

TULARE 2026
COUNTY FAIR



**24th DISTRICT AGRICULTURAL ASSOCIATION
TULARE COUNTY FAIR**

**620 S K Street
Tulare, California 93274
(559) 686-4707
www.tcfair.org**

GENERAL INFORMATION

STAFF

Chief Executive Office	Dena Rizzardo
Accounting	Debbie Hicks
Front Office	Rachel Majarian

BOARD OF DIRECTORS

Gary Castro, President
Grace Calderon
Greg Gomez
Rosa Villalobos
Hipolito Cerros
Jonathan Porter

TELEPHONE NUMBERS

Administrative Office	559-686-4707
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ADMINISTRATION OFFICE HOURS

Monday through Friday – 9:00 am to 5:00 pm with a 1-hour lunch break (12:00 pm – 1:00 pm)



WELCOME

Welcome to the 24th District Agricultural Association Team. We hope that you will take the time to read through the Employee Handbook provided and become familiar with our policies for employment with the Association.

As a staff member of the 24th District Agricultural Association (Tulare County Fair}, you should take pride in the fact that you are contributing to the success of the Tulare County Fair and other functions and events held here. You are a key part of the overall team effort it takes to produce a successful event.

SEASONAL EMPLOYEE PERSONNEL POLICIES

This handbook has been prepared to assist you in carrying out your duties in accordance with the policies set forth by the Fair. It contains rules and regulations that you will be expected to adhere to in order to promote an efficient, effective, and well-organized program.

If you have any questions or need additional information regarding any topic listed herein or any other matter, please ask your supervisor or the Fair Administrative Office.

FAIR TIME GOAL

It is the goal of fair management to educate and provide entertainment while ensuring that patrons attending events held on the fairgrounds have a safe and enjoyable visit in a family atmosphere. Customer service is one way we can achieve our fair time goal along with the responsible management of alcohol on our fairgrounds. It is the responsibility of everyone to participate in this effort as a team.

Therefore, we would like you to carefully read the following policies and procedures, designed to assist all of us in creating a safe family environment for our patrons.

CUSTOMER SERVICE CONCEPT

We know that serving the public can sometimes be a challenge, but remember the public is our customer and they need to be treated with kindness and respect. You are an important part of our team, and the way you serve our guests affects their "fair" experience, so be always courteous and helpful. Should you be confronted with a question or request that you cannot answer, please refer the customer to the appropriate department or to your supervisor.

Public Relations: To assist Fair visitors courteously and respectfully. Staff should strive to make the Fair visitor welcome. Questions or complaints that are beyond your knowledge or duties should be directed to your supervisor.

Employee Relations: Teamwork is essential to the success of any organization or program. As a team member you are expected to communicate openly, honestly, respectfully, and regularly with fellow employees and departments to ensure the success of the Fair. If you have experienced a breakdown in communication with a department or employees, contact your supervisor. Little misunderstandings can quickly develop into large misunderstandings if not dealt with accordingly.

TEAM (Together Everyone Achieves More)





FAIR VISITORS AND EXHIBITOR RELATIONS REMINDER

Fair visitors and exhibitors are part of our business-not outsiders.

Fair visitors and exhibitors are the most important people in our business.

Fair visitors and exhibitors are not dependent on us. We are dependent on them.

Fair visitors and exhibitors are not an interruption of our work. They are the purpose of it.

Fair visitors and exhibitors are people who come to us with their needs and wants. It is our job to fill them.

Fair visitors and exhibitors do us a favor when they come in. We are not doing them a favor by waiting on them.

Fair visitors and exhibitors are not just money in the cash register. They are human beings with feelings like our own.

We must stay close to our Fair visitors and exhibitors to determine new policies or services, or changes to existing policies or services.

Fair visitors and exhibitors deserve the most courteous attention we can give them. They are the lifeblood of this business.

Without them, we would have to close our doors. We cannot forget this.

UNACCEPTABLE CONDUCT

A well working environment does not just happen. It is the result of courtesy and thoughtfulness from each individual. Fair Management will investigate and respond to all complaints or knowledge of inappropriate conduct. The following are examples of inappropriate conduct and behavior and grounds for dismissal:

- Reporting to work under the influence of alcohol or with the odor of alcohol on your breath or drinking alcohol on the job.
- Reporting to work under the influence of a recreational legal drug or with the odor of that drug on your breath / clothing or taking recreational legal drugs while on the job.
- Possession and/or use of illegal drugs while on duty, or reporting to work under the influence of illegal drugs.
- Smoking in areas posted no smoking. (*Vaporizer Cigarettes included in this section.*) The 2026 Tulare County Fair will have designated smoking areas. (*Health & Safety Code 11362.3. (a) Section 11362.1 does not permit any person to: (1) Smoke or ingest cannabis or cannabis products in a public place.*)
- Carrying or possessing firearms, knives, or other dangerous weapons on the Fairgrounds without Fair Management consent
- Sleeping during scheduled work (on duty)
- Failure to observe scheduled work hours.
- Failure to notify your supervisor of an unscheduled absence as required.
- Conduct personal business on the Fairgrounds without Fair Management permission.
- Unsatisfactory work performance
- Unauthorized use of Fairgrounds equipment
- Disregard for health and safety of Fair visitors and co-workers
- Destruction, defacement of Fair property and/or equipment
- Insubordination, refusal to perform a delegated task or duty.
- Involvement in any immoral, violent, or harassing conduct.
- Harassment or discrimination against any other employee or person, for **any reason including but not**

limited to, age, race, color, creed, family & medical care leave, medical condition, military and veteran status, national origin, ancestry, gender, gender identity, gender expression, sex, sexual orientation, marital status, disability, religious creed, political affiliation, pregnancy, or pregnancy related conditions.

