

## REAL PROPERTY LICENSE AGREEMENT

THIS MONTH-TO-MONTH LICENSE is made between the County of Shasta, a political subdivision of the State of California, hereinafter referred to as "County" and County of Shasta, Judicial Council of California, Administrative Office of the Courts, hereinafter referred to as "Licensee" (collectively, the "Parties" and individually a "Party").

### Section 1. DESCRIPTION:

1.1 County hereby licenses to Licensee those premises described as approximately 4,920 square feet of office space as shown on Exhibit A, attached hereto and incorporated herein, and use of common parking spaces, common entry, common lobby, interview booths when not occupied, restrooms, break room, outside patio, and common hallways located at 2600 Park Marina Drive, Redding, California. County, in its sole discretion, may determine the location of the premises and may, from time to time, change the location of the premises. Licensee will be permitted to use two parking spaces on the west side as designated by County. Licensee shall not permit its employees to park in spaces designated for customers in the general parking areas as identified on Exhibit B, attached hereto and incorporated herein.

1.2 The County Executive Officer is authorized to reduce the area of the premises listed in Section 1.1 (and approve a new Exhibit A) of this license by sending a letter to Licensee 30 days prior to the effective date of the reduction. The fee as listed in Section 3 of this license shall be reduced concurrently with any reduction of square feet on a pro rata scale to the nearest day.

1.3 Licensee shall have the use of approximately 21 workstations unless and until those workstations are needed by County. An example of the workstations is shown on Exhibit C, attached hereto and incorporated herein. County, in its sole discretion, may determine the number of workstations and may, from time to time, change the number of workstations.

1.4 The County Executive Officer is authorized to reduce the number of workstations listed in Section 1.3 of this license by sending a letter to Licensee 30 days prior to the effective date of the reduction. Any reduction shall have no effect on the compensation listed in Section 3 of this license.

Section 2. TERM:

The month-to-month license of the premises commences on July 1, 2018. The intent of the Parties is that the license will continue until June 30, 2021, unless terminated earlier pursuant to the provisions of this license except that if any such date falls on a Saturday, Sunday, or holiday, then this license shall end at 12:00 p.m. on the preceding business day. In County's sole discretion, County may extend this license on a month-to-month basis. Both Parties acknowledge that continued use of the premises is subject to the termination provisions contained in Section 7 of this license.

Section 3. COMPENSATION:

The compensation to be paid by Licensee for any use of the premises for the period beginning the commencement of this license, July 1, 2018, through June 30, 2019, shall be \$6,691.20 per month. For any use of the premises for the period July 1, 2019, through June 30, 2020, the compensation to be paid by Licensee shall be \$6,825.02 per month. For any use of the premises for the period July 1, 2020, through June 30, 2021, the compensation to be paid by Licensee shall be \$6,961.52 per month. Compensation shall be paid in advance on the first County business day of each month of the term and any extensions of this license. A monthly journal would be prepared and submitted for payment (transfer) from cost center 00952, account 007700, to County's designated cost center and account number.

Section 4. USE AND OCCUPANCY:

Licensee is using the premises in its present condition. Licensee shall use the premises for the sole purpose of general court business. The premises shall be used for no other purpose without the written consent of County.

Section 5. UTILITIES; USE OF COUNTY EQUIPMENT:

5.1 County and Licensee acknowledge that all charges for electricity, gas, sewer, water, and garbage removal associated with the premises are included in the compensation paid for this license.

5.2 Custodial services associated with the space used will be billed directly to Licensee by County.

5.3 With the exception of the 21 workstations referenced in section 1.3, Licensee shall not utilize any County equipment or supplies such as, but not limited to, telephones, computers, fax machines, projectors, office supplies, copiers, or scanners.

5.4 Licensee, at its sole cost and expense, shall provide its own computer hardware, software, wireless connectivity, telephone, and other office use needs as applicable.

Section 6. CARE AND REPAIR OF PREMISES:

Licensee shall not commit, or allow to be committed, any waste upon said premises or any nuisance or other act that may disturb the quiet enjoyment of inhabitants of the area. Licensee agrees to keep the premises clean and organized. Licensee shall not leave any work documents visible when not on the premises. Licensee shall pay County the actual costs incurred as provided in writing by County, including the costs of County personnel, for the repair of any damage to the premises caused by Licensee or Licensee's agents, employees, visitors, customers, volunteers, or licensees. Licensee shall comply with and incorporate into daily practice all provisions of the Housekeeping Policy, attached hereto as Exhibit D and incorporated herein.

Section 7. TERMINATION:

7.1 After the original term of this license and any options to renew that are exercised, Licensee agrees to vacate the premises peaceably.

7.2 Either Party may terminate this month-to-month license without cause by either Party giving 30-days' written notice to the other Party, and Licensee's use shall terminate at midnight on the last day of the month following the last day of the month in which such notice is given.

7.3 County's right to terminate this license or accept Licensee's termination of this license may be exercised by its Board of Supervisors or County Executive Officer.

