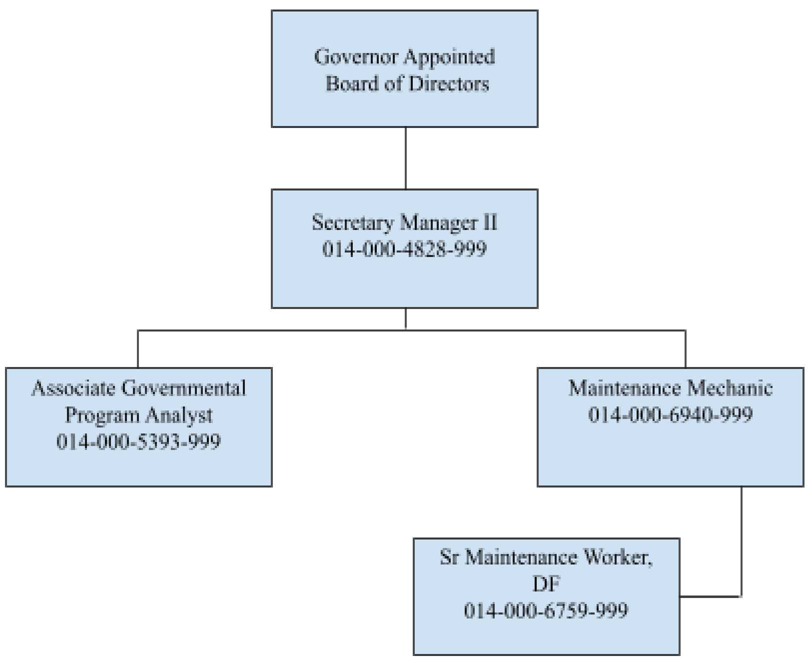
Introduction

20th District Agricultural Association - Mission Statement

The mission of the 20th District Agricultural Association is to manage our resources to insure the long-term success of the Association, and in doing so, provide a facility for our communities to celebrate the agriculture, history and culture of our district.

Organizational Structure

The 20th DAA is a CA state-owned facility and overseen by the California Department of Food and Agriculture and the Fairs and Expositions division.



The fairgrounds staff is a mix of CA State employees, W-2 employees, and 1099 contractor payroll employees, all of which are necessary to accomplish the mission of 20th DAA.

Workplace Culture

Application Process

Inquiring candidates may visit the fairgrounds website at any time to search for employment opportunities at the 20th DAA. For more information, please visit: https://www.goldcountryfair.com/employment

Employment opportunities range from CA State employment to 1099 contractor payroll employees (job posting will specify).

Once application is received, fair management will review and communicate further information, if necessary.

Onboarding Process

Once offered an employment position at the 20th DAA, employees must provide a copy of their valid I.D. and Social Security Number to their employer.

Employer will then provide a copy of the current 20th DAA Policy Manual for the employee to review and retain for their records. Employee must sign an 'Employee Receipt of Policy Manual'. Please refer to Exhibit A and B.

Employer may require employee to review and sign any additional and necessary policy.

Next, employer will define and explain chain-of-command and direct supervision of the employee and provide necessary contact information.

The corresponding supervisor will then explain the schedule and payroll process. Employee must sign all time cards prior to processing time cards.

Scheduling

Scheduling Process

Direct supervisors are responsible for organizing and communicating schedules.

It is common practice for administrative employees to work M-F from 8:00 am - 4:30 pm, with required breaks and lunch periods as defined by CA Labor Laws.

For maintenance employees, schedules may vary based on weather, events, and projects, with required breaks and lunch periods as defined by CA Labor Laws.

Overtime Process

CEO must approve any/all overtime hours.

Vacation Process

In order to be considered, an employee must submit a written request to the supervisor.

Sick Leave Process

Must abide by SB-616 Sick Days: Paid Sick Days Accrual and Use -

This act excludes specified employees covered by a valid collective bargaining agreement. This bill was signed into law by Governor Gavin Newsom on October 4, 2023, and went into effect on January 1, 2024, requiring employers to provide 5 days or 40 hours of paid sick leave to their employees.

- Employee Entitlement:
    - An employee who works for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
    - Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee’s regular rate. Accrual shall begin on the first day of employment. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
    - An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave “up-front” at the beginning of a 12-month period. No accrual or carryover is required.
- Employee Usage:
    - An employee may use paid sick days beginning on the 90th day of employment.
    - An employer shall provide paid sick days upon the oral or written request.
    - An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

To help clarify questions you may have, see the Department of Industrial Relations answers to questions that are frequently asked about California’s Paid Sick Leave Law.

Technology Usage

Device Process

Employees must sign out any state-owned device. Please refer to the Exhibit C: Device Sign Out Sheet.

