POLICY TITLE: **Return to Work After Serious Injury or Illness**
POLICY NUMBER: **3015**
APPROVAL DATE: ~~03/17/09~~10/15/2026

3015.1 The purpose of this policy is to ensure that employees who return to work after a serious injury or illness are physically and mentally capable of performing the essential functions of the position with or without accommodations to which they are returning.

3015.2 This policy applies to all employees of the District.

3015.3 A serious injury or illness, or surgery is defined as one that results in the employee being absent from work and one which may limit the employee' s future performance of the essential functions of their regular duties or assignments.

3015.4 As a joint protection to the employee and the District, employees who have been absent from work because of serious illness or injury may be required to obtain a doctor's release or provide a personal affidavit with release of liability, specifically stating that the employee is capable of performing the essential functions of their normal duties or assignments.

3015.5 Employees returning from a serious injury or illness may be required to demonstrate, to the satisfaction of the District, their ability to successfully perform the physical or mental essential functions of the position with or without accommodation to which they are returning or where required under Americans with Disabilities Act (ADA).

POLICY TITLE: **Budget Preparation**
POLICY NUMBER: **3020**
APPROVAL DATE: ~~07/21/2009~~10/15/2026

3020.1 The purpose of this policy is to provide a public and transparent process for the annual budget of the District.

3020.2 This budget shall reflect the best estimates of incomes and expenditures.

3020.3 The ~~Secretary/~~Treasurer shall have general responsibility for the preparation and submission of the annual budget. Should this position be vacant or the Treasurer is unable to perform this duty, the Board ~~Chairman~~Chairperson shall appoint this duty to any other Board Member ~~before February 15th~~.

3020.4 Schedule of events:

3020.4.1 May~~rch 15th~~ - Budget Committee develops a ~~proposed~~preliminay budget.

3020.4.2 ~~**April**~~June Board Meeting – Board r~~R~~eview/approval~~e~~ of ~~proposed~~preliminary budget for submission to County.

3020.4.3 ~~**Third Wednesday of April (or the Wednesday following the Regular BoardMeeting) - Post proposed budget for public review/comments.**~~July Board Meeting – Agendize final budget for public review/comment.

3020.4.4 ~~**May**~~August Board Meeting - ~~Public comment on budget.~~ Board review/approval of ~~proposed~~final budget for submission to County.

3020.4.5 ~~**June Board Meeting- Final approval of budget.**~~

3020.5 The budget must be balanced with any funds drawn from reserves, undesignated funds and/or accumulated capital outlay accounts clearly identified.

3020.6 All budget deficiencies must be identified and balanced before the expenditure is ~~realized~~authorized. ~~Examples of this include fundraisers, donations, fees for services or fines.~~

3020.7 With a majority approval of the Board, the Budget Committee may be given discretionary authority to modify and adopt budget changes that reflect changes to income or spending necessities.

3020.8 Expenditures against any account may not exceed budgeted levels without Board approval and a prior adjustment to the budget.