7.4 Upon termination of this license, any property remaining on the premises shall become the property of County. Property not claimed by Licensee within the 30-day period may be disposed of by County without any obligation to deliver the property to Licensee or to reimburse Licensee for the value thereof. In the alternative, County may sell all such property and offset any amounts due County against the proceeds of such sale. Costs of disposal or sale shall be paid by Licensee.

Section 8. ALTERATIONS:

Licensee may not make any alterations to the premises, or any part thereof. This includes, but is not limited to, changing locks. Should Licensee request any alteration, and County approves the alteration, County shall perform the work or cause the work to be performed, and Licensee shall pay all costs associated with the work within 30 days of submission to Licensee of a bill for such work.

Section 9. GOVERNMENTAL REQUIREMENTS:

Licensee shall, at its sole cost and expense, comply with the laws, regulations, or ordinances of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use to which the premises are to be put by Licensee.

Section 10. ASSIGNMENT AND SUBLETTING:

Licensee shall not assign this license and shall not license or sublet the premises, or any part thereof, or any right or privilege appurtenant thereto.

Section 11. INDEMNITY:

Licensee shall indemnify and hold County, its elected officials, officers, employees, agents, and volunteers harmless from, and defend County against, any and all claims of liability for any injury, death, or damage to any person or property occurring in, on, or about the premises when such injury, death, or damage is caused in part or in whole by the neglect, fault, or omission of any duty with respect to the same by Licensee, its agents, contractors, or employees. Licensee shall further indemnify and hold County, its elected officials, officers, employees, agents, and volunteers harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Licensee's part to be performed under the terms of this license, or arising from any negligence or wrongdoing of Licensee, or any of its agents, contractors, or employees and from and against all costs, attorney's fees (including fees of County Counsel), expenses, and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon. If an action or proceeding is brought against County by reason of any such claim, Licensee, upon notice from County, shall defend the same at Licensee's expense provided, however, that Licensee shall not be liable for damage or injury occasioned by the active or passive negligence or intentional acts of

County or its agents or employees. County shall be required to provide notice to the Licensee within 10 days of receipt or notice of any claim.

Section 12. INSURANCE:

Licensee shall secure and maintain in full force and effect during the full term of this agreement a policy of commercial general liability insurance or participation in a program of self-insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect the public, with limits of liability of not less than \$1 million combined single limit bodily injury and property damage. Licensee shall secure and maintain in full force and effect during the full term of this agreement statutory workers' compensation insurance or participation in a program of self-insurance covering Licensee's employees. Policies shall be written by carriers reasonably satisfactory to County. On request of County, a certificate evidencing the insurance requirements of this paragraph shall be provided.

Section 13. DAMAGES:

Licensee, as a material part of the consideration to be rendered to County under this license, hereby waives all claims against County for damages to goods, wares, and merchandise in, upon, or about the premises, and for injuries to persons in or about said premises, from any cause other than County's sole negligence or other intentional wrongdoing.

Section 14. DAMAGE OR DESTRUCTION:

In the event of any damage to or destruction of the premises, or any portion of the premises, at any time during the use of the premises pursuant to this license, County may, in writing delivered to Licensee within 30 days after the damage or destruction, terminate this license as of the date of the damage or destruction.

Section 15. CONDITION OF PREMISES:

On the last day of the term or upon earlier termination of this license, Licensee will peaceably and quietly leave, surrender and yield up to County said premises and workstations, as applicable, in good order, condition, and repair, reasonable use and wear thereof excepted.

Section 16. RIGHT OF ENTRY:

Licensee shall permit County and its agents to enter into and upon the premises at all times.

Section 17. GOVERNING LAW:

All questions with respect to construction of this license and the rights and liabilities of the Parties hereto shall be governed by the laws of the State of California. Any dispute arising hereunder or relating to this license shall be litigated in the State of California and venue shall lie in the County of Shasta.

Section 18. INUREMENT:

Subject to the restrictions on assignments as herein contained, this license shall inure to the benefit of, and shall be binding upon the assigns, successors in interest, personal representatives, estates, and heirs of the respective parties hereto.

Section 19. ENTIRE AGREEMENT:

This instrument, along with any exhibits or attachments hereto, constitutes the entire license between County and Licensee relative to the premises. This license and any exhibits or attachments may be altered, amended, or revoked only by an instrument in writing signed by both Licensee and County. Licensee and County agree that all prior or contemporaneous oral agreements between their agents or representatives relative to the leasing of the premises are written into or revoked by this license. If any provision contained in an exhibit or attachment to this license is inconsistent with any other provision herein, the provision contained in the exhibit or attachment shall control, unless otherwise provided in the exhibit or attachment.

Section 20. NOTICES:

Unless otherwise provided, notices required by law or by this license to be given to either Party shall be in writing and may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to either Party as set forth below or at such other address as a Party specifies in writing. If notice is mailed, notice shall be deemed to have been given three days after mailing. When oral notice is authorized by this license, it shall be deemed to be effective

immediately. Any written or oral notices on behalf of County as provided for in this license may be executed and/or exercised by the County Executive Officer.

