or transfer an employee if she is not qualified for the position. PDL will run concurrently with other applicable leaves, such as FMLA leave. The twelve (12) month look-back period will apply to all leaves granted concurrently. PDL may be unpaid, provided that an employee may exhaust accrued benefits such as accrued sick or vacation leave.

PAY AND BENEFITS DURING LEAVE OF ABSENCE

Employees will be expected to exhaust their vacation or sick leave (if applicable) before going into an unpaid status. This requirement will be applied consistent with state and federal law.

Employees will continue to receive the same level of benefit coverage they were eligible to receive before their leave, in accordance with applicable state and federal law. If the Marin County Law Library approves a request made by an employee for a continuation of a leave that extends beyond the leave period provided by applicable federal or state law, the employee will be eligible to continue his or her benefits through the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

WORKERS' COMPENSATION

Notify the Marin County Law Library Director immediately if you are involved in an on-the-job injury. The supervisor will assist you in seeking medical care and filling out a workers' compensation claim. The Marin County Law Library is legally obligated to report work-related injuries to its workers' compensation carrier within certain time frames, even if medical care is not needed. It is mandatory for all employees to report work-related injuries.

If you are injured, the Marin County Law Library may send you to a physician for medical treatment unless you notify the Marin County Law Library in writing that you wish to see your own physician.

MEDICAL EXAMINATIONS

Employees may be required to take medical examinations as a condition of employment or for continued employment in certain circumstances. A medical exam may be required after a conditional offer of employment has been made to an applicant in certain job positions. In addition, the Marin County Law Library may require a medical examination to determine whether or not the employee is able to perform the essential functions of a job or in certain situations to assess the employee's fitness for duty in accordance with federal and state laws.

PERSONNEL RECORDS

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The Marin County Law Library keeps a personnel file on each employee. The contents of your file are confidential to the extent permitted by law. You or your representative may inspect your personnel file and obtain a copy of all documents in your file. Please inform Human Resources of any changes in your personal information such as your address, phone number, marital status, or number of dependents in order to keep your file up to date.

CONFIDENTIAL INFORMATION

As part of your employment, you may have access to trade secrets or confidential information that belongs to the Marin County Law Library. Such information may include financial information, customer lists, preferences, sales data, business plans, vendor information, and other proprietary information. All employees with access to confidential or trade secret information must keep all such information confidential. The requirement to keep all such information confidential continues even after the employee is no longer working for the Marin County Law Library. Violation of this policy may subject the employee to discipline, up to and including termination.

OUTSIDE EMPLOYMENT

Employees may engage in outside employment to the degree that it does not conflict with the interests of the Marin County Law Library. No employee is permitted to accept employment, whether for pay or otherwise, if the additional outside employment leads to a conflict or potential conflict of interest for the employee, if the nature of the outside employment will reflect negatively on the Marin County Law Library, or if the outside employment conflicts with the duties of the employee.

DRUGS AND ALCOHOL

The Marin County Law Library is a drug-free, alcohol-free environment. Employees may not report to work under the influence of drugs or alcohol, including recreational cannabis. The Marin County Law Library reserves the right to search, without the employee's consent, all areas and property in which the Marin County Law Library maintains control or joint control with the employee for drugs and alcohol. Refusal to allow for search when requested may be grounds for discipline, up to and including termination.

Employees reasonably believed to be under the influence of alcohol or drugs may be required to submit to drug and alcohol testing.

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician or over-the-counter medications, is not prohibited by this policy.

INSPECTION OF WORKSTATIONS AND PERSONAL BELONGINGS

The Marin County Law Library reserves the right to search any and all Marin County Law Library vehicles, workstations, work areas, desks, file cabinets, lockers, and other personal property of employees and their contents for illegal drugs, alcohol, weapons, and stolen property (collectively referred to as "Contraband"). The Marin County Law Library will conduct searches

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when there is reasonable cause to believe that you have Contraband in your possession. The Marin County Law Library may confiscate such Contraband and take any other appropriate action. “Reasonable Cause” is defined as those facts that would lead a reasonably prudent person to believe that the employee has Contraband or that Contraband is in the area to be searched. Employees should have no reasonable expectation of privacy in Marin County Law Library-supplied property such as vehicles, workstations, desks, lockers, and cabinets.

E-MAIL, VOICEMAIL, AND COMPUTER POLICIES

Employees are expected to use e-mail, voicemail, and computer systems for Marin County Law Library business and not for personal use. Employees may access the Internet for personal reasons as long as such access is reasonable and does not interfere with the employee’s work duties.

Employees may not use any e-mail, voicemail, or Internet website that may be disruptive or offend others, including but not limited to the transmission, receipt, or viewing of sexually explicit messages, cartoons, images, sounds, ethnic or racial slurs, or anything that may be construed as unlawful harassment or disparagement of others. Any such inappropriate use may result in disciplinary action, up to and including termination.

VIOLENCE PREVENTION

The Marin County Law Library is committed to providing a violence-free and safe work environment. All employees are prohibited from engaging in any violent behavior in the workplace. Such behavior includes but is not limited to brandishing a weapon, knife, or other dangerous object that could potentially harm others; physical violence or threats of violence; fighting; horseplay; verbal threats of violence; and any intimidating behavior.

