



POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES

September 13, 2017

5:00 PM

AGENDA

The Policy Committee is not a decision-making body and only makes recommendations to the Board.

Policy Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact District Manager Chindi Peavey at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a Policy Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Policy Committee members. The Policy Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

- Chairperson Kati Martin will take roll call. _____
- Robert Riechel, City of San Bruno _____
- Ed Degliantoni, City of San Mateo _____
- Donna Rutherford, City of East Palo Alto _____
- Carolyn Parker, City of Brisbane _____
- Kat Lion, City of Redwood City _____



4. PUBLIC COMMENTS AND ANNOUNCEMENTS.

- This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person (ten minutes where a translator is being used).

5. REGULAR AGENDA

- A. Employee Manual Policy 4060 At-will Employees** – *Consider creating a new Policy defining at-will employees*
- B. Employee Manual Policy 4010 Regular Full-Time Employees** – *Consider adding at-will employees to this policy to clarify that they are eligible for benefits*
- C. Employee Manual Policy 4020 Regular Part-Time Employees** – *Consider adding at-will employees to this policy to clarify that they are eligible for benefits*
- D. Employee Manual Policy 4050 Exempt Employees** – *Consider updating the policy to include the current titles of Laboratory Director, Finance Director Assistant Manager, and Public Health Education and Outreach Officer as exempt employees and removing Vector Ecologist from this classification to bring the policy into line with current job titles*
- E. Employee Manual Policy 7000 Progressive Discipline** – *Consider clarifying this policy to state that disciplinary rules and procedures do not apply to at-will employees*
- F. Employee Manual Policy 2120 Performance Review** – *Consider removing wording regarding probationary period, as at-will employees do not have a probationary period*
- G. Employee Manual Policy 3020 Overtime Policy** – *Consider updating the policy to including the Finance Director and Laboratory Director along with the Assistant Manager, and Public Health Education and Outreach Officer as exempt employees and removing Vector Ecologist from this classification to bring the policy into line with current job titles*

6. ADJOURNMENT