If to County:	County Executive Officer Shasta County Administrative Office 1450 Court Street, Suite 308A Redding, CA 96001-1680 Phone: 530-225-5561 Fax: 530-229-8238
Copy to:	Director Shasta County Department of Child Support Services PO Box 994130 Redding, CA 96099-4130 Phone: 530-229-8896 Fax: 530-225-5458
Licensee:	Court Executive Officer Shasta County Superior Court 1500 Court Street, Room 205 Redding, CA 96001 Phone: 530-245-6761 Fax: 530-999-2382

Section 21. ATTORNEY FEES:

If any legal action is brought by either Party for the enforcement or interpretation of this license, for remedy due to its breach, for recovery of the premises, or in any other way arising from the terms of this license, the prevailing Party shall be entitled to recovery reasonable attorney fees (including fees of County Counsel), costs, and other litigation expenses which shall become a part of any judgment in the action.

Section 22. SEVERABILITY:

If any portion of this license or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this license, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this license are severable.



Section 23. CONFIDENTIALITY:

23.1. Licensee agrees to protect all information, including, but not limited to, electronic files, data, paper documents, and forms, or other information designated confidential from unauthorized use and disclosure through observance of the same or more effective procedural requirements as used by the County. Licensee further agrees to implement the minimum administrative, physical, and information security safeguards to comply with the information security requirements provided in Family Code section 17212 and Title 22, CCR sections 111430 and 111440, for the terms and length of this license.

23.2 Licensee shall comply with, and require all of Licensee's employees, contractors, volunteers, agents, and officers to comply with, all applicable laws pertaining to the confidentiality of documents or data in whatever form and all the provisions 26 U.S.C. sections 7213 and 7213A (Unauthorized Disclosure of Information) and 26 U.S.C. section 7431 (Civil Damages for Unauthorized Disclosure of Returns and Return Information).

23.3 Licensee shall ensure all of Licensee's employees, contractors, volunteers, agents, and officers comply with the above provisions, and shall inform all of Licensee's employees, contractors, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.

23.4. All of Licensee's employees must wear picture identification badges while on the premises that shall be clearly displayed and worn on lanyards around the neck or attached to lapels above the waist.

Section 24. SAFEGUARD OF INFORMATION.

24.1 In performance of this contract, Licensee will not be given access to federal tax information (FTI). However, inadvertent or incidental access to FTI may occur. It is incumbent upon the Licensee to inform its officers, employees, and subcontractors of the provisions of 26 U.S.C. sections 7213 and 7213A (Unauthorized Disclosure of Information) and 26 U.S.C. section 7431 (Civil Damages for Unauthorized Disclosure of Returns and Return Information). Willful unauthorized disclosure of returns and return information is a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Willful unauthorized disclosure of returns and return information may also result in an award of civil damages against the officer, employee, or subcontractor in an amount not less than



\$1,000 with respect to each instance of unauthorized disclosure. These penalties are set forth at 26 CFR 301.6103(n) 1.

24.2 Licensee shall inform its officers, employees, and subcontractors of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. section 552a. Specifically, 5 U.S.C. section 552a(i)(1), which is made applicable to contractors by 5 U.S.C. section 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

24.3 Licensee shall immediately, but no later than 24 hours, contact County upon identification of a possible issue involving FTI.

24.4 Licensee shall complete Department Contractor/Vendor Security Awareness training, provided by the Department, at time of initial contract, and annually thereafter.

Section 25. LICENSE EXECUTION:

This license may be executed in one or more counterparts, all of which taken together, shall constitute one and the same instrument when each Party has signed at least one counterpart. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

***SIGNATURE PAGE FOLLOWS***

IN WITNESS WHEREOF, the Parties have executed this license on the dates set forth below.

**COUNTY OF SHASTA**

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

\_\_\_\_\_  
LAWRENCE G. LEES  
County Executive Officer

**LICENSEE:**

**COUNTY OF SHASTA, JUDICIAL COUNCIL  
OF CALIFORNIA, ADMINISTRATIVE  
OFFICE OF THE COURTS**

Date: 5/24/18 \_\_\_\_\_

Melissa Fowler-Bradley  
\_\_\_\_\_  
MELISSA FOWLER-BRADLEY  
Court Executive Officer

Tax I.D.#: 68-0449493

Approved as to form:

RUBIN E. CRUSE, JR.  
County Counsel

By: [Signature] 5/24/18  
\_\_\_\_\_  
James R. Ross  
Assistant County Counsel

RISK MANAGEMENT APPROVAL

By: [Signature] 05/24/18  
\_\_\_\_\_

**CONSENTED TO:**

\_\_\_\_\_  
JONATHAN M. GIRARD, Manager  
The June Girard Fund Limited Liability Company

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

IN WITNESS WHEREOF, the Parties have executed this license on the dates set forth below.

