

★ SPECIAL EDITION ★

Department of Forestry

Communique

Volume XI, I

Sacramento, July 1980

Director's message on affirmative action

On May 2, 1980, the State Personnel Board served notice on the Department of Forestry that our record in affirmative action is unacceptable. The Board's action consists of a sanctions package which directs the Department to perform a long, complex, and expensive series of actions with the objective of substantial and timely improvement in our employee representation and hiring practices.

I see in the Board's action an opportunity for CDF to survey its past policies and practices and, as necessary, make modifications. I am confident that this is the beginning of a fruitful experience that will bring the Department more in tune with this era as we continue to be a model for fire services nationwide.

I believe that the goals in the sanctions document are clearly attainable. It is my intention that CDF will meet and, if possible, exceed those goals. I hold that we should make the strongest possible effort to do so, not only because it is the right and fair thing to do, but because it is also required by law. Both State and Federal law require that we move toward a state of parity in employee representation and maintain a departmental milieu which provides equal employment opportunities for all persons.

I want no ambiguity in this matter. I expect the full and unqualified support of every person in this Department.

This Department stands at an important, even crucial, point in its development. New and arduous tasks are being placed on the men and women of Forestry. We are moving in new directions with new emphasis and new support in both fire control and resource management programs. We could lose or erode the support we now enjoy in an urban-dominated state by our failure to bridge the gap between our past and what must be our future.

In implementing the sanctions order, we will maintain the highest standards, as we have done in the past. There will be no diminution of quality in CDF employees. In evaluating management, affirmative action will become a rating factor; emphasis will be on progress.

In an effort to balance the workforce with qualified persons who have been traditionally underrepresented or underutilized, it will be necessary to establish hiring goals.

In order to attain affirmative action goals, I want to open our ranks and welcome women, minority and disabled candidates into our system at every level. By doing so, CDF will become stronger and better able to fulfill its primary tasks. To fail in this endeavor will, with absolute certainty, result in diminished support from urban people expressed through their legislators and through the Administration.

DAVID E. PESONEN
Director

Affirmative Action

Officer appointed



Director Pesonen and newly appointed Affirmative Action Officer, Manuel Román, Jr., discuss CDF's Affirmative Action program as outlined in this special edition of Communique'

Affirmative Action Officer appointed

Manuel Román, Jr. has been appointed as the Department's Affirmative Action Officer.

Román comes to CDF from the Department of Health Services where he served as a Civil Rights Coordinator since 1978. Román has also worked for the Department of Corrections (CDC) as a Correctional Officer and Correctional Program Supervisor. After three years with CDC Román transferred to the California Youth Authority (CYA) as a Youth Counselor where he spent three years in various programs. Román holds a Masters Degree in Social Science from California State University, Sacramento and is a part-time faculty member at Sacramento City College and Sierra College. He is also an instructor and consultant for the Northern California Criminal Justice Training Center in Sacramento.

The Department is fortunate to have recruited such an experienced and energetic person as its Affirmative Action Officer.

Affirmative Action Policy

In accordance with State and Federal mandates which require our Department to develop an affirmative action policy, the Department of Forestry is proud to announce the following Affirmative Action policy:

The California Department of Forestry (CDF) is committed to affirmative action and equal employment opportunity practices. The Department's Affirmative Action Plan (AAP) is designed to ensure the maintenance of a fair personnel system which provides equal employment opportunities in hiring, training and promotion in all terms and conditions of employment, for all people in all levels of the Department's work force regardless of age, sex, race, color, creed, religion, national origin, ancestry, disability, marital status, sexual orientation/preference or pregnancy. This policy also assures that all compensation, benefits, transfers, and layoffs will be conducted in a nondiscriminatory manner. Identified underrepresentation of women, ethnic minorities, and persons with disabili-

ties will be eliminated in all levels of the work force by full implementation of the Department's AAP. Such implementation will be done in accordance with civil service laws and SPB rules, policies, and procedure.

Affirmative Action is defined as a positive and active effort to correct the effects of past discrimination by recruiting, employing, and promoting qualified members of disadvantaged groups that are underrepresented or underutilized in the Department's work force. Affirmative Action is more than passive nondiscrimination, it is activity directly focused toward the end result—Equal Employment Opportunity (EEO); nondiscrimination in employment.

