



California Special Districts Association

Bookstore Order Form

Title	Member Price	Non-Member Price	Quantity	Total
WEB BASED AND PRINTED PUBLICATIONS (Also available FREE on CSDA website for CSDA members)				
Special District Board Member & Trustee Handbook This handbook is perfect for either introducing newly elected officials to the world of special districts or for keeping seasoned board members/trustees current on their roles and responsibilities. Topics detailed in the handbook include: roles and responsibilities, accountability, why governance is important, learning more about special districts, ethics laws for elected or appointed officials, the Ralph M. Brown Act, being a special district advocate, and the media. Additionally, it serves as a prelude to the four courses offered in CSDA's Special District Governance Academy.	\$10.00	\$20.00		
Developing a Local Agency Ethics Code: A Process-Oriented Guide This publication from the Institute for Local Self-Government describes steps local agencies can take to adopt, implement or update a values-based ethics code. Recognizing that different agencies will choose to emphasize different ethical values in their codes, the guide offers a "menu" of possible code provisions as opposed to a one-size-fits-all sample policy.	\$20.00	\$30.00		
Special District Reserve Guidelines These guidelines assist special district governing officials and administrators in fulfilling their commitment to provide cost-effective and efficient public services for the communities they serve. The guidelines may be used to evaluate an existing reserve policy, or to develop a new reserve policy, and encourages comprehensive and easily understood policies. Some of the areas covered include: prudent accumulation and management of reserves; capital planning; and fund equity & retained earnings.	\$5.00	\$10.00		
Of Cookie Jars and Fishbowls: A Public Official's Guide to Use of Public Resources The power to make decisions about the appropriate use of public resources is a trust for both elected and appointed officials. This guide explores ethical and legal considerations that bear on spending decisions, and features a sample expense policy.	\$25.00	\$35.00		
PRINTED PUBLICATIONS				
Board Publications				
Open & Public IV - A User's Guide to the Ralph M. Brown Act All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency. The main goal of this publication is to put the Ralph M. Brown Act in an easy-to-read format, so it can be readily understood by local officials, the public, and the news media. Topics covered in Open & Public IV include: meetings, legislative bodies/committees, notice and agenda, teleconferencing, rights of the public, and closed sessions.	\$20.00	\$30.00		
Open Government Conflict of interest laws are meant to insure that the public's interests never take a backseat to private considerations. Increasingly, governing board members and district employees have become entangled in decisions and transactions that violate one or more of these complex rules. This workbook covers the most significant parts of these laws, and will provide practical, concrete examples of pitfalls to avoid. The workbook covers all required topics of AB 1234 including ethics codes, gift limitations, honoraria prohibitions, and conduct upon leaving office. (Note: Merely obtaining the workbook will not meet the requirements of AB1234.)	\$75.00	\$120.00		
The ABCs of Open Government Laws (sold in set of 5) This quarter-fold pamphlet, hole punched and ready to add to any binder or working group materials, provides the general rules for Open Government Laws including: conducting the public's business in public, the public's right to participate in meetings, and the public's right to access agency records. It is a great resource tool for your directors and the public alike.	\$10.00/ set	\$20.00/ set		
Win The Right Way: How To Run Effective Local Campaigns Candidates don't have to sling mud to win. This state-of-the-art guide combines research on voter attitudes from UC Berkeley's Center for Campaign Leadership with honest advice from a leading campaign strategist on how to run clean, honest, effective campaigns for public office in California.	\$25.00	\$40.00		
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Discrimination and Retaliation				
Preventing Workplace Harassment, Discrimination and Retaliation This practical workbook, designed for all levels of agency employees, provides guidance on managing day-to-day interactions to prevent unlawful discriminatory harassment.	\$75.00	\$120.00		
