



GOLDEN STATE
RISK MANAGEMENT AUTHORITY

Innovative programs, personalized service

**Public Cemetery Best Practices Program
Accreditation Manual**

Version 5.10

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Public Cemetery Accreditation Program Mission

The purpose of the Accreditation Program is:

- To promote professional management and sound practices of California Public Cemetery Districts
- To provide industry standards; which can be used by member cemeteries, administration, their board members, and the public to evaluate performance and compliance with State-required and commonly accepted practices.
- To develop a self-assessment process, which is thorough, responsible and a benefit to the tax-paying public.

Accreditation Process

1. Districts are provided with the standards, and supporting documents.
2. The district will review and self-evaluate the documents
3. Accreditation committee member will do an on-site visit and review and validate the district's compliance with the standards
4. Committee will review the findings and approve the district for accreditation based on those findings
5. Districts with requirements outstanding will have six months from the date of committee review to complete unmet standards
6. When all standards have been met, the district will be granted accreditation for a period of 3 years

Accreditation Standards

The standards have been developed based on the findings and opinions of the Public Cemetery Best Practices Committee. This committee will also serve as the accreditation committee. The standards are drafted from existing laws and/or practices deemed by the committee to be effective. The standards are organized into three categories:

- I. Governance – This section contains the majority of the standards and intends to assure compliance with the Health & Safety Code and other applicable California law.
- II. Administration – Focuses on employment related practices, district policies and finances.
- III. Operations – Focuses on safety, operational procedures and management of facilities and equipment.

Public Cemetery Best Practices Accreditation Standards

I - Governance Section

A - Health & Safety Code

As part of the accreditation process, the Health & Safety Code shall be reviewed and the district must be in compliance with applicable sections. Sections with measurable or verifiable items are numbered and must be validated.

H&S Part 2 Chapter 1 –Public Cemeteries

Section 8128 – District must have and maintain:

- 1. A register containing the name, age, birthplace, date of death and burial of every body interred in the district is kept and open to public inspection.**

Part 4 Public Cemetery Districts

- Chapter 1, Sections 9000-9007 – Review to assure compliance
- Chapter 2, Sections 9010-9014 – Review to assure compliance
- Chapter 3, Sections 9020-9031– Review this chapter, and verify that per:

Section 9020

- 2. Has at least 3 current members**
- 3. Is establishing policies for the district. This should be reflected in the board minutes, and a written policy manual is established and maintained.**
- 4. Adopted policies are periodically reviewed and acted upon.**

Section 9022

- 5. Each trustee is a registered voter in the district.**
- 6. Appointments and re-appointments are tracked, scheduled and acted upon?**

Section 9030

- 7. Board of trustees are in compliance of this section regarding quorum, voting, actions taken and their recording**
- 8. Board has adopted rules for their proceedings**

Section 9031

- 9. Board is in compliance with this section regarding trustee compensation and reimbursement rules**

- Chapter 4, Sections 9040-9056 Review this chapter and verify that per:

Section 9044

- 10. District has adopted policies and procedures including bidding regulation**

- Chapter 5, Sections 9050-9056 Review this chapter and verify that per:

Section 9052

11. District has adopted policy regarding monuments that addresses all of the requirements of this section

Section 9053

12. District has evaluated the benefits of selling accessories.

- Chapter 6, Sections 9060-9069 Review this chapter and verify that per;
Section 9060-9062

13. District is in compliance with the resident and non-resident interment requirements.

Section 9064

14. District prepares and maintains burial records in accordance with this section.

Section 9065

15. The district has created an endowment care fund that complies with this section.

Section 9065-9067

16. The principal in the endowment care fund is invested and reinvested in accordance with these sections.

Section 9068

17. The board has adopted a schedule of fees that meets the provisions of this section

- Chapter 7, Sections 9070-9079 Review this section and verify that per:
Section 9070-9072

18. The district must prepare, approve and submit a budget each year that complies with these sections

Section 9075

19. District has a "Claim For Damages" form available to the public that complies with this section. Additionally, district has a written procedure in place