- **Theft or unauthorized use of Fair credentials.**
- **THERE IS NO VALET PARKING IN ANY PARKING LOTS, DO NOT DRIVE CUSTOMER'S VEHICLES!!**

CONTROLLED SUBSTANCE AND ALCOHOL POLICY

It is the policy of the 24th District Agricultural Association (24th DAA) and the California Department of Food and Agriculture (CDFA) to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the 24th DAA premises or in the workplace. This includes the unlawful use of controlled substances or alcohol in the workplace even if it does not result in impaired job performance or unacceptable conduct. The unlawful presence of any controlled substance or alcohol in the workplace is prohibited.

Violation of this policy may result in disciplinary actions up to and including termination of employment.

Violations may also be referred to the appropriate authorities for prosecution. This policy applies to all 24th DAA employees as well as to affected individuals who are not employees of the 24th DAA.

Legal Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol are regulated by a number of federal, state and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

The following is a list of some of the laws pertaining to the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. This list is illustrative, not exhaustive.

Generally, as of September 1990, it is a criminal offense:

- to illegally manufacture, sell, distribute, or possess controlled substances {those listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) (21 U.S.C. 828, 841, 844, 859, 860).
- to unlawfully possess or possess for sale-controlled substances specified in California Health and Safety Code 11054, 11055 (Cal. Health and Safety Code 11350-11351).
- to furnish, administer, or give marijuana to a minor or to use a minor to transport, sell, or distribute marijuana (Cal. Health and Safety Code 11361).
- to provide any alcoholic beverage to a person under 21 or to any obviously intoxicated person (Cal. Business and Professions Code 25658; 25602).
- to be under the influence of alcohol in a public place and unable to exercise for one's own safety or that of others (Cal. Penal Code 647).
- for persons under 21 to have any container of alcohol in any public place or any place open to the public (Cal. Business and Professions Code 25662).
- to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (Cal. Vehicle Code 23152) (this includes the operation of a golf cart).
- to have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol or to possess alcohol while in a motor vehicle (Cal. Vehicle Code 23223; 23224) (this includes the operation of a golf cart).
- to have in one's possession or to use false evidence of age and identity to purchase alcohol (Cal. Business and Professions Code 25661).
- For any person under age 21 to purchase alcohol (Cal. Business and Professions Code 25658.5).

GENERAL PERSONNEL POLICY

All hiring and employment practices shall adhere to the following affirmative action statement: equal opportunity to all regardless of age, race, color, creed, family & medical care leave, medical condition, military and veteran status, national origin, ancestry, gender, gender identity, gender expression, sex, sexual orientation, marital status, disability, religious creed, political affiliation, pregnancy, or pregnancy related conditions.

Any employee who believes they have been discriminated against in their employment relationship with the Fair should immediately report the actions to the CEO of the Fair or a board member of the Fair.

The CEO or a responsible staff member given the authority to hire by the CEO shall hire all personnel.

The CEO bears ultimate responsibility for all employees. This includes employee development and keeping track of thorough employee records. Management will not knowingly hire anyone working in this country illegally.

EMPLOYEE INFORMATION

1. Employees must report to work by their scheduled start time. Supervisors will determine work schedule.
2. Employees must call into work within thirty (30) minutes of their scheduled start time if they are going to be absent from work due to illness or unforeseen reasons.
3. Employees absent from work for more than three (3) consecutive workdays due to illness must have a medical excuse upon return to work.
4. Employees must wear clean and appropriate clothing: shoes or boots; shirts, long pants (shorts may only be worn if approved by the appropriate supervisor).
5. Employees are responsible for keeping track of their time worked on the appropriate timecard(s) provided.
6. The use of, or being under the influence of intoxicating beverages, illegal or recreational drugs on the job is strictly prohibited. *(For your safety and the safety of others - If you are on a prescribed medication that impairs your abilities notify your supervisor; do not operate any fair equipment.)*
7. Employees are responsible for the care of the tools they are working with and making sure that the tools are properly stored at the end of the day. Any tools damaged or lost due to employee negligence can be charged to the employee.
8. The Tulare County Fair Fairgrounds is a 24-hour, 365 day a year facility. You may be required to work beyond Monday through Friday, 8AM - 5PM work schedule and your lunch breaks may not always occur at noon.
9. Employees should remember we are here to serve the public. Treat all renters and guests of the fairgrounds as you would like to be treated yourself. Always be courteous and helpful. When asked for information or assistance, if you are in doubt, ask your supervisor.