Disciplinary and Harassment Investigations This workbook covers all elements of thorough, effective investigations of disciplinary incidents and alleged harassment. It includes: how to organize the investigation, how to interview witnesses, how to reach conclusions, interview techniques, the general background on the laws of harassment and discrimination, how to focus the investigation to prevent a "run away" interview, dealing with a difficult or evasive witness, responding to union representatives or attorneys who insist on controlling the investigation, and making factual findings.	\$75.00	\$120.00		
Diversity in the Workplace				
A No Holes Barred Approach to Employee Body Piercing, Tattoos and Dress Codes As employee body art becomes more common in the workplace, employers are presented with a variety of legal and practical challenges. This workbook examines the impact of privacy rights, freedom of expression, freedom of religion, safety requirements and other restrictions upon an employer's ability to regulate workplace body art and dress codes.	\$50.00	\$75.00		
The Disability Interactive Process This workbook covers the interactive process from start to finish. Included in the discussion is starting the interactive discussion, reasonable accommodation and light duty assignments.	\$50.00	\$75.00		
Succession Through Diversity As this is the first time four generations have been present in the workforce at the same time, this workbook aims to assist agencies in making the most of their diverse workforce by covering topics including: creating a culture of respect; confronting prejudice; managing differences; and understanding the power of diversity.	\$75.00	\$120.00		
When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work. An insightful, captivating book that speaks to anyone who has ever wondered why the people they worked with didn't see things the way they did. Drawing upon exhaustive studies and research, the authors offer practical advice on how to handle the different generations at work. In this informative and timely volume, managers and individuals will be introduced to the Traditionalists, the Baby Boomers, the Generation Xers and the Millenials, and they will come to understand how to recruit, retain, motivate and manage each of them more effectively.	\$15.95	\$19.95		
Employment Relations/Human Resources				
2007-08 Administrative Salary & Benefits Survey <i>(Returned a completed survey)</i> This publication is designed to provide special districts with the data and information necessary to evaluate the salary and benefits offered by a variety of special districts. Additionally, districts can compare data results from similar districts in order to get information that better fits their operating environment.	\$99.00	\$139.00		
2007-08 Administrative Salary & Benefits Survey <i>(Did not return a completed survey)</i>	\$129.00	\$229.00		
A Supervisor's Employment Relations Primer Includes an overview of employment relations issues including: meeting and conferring, union organizing, union representation, past practice, and grievances.	\$75.00	\$120.00		
Annual Audit of your Personnel Rules This workbook presents optimum approaches to personnel rules and employer-employee relations issues from a policy and legal standpoint. Sample policies of key policies are included.	\$60.00	\$95.00		
Disaster Service Workers - If You Call Them, Will They Come? Talk of Bird Flu and other potential pandemics are on the rise day by day. Some predict that absenteeism could reach 40% during a severe pandemic. Is your district prepared? This workbook will help identify what "disaster service" means and what districts should do to prepare for disaster before it strikes. Topics include: registration, training, classification and liability of disaster workers as well as activation, immunity and workers' compensation benefits.	\$50.00	\$75.00		
Employees and Driving This workbook is geared to maximize the readers understanding of driving-related rules. Everything you need to know about auto insurance requirements, DOT regulations, DMV reports and even what happens when an employee is charged with a DUI is covered.	\$55.00	\$85.00		
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Employment Relations/Human Resources (continued)				