**COUNTY OF SHASTA**

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

\_\_\_\_\_  
LAWRENCE G. LEES  
County Executive Officer

**LICENSEE:**

**COUNTY OF SHASTA, JUDICIAL COUNCIL  
OF CALIFORNIA, ADMINISTRATIVE  
OFFICE OF THE COURTS**

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

\_\_\_\_\_  
MELISSA FOWLER-BRADLEY  
Court Executive Officer

Tax I.D.#: 68-0449493

Approved as to form:

RUBIN E. CRUSE, JR.  
County Counsel

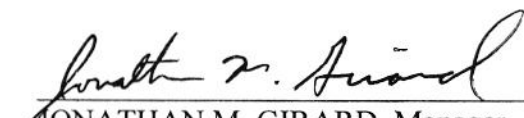
RISK MANAGEMENT APPROVAL

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

James R. Ross  
Assistant County Counsel

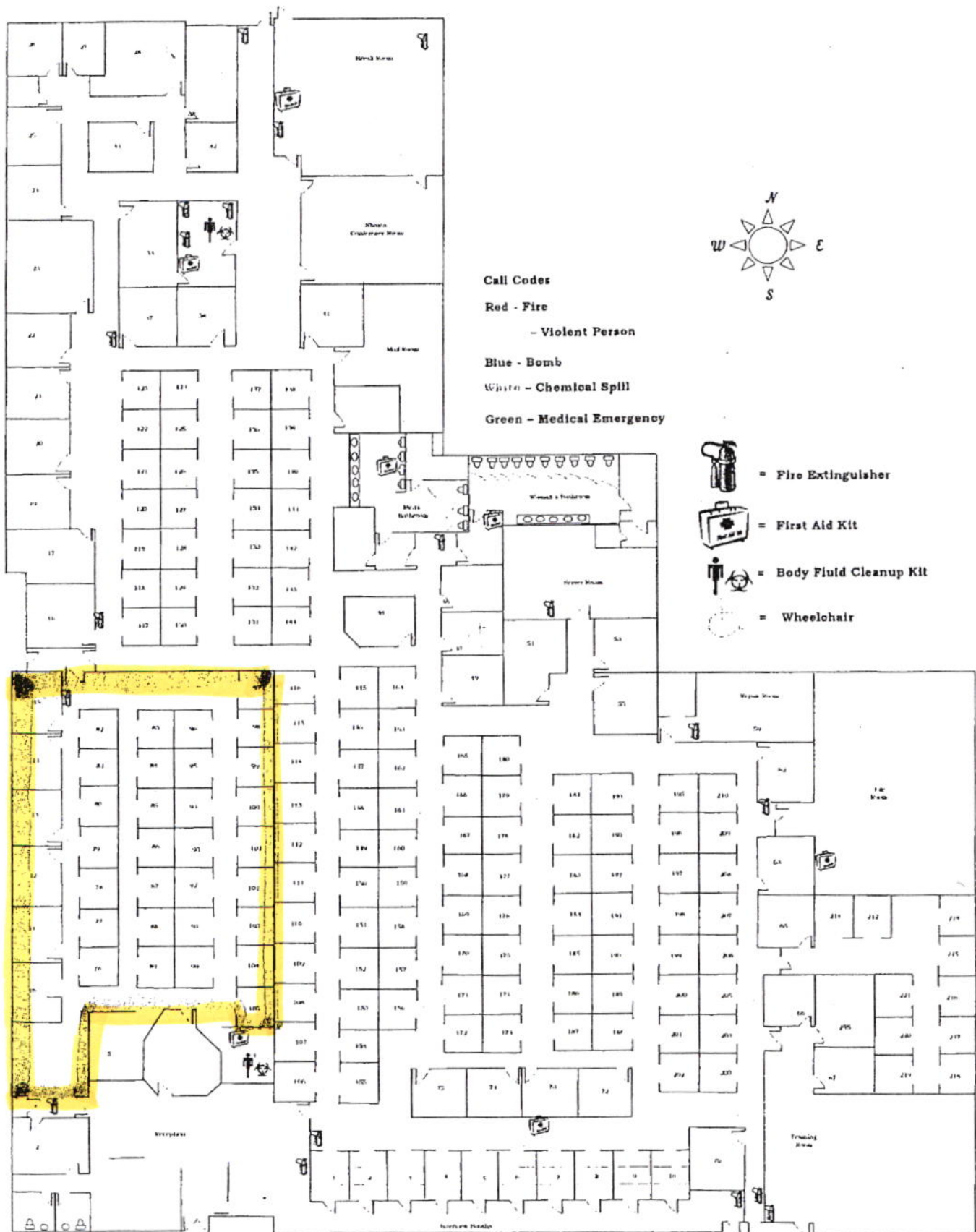
By: \_\_\_\_\_

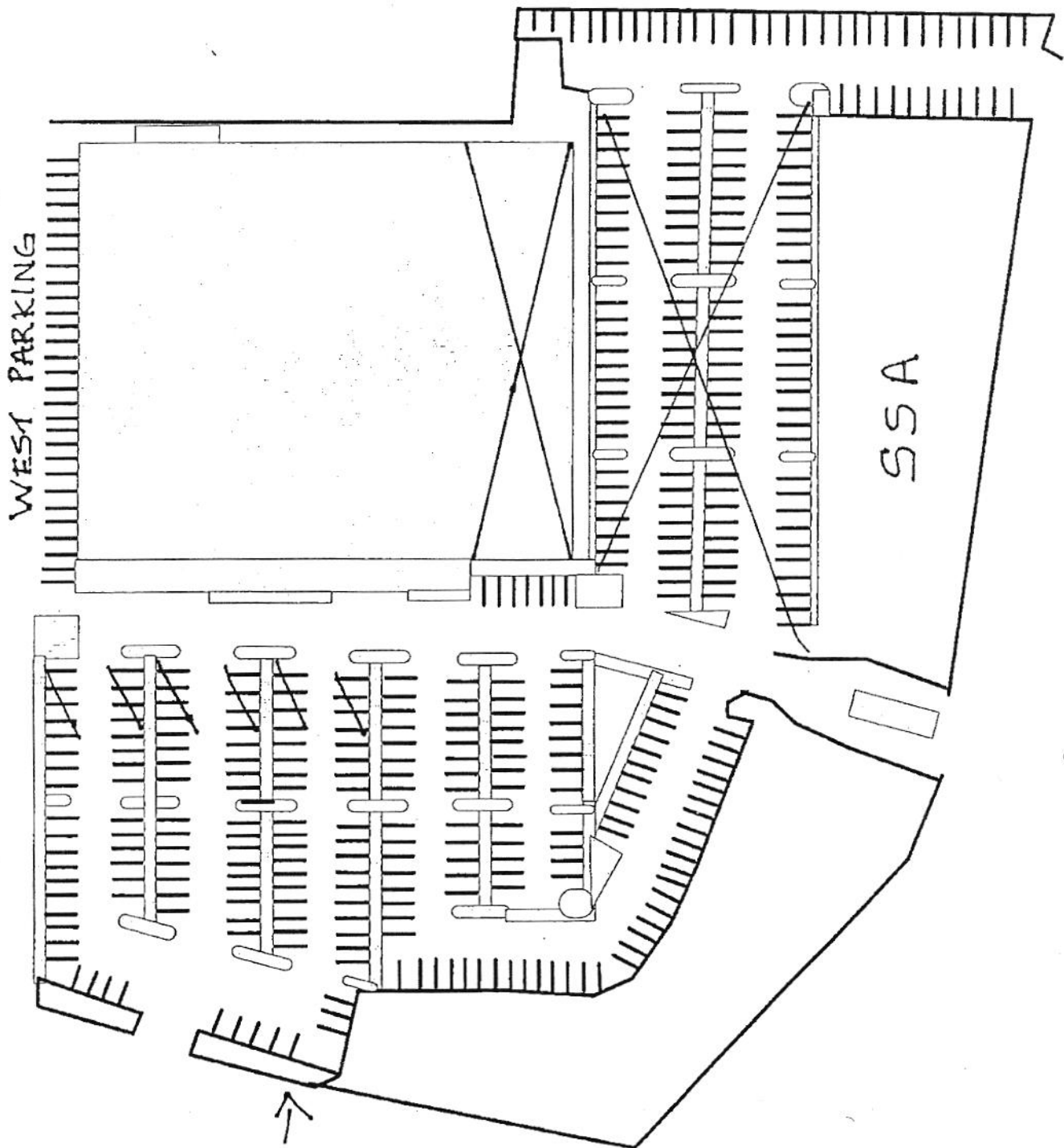
**CONSENTED TO:**

  
\_\_\_\_\_  
JONATHAN M. GIRARD, Manager  
The June Girard Fund Limited Liability Company