During your working hours you are to dress for a business setting. **No spaghetti straps, tank tops or muscle shirts.** Tops that are too short to completely cover your midriff in all postures are unacceptable. Shorts and pants must be hemmed and neat without holes. Shorts, skirts and dresses must be no shorter than midpoint between the top of the knee and the top of the thigh. Shoes or sandals (no flip flops) must be worn at all times; in animal departments and maintenance, employees must wear closed-toed shoes.

Under **NO** circumstances are you to give any person a ride in a fair vehicle other than employees. No one is to ride in the back of a Fair pickup in any manner except as allowed by law.

INCOMPATIBLE ACTIVITIES POLICY

An employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee. Activities and enterprises deemed to fall in these categories shall include, but not be limited to, all of the following:

Using the prestige or influence of the state for the appointing authority for the officer's or employee's

private gain or advantage or the private gain of another.

Using state time, facilities, equipment, or supplies for private gain or advantage.

Using, or having access to, confidential information available by virtue of state employment for private gain or advantage or providing confidential information to persons to who issuance of this information has not been authorized.

Receiving or accepting money or any other consideration from anyone other than the state for the performance of his or her duties as a state officer or employee.

Performance of an act in other than his or her capacity as a state officer or employee knowing that the act may later be subject, directly, or indirectly to the control, inspection, review, audit, or enforcement by the officer or employee.

Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the officer's or employee's appointing authority or whose activities are regulated or controlled by the appointing authority under circumstances from which it reasonably could be.

Subject to any other laws, rules, or regulations as pertain thereto, not devoting his or her full time,

PAY INFORMATION

The Employee Information Packet must be turned in prior to receiving a paycheck. The 5th and 20th days of the month are normal paydays. If either falls on a Saturday or holiday, then the preceding workday shall be payday. If either fall on a Sunday, Monday shall be payday. **Payday for part time fair-time employees shall be Wednesday, September 30, 2026.**

The Tulare County Fair is a State Institution; our official name is the 24th District Agricultural Association (24th DAA). District Agricultural Associations are exempt from the State's minimum wage laws but must abide by the Federal minimum wages.

The 24th DAA currently has a recreational exemption from the (FLSA) Fair Labor Standards Act, meaning that any hours in excess of 40 hours in a given work week (Sunday through Saturday) will be paid at straight time.

If you have any questions regarding your wage or the hours you are scheduled to work, please clarify this with your supervisor before you start work.

Payday for **all** part-time fair-time employees will be September 30th. You may pick your check on September 30th by 4:30 pm. Checks not picked up by 5 p.m. will be mailed. If you do not want your check mailed, please indicate as such on your timesheet.

TIMESHEET

In order to be paid for the work that you do, you must complete a timesheet that shows the time you have worked. A "sign in" sheet created by your supervisor is **not** a timesheet. Be sure that you have the proper timesheet in order to be paid. Any time OFF between your starting and ending time must also be clearly recorded (example: fifteen-minute break, "10:00 am to 10:15 am"; hour break, "12 pm to 1 pm"; half-hour for example, "5:00 pm to 5:30 pm"). Fractions of less than fifteen minutes will not be paid.

Please make sure that your time sheet is updated **DAILY**.

Before the paycheck can be issued, your time sheet **must** have **YOUR SIGNATURE AND YOUR SUPERVISOR'S SIGNATURE**. When you sign the timesheet, you are indicating that it is complete and correct as far as you are concerned.

DISCIPLINARY ACTION

Failure to follow any of the policies contained within this handbook will be grounds for disciplinary action. The following action/s or combination of action/s may be administered, depending on the severity of the offense:

- a) Verbal reprimand by immediate Supervisor.
- b) Coaching memo.
- c) Written reprimand with copy included in personnel file.
- d) Termination from employment.

CHANGE IN STATUS

If you change your name, address, phone number or other pertinent information while under employment by the Association, it is imperative that you notify your supervisor or the Administration Office. Accuracy of the information on your year-end W-2 is the employee's responsibility. If you notice errors in your name, address, etc. you must notify the Administration Office immediately.

WORK ASSIGNMENTS

Employees are expected to perform assignments in an effective manner. Employees will remain on duty as scheduled. Changes in work schedule require supervisory approval.

ABSENCES, TARDINESS AND TIME OFF REQUESTS

- a) Any time off requested must be approved by an employee's immediate Supervisor.
- b) Tardiness: Employees unable to report to work on time must notify their supervisor prior to their scheduled working time.
- c) Illness: Employees unable to report to work due to illness must notify their supervisor prior to their scheduled starting time. Supervisors may request a doctor's statement at any time.

PERSONAL APPEARANCE POLICY

Your personal appearance contributes to the public's impression of the 24th DAA (Tulare County Fair). As a result, the Association has created the following personal appearance policy (dress code).

Failure to adhere to the personal appearance standard set forth in this document will result in the following: employees will be sent home to change on their own time. Reoccurring violations of the Personal Appearance policy will result in termination.