Issues and Challenges Regarding Drugs & Alcohol in the Workplace This workbook is geared toward helping public agency managers deal with the challenges relating to the impact of drugs and alcohol on the workplace.	\$50.00	\$75.00		
Labor Code 101 for Public Agencies This workbook explains which parts of the California Labor Code impact public agencies on a regular basis.	\$50.00	\$75.00		
Leaves, Leaves and More Leaves Covers the various paid and unpaid leaves (FMLA/CFRA/ADA/FEHA/sick leave etc.) including when employees are eligible for leaves and the employers' responsibilities. Covers both the California Family Rights Act and the Federal Family and Medical Care Leave Act.	\$75.00	\$120.00		
Legal Aspects of Violence in the Workplace This workbook includes material on minimizing the potential for violent episodes in the workplace - and how to respond to violence when it does occur.	\$50.00	\$75.00		
Personnel Issues: Hiring, Reference Checks, Personnel Records and Files An introductory workbook, it covers an overview of all steps in the hiring process; legal parameters in giving and obtaining references; and the dos and don'ts for those who work with personnel files including guidelines for understanding the purpose, appropriate contents, maintenance and retention of personnel files.	\$75.00	\$120.00		
Principles for Public Safety Officer Employment This workbook provides participants with needed knowledge of the unique laws regulating peace officer employment, including the Public Safety Officers Procedural Bill of Rights, Firefighters Procedural Bill of Rights Act, internal affairs investigations, Pitchess motions, background investigations, and industrial disability leave.	\$75.00	\$120.00		
Public Meeting Law & Public Records Act: Review and Update This workbook provides a focus on these important laws, including a review of the fundamentals and an update on recent developments related to these laws.	\$55.00	\$85.00		
Public Sector FLSA Guide Comprehensive guide to the FLSA specifically for the Public Sector.	\$95.00	\$145.00		
The Meaning of At-Will, Part-Time and Contract Employment This workbook addresses the meaning of at-will employment including determining which employees are at-will, their rights, preserving at-will status, and disciplining and evaluating at-will employees. Also includes definitions of all types of part-time and contract employment as well as how to manage these employees.	\$55.00	\$85.00		
Ethics Publications and DVD				
Ethics AB 1234 Compliance Training - DVD This two-hour DVD covers the same general ethics principles and state laws covered in the workshop including: Personal Financial gain by public servants, Conflict of interest, bribery and nepotism, Gift, travel and mass-mailing restrictions, Honoraria, financial interest disclosure and competitive bidding, Prohibitions on the use of public resources for personal or political purposes, The Brown Act open meeting law & The Public Records Act. All officials elected or appointed to a special district legislative body and any employee designated by a special district legislative body are required to receive two hours of ethics training every two years. Order 5 or more Compliance Kits and receive a discount of \$3.00 per kit!	\$59.00	\$99.00		
A Local Official's Reference on Ethics Laws - 2007 This comprehensive guide is packed with useful information on the ethical dos and don'ts for elected or appointed public officials. Crucial areas covered include: public disclosure of personal economic interests, receipt of loans, gifts, travel payments and honoraria, conflicts of interest, campaign contributions and bias, having an interest in a contract, dual office holding and incompatible offices, and criminal misconduct in office.	\$25.00	\$35.00		
Everyday Ethics for Local Officials: Finding Your Way An analysis of a series of everyday ethical dilemmas faced by elected officials and others in public service.	\$30.00	\$50.00		
Key Ethics Law Principles for Public Servants (sold in set of 5) Don't be caught unawares on ethics law issues. This handy "bookmark" (perfect to keep in agenda binders) alerts local officials to situations triggering a need to consult with their agency counsel on ethics legal issues.	\$5.00/ set	\$10.00/ set		
Walking the Line: What to Do When You Suspect an Ethics Problem This reprinted pamphlet was first published in Western City Magazine in August and September of 2005 under the title "Navigating the Perils of Public Service." Western City is the League of California Cities' monthly magazine.	\$15.00	\$25.00		