In adopting this policy the Director recognizes and accepts the responsibility to:

1. Ensure equality and fairness in the administration of the Department's personnel management system, for all employees and applicants for employment.
2. Achieve and maintain a proportional representation of women, ethnic minorities, and persons with disabilities throughout the Department's work force.
3. Consistent with merit principles, the Department will go beyond mere assurance of nondiscrimination. It will take corrective measures to eliminate the underutilization and promote equitable distribution of women, ethnic minorities, and persons with disabilities in all levels of the Department's work force. To this end the Department will review and correct, as necessary, policies, practices, and procedures related to recruitment, testing/examination, selection, appointment, assignment, career advancement, promotion, and training of employees.
4. Enforce, practice and advocate compliance with all laws, rules, regulations and SPB policies or sanctions as they relate to Equal Employment Opportunities and Affirmative Action. Every employee has a responsibility to integrate the intent and philosophy of the AAP into daily operations. Each supervisor has the responsibility to monitor his/her unit's total personnel practices to ensure compliance with

Affirmative Action Officer's message

As the newly appointed Affirmative Action Officer (AAO) I am pleased to address departmental employees in this Special Edition of *Communique*. The objective of this special edition is to present employees with information regarding our Affirmative Action program and to clarify areas which have been brought to my attention as needing clarity. It is intended that each employee will read and save this issue for future reference.

Any employer who has questions regarding Affirmative Action is encouraged to call me at 445-0217 (ATSS 485-0217) or write me at 1416 9th Street, Room 1517, Sacramento, CA 95814.

Without doubt, the tasks that

lay before us are monumental and challenging. We should be prepared to meet those challenges with all the enthusiasm and dedication possible.

The meeting of the SPB Sanction Orders will not be easy, but, I am confident that with the support and concerted effort of *all* departmental employees, we will succeed in implementing an effective affirmative action program.

I will make every endeavor to visit field locations and to familiarize myself with departmental operations.

I look forward to a positive and rewarding relationship with CDF staff.

Manuel Román, Jr.
Affirmative Action Officer

SBP Sanctions

What does it mean? To you? To CDF?

by Saralee Dinelli

On March 18, 1980, the State Personnel Board held a sanctions hearing regarding the status of affirmative action in the Department of Forestry. As a result of that hearing, the SPB developed a sanctions order which contained several directives designed to improve and strengthen CDF's affirmative action program and to better balance the Department's workforce. The following is a summary of the activities required by the sanctions order.

The Director has been directed to:

By May 30, 1980, reaffirm CDF's affirmative action policy statement.

By June 13, 1980, allocate additional resources and staff to carry out sanction order directives.

By July 15, 1980, submit to SPB a status report regarding the implementation of directives. Additional reports will be submitted quarterly.

By July 31, 1980, submit an annual report on the status and results of implementation of the sanction order.

In addition, the Department is required to:

By May 30, 1980, develop an affirmative action monitoring and reporting system.

By June 27, 1980, establish an Equal Employment Opportunity Advisory Committee and an Advisory Committee for the Disabled. These committees shall be made up of departmental employees who will address issues regarding equal employment opportunities and the employment of persons with disabilities. A report on the composition of the committees is due to SPB by July 15, 1980.

By July 15, 1980, submit a summary report indicating the number of vacancies and appointments made for the period of April 30, 1980 through June 30, 1980. Additional reports will be required quarterly.

* By July 15, 1980, submit to SPB a report of examinations in progress and statistical profile of interview panel members reflecting ethnicity, sex and disability. Additional reports to be submitted quarterly.

By July 31, 1980, review minimum qualifications (MQs) requirements and survey potential for job restructuring, use of bridging classes and establishment of "training" positions. The following classes will need the same review during the coming months: State Forest Ranger I, Forester I, Fire Captain, Fire Crew Supervisor, HFEO, FAE, and Firefighter, CDF. A report of findings is to be submitted to SPB.

By July 31, 1980, submit to SPB a plan to increase the representation of women and minorities to parity level by 1984 in the classification of Office Assistant II. Quarterly progress reports will be due beginning October 15, 1980.