Section 9079

20. The district has an annual audit and files annual report to the State Controller.

- Chapter 8, Section 9080-9083 Review and assure compliance
- Chapter 9, Section 9090-9093 Review and assure compliance

B - Brown Act

All public entities must be in compliance with the Ralph M. Brown Act. For accreditation, districts must be or come into that compliance. Validate that the district:

- 1. Properly posts notice and an agenda**
- 2. Notifies the media – regarding special meetings**
- 3. The meeting place is In jurisdiction and open and accessible to the public**
- 4. Provides a meaningful opportunity for public comment**

C - Public Records Act

All public entities must be in compliance with the California Public Records Act. For accreditation, districts must be or come into that compliance. Validate that the district:

- 1. Has adopted a public records request policy, and has a written internal procedure regarding public records that conforms to the act.***

D - Conflict of Interest

District must comply with state laws regarding conflicts of interest. Validate that:

- 1. District has adopted a Conflict of Interest Code, formally reconsiders it prior to October of all even-numbered years and oversees any Form 700 filings as required by the Fair Political Practices Commission (FPPC)***
- 2. District is in compliance with the Ethics training required by AB1234.***

E - Municipal Service Review (MSR)

The Local Agency Formation Commission (LAFCO) for each county is tasked with requesting a MSR every 5 years from each district.

- 1. District must be current with LAFCO MSR schedule***

II Administrative Section

A- Employment Practices

- 1. California employers are required to comply with numerous regulations. Based on the number of agency employees, assure that your district is in compliance with the following:***

One or More Employees

- Child Labor Laws (Federal and State)
- Emergency Duty Leave
- Employee Injury and Illness Prevention Program (CA SB 198) Employee Polygraph Protection Act
- Equal Pay Act (Federal, if engaged in interstate commerce or foreign commerce with yearly gross sales of \$500,000 or more)
- Equal Pay Act (State)
- Federal Wage and Hour Provisions (Fair Labor Standards Acts, if engaged in interstate commerce or foreign commerce with yearly gross sales of \$500,000 or more)
- Health Insurance Portability and Accountability Act (HIPAA)
- Immigration Reform and Control Act (I-9 forms)
- Jury and Witness Duty Leave
- Military Duty Leave
- New Employee Reporting
- No-Smoking Policy

- Occupational Safety and Health Act (Cal-OSHA)
- Paid Family Leave – EDD Program
- School Visitation for Suspended Child
- Sexual Harassment
- State Disability Insurance Coverage
- State Wage and Hour Provisions (IWC orders)
- Summary Plan Descriptions and Annual Reports form 5500's required for ERISA-qualified employee health/welfare plans
- Time Off for Victims of Domestic Violence to Appear in Court
- Time Off to Vote
- Unemployment Insurance Coverage
- Withholding of Federal and State Income Taxes
- Withholding of Social Security
- Workers' Compensation Insurance Coverage

Add for 2-19 Employees

- Cal-COBRA (continuation of health benefit coverage)

Add for 5 of More Employees

- Age Discrimination (CA)
- California Fair Employment Laws (Fair Employment and Housing Act)
- Pregnancy Disability Leave (CA)

Add for 15 or More Employees

- Americans with Disabilities Act
- Equal Employment Opportunity (Federal Title VII)

Add for 20 or More Employees

- Age Discrimination (Federal)
- COBRA (Federal) and Health Insurance Premium Payment (CA)

Add for 25 or More Employees

- Accommodation for Drug/Alcohol Rehabilitation
- Child's School Activities by Parents or Guardians (State)
- Literacy Education for Employees Act

Add for 50 or More Employees within a 75-mile area

- California Family Rights Act
- Federal Family and Medical Leave Act
- Voluntary Firefighters Leave
- Affirmative Action (federal contractors)

Add for 100 or More Employees

- Employee Information Reports (EEO-1 forms)
- Plant Closure Law (WARN Act)
- California Employer Information Reports (CEIR)

2. District has an employee handbook / policy manual that is regularly updated. Manual should contain the following components or equivalent.