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Evaluation and Discipline				
Evaluation and Discipline This workbook takes the supervisor and manager through each step of performance management from objectively evaluating performance, documenting performance issues and, if necessary, disciplines.	\$75.00	\$120.00		
Prevention and Control of Absenteeism and Abuse of Leave This workbook provides effective solutions to the most persistent and vexing problems of employee absenteeism and/or abuse of leave privileges.	\$50.00	\$75.00		
Labor Relations				
A Guide to Labor Relations This workbook is designed for upper-level managers and legal personnel or employee relations staff who are directly (or indirectly) involved in the negotiating process.	\$75.00	\$120.00		
PERB: Preventing and Responding to Unfair Practice Charge This workbook includes information regarding PERB adjudication of representation and unfair practice disputes.	\$50.00	\$75.00		
Policy and Procedure				
2007-08 CSDA Sample Policy Handbook - 1st time purchase (Please mark selection: Handbook _____ or CD _____) This handbook is an accumulation of policies pertaining to special districts including: general board policies and adoption and amendment of policies. Over 35 personnel policies such as sexual harassment, advancement of wages, benefits, educational assistance, and nepotism are covered. For a complete list of the contents in this handbook contact the CSDA office.	\$250.00	\$350.00		
2007-08 CSDA Sample Policy Handbook Kit - 1st time purchase (BOTH Handbook and CD)	\$275.00	\$375.00		
2007-08 CSDA Updated Sample Policy Handbook (Handbook _____ or CD _____) (Requires purchase of previous edition of the handbook)	\$95.00	\$250.00		
Privacy				
Privacy Issues in the Workplace This workbook guides managers and supervisors through the maze of laws and court decisions dealing with an employee's right to privacy and management's right to information. In addition, particular emphasis is placed on a continuously developing area of law - privacy issues in the computerized workplace. An overview of the acquisition and use of employee medical information. A discussion of HIPAA is also included.	\$75.00	\$120.00		
Supervision and Management				
12 Steps to Avoiding Liability This workbook will provide managers with the tools they need to take preventive steps before a lawsuit is filed and invest necessary time and resources to defend a lawsuit.	\$50.00	\$75.00		
Best Practices in Personnel Management Geared towards first-line supervisors and managers, this workbook discusses the various roles of a supervisor including delegator, communicator, evaluator and mentor. It also addresses managing the employee who does the "bare minimum" and/or "pushes the envelope."	\$75.00	\$120.00		
Management Rights and Handling Grievances Equips supervisors with the knowledge to manage grievance situations in a way that provides maximum protection for their agencies, identifies the rights of supervisors and managers and shows how to exercise those rights in a way that can improve management skills.	\$75.00	\$120.00		
Miscellaneous Publications				
California Independent Special Districts Information Brochure This brochure, which is free of time-dated information to ensure a long shelf life, defines special districts, highlights the services they provide, outlines who runs them, and explains how they operate. This brochure serves as a great public information piece for your district constituents, local media representatives, and policymakers.	65¢ each	75¢ each		
Even Monkeys Fall from Trees - Signed by the Author Even the best and the brightest make mistakes. However, the ability to deal with setbacks, then bounce back in even stronger form is the hallmark of consistent market leaders. Join Doug Lipp (CSDA 2008 Annual Conference Keynote Speaker) as he takes you on a "behind the scenes" tour of the Walt Disney Company to learn about both its successes and how it overcame some spectacular obstacles by challenging the status quo and embracing change.	\$15.95	\$15.95		
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Introduction to Public Service This workbook covers the unique aspects of being a public sector employee, including the discoverability of email, off duty conduct, conflict of interest, ethics, personal liability, Brown Act, and the Public Records Act.	\$55.00	\$85.00																																										