By August 29, 1980, develop and submit to SPB a plan for sensitivity awareness training for CDF management.

By the end of the 1980 fire season, conduct examinations for the following classes: Fire Captain, Firefighter, CDF, and Heavy Fire Equipment Operator.

By October 15, 1980, submit a report to SPB on ratios, by geographic area, for minorities and women to preclude cultural isolation.

By October 31, 1980, submit to SPB a draft plan addressing employment of persons with disabilities. The final plan is due January 30, 1981.

* By February 27, 1981, conduct a study of the following classes and prepare a plan for the recruitment of minorities and women: Forestry Graduate Trainee, Forestry Aid, Fire Prevention Assistant, Fire Control Aid, Forestry Field Trainee, Firefighter, CDF (Seasonal). A report of findings will be submitted to SPB.

As can be clearly seen by the aforementioned workload meeting the directives of the sanctions order will require a commitment on the part of *all* CDF employees. The task ahead of us is certainly a large one; but, with the help and cooperation of *all* staff, *we can* get the job done! A job well done will be a credit to all of us and will serve as a model for all other State agencies.

*These particular sanction orders are being negotiated by SPB, CDFEA, and the Director's Office and are subject to modification.

Goals vs. Quotas -

What's the difference?

By
Manuel Román, Jr.

Many persons have raised the aforementioned question and some persons have used the terms synonymously. However, there is a big difference between a goal and a quota. Briefly defined:

Goal - Realistic objective(s) an agency endeavors to achieve on a timely basis (timetable) within the context of a merit system.

Quota - Restriction of employment or developmental opportunities to members of particular groups by establishing a required number or proportionate representation which employers are mandated to attain.

Only courts or Federal Compliance Agencies can legally apply quotas to employers.

CDF currently has goals set for affirmative action and *NOT QUOTAS*. Most AA goals are set for one year and in some cases target classes may have goals set for three to five years. Since CDF is operating under affirmative action goals and *not quotas*, department management is in control of hiring decisions and priorities. This is an important point to keep in mind as we work collectively to meet the State Personnel Board's Sanction Orders.

Employee Advisory Committees to be formed

I am pleased to announce the formation of three new employee advisory committees:

1. Advisory Committee for the Disabled – This committee will address issues and concerns related to employment training and promotional opportunities for persons with disabilities;

2. Women's Advisory Committee – This committee will address is-

issues and concerns related to employment training and promotional opportunities for women;

3. Equal Employment Opportunity Committee – This committee will address issues and concerns related to equal employment opportunities for all persons.

I fully support the formation of these committees and encourage CDF employees to take an active part.

Specific committee information is provided in this special issue of *Communiqué*, or can be obtained by contacting Manuel Román, Jr., Affirmative Action Officer at 445-0217 or ATSS 485-0217.

DAVID E. PESONEN
Director

Advisory Committee for the Disabled

In accordance with California Government Code Section 19230-19237 (AB 1309), the Department of Forestry is in the process of forming a committee made up of employees with disabilities.

The State Personnel Board (based on the Rehabilitation Act of 1973) defines disabled as anyone who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such impairment; or
3. is regarded as having an impairment.

The publication *Guidelines, Affirmative Action for the Disabled* prepared by the State Personnel Board defines a *disability* as a condition of impairment, physical or mental, having an objective aspect that can usually be described by a physician. In comparison, a *handicap* is defined as the cumulative result of the obstacles which a disability interposes between the individual and his/her maximum functioning level.

Handicapping conditions include, but are not limited to: alcoholism, cancer, cerebral palsy, deafness or hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental or emotional illness, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic speech or visual impairment, and perceptual hand-

icaps such as dyslexia, minimal brain dysfunction, developmental aphasia.

The major purposes of this committee are: (1) to address the issues and concerns of employees with disabilities; (2) to advise management on ways to achieve "reasonable accommodation" (see definition on page 6) in the employment of persons with disabilities; (3) to assist in establishment of goals and timetables for employment of persons with disabilities in the Department's workforce; and (4) to insure the health and safety of disabled employees. It is anticipated that

monthly meetings will be held in Sacramento beginning in July.

