



<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES DIVISION CHAPTER VIII (B) Attendance And Leave</b>
Originating Agency: CEO-HR	Last Issued/Revised  2018	<u>Policy No. Chapter VIII (B) - 1</u>  REST PERIODS
Policy Change Requires:	<input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval	
Forms Change Requires:	<input type="checkbox"/> CEO Approval	

**POLICY**

1. Each County of Ventura employee is allowed a 15-minute rest period in both the first half and second half of the workday, when such breaks do not interfere with County business or public safety.
2. It is the responsibility of the agency/department head to designate the time of rest periods and to determine whether or not the employee should leave the workstation area.
3. It is intended that the 15-minute period be the total time spent away from a workstation.
4. Rest periods are not cumulative. Also, it is not intended that an employee use rest periods to arrive to work late, leave work early, or extend lunch/meal periods.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>BUILDINGS AND FACILITIES CHAPTER IV (A) Operations</b>
Originating Agency: GSA	Last Issued/Revised  2018	<u>Policy No. Chapter IV (A) - 12</u>  VENDING MACHINES
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

## **POLICY**

Pursuant to Board policy, all proceeds earned from the County of Ventura's vending machine program, except from machines directly related to the Inmate Welfare Fund, shall be used as a direct offset to the County employees' medical insurance premiums. The General Services Agency (GSA) is responsible for the regulation and placement of all vending machines in GSA-managed facilities and for the accounting and distribution of all proceeds received from the approved vending machine service companies.

GSA will transfer the proceeds from the vending machine program, except from machines directly related to the Inmate Welfare Fund, to the Employees' Medical Fund administered by the County Executive Office (CEO), Human Resources Division. GSA will deposit proceeds from vending machines directly related to the inmate welfare program into the Inmate Welfare Fund.

Only those vending machines authorized by GSA will be permitted in or on County facilities. For the purposes of this policy, County facilities include any facility that is County owned or leased for a County operation(s).

For the purpose of this policy, a vending machine is defined as equipment designed to dispense food, beverages, or sundry items to employees, the general public, and inmates of County penal institutions.

Vending machines that are used by Enterprise Funds, such as Parks, Airports, and Harbor, and placed in public locations for direct use by the public are exempt from this policy.

## **PROCEDURE**

1. GSA will seek competitive bids from service companies to place vending machines within County facilities to ensure quality products and service, equipment maintenance, and appropriate financial arrangements. GSA may enter into contracts with more than one service company if it is to the County's advantage to do so.

2. GSA will ensure that agreement(s) with approved service companies include, at a minimum, provisions to reimburse the County for its costs of having vending machines in County facilities. GSA will ensure that the vendor stocks the vending machines with healthy choice foods to the fullest extent possible.
3. CEO, Risk Management Division will specify the type of insurance and level of coverage that a service company must maintain during the length of its agreement with the County.
4. All of the vending machines placed in County-owned or occupied facilities are under the control and direction of GSA.
5. All requests for additional vending machines, or the replacement or removal of existing ones, should be addressed to GSA/Facilities and Materials Department, Special Services Division (GSA-SSD) at 477-7187, with adequate justification supporting the request. GSA-SSD staff will evaluate all requests, and in those cases where a new or additional vending machine(s) is approved, it will direct its service company to take the appropriate action consistent with this policy.
6. Questions regarding vending machines or service related problems should be directed to GSA-SSD at 477-7187.

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>HUMAN RESOURCES CHAPTER VIII (B) Attendance and Leave</b>
Originating Agency: CEO-HR	Last Issued/Revised  2018	<u>Policy No. Chapter VIII (B) - 7</u>  MEDICAL MAINTENANCE EXAMINATION
Policy Change Requires:	<input type="checkbox"/> Board of Supervisors Approval <input checked="" type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

## **POLICY**

All management, confidential clerical and other unrepresented employees and employees represented by the Criminal Justice Attorneys' Association of Ventura County (CJAAVC) are eligible to participate in a medical examination program. Eligible employees shall be reimbursed for incurred expenses in excess of those covered by the employee's medical plan, not to exceed the amount in the current Management Resolution ( §603) or CJAAVC Memorandum of Agreement (§ 703).

## **PROCEDURE**

- A. Medical maintenance examinations, basic physicals and medically necessary laboratory tests may be provided by Employee Health Services or a licensed medical practitioner. Examinations must be of a diagnostic nature in order to be reimbursed. Examinations that are covered include:

- Basic physical
- Diagnostic imaging
- Cancer testing
- Cardiovascular and pulmonary testing
- Allergy testing
- Laboratory testing

Costs of additional tests and/or treatment recommended or required as a result of symptoms identified during these examinations shall be the responsibility of the employee. These additional costs may be covered under the employee's medical plan.

- B. Employees are eligible and will only be reimbursed for an examination according to the schedule below:

Under 40 years of age	Once every 36 months
40-44 years of age	Once every 24 months
45 years and older	Once every 12 months

In order to be reimbursed, eligible employees must submit a General Claim form to the Wellness Office. The claimant should write "Medical Maintenance Exam" under "Itemize Demand in Detail" and include proof of payment and receipts showing the specific diagnostic exam, date of service, cost, and health care provider. If the claim is approved as meeting the diagnostic requirement, the Wellness Program shall remove any confidential information from the claim and return the redacted claim form to the employee. The employee must submit the redacted form to his/her fiscal department for authorization of payment.