Non-Construction Contracts and Purchasing Agreements This workbook covers the limitations and scope of a public entity's authority to contract; the requirements and procedures for different types of contracts and purchasing agreements; and essential contract terms and conditions. It also prepares business and purchasing personnel to draft and negotiate basic contracts and purchasing agreements, work effectively and efficiently with legal counsel on complex contracts, and to prepare for potential litigation.	\$55.00	\$85.00																																										
Public Works Construction Project: From Bidding to Completion This workbook is designed to provide facility directors, construction managers, project managers, and other facility staff with practical tools and information for bidding, overseeing, and completing a public works construction project. It includes information on the latest requirements and procedures regarding bidding; bid protest; contract and contract award; subcontractor substitution; insurance and bonds; evaluation and handling of disputes with architect, contractor, subcontractor, surety, and insurance companies; and closing-out a project. It also provides useful tips to prepare for and handle complex litigation, and negotiate and draft settlement agreements.	\$55.00	\$85.00																																										
Robert's Rules of Order - SparkCharts™ This 3-hole-punched, laminated reference chart allows quick access to many items that occur during board meetings. Items covered include: Introduction to parliamentary procedure, Motions, Officers, Minutes and standard order of business, Committees, Boards, Amending bylaws, disciplinary proceedings and much more.	\$6.00	\$7.50																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" data-bbox="532 814 993 846" style="text-align: center;">Shipping/Handling Charges</th> <th colspan="2" data-bbox="993 814 1503 846"></th> </tr> </thead> <tbody> <tr> <td data-bbox="532 846 792 877" style="text-align: center;">Order Amount</td> <td data-bbox="792 846 993 877" style="text-align: center;">Add</td> <td data-bbox="993 846 1388 877" style="text-align: right;">Subtotal:</td> <td data-bbox="1388 846 1503 877"></td> </tr> <tr> <td data-bbox="532 877 792 909" style="text-align: center;">\$1-\$9.99</td> <td data-bbox="792 877 993 909" style="text-align: center;">\$3.00</td> <td data-bbox="993 877 1388 909" style="text-align: right;">8.75% Tax:</td> <td data-bbox="1388 877 1503 909"></td> </tr> <tr> <td data-bbox="532 909 792 940" style="text-align: center;">\$10 - \$24.99</td> <td data-bbox="792 909 993 940" style="text-align: center;">\$7.00</td> <td data-bbox="993 909 1388 940" style="text-align: right;">Shipping/Handling:</td> <td data-bbox="1388 909 1503 940"></td> </tr> <tr> <td data-bbox="532 940 792 972" style="text-align: center;">\$25 - \$74.99</td> <td data-bbox="792 940 993 972" style="text-align: center;">\$9.00</td> <td data-bbox="993 940 1388 972" style="text-align: right;">TOTAL:</td> <td data-bbox="1388 940 1503 972"></td> </tr> <tr> <td data-bbox="532 972 792 1003" style="text-align: center;">\$75 - \$124.99</td> <td data-bbox="792 972 993 1003" style="text-align: center;">\$13.00</td> <td colspan="2" data-bbox="993 972 1503 1003"></td> </tr> <tr> <td data-bbox="532 1003 792 1035" style="text-align: center;">\$125 - \$199.99</td> <td data-bbox="792 1003 993 1035" style="text-align: center;">\$16.00</td> <td colspan="2" data-bbox="993 1003 1503 1035"></td> </tr> <tr> <td data-bbox="532 1035 792 1066" style="text-align: center;">\$200 - \$349.99</td> <td data-bbox="792 1035 993 1066" style="text-align: center;">\$20.00</td> <td colspan="2" data-bbox="993 1035 1503 1066"></td> </tr> <tr> <td data-bbox="532 1066 792 1098" style="text-align: center;">\$350 and up</td> <td data-bbox="792 1066 993 1098" style="text-align: center;">8% of total</td> <td colspan="2" data-bbox="993 1066 1503 1098"></td> </tr> <tr> <td data-bbox="532 1098 792 1115" style="text-align: center;">Note: CD Only</td> <td data-bbox="792 1098 993 1115" style="text-align: center;">\$3.00</td> <td colspan="2" data-bbox="993 1098 1503 1115"></td> </tr> </tbody> </table>					Shipping/Handling Charges				Order Amount	Add	Subtotal:		\$1-\$9.99	\$3.00	8.75% Tax:		\$10 - \$24.99	\$7.00	Shipping/Handling:		\$25 - \$74.99	\$9.00	TOTAL:		\$75 - \$124.99	\$13.00			\$125 - \$199.99	\$16.00			\$200 - \$349.99	\$20.00			\$350 and up	8% of total			Note: CD Only	\$3.00		
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