Any employee who feels that he/she is a person with a disability and is interested in participating in the committee is encouraged to submit a letter of interest along with a standard State application or resume to the Affirmative Action Officer in Sacramento. Final date to apply is July 11, 1980.

If you need further information, please contact Manuel Román, Jr., Affirmative Action Officer, at (916) 445-0217 (ATSS prefix 485).

Women's Committee

The Department of Forestry is in the process of forming a Women's Advisory Committee to address issues and concerns of women employees.

The purpose of the committee will be to:

- (1) Identify issues and concern related to the employment of women.
- (2) Assist in the development and implementation of affirmative action goals.
- (3) Assist in the development of an upward mobility plan.
- (4) Identify barriers that may contribute to sex discrimination and employment opportunities.
- (5) Assist and advise management on ways to facilitate equal em-

ployment opportunities for women in conjunction with State Personnel Board sanctions.

It is anticipated that monthly meetings will be held in Sacramento beginning in July. Women in CDF have a unique opportunity to make an impact on employment opportunities for women, especially in the areas of non-traditional employment and upward mobility. You are encouraged to participate on this committee.

If you are interested in participating on this committee, please submit a letter of interest along with a standard State application or resume to the Affirmative Action Officer in Sacramento. Final date to apply is July 11, 1980.

If you need further information, please call Manuel Román, Jr., Affirmative Action Officer at (916) 445-0217, (ATSS prefix 485).

Equal Employment Opportunity Committee

In accordance with California Government Code Section 19790, Chapter 943 (AB1350), the Department of Forestry is in the process of forming a CDF employee committee to address equal employment opportunity and affirmative action issues and concerns.

The committee will serve in an advisory capacity to the Director and work with the Affirmative Action Officer. The purpose of the committee will be to:

(1) Assist in identifying, developing and implementing affirmative action goals.

(2) Assist and advise management on ways to facilitate equal em-

ployment opportunities in conjunction with State Personnel Board Sanctions and departmental A.A. plan.

(3) Identify equal employment opportunity issues and concerns of CDF employees.

(4) Provide a forum for the discussion of issues and concerns of advocacy groups.

It is anticipated that monthly meetings will be held in Sacramento beginning in July. All employees are encouraged to indicate their interest in participating in this committee. We are

seeking representation from a wide diversity of employment classifications (clerical employees through C.E.A.) and work units. We are particularly interested in participation by persons who are members of advocacy groups.

All interested employees are encouraged to submit a letter of interest along with a standard State application or resume to the Affirmative Action Officer in Sacramento.

If you need further information, please call Manuel Román, Jr., Affirmative Action Officer at (916) 445-0217, (ATSS prefix 485). Final date to apply is July 11, 1980.

PROPOSED AFFIRMATIVE ACTION HIRING GOALS * 1980-81

The California Department of Forestry (CDF) like all other state agencies is required by legislative mandate to establish realistic affirmative action (AA) hiring goals as part of its affirmative action program. The final objective of Affirmative Action Goals is to attain labor force parity in all classification levels. In general, parity is based on the percentage representation (by sex, ethnicity, and disability) of persons in the statewide labor force. The difference between parity and the department's actual representation is the overall hiring goal. However, some variables must be taken into account; such as turnover rates, position reductions, position additions, etc. After all variables have been considered and evaluated, the final outcome is anticipated hires. It is from the anticipated hires that the actual goals are set (computed by the percentage of representation of each group in the statewide labor force). All goals are set utilizing State Personnel Board (SPB) guidelines and are implemented in accordance with SPB rules, policies and procedures. As an example of *projected* affirmative action hiring goals, the table below reflects hiring goals for the classes of Fire Apparatus Engineer, Firefighter, CDF, and Heavy Fire Equipment Operator.