Employees are required to report all threats of violence as soon as possible to their supervisor or to any other supervisor. Report all suspicious individuals or activities to the Marin County Law Library Director or to any other supervisor as soon as possible. On receiving a report of any suspected violence, the Marin County Law Library will undertake a prompt investigation and take appropriate corrective action.

ANTI-HARASSMENT POLICY

The Marin County Law Library is committed to providing a work environment free of discriminatory harassment. The Marin County Law Library’s anti-harassment policy defines discriminatory harassment and sets forth a procedure for the investigation and resolution of complaints of such harassment by or against any employee, volunteer, applicant, or person providing services to the Marin County Law Library under a contract.

Discriminatory harassment violates this policy and will not be tolerated. Discriminatory harassment of an applicant, volunteer, employee, or person providing services to the Marin County Law Library under a contract includes harassment based on actual or perceived race, color,

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religious creed, religious dress and grooming, sex, national origin, ancestry, disability, medical condition, marital status, age (over 40), sexual orientation, genetic information, gender identity, gender expression, military or veteran status, volunteer status, unpaid intern status, or other category protected by federal or state law. Discriminatory harassment also violates the Marin County Law Library's policy not to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation.

You will receive a copy of the Marin County Law Library's anti-harassment policy when you join the Marin County Law Library. It is your responsibility to read and understand the policy.

IMPERMISSIBLE CONDUCT

Employees are expected to abide by all work rules and standards and to avoid conduct that is detrimental to the Marin County Law Library, other employees or patrons. Following is a list of examples of conduct that is not permitted in the workplace. The examples set forth below represent the type of conduct that you must avoid, but this is not an exhaustive list of all impermissible conduct in the workplace. Any conduct that adversely affects the Marin County Law Library or the employee's job performance or is otherwise detrimental to the Marin County Law Library, other employees or patrons may also result in disciplinary action including, but not limited to, termination. Impermissible conduct includes, but is not limited to,

- Creating conflict with co-workers, supervisors, patrons, or visitors, except to the extent permitted by law.
- Excessive absenteeism or tardiness.
- Being absent for more than three (3) days without notification or permission, except to the extent permitted by law.
- Failure to follow safety regulations.
- Using Marin County Law Library property, equipment, and resources for unauthorized purposes.
- Failing to report injuries or damage to, or an accident involving Marin County Law Library property and/or equipment.
- Incompetence or inefficiency in performing job duties.
- Horseplay that results in personal injury or property damage.
- Spreading malicious rumors.
- Engaging in vulgar or abusive language or conduct toward others.
- Using communication systems inappropriately.

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- Treating supervisors, co-workers, or patrons in a discourteous, inattentive, or unprofessional manner.
- Exhibiting behaviors that would violate the drug and alcohol policy.
- Dishonesty, including but not limited to deception, fraud, lying, cheating, embezzlement, or theft.
- Insubordination.
- Violating conflict-of-interest rules.
- Disclosing or using confidential proprietary information or trade secrets without authorization.
- Violation of the anti-harassment policy.
- Gambling on Marin County Law Library premises or while conducting Marin County Law Library business.
- Violation of safety or health rules or engaging in conduct that creates a safety or health hazard.
- Violating the anti-violence policy.
- Falsifying Marin County Law Library records.
- Conviction of a criminal offense involving moral turpitude.
- Any conduct on or off duty that negatively impacts the reputation of the Marin County Law Library.
- Violating any Marin County Law Library policy, including but not limited to any of the policies described in this Handbook.

DISCIPLINARY PROCEDURES

The Marin County Law Library may, in its sole discretion, impose different forms of discipline depending on the nature and severity of the misconduct. The discipline may take the form of oral and written warnings, reprimands, suspensions, or termination.

PERFORMANCE EVALUATIONS

The Marin County Law Library recognizes the value of performance feedback between you and the Marin County Law Library Director. The Marin County Law Library Director may review your job performance at least once a year. The performance evaluation will evaluate the

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strengths and weaknesses of your performance and determine what areas of improvement, if any, are needed. This is also a time in which the employee may set future performance goals with the supervisor. A good performance evaluation does not guarantee a pay raise, nor is it a promise of continued employment.

SEPARATION PROCEDURES

On separation of employment, you must return all supplies, keys, and other Marin County Law Library property immediately. You may also be requested to participate in an exit interview, although the interview is completely voluntary. At termination, the Marin County Law Library will provide you with your final paycheck, including all accrued and unused vacation time if applicable. You and your dependents may also have a right to continue your group medical benefits temporarily under COBRA at your expense.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Marin County Law Library's employee handbook, have read it, and understand its provisions. I further understand that if I have a question, I am obligated to ask my supervisor for any clarification of any provisions in the employee handbook.

I further understand that the statements contained in the handbook do not create any contractual or other legal obligations of employment. I also understand that the Marin County Law Library may at any time modify, rescind, or revise any policy, benefit, or practice described in the handbook, except for its policy of at-will employment.

I understand and agree that my employment with the Marin County Law Library is at will and can be terminated by either me or the Marin County Law Library without cause or notice and that nothing in the handbook should be interpreted to the contrary. This is the entire agreement between me and the Marin County Law Library on this subject; it supersedes any prior inconsistent representations or agreements and may only be modified in a writing signed by me and the Marin County Law Library President.

I acknowledge that it is my responsibility to read and become familiar with the contents of the handbook.

Date: _____

Signed

Printed Name

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