Date: 6/5/2018

Exhibit A

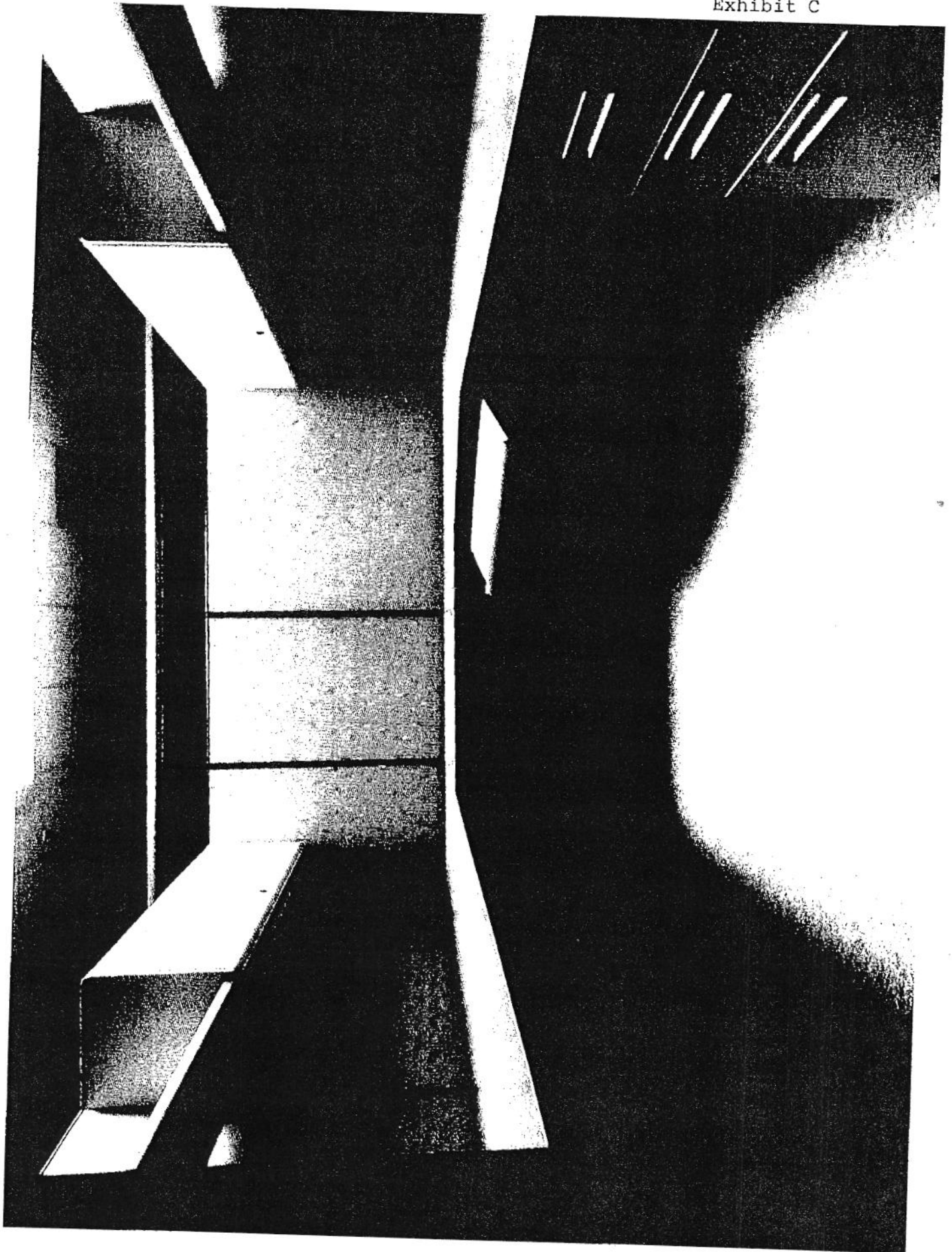




GENERAL PARKING  
(CUSTOMER PARKING FIRST FIVE SPACES)



Exhibit C





## EXHIBIT D



**SHASTA COUNTY  
DEPARTMENT OF CHILD SUPPORT SERVICES  
Office Policies and Procedures**

**Issue Date: 08/07/2006**

**Revision Date: 10/06/2017**

**Page 1 of 8**

**Reference:**

### **Housekeeping Policy**

#### **Policy**

The following guidelines have been developed to ensure that our office space will be a professional, aesthetically pleasing, and safe work environment and will reflect the same level of pride and excellence with which we serve our customers. While this policy states many things that are common sense in the workplace, it is important that this be available in writing so that all employees have advance information about our standards.

#### **Workstations:**

- ❑ Modular workstations have cabinets that lock. Each employee assigned to a workstation may check out one key. If the key is lost, the employee must pay to have a replacement key made.
- ❑ Case files and work product are not to be placed in locked cabinets. When employees leave their desks, they should turn over sensitive, confidential information. At the end of the day, desks should be clear of case work, files, etc. Pending work shall be placed in a basket in overhead cabinet or in a drawer, but remain unlocked.
- ❑ Administration and/or supervisors will have access to all locked cabinets, should the need arise.
- ❑ The space under a workstation desktop/desk shall be kept free from clutter in order to avoid fire hazards and ergonomic problems. "Clutter" is defined as any amount of non-work-related items that would impede an employee from freely moving around his/her assigned workstation during the course of the day or performing his/her regularly assigned duties.
- ❑ *When employees move to a different cubicle or office, or provide notice of their intention to separate from employment with the department, they are responsible for leaving the vacated workspace clean and ready for the next occupant. Cabinets and drawers shall be emptied and excess/unused office supplies are to be returned to the business office.*

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**SHASTA COUNTY  
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**Reference:**

**Personal Items:**

- ☐ Personal items should be limited to allow adequate workspace. Items must not violate the County's Policy Against Discrimination and Harassment (Shasta County Personnel Rules, Chapter 22), be offensive in nature, be distracting to you or others, impair harmony among coworkers, or otherwise adversely impact the efficient operations of the department.
- ☐ Personal items, such as pictures, knickknacks, and plants, are allowed in your personal workspace.
- ☐ No items may extend in height above the top of the cubicle walls/cabinets with the exception of well cared for plants.
- ☐ All pictures/posters on office walls must be framed, and they must be hung using appropriate wall hanging supplies.
- ☐ Pictures/posters on the inside of cubicle walls shall be tacked and must not be so heavy as to cause damage to the fabric. Lightweight plastic frames may be used, but are not required.
- ☐ All live plants must be placed away from computer/electrical equipment to avoid damage from spills or leakage of water. Plant saucers must be used with all live plants.
- ☐ Coats, sweaters, and umbrellas are to be placed on the inside of the cubicle or placed on the coat racks that have been provided.
- ☐ Magnets or suction cups may be used inside cubicles to attach items to cabinet exteriors and bookcases provided they do not damage the finish. Adhesive tape cannot be used to attach any items to walls.
- ☐ Lit candles are a fire/safety hazard and are prohibited.
- ☐ Storage boxes or containers are not allowed in cubicles/office. If your belongings exceed the space in cabinets/drawers provided, you must take the excess home. Example: Holiday decorations, party supplies, etc.
- ☐ An unoccupied cubicle may be utilized for team storage, but must be neatly maintained. All supplies must be stored in the cabinets or drawers and not on the floor or on the desk tops.
- ☐ Unoccupied cubicles/offices may not be used as kitchenettes or for personal storage.