Job Classifications		Black	SS/S	Asian	American Indian	Filipino	Other	Total Ethnic	White	Disabled	Female	Total Anticd. Appts.
Fire Apparatus Engineer												
Projected Intake Goals	#	13	27	4	1	1	1	47	48	6	36	95 00
Intake Hiring Rate	%	13.6	28.4	4.2	1.1	1.1	1.1	49.5	50.5	6.3	38.1	
Firefighter, CDF												
Projected Intake Goals	#	11	23	3	1	1	1	40	41	5	31	81 00
Intake Hiring Rate	%	13.7	28.4	3.7	1.2	1.2	1.2	49.4	50.6	6.3	38.1	
Heavy Fire Equipment Operator												
Projected Intake Goals	#		1.5					1.5	1.5	—	1	3 00
Intake Hiring Rate	%		50					50	50	6.3	38.1	

* Goals proposed pursuant to SPB sanction order

It should be stressed that in the attainment of all CDF Affirmative Action goals there will be no compromising of our high professional standards or the merit system. The overall goal is to attain workforce parity and to provide equal employment opportunities for all persons.

PERSONNEL TRANSACTIONS

South Sierra Region

Transfers – For. II Dale Wierman and FEM I James Kidwell to Hq.; FAE Edward Stephen Green to Tulare; and FCS Charles Zuttermeister to Pine Grove YCC.

Promotions – Lee Delap to FPO I, Fresno-Kings; Paul Kennewig to FCS, Crowdersburg CC.

Separation – FCS Ernest K. Rutherford, Mountain Home CC.

25-Year Awards – FCS Richard I. Cutter, Jr., and SFR II James D. Wagner.

Central Coast Region

Transfers – FF, CDF Richard Sagan to San Mateo-Santa Cruz; FC's Frederick Burruss and Terry Matisohn to Santa Clara; FC Rodney Ware to San Luis Obispo.

Promotions – Paulette Lacy to Sr. Steno., San Luis Obispo; Orié Seron to Steno., San Mateo-Santa Cruz; and Vick Schell to OA II (T) San Mateo-Santa Cruz.

Southern California Region

Transfers – FAE James A. Rankin and Richard E. Hayes to San Diego; FAI's Thomas W. Curran, Thomas R. Thomas, and Stephen Ferradino to San Bernardino; FAE William S. Buchko and FC John W. Clark to Riverside; FF, CDF Raoul Ortega and FC Jack Consol to San Bernardino; FC Stephen M. Lombardo to San Diego; SFR I Frank Bates to Hqs. ECC; SFR II George Toussaint to San Diego; SFR II Frank Villalovos to Pilot Rock CC; SFR II James M. Harris to San Bernardino, and SFR II Fred Schmidt to Norco CC.

Promotion – Faye Sedrak to Asst. Civ. Eng., Hqs.

Reinstatement – FCS Keneth Mell to Pilot Rock CC.

Separations – SFR II Russell Bockhop and FAE Martin Jorgensen, San Bernardino; FCS Michael Swanson, Fenner CC.

Retirement – HFEO Calvin E. Eberting, Orange.

Sacramento Headquarters

Appointments – Manuel Roman, Jr., to Affirmative Action Officer; Norma Moreno to Adm. Serv. Ofcr.; Rose Gong to Assoc. Budget Anal.; Diane Lalonde to OA II (T); and Tom Kirk to Arch. Tech. Asst.

North Coast Region

Transfers – FF, CDF Kenneth V. Fisher to Sonoma.

Appointments – Jeffrey C. Row to LT FC and Andre J. Huck to Fire Control Aide, both to Lake-Napa; OA II (T) Jane E. McGinty to LT Sr. Acct. Clk, Sonoma.

Separations – For. I David W. Murphy, and Steno. Gail H. Smith, from Hqs.

Retirement – FCS Robert C. Stone, Parlin Fork and HFEO Elzie N. Sanders, Sonoma

Sierra Cascade Region

Transfers – For. II Jay Wickizer to FIP, Hq.; FC Steven F. Woodill to Butte; FC Edward R. Litzette and FAE John C. Berggreen to Siskiyou.

Promotion – Stephen Burt to For. Equip. Mgr. I, Nevada-Yuba-Placer.

Retirement – FPO Joseph D. Caporusso, Hq.