Shirts:

- **Ripping or removing any portion of the Fair T-Shirts is prohibited and cause for immediate dismissal.**
- No spaghetti straps, tank tops or muscle shirts
- Shirts must completely cover the midriff area (front & back) in all postures (including bending, sitting, etc.)
- T-shirts may be worn, however, may not advertise or have the name of any alcoholic beverage or drugs, or use obscene language.

Dresses and Skirts:

- Will be no shorter than 5" above the top of the knee or must be no shorter than the midpoint between the top of the knee and the top of the thigh, whichever is longer.
- No spaghetti strap or tank top dresses, unless an over shirt with sleeves is worn at all times.

Shorts and Pants:

- Must be hemmed and neat without holes.
- Shorts must be no more than 5" above the top of the knee or must be no shorter than midpoint between the top of the knee and the top of the thigh, whichever is longer.

Hats:

- May be worn, however, may not advertise or have the name of any alcoholic beverage or drug, or use obscene language. Hats must be facing the front it is not to be worn backward.

Shoes/Sandals:

- Must be worn at all times while on duty.
- **No** "flip flops". All shoes need a strap on the back.
- ***Closed-toed shoes must be worn at all times for those employees assigned to Maintenance or Animal Departments.***

STAFF MEETINGS. WORKSHOPS. TRAINING

Employees are required to attend scheduled staff meetings. Staff is paid to attend mandatory meetings for the purpose of training; work assignments, policies, procedures, etc. are discussed at this time. An employee will be notified of meeting dates and times by management. *Pre-employment meetings* where pre-employment information is being given, and employment paperwork is being completed are not paid time.

TRANSPORTATION

FAIR VEHICLES: Under **no** circumstances is staff to give any person a ride in a Fair vehicle other than employees, this includes golf carts. No one is to ride in the back of a Fair pickup in any manner except as allowed by law. No personal use of Fair vehicles. No smoking allowed in fair vehicles; this includes vaporized cigarettes. No use of cell phones while driving a vehicle. ***SEAT BELTS MUST BE WORN WHILE DRIVING A FAIR VEHICLE.***

GOLF CARTS/UTILITY CARTS: Golf carts are assigned to a few departments. They cannot be driven without the Department Supervisor's permission. You may only transport as many people as there are seats on the golf cart. You **must** be 18 years old and have a valid driver's license to operate a cart. While driving the golf cart you must always avoid heavily populated areas. Staff may not drive golf carts off the Fairgrounds at **any** time. No smoking allowed while operating a golf cart, this includes vaporized cigarettes. No use of cell phones while driving a golf cart.

TRAINING: Anyone who operates a state-owned vehicle will need to complete Defensive Drivers Training prior to operating a motorized vehicle, golf cart, or utility cart.

PHONE PROCEDURES

Phone calls are to be for Fair business and emergencies only. Patrons are not to use the phone unless there is an emergency. Long distance calls are not permitted unless authorized by a supervisor.

When speaking on the phone, always be polite and friendly. When answering the phone: say hello, state your name, say, "How may I help you"? Example: "Hello, this is Mary, how may I help you?"

PERSONAL CELL PHONES

Personal cell phones, for personal phone calls, should only be used on breaks and never while operating a vehicle or while assisting a customer. This includes texting and checking emails.

PRE-EMPLOYMENT PAPERWORK

All employment paperwork must be completed prior to beginning work at the Fairgrounds. NO EXCEPTIONS.

The following paperwork is currently required. If you are a returning employee, you will need to complete items 2 - 7 only, unless the State requests otherwise.

1. Employment Application
2. Emergency Information Form
3. Designation of person authorized to receive warrants.

4. Form I-9, Employment Eligibility Verification - This includes providing the appropriate identification for Form I-9
5. PST Retirement Plan Questionnaire
6. W-4
7. Work Permit (if applicable): If you have not yet graduated from high school or turned 18 years old, you must submit a fully completed and signed work permit prior to starting work for the Association.

WORK HOURS / BREAKS / TIMESHEETS

Your supervisor will schedule your work hours. If you are under the age of 18 you may only work the number of hours stated by law. Staff must be ready to work and be at their workstations at their scheduled time. Children of staff are not allowed to accompany their parents during work hours unless they have prior approval from fair management. No pets are allowed to accompany employee to work unless they have prior approval from fair management (This does not apply to service animals as defined by the U.S. Department of Justice Civil Rights Division Disability Rights Section and as stated in Title II and Title III of the Americans with Disabilities Act (ADA)).

Breaks:

- One (15) minute break is allowed for each (4) hours of work.
- Staff must take a thirty (30) minute lunch during a work shift that is at least six (6) hours. If a shift is eight (8) or more hours, you must take a sixty (60) minute lunch. Your supervisor determines lunch break times. Lunch breaks are not to be counted as part of total hours worked.
- Breaks will not normally be granted during the first or last hour of the work shift.
- Breaks must be taken on grounds; breaks may be taken away from your designated break area with the permission of your supervisor.
- Personal errands or other circumstances which require staff to leave the grounds must be performed on their own time i.e., lunch break or time scheduled off through your supervisor.
- No food is to be consumed at your workstation. Food consumption should take place during breaks in a designated area. A beverage is permitted at workstations.
- Break time is the time to complete all personal conversations. Conversations of a personal nature should always take place in a designated break area.