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**SHASTA COUNTY  
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### **Reference:**

### **Appliances:**

- ☐ The following personal appliances are permitted in workspaces: personal fans (not to exceed 8"), clocks, radios/CD players, and coffee warmers.
- ☐ No personal heaters are allowed as they are a fire/safety hazard.
- ☐ Personal coffee makers are permitted in workspaces. The area around the coffee maker shall be kept clean, and the coffee maker must sit on an additional surface (provided by employee), such as a plastic placemat, cutting board, etc., to protect the workspace desktop.
- ☐ Microwaves and small refrigerators may be allowed in offices provided there is adequate electrical power. Microwaves and small refrigerators are not allowed in cubicles due to limitations of electrical power.
- ☐ All appliances, including, but not limited to, fans and radios, must be turned off when leaving your workspace for any extended period, including lunch breaks and at the end of the day.
- ☐ Each employee is responsible for turning off personal appliances in his/her workspace. Supervisors/leads will check their unit upon leaving for the day. A warning will be given the first time an appliance is left on. A second offense will result in the loss of privilege to use that appliance in the employee's workspace.
- ☐ No appliance shall be plugged into the outlets and/or surge protectors specified for automation equipment.
- ☐ Any employee who brings personal appliances into his/her assigned workspace will be responsible for maintaining the cords or wires from those appliances in a safe, secure fashion. Cords or wires must not interfere with the employee's foot space or the rolling of his/her chair.

### **Potlucks, Goodie Days, and Food Preparation:**

- ☐ All food preparation, goodie days, and potluck spreads shall be confined to the break room.
- ☐ Team food/party items shall be confined to one area, so that other staff members are able to use the break room and the facilities. A white board is available in the break room to reserve space and avoid overcrowding due to several team functions taking place at the same time. Food and party items shall be removed by the end of the day, with the exception of the annual performance party and holiday luncheon. The decorations for these events may stay up two weeks after

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**SHASTA COUNTY  
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### **Reference:**

the events. Further, if the events are not held on Fridays, the food may be placed out the next day either as a fundraising event or for all to partake.

- ☐ Crock-pots, roasters, and other cooking appliances shall be used in the break room only.
- ☐ After use, cooking appliances (crock-pots, roasters, etc.) are to be cleaned promptly and taken home at the end of the same workday.
- ☐ Any uneaten food is to be stored in closed containers so as not to attract pests.
- ☐ Each person is expected to clean up after himself/herself. If you are unable to completely remove any spills/stains, the Business Office is to be notified immediately so that proper cleaning may be arranged.
- ☐ Refrigerators, microwaves, toasters, can openers, an oven/stove, and a dishwasher are available in the break room for use by all staff.
- ☐ Refrigerators/freezers are cleaned out on the last Thursday of each month. Food items that are not labelled will be discarded at 4 p.m.
- ☐ Dishwasher is to be used only after large events, such as luncheons. The group using the dishwasher shall be responsible for emptying it. Employees are to hand-wash, dry, and put away the items used during everyday lunches.
- ☐ The Business Office will purchase kitchen-cleaning supplies.
- ☐ Stove usage: There is a white board in the Break Room to reserve use of the stove for events.
- ☐ Cleaning: A monthly cleaning rotation, by team, will be posted in the break room. This will include cleaning tables, microwaves, refrigerators, stovetop, and oven as needed.

### **Holiday/Birthday Decorations:**

- ☐ Holiday/birthday decorations must not violate the County's Policy Against Discrimination and Harassment, be offensive in nature, be distracting to yourself or others, impair harmony among coworkers, or otherwise adversely impair the efficient operation of the department.
- ☐ Holiday/birthday decorations are to be placed inside cubicles/offices only. One cubicle over-the-wall hook will be allowed for decoration on the outside entry to the cubicle/office door. The employee shall provide the hook.
- ☐ There are to be no balloons left in the office overnight, unless they are in a room without windows, as inadvertent bursting may cause the security alarms to trigger.

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**SHASTA COUNTY  
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### **Reference:**

- ☐ Garland and mini lights are permissible on the inside of cubicles. Employees are responsible for unplugging their lights at the end of the day.
- ☐ Team decorations/party supplies may be stored in one empty cubicle in each unit in the overhead cabinets or drawers. Decorations/supplies may not be left on the floor or on the desktops. No food items may be stored.
- ☐ Decorations shall not be attached to cubicle or office walls with tape. Appropriate tacks must be used.
- ☐ Major holiday/event decorations may be displayed during the month in which the holiday falls, with the exception of the December holidays. Decorations for these holidays may be put up on the Monday following Thanksgiving.
- ☐ Single, seasonal items such as candy jars/dishes, ceramic statues, or picture frames, etc. are permissible year round.
- ☐ Holiday/birthday decorations shall be removed within two days after the holiday/birthday.
- ☐ Following the annual holiday luncheon, break room decorations may remain up until the end of December. For all other office functions, decorations may remain displayed up to, but no longer than, two weeks after the event.
- ☐ No confetti will be used.