EXAMINATION CALENDAR

Title	Final Filing Date	Examination Date
Fire Apparatus Engineer (open, non-promotional)	Examining for this is being delegated to the Department	To be announced After 1980 Fire season
Forestry Equipment Mgr. I (open, non-promotional)	April 3	Orals – July 16, 17 & 18
Fire Prevention Officer I (promotional)	April 3	Orals – in early August
Fire Crew Supervisor (open, non-promotional)	Anticipated July or August 3	To be announced

Do **Not** submit applications for examinations until the bulletin has been released. Use Form 678 (1-77) printed in **Green** ink.

Department of Forestry
Communique

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Affirmative Action Policy

From page 2

the spirit and intent of the Department's AAP. The achievement of Affirmative Action employment objectives will be included as part of the annual performance appraisal process for each employee with a supervisory or management responsibility. Any employee who intentionally obstructs the achievement of AAP objectives will be subject to corrective action.

Each major unit manager* shall be responsible for the implementation of the AAP and, will be additionally responsible for the progress towards their unit's goals. The Affirmative Action Officer (AAO) shall initiate and promote the development of systems and policies which will assure equality in employment practices. In addition, the AAO will, in cooperation with SPB,

monitor departmental affirmative action activity and initiate and maintain working relationships with representative communities and employee groups in order to secure the advice and participation of women, ethnic minorities, and persons with disabilities in the eradication of employment discrimination.

Complaints alleging discrimination shall be filed with the appropriate Affirmative Action Coordinator or the AAO, investigated, and *resolved*. All employees and applicants for employment shall be informed of this policy.

* A "major unit" as used in this policy statement and the AAP refers to Ranger units, Regional Offices, and Program Sections in Sacramento Headquarters.

Benefits Task Force

By John Swanson

The state of the art in our department of how we are informing employees and their families of their state-provided benefits and the delivery of these entitlements was surveyed in some depth by the statewide Benefits Task Force and reported at its meeting last month. After analysis of their findings the group will make recommendations for improvements to the Director later this month. CDFEA and CSEA representatives are active participants in the study.

Focusing on 12 most critical benefits, the group delved into current administrative practices in all region offices, seven ranger units, and department headquarters. Major emphasis is on disability related benefits: Workers Comp, Industrial Disability Leave; Non-industrial Disability Insurance; Industrial Disability Retirement; Rehabilitation; and Death and Survivor Benefits. The findings indicates these types of benefits understandably tend to be dealt with on a crisis basis in so far as the individual employee is concerned. The persons providing the services seem to develop expertise based on the degree of demand. In a few Ranger Units, injury incidence is relatively low. In almost all cases a Region gets involved in assisting with each case and dealing with the other state agencies responsible for administering the benefit. As an injury-related benefit becomes more complete the department personnel office's services are called upon.

As a preliminary conclusion the Task Force identified needs for more general information to supervisors, employees and their families, so that they are aware of these benefit entitlements and their values. The providers of the services, typically already fully-occupied with a variety of other tasks, may need a regular training program to update and maintain their expertise about the considerable array of available benefits. Other needs were identified to improve communications about the whole benefit package.

The next task force meeting is July 29. If you have any suggestions about improving your benefit program delivery please let your representative know. They are: Region I, Gary Gilbert; Region II, Jack Trapp; Region IV, Kathy Ross; Region V, Warren Ristow; Region VI, Glen Newman; Sacramento Headquarters, John Swanson.

Legislative Roundup

SENATE BILL 1156 (Johnson): Community colleges registration: preference to fire personnel for in-service courses. — **On Governor's desk**

SENATE BILL 1284 (Campbell): Exemption from jury duty for firemen. — Passed Senate. **Failed passage in Assembly Judiciary Committee.**

SENATE BILL 1361 (Nejediy): Waste treatment management plan for silviculture required by Section 208 of Federal Water Pollution Control Act. — Passed Senate. In Assembly Committee on Water, Parks and Wildlife.

SENATE BILL 1684 (Vuich): Department of forestry expertise available to local government. — Passed Senate. In Assembly Ways and Means Committee.

SENATE BILL 1704 (Keene): Prescribed burning: brush-covered lands. — Passed Senate. In Assembly Ways and Means Committee.

SENATE BILL 1851 (Roberti): Firefighting equipment: airplanes. — Dropped by author.