PASSES & PARKING PERMITS

You will be issued "credentials/employee badge" as necessary to perform your job duties. This may be in the form of single day admission(s) or a fair-time credential (badge). The quantity will be determined by your work schedule, your supervisor, and Fair management. The pass(es) may be given to you (all) at once, or only as needed prior to your work shifts, as determined by your supervisor and Fair management. If you drive yourself to work, parking passes are available to you for parking in a designated area. If you are provided with a badge to wear, you are to wear it while on work duty. We cannot provide passes for your family members and/or friends.

Single day admissions must be surrendered at the point you enter the fairgrounds. If you will be coming back later that day, you must get your hand stamped before you exit the fairgrounds in order to be able to return at no cost.

MANDATORY RETIREMENT WITHHOLDINGS

About PST

The Part-time, Seasonal, and Temporary Employees Retirement Program (PST Program) is a mandatory retirement savings program created by federal law for State employees and California State University employees who aren't covered by a retirement system or Social Security. Savings Plus administers the PST Program in accordance with the Internal Revenue Code Section 457 Deferred Compensation Plan (DCP).

The PST program withholds 7.5% of an employee's gross wages (pre-tax) up to the maximum Social Security earnings limitation for each tax year. PST Program contributions are in addition to Medicare taxes.

Employees in the PST Program are not covered by Social Security and are excluded from a pension through the

California Public Employees' Retirement System (CalPERS) based upon their length of employment or time base

- There are no employer contributions or matching of funds in the PST Program
- Participation in the PST Program doesn't limit employee contributions to an Individual Retirement Account (IRA)

Enrollment - All employees who meet the requirements are enrolled in the PST Program. Per Federal regulations, PST employees are fully vested (100%) upon enrollment and are entitled to receive a benefit immediately.

Contact Savings Plus for more information at www.SavingsPlusNow.com or by calling 1-855-616-4776.

Mandatory Coverage

Typically, PST Program coverage is required for the following employees:

- Part-time employees, who work less than one half-time
- Seasonal employees who are required to be members of CalPERS (except for Department of Forestry)
- Temporary employees
- Permanent-intermittent (PI) employees
- Board and commission members who are employed on a daily basis for less than 125 days (6 months) or employed on an hourly basis for less than 1,000 hours in a fiscal year (July 1 through June 30)
- Half-time California State University (CSU) employees, who have less than one academic year of credited service

PST Exemptions

The following part-time, seasonal, or temporary employees are NOT eligible to participate in the PST Program.

- Full-time students who attend classes in the institutions in which they work.
- Employees hired temporarily to handle disaster emergencies such as fires, floods, storms, earthquakes, etc.
- Election officials and election workers paid less than \$100 in a calendar year
- Persons hired through programs to relieve unemployment such as summer youth programs
- Persons who have retired from CalPERS covered employment.
- Authorized, non-resident aliens with F or J visas or M teaching visas
- Individuals paid for services performed in a hospital, home, or other institution in which they are housed
- Persons who have CalPERS coverage through concurrent public agency employment
- Employees who are employed in multiple positions with the State and/or CSU system; one position must be covered by Social Security, CalPERS, Judges' Retirement System (JRS), or the Legislators' Retirement System (LRS)
- "Casual" employees who are provided health and welfare benefits. Typically, these individuals are employed between 60 and 90 days in a calendar year
- CSU employees who are required to participate in an alternative qualified retirement plan for the Omnibus Budget Reconciliation Act of 1990
- Self-employed individuals who render services to the state and make Social Security payments on wages earned from their state contract. To request this exemption, the employee must submit a Letter of Intent to their HR Office to indicate their intent to pay Social Security taxes on their earnings along with a copy of their Self-Employment Tax Form from the previous year. Student Assistants, hired through the Horner Foundation and other CSU Foundations

If any of the above conditions apply to you, an "Exemption from PST Retirement" form must be completed, signed, and kept on file at the fair office. Contact the fair office staff to assist you in obtaining and completing this form.

Payment/Distribution Options

After they retire or separate from all State employment employees may request a distribution online at SavingsPlus.com.

For more information call a customer service representative at 1-855-616-4SPN (4776), 7:00 am to 7:00 pm (Pacific Time), Monday through Friday. Use the queue word "Representative" to speak directly with a customer service representative.

Savings Plus issues PST distributions no sooner than 90 days after the last PST Program contribution posts into or out of the employee's account and their eligibility has been verified. All payments are issued via direct deposit to one financial institution. There is no charge for this service.

Savings Plus mails the employee's 1099-R by January 31 of the following year for tax reporting purposes. The 1099-R applies to both Direct Payment and Direct Rollover (non-taxable event) to Another Entity payment options.