### **Food and Drink:**

- ☐ Eating and drinking is allowed in offices and cubicles.
- ☐ All food and beverages must be kept away from computer/electrical equipment.
- ☐ Unfinished food must be discarded in the trash containers located in the break room or stored promptly.
- ☐ All food/drink shall be stored in a sealed container and kept out of sight.
- ☐ Beverages are to be placed on coasters to protect work surfaces.
- ☐ Special care must be taken when carrying food or drinks throughout the office. All liquids, with the exception of water, are to be in covered containers when walking through the office. However, you must take care even with water.
- ☐ Burned microwave popcorn, including its bag, shall be disposed of in the trash containers located on the patio outside of the break room.

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**SHASTA COUNTY  
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### **Reference:**

### **Cleanliness:**

- ☐ Employees shall clean up all spills immediately. Cleaning supplies are located in the break room or the Business Office.
- ☐ If an employee cannot successfully clean a spill/stain, the employee shall notify his/her supervisor and/or the Business Office immediately.
- ☐ Any spill of liquid or food involving computer/electrical equipment shall be reported immediately to a supervisor and/or automation staff.

### **Smoking:**

- ☐ Smoking is not allowed inside the building.
- ☐ Smoking is not allowed on the patio because this is an extension of the break room.
- ☐ Smoking is not allowed in the breezeway between the two buildings on the west side of the DCSS building.
- ☐ Smoking is not allowed on the east side of the DCSS building due to fire hazard.
- ☐ Smoking is not allowed within twenty feet of the front of the building, any entry or exit to the building, air intakes, or any windows to the building.
- ☐ Cigarette butts must be extinguished and discarded in a receptacle and not on the ground or in the foliage of the DCSS building or adjacent buildings. Employees shall keep the area where they smoke clean.

### **Lockers/Showers:**

- ☐ Lockers are for temporary use during physical activities. All personal items are to be removed from the lockers and showers promptly after the exercise period.
- ☐ Each employee shall provide his/her own lock, which will also be removed at the end of the exercise period.
- ☐ Each employee shall spray/wipe down the shower after use.
- ☐ Each employee shall provide his/her own personal items, such as soap, shampoo, and towel.



## **EXHIBIT D**



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#### **Conference Rooms/Training Room/Bulletin Boards/White Boards:**

- ☐ Calendars are available in Outlook to schedule the use of each conference room for meetings under "All Public Folders" in the "Child Support Services" folder.
- ☐ Food will be limited to "dry" foods such as donuts, bagels, etc., in the training room and conference rooms. Beverages are allowed but must be in covered containers and placed on coasters.
- ☐ Teams/groups using the conference rooms shall clean up after themselves.
- ☐ The SMILES/Personal Ad bulletin boards shall be kept up to date. Items must be dated and can only be left up for 30 days. All undated items or those left after 30 days will be tossed.
- ☐ Office occupants shall be responsible for the hanging of bulletin boards and white boards in their offices when relocating or redecorating. Office staff shall not patch or paint any holes. Notify Business Office personnel of this need.

#### **General Cubicle/Office Etiquette:**

- ☐ Develop a phone voice, speaking softly.
- ☐ Play radios/CDs quietly and no louder than to be heard by you in your cubicle/office. You may wear headphones if this does not impede your ability to work.
- ☐ Speakerphones may be used in offices only, with the volume turned low.
- ☐ Keep personal conversations you may overhear to yourself. No one appreciates his/her personal business being shared.
- ☐ Get to know your neighbors. This will help to maintain a collegial working environment. Being open with each other will help to resolve issues such as music being too loud, smells (perfumes, foods), etc.
- ☐ Employees are prohibited from using excessive perfumes, colognes, or air fresheners in their assigned workspace so as to prevent allergic reactions that may be experienced by other employees.

#### **Watering Plants**

- ☐ Plants may be watered in the cubicles/offices, but care is to be taken not to over water causing water to flow onto work surfaces or floors. Any spills must be

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immediately cleaned up. Further, do not stand directly over any electronic equipment (keyboard, monitor, hard drive, etc.) while watering.

**Parking**

- Staff shall refrain from parking in the first five spaces of Aisles 1, 2, 3, and 4 in the south parking lot. These are designated as customer parking spaces and marked with a "C" on the parking map, which is posted on the department bulletin board.
- The first three parking spaces in Aisle 1 are designated for Shasta County vehicles.
- Director, assistant director, chief attorney, and managers have designated parking on the west side of the building. Supervisors, attorneys, and administrative staff shall park on the west side of the building in any space not reserved as mentioned above.
- All parking spaces to the east of the middle of Aisle 4 are not included in our leased spaced.

**Additions/modifications to the policy will be made as needed to ensure that the intent of this policy is being met. Managers/supervisors will have the discretion to require staff to limit items in their work area in order to maintain a safe and professional appearance.**