SENATE CONCURRENT RESOLUTION 66 (Maddy): Ensures level of public safety services. — Passed Senate. In Assembly Committee on Public Employees and Retirement.

ASSEMBLY BILL 1641 (Perino): Two years service credit for early retirement. — Passed Assembly. **Died in Senate Policy Committee.**

ASSEMBLY BILL 2552 (Roos): Requires permits or bills of sale for harvest and transport of minor forest products. — Passed Assembly. In Senate Finance Committee.

ASSEMBLY BILL 2715 (Mangers): Orange County: reemployment lists and return of unused state sick leave credits. — **On Governor's desk.**

ASSEMBLY BILL 2716 (Mangers): Orange County: transfer of real property and facilities and transfer of sick leave benefits. — Passed Assembly. In Senate Finance Committee.

ASSEMBLY BILL 2842 (Norman Waters): CDF seasonal employees: non-industrial disability benefits. — **Died in Assembly Ways and Means**

ASSEMBLY BILL 3030 (Knox): Department of Forestry: attorney position. — **Failed passage in Assembly Policy Committee.**

SIGNED INTO LAW BY GOVERNOR:

SENATE BILL 240 (Robbins): Exempts firefighting personnel from headset law.

Appeal procedures outlined

Reasonable accommodation for the disabled

The State Personnel Board's Affirmative Action Guidelines for the Disabled and Sections 503 and 504 of the Rehabilitation Act of 1973 require that State agencies make reasonable accommodations to the physical or mental limitations of disabled applicants and employees.

Reasonable accommodation is defined as efforts made on the part of the employer to remove artificial or real barriers which prevent or limit employment of disabled persons. Accommodations may include but are not limited to, the provision of support services such as readers and interpreters, the provision or modification of equipment and assistive devices, modified work schedules, including job restructuring as well as job site modification.

Any CDF employee who requires any type of special accommodation to enable them to perform their assigned duties and tasks should use the following procedure.

1. Requests for reasonable accommodation should be documented and submitted to the immediate supervisor.

2. Supervisor may utilize 10 working days from the date of the request to approve or deny the request.

3. If the request is denied or 10 working days elapse and no decision is made, the employee should contact the Affirmative Action Office (916) 445-0217 or ATSS 485-0217 for clarification of the issue and an attempt to resolve the issue informally.

4. If the issue cannot be resolved at the departmental level, the employee may submit a written statement regarding the denial to the Appeals Division, State Personnel Board or the appropriate federal agency. The Department will also be required to submit a written statement regarding the denial.

5. If informal resolution of the issue cannot be reached between the employee and the Department, the State Personnel Board's Executive Officer may order a remedy and/or submit the appeal for hearing at the next scheduled meeting of the five-member State Personnel Board.

This procedure applies only to requests and appeals regarding the provision of reasonable accommodation. Complaints of discrimination based on disability should be filed utilizing the Department's discrimination complaint process.

The Department of Forestry is committed to providing equal employment opportunities for persons with disabilities and will make every effort to provide any reasonable accommodation which will enable an employee to perform their assigned duties.

Sexual Harassment

Title VII of the Civil Rights Act makes it an unlawful employment practice for an employer to discriminate against any individual with respect to conditions or privileges of employment on the basis of sex.

Sexual harassment has been defined as, but is not limited to:

- Unsolicited comments, physical contact, gestures, invitations or propositions of a sexually suggestive nature.

- Direct or indirect requests for sexual favors which imply denying, withholding, or granting of employment opportunities, favorable working conditions, promotions, job retention or other benefits of employment.

The Department of Forestry will not tolerate sexual harassment by any de-

partmental employee while in the performance of State business. The hiring authority (supervisor/manager) is responsible for providing an atmosphere for all employees which is free from sexual harassment or discriminatory practices. All conversations, discussions, or meetings by Department employees in the conduct of departmental business are to be free of sexually suggestive comments or gestures.

Appropriate disciplinary action will be taken against any individual found to be in violation of this policy.

Individuals who believe they have been sexually harassed are encouraged to bring it to the immediate attention of the Affirmative Action Officer at 445-0217 or (ATSS) 485-0217.

All complaints will be held in strictest confidence.