- Introduction
- Employment Policies
- Wages, Salary, Pay, and Compensation
- Employee Benefits
- Safety and Health Policy
- Absences
- Employee Communications
- Personal Conduct and Corrective Action
- Acknowledgements of Receipt

3. District has adopted a policy on Sexual (unlawful) Harassment and is in compliance with SB 1825.

4. District maintains compliance with federal and state labor law posters.

B – Finances

The Health & Safety Code section covers Budget, Audit, Endowment Funds, Investment Policy and Purchasing Policy, in addition districts must:

5. Prepare a Management Discussion and Analysis (MD&A) in conjunction with the audit.

6. Have in place a system to prevent fraud that is reviewed by independent auditor.

C – Insurance & Risk Management

7. District Maintains current insurance coverage and periodically reviews it for adequacy in respect to coverage, limits, deductibles, potential coverage gaps and pricing.

8. District adheres to rules and regulations regarding claims reporting, notification and reports changes in exposures per insurance provider guidelines.

9. District has adopted a return to work program for workers compensation injuries

10. District has adopted an Insurance in Contracts policy that meets or exceeds the recommendations outlined in the Best Practices Resource.

III Operations Section

A – Safety

Cal-OSHA requires all employers to maintain an Injury & Illness Prevention Program (IIPP). This program is extremely comprehensive and is unique to each employer. This document serves to direct your safety program.

1. District has a current IIPP that meets all Cal-OSHA requirements.

An IIPP must contain the following components:

- Management commitment/assignment of responsibilities;
- Safety communications system with employees;
- System for assuring employee compliance with safe work practices;
- Scheduled inspections/evaluation system;
- Accident investigation;
- Procedures for correcting unsafe/ unhealthy conditions;
- Safety and health training and instruction; and
- Recordkeeping and documentation.

B – Motor Vehicles

2. District has written policies and procedures regarding the use of motor vehicles. The following issues must be addressed:

- Driver Qualifications
- Driver orientation process
- Defensive driving and other driving safety courses
- Personal / Business use of vehicles including personal policy insurance requirements
- Maintenance schedules
- Inspection procedures
- Accident and incident reporting procedures

C – Grounds & Facilities

3. District has a system that assures regular maintenance of grounds (including trees and all other landscaping) and other physical facilities (buildings, all other structures, fixed and mobile equipment).

4. District has a written policy regarding the duties and responsibilities of outside non-contracted parties that operate or provide services on district grounds. This includes funeral homes and directors, monument companies and other service providers common to cemetery districts.

**Golden State Risk Management Authority (GSRMA) Cemetery
Accreditation Program**

APPLICATION FOR ACCREDITATION

Cemetery District _____

Mailing Address _____

Telephone / Fax _____

Contact Person _____

Email _____

This application is for: New or Renewal Accreditation. (Circle one)

The cemetery district agrees to pay an accreditation fee of \$ 250. It is understood that the accreditation review will be based on criteria outlined in the Accreditation Manual. Applicants have 6 months after the payment of fees to provide the documentation and complete the site visit as described in the accreditation manual.

In the event that the application is cancelled, 75% of the fee will be refunded to the applicant. GSRMA will retain 25% to cover their administrative costs.

The applicant agrees to cooperate with the accreditation consultants(s), accreditation committee and GSRMA during the evaluation process. The applicant further agrees to hold harmless GSRMA, its officers, employees, agents or volunteers from all damages, costs or expenses in law or equity that may result from damages to property or personal injury received by reason of or in the course of the accreditation process, except for willful acts of gross negligence by GSRMA.

GSRMA does not guarantee that accreditation by GSRMA's Cemetery Accreditation Program ensures districts financial solvency or other measure of financial or administrative soundness. Neither does accreditation guarantee that the management of an accredited cemetery district is administered in such a way that that guarantees compliance with all federal, state and local laws, statues and rules.

Signature

Title

Date

Please return Completed Application and Payment to:

Dan Berry, Member Services Director
Golden State Risk Management Authority
PO Box 706
Willows, CA 95988