Employees may request a Direct Payment to receive their entire account balance. Savings Plus reports Direct Payments to the IRS as ordinary income. A mandatory 20% is withheld from the payment for federal income taxes on amounts of \$200 or more. Additionally, California residents are subject to State income tax withholding at the rate that applies to married with three allowances unless the employee requests otherwise by completing a California State Withholding Certificate for Pension or Annuity Payments (DE-4P).

Employees may request a Direct Rollover to Another Entity to roll over funds from their PST Program account to an Individual Retirement Account (IRA), 401(k) Plan, 457 or 403(b) Tax Sheltered Annuity as long as the entity sponsoring the plan accepts 457 funds. To request a Direct Rollover to Another Entity the employee must attach a certification from the receiving entity to the PST Benefit Payment Application.

If the employee is age 70½ or older and elects to rollover funds, Savings Plus will process the Required Minimum Distribution (RMD) and issue payment directly to the employee before transferring funds to the new provider. Refer to the Summary 402(f), which is enclosed in the PST Benefit Payment Booklet for information regarding RMDs.

<http://www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-pst.aspx#BAM-About>

AFFORDABLE CARE ACT

Health Insurance Marketplace Coverage Options and your Health Coverage Notice

Part A: General Information

This notice provides some basic information about the Health Insurance Marketplace (Marketplace) and employment-based health coverage. Receipt of this notice does not confirm you are eligible for health coverage by your employer. Please refer to Part B below and to your departmental Human Resources Officers for eligibility requirements.

What is the Health Insurance Marketplace?

The marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace in California is known as "Covered California". Covered California offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through Covered California usually begins in November, for coverage starting as early as January 1 of the following year.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through Covered California and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium or reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase health coverage through Covered California instead of accepting health coverage offered by your employer, you may lose the employer contribution (if any) towards the employer-offered coverage. Also, the employer contribution as well as your employee contribution towards the employer-offered coverage is often excluded from income for Federal and State income tax purposes. Your payments for coverage through Covered California are made on an after-tax basis.

How Can I Get More Information?

For more information about health coverage offered by your employer, please check your summary plan description or contact your department's personnel office. ***Seasonal Fair employees are not eligible for health care coverage through the Fair Association.***

For information about health coverage offered by Covered California, please visit www.Coveredca.com or call 888-975-1142.

Part B: Information about Health Coverage offered by Your Employer

This section contains information about health coverage offered by your employer. If you decide to complete an application for coverage through Covered California, you will be asked to provide this information. This information is numbered and corresponds to the Marketplace application.

Employer Name: State of California 24th District Agricultural Association	Employer Identification Number (EIN): Contact fair office for number
Employer Address: 620 S K Street	Employer Phone Number: 559-686-4707
City: Tulare	State: California Zip Code: 93274
Who can we contact about employee health coverage at this job? Debbie Hicks	
Phone number (if different from above): Same as above	Email Address: tcfaccounting@tcfair.org

The following employees are eligible for health benefits:

- Permanent Full-Time.
- Permanent Part-Time, if appointed half-time or more.
- Permanent Intermittent, after working >480 hours in control period.
- Limited Term or more than 6 months, Full-time; and,
- Limited Term of more than 6 months, Part-Time, only if appointed to Time Base of half-time or more (Limited Term Intermittent are not eligible, regardless of their hours of work).

The following dependents are eligible for health benefits:

- Your spouse or registered domestic partner.
- Your children (including adopted, step, or registered domestic partner's children) up to age 26.

- Disabled adult children of any age if they were enrolled prior to age 26; and,
- Children up to age 26 for whom the employee has assumed a parent-child relationship and is considered the primary care parent. *(Note: You will be asked to supply appropriate forms for documentation to certify this relationship)*

This coverage meets the minimum value standard and the cost of this coverage to you is intended to be affordable based upon employment wages. However, even though we intend your coverage to be affordable, you may still be eligible for a premium discount through Covered California. Covered California will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee), if you are newly employed mid-year or if you have other income losses, you may still qualify for a premium discount.

If you do decide to shop for coverage through Covered California, you will need the employer information to determine if you are eligible for a premium tax credit to lower your monthly premiums.

Please contact Covered California directly at 888-975-1142 with questions regarding the Health Insurance Marketplace. Please contact your departmental Human Resources Office for clarification on information contained in this memorandum.

WORKER'S COMPENSATION BENEFITS

All California employers, including the State, must provide workers' compensation benefits to employees who sustain a work-related injury or illness. An essential requirement for departments is that they establish, implement, and maintain written policies for an injury and illness prevention program (IIPP) (Labor Code 6401.7) and establish a reporting system for job-related injuries, illnesses, or death.

The California Fairs Service Authority CFSA (916-263-6172) is the adjusting agent/insurance carrier, who provides adjusting and legal services for the 24th DAA (Tulare County Fair) workers' compensation claims and provides benefits services to injured employees.

A worker's compensation injury is any injury or illness that arises out of and in the course of employment (AOE/COE) (Labor Code 3600).

Reporting the Injury or illness

If an employee is injured or becomes ill as a result of their employment, they must report the injury to their employer as soon as possible. The employer will provide the injured employee with a Workers' Compensation Claim Form (DWC-1) to describe how, when, and where the injury or illness occurred.