Any state-owned device must only be used for matters related to the 20th DAA.
Misuse of state-owned devices may result in disciplinary action.

Password Process

Passwords created on any state-owned devices must be recorded on a digital master password log, located in the data file. Any hard copies of the master password log must be under lock and key.

Communications Procedure

Communication Standard

Our standard is a work environment free from disparaging remarks about religion, ethnicity, sexual preferences, appearance and other non-work related matters.

Employees should strive to maintain a civil work atmosphere at all times.

Equipment Usage

Key Check-Out Process

All employees/guests must sign the Key Check Out log.

Retention Policy

Retention Policy shall abide by the Master Destruction Schedule.

Contracts Procedure

Standard Contracts - DGS FORM 213

Standard contracts shall be executed for services that are not invoiced and that are also above CEO's signing authority. Standard contracts shall be included in the monthly regular board meeting packet, for final board approval.

Subcontractors may also be required to execute a STD contract with the Association.

Security Deposit

Interim/Annual Contracts - A security deposit is to be collected on contracts

Payment Deadline

Full payment of an interim rental is due 30 days prior to the event. If full payment is not made **before** 30 days, payment will only be accepted in the form of a cashier's check or by credit card. Checks will not be accepted.

Discount Authority

CEO - CEO has authority to offer a 20% discount on interim rental.
Board of Directors- Refer to Charitable Use of Facilities Grant in policy manual.

Board Approval

All contracts are presented in the regular monthly board meetings, under 'Consent Calender' for final Board approval.

Pre-Event Inspection

A pre-event inspection is optional for all interim rentals. The staff will accompany the renter during the inspection to ensure all items and terms are agreeable. The staff will communicate to the renter that the building must be returned in the same condition. Both the staff and the renter will sign off, once agreed upon.

Post-Event Security Deposit Worksheet

Admin staff will provide a ‘Security Deposit Worksheet’ to the maintenance staff to execute a post-event inspection. During this inspection, all deductions must be itemized and photographed.

At the completion of the post-event inspection and building clean up, the maintenance supervisor must sign the ‘Security Deposit Worksheet’ with recommended deductions.

Once completed and signed by the maintenance department, it must be returned to the CEO for final approval.

Once duly approved, the CEO must submit to the accountant for final security deposit processing.

If there is a deduction from the Security Deposit, CEO must call the event promoter and explain the deductions, before processing the final payment. (Effective Quarter 2, 2024).

Charged Parking for Events

Per 20th DAA policy, the Association collects all parking revenue.

Annual Fair

Free Ticket Distribution

Event Ticket Distribution Procedure

The CEO will follow established policies and procedures pertaining to the equitable and rational distribution of complimentary event tickets in support of the 20th DAA’s strategic goals. All ticketing policies and implementation of those policies must comply with all applicable state laws and regulations.
Within this context, the CEO will:

- Maintain and adhere to explicit policies, procedures, controls, and record-keeping over the distribution of complimentary tickets.
- Act in accordance with California Food & Agricultural Code section 3026 and limit the total number of courtesy fair admission tickets to less than 4% of the quantity of gross paid admissions to the Gold Country Fair in the preceding calendar year.

Sponsor Credentials

Sponsorship packages shall include a designated number of credentials based on sponsorship levels.

Sponsorships Procedure

Sponsorships must abide by Food and Agricultural Code 4051.1, (FAC) the Fairs and Exposition Branch must receive written notification for review, before execution, for any sponsorship agreement that:

- exceeds one hundred thousand dollars ($100,000) in value
- exists for a period of greater than two years
- or contemplates the building of a permanent structure on fair property

Credit Card Usage

Procedure

1. List of authorized users/user limits must be posted in the repository room, where cards are stored.
2. US Bank and Home Depot card statements to be presented in monthly board packet, under 'Consent Calendar', for final board approval.
3. Permissible purchases include fairgrounds related supplies, memberships, subscriptions, registrations, and services.
4. Justification required when exceeding a personal limit.
5. US Bank Statements shall be reconciled with receipts.
6. Authorization users must be removed from the list on the last day of employment.
7. Food and beverage purchases must be in compliance with the State Administrative Manual (SAM Section 0727).

Reimbursements

Mileage Reimbursements

Staff is responsible for accurately logging mileage in an official Auto Mileage Log, for mileage used in a personal vehicle to conduct state business. A copy of the current-month mileage log must be accompanied by a Reimbursement Request and must be approved by the CEO. Mileage reimbursements must be submitted monthly, no later.

Expenses Reimbursements

Prior to purchasing items with the intention for reimbursement, staff must request approval from the CEO. After approval and purchase, staff must provide a copy of the transaction receipt and a Reimbursement Request for the CEO to issue reimbursement.