Obtaining Treatment

The department is responsible for arranging treatment with the employer selected physician or medical facility within the Medical Provider Network (MPN). The 24th DAA (Tulare County Fair) has designated Contact Information. It is important to inform the treating physician that the employee's injury or illness is (or maybe) work related.

Absence Reporting

After receiving treatment, the injured employee must inform their employer of the physician's advice concerning their ability to resume work responsibilities. All time off related to the work injury must be reported on the employee's timecard. A statement from the attending physician is required each time the injured employee is seen regarding the work-related injury or illness. All physician statements must be forwarded to the Business Assistant.

Further information is available in the "Facts About Workers' Compensation" produced by the California Fairs Service Authority and available in the fair office.

SEXUAL HARASSMENT

Sexual harassment is unlawful and will not be tolerated. The policy of the 24th District Agricultural Association (24th DAA) and the California Department of Food and Agriculture (CDFA) is "Zero Tolerance" of sexual harassment. This includes zero tolerance for inappropriate, discourteous behavior of a sexual or gender-based nature. Just what does zero tolerance mean? Any 24th DAA or CDFA employee who is found to have violated the Department's policy will be subject to some form of corrective action, up to and including dismissal, based on the severity of the conduct.

All employees of the Association and/or the Department are entitled to a work environment free from any form of discrimination, including sexual harassment. Activities outside of the workplace sponsored by the 24th DAA and/or CDFA; CDFA Programs are considered part of the work environment and are subject to this policy. All appointees, managers, supervisors, and employees are expected to adhere to a standard of conduct that is respectful of all persons within the work environment. All employees are expected to take proactive steps to vigorously and visibly demonstrate their support for a harassment-free workplace and their strong disapproval of sexual harassment as well as disapproval of inappropriate conduct/behavior of a sexual or gender-based nature.

The 24th DAA and CDFA acknowledge that even though some inappropriate behavior/conduct may not be so serious as to be unlawful, the conduct falls short of being the acceptable, courteous, respectful, and professional workplace behavior that is expected by the 24th DAA and CDFA. The 24th DAA and/or CDFA will not wait to enforce its policy until conduct reaches an unlawful level. The 24th DAA employees need not break the law in order to be disciplined for violation of the zero-tolerance policy. The conduct of the 24th DAA and CDFA require of its employees is respect and professionalism.

The 24th DAA will not tolerate any form of harassment or retaliation for objecting to such conduct. Any employee determined to have committed acts of discrimination or retaliation shall be subjected to appropriate disciplinary action, including, but not limited to, reprimand, suspension, demotion, or dismissal, as well as civil liability. Any employee who believes he or she has been sexually harassed should immediately report the incident to his or her supervisor. If the harasser is the employee's supervisor or if the employee does not feel the situation was adequately resolved, he or she should report the incident(s) to the Manager.

The 24th DAA has a legal obligation to ensure that the work environment is free from sexual harassment. The 24th DAA is responsible for the actions of managers and supervisors and is responsible for acts of other employees and non-employees if its management knew or should have known of such acts and failed to take timely and appropriate action. The 24th DAA is responsible for investigating complaints of sexual harassment in a timely and thorough manner and taking appropriate action to end any sexual harassment.

This responsibility applies even if the complaint is withdrawn or the complainant requests that no action be taken. Once a sexual harassment complaint has been filed, the 24th DAA is legally obligated to ensure that the work environment is free of discrimination. *Prompt, appropriate action will avoid or minimize the incidents of sexual harassment and potential liability.* We must each take responsibility for our actions and conduct in the workplace. Please contact the 24th DAA Office at (559) 686-4707 if you have any questions regarding this policy, wish to file a complaint of sexual harassment, or wish to seek advice, guidance, or consultation regarding a situation of sexual harassment.

HARASSMENT PREVENTION

The Board and Management of the 24th District Agricultural Association strive to provide an enjoyable and positive working environment for all employees. A key element of a positive working environment is an atmosphere of respect, which allows all employees to perform their duties with comfort.

Therefore, the following policy has been set to prevent harassment:

1. If an employee feels they are the victims of harassment of any kind (verbal, graphic, physical, or hazing) they should report it immediately to your superior. If your superior is the harasser, or refuses to acknowledge the harassment, report it to their supervisor. A written report will be taken and investigated.

The Fair CEO will keep the report confidential and appropriate action will be taken to rectify the situation.

2. If an employee feels the Fair CEO is harassing them, they should report the action to the current Board President. The Board President will take a confidential written report.
3. If any employee feels a Member of the Board of Directors is harassing them, they should report the action to the Fair CEO, who will then contact the Division of Fairs and Expositions legal counsel to discuss options.

E-Mail and Internet Usage policy

This document presents the acceptable use of Electronic Mail (E-mail) and the Internet by the 24th District Agricultural Association employees, volunteers, and contractors while utilizing government-owned or leased equipment, facilities, or Internet addresses registered to the 24th DAA. This policy also includes state-leased Internet and e-mail access through an Internet Service Provider (e.g., Comcast, AT&T, etc.), even when staff accesses information from off-site locations, including but not limited to, telecommuting from home or while traveling on State business.

The 24th DAA encourages its employees, volunteers, and contracted personnel (Users) to develop strong Internet skills and knowledge. It is expected that these individuals will use the Internet to improve their job knowledge; to access scientific, technical, and other information on topics that have relevance to the Department; and to communicate with their peers in other government agencies, academia, and industry. Users may access the Internet to stay current on career-related topics, to improve knowledge and skills, and to communicate with experts in scientific and technical fields. The Department encourages Users to access the Internet when direct work-related benefits can accrue and to use E-mail to facilitate prompt and effective communication.

Internet access and E-mail are provided to Users for 24th DAA business purposes. The 24th DAA retains the right to monitor, log and/or recover all Internet activity, including E-mail and all Internet website communication, with or without notice to the User. E-mail and Internet usage is not private. Records of E-mail and Internet activity exist in system files and are recovered when necessary.

Users who have been provided E-mail capability shall endeavor to read incoming messages in a timely manner and to respond accordingly. E-mail is not intended to be a permanent storage medium; consequently, proper maintenance protocols should be followed which require Users to regularly archive messages that should be maintained and delete any/all obsolete messages.

Acceptable Uses of E-mail and the Internet

Acceptable uses of E-mail and the Internet include, but are not limited to, the following:

- Communications and information exchanges related to the mission and work tasks of the 24th DAA.
- Announcements of state laws, procedures, hearings, policies, services, or activities.
- Use for advisory, standards, research, analysis and professional society or development activities related to the User's governmental duties.
- Employee personal use on an "incidental and minimal" basis.
- Union stewards may conduct Union-related business on an "incidental and minimal" basis.

Unacceptable Uses of E-mail and the Internet

It is unacceptable for a User to submit, publish, access, use, display, or transmit on the Internet or through E-mail, information which:

- Violates or infringes on the rights of another person, including the right to privacy.
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, sexually oriented, threatening, racially offensive, discriminatory, or illegal material.
- Violates agency regulations prohibiting sexual harassment or other forms of discrimination.
- Violates agency regulations prohibiting workplace violence.
- Using the Internet for any illegal purpose.

- Solicits the performance of any activity that is prohibited by law. Other unacceptable uses are:
- Obtaining non-standard software from the Internet through accessing and downloading executable software. Exceptions must be cleared through the Division IT representative.
- Unauthorized reading, deleting, copying, or modifying E-mail messages of others.
- Sending or requesting junk mail (including inappropriate jokes and humor), for-profit messages, or chain letters.

FAIR TIME INFORMATION FAIR HOURS

Wednesday at 12 p.m. - 10 p.m. (Ticket sales & Parking close at 9 p.m.) No entry after 9 p.m.

Thursday at 4 p.m. - 10 p.m. (Ticket sales & Parking close at 9 p.m.) No entry after 9 p.m.

Friday at 4 p.m. - 12 a.m. (Ticket sales & Parking close at 10 p.m.) No entry after 10 p.m.

Saturday at 2 p.m. - 12 a.m. (Ticket sales & Parking close at 10 p.m.) No entry after 10 pm.

Sunday at 2 p.m. - 10 p.m. (Ticket sales & Parking close at 9 p.m.) No entry after 9 p.m.

PUBLIC AWARENESS

A. Alcohol policies will be posted at all alcohol stands in both English and Spanish.

1. Proposition 65, signage on potential health risks of alcoholic beverages.
2. Everyone must be 21 years of age to purchase alcohol.
3. Everyone may be required to show proof of age to be served alcohol.
4. There is a limit of two (2) beers per person, per purchase.
5. Alcohol service will cease 30 minutes prior to the closing of fair or before as determined by fair management.
6. Intoxicated patrons will not be served.

B. Announcements regarding not drinking and driving will be made whenever possible during fair time.

PROHIBITED ITEMS

No chairs, bicycles, hoverboards, skateboards, scooters, squirt guns, balloons, outside food or beverage (exception one unopened plastic water bottle per person, baby food and special dietetic needs foods), weapons including pocketknives or other objects, which may be a threat to the safety and security of other fairgoers, are not to be brought on to the fairgrounds.

PETS

No Pets allowed on the fairgrounds except for Service Dogs and dogs participating in various shows only.

LOST CHILDREN

The designated family meeting area is the Main Fair Office. Please arrange to have families that have separated from their children go to the main office and wait for further instruction. Report all lost children to your immediate supervisor immediately so it can be handled appropriately.



Acknowledgement of Receipt of Seasonal Employee Personnel Handbook

The Seasonal Employee Personnel Handbook describes important information about the Tulare County Fair, and I understand that I should consult the CEO regarding any questions not answered in the Seasonal Employee Personnel Handbook.

Since the information, policies, and procedures described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Seasonal Employee Personnel Handbook is neither a contract of employment nor a legal document. I have received the Seasonal Employee Personnel Handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this Seasonal Employee Personnel Handbook and any revisions made to it.

Employees Name (Printed): _____ Date: _____

Employee Signature: _____ Date: _____