



### **Does Your Fair Have a Workers' Compensation "Reasonable Accommodations Procedure" in Place? You Should, it's the Law!**

Let's say one of your fair's employees was injured on the job and now he's chomping at the bit, eager to get back to work. His doctor says he's ready, however, you'll need to make some job accommodations so he can do his job.

You know it's your responsibility to make "reasonable accommodations," but do you know clearly what that means? And if not, does your fair have a written process or procedure you or anyone in your situation can follow? Patti Nevin, CFSA's workers' compensation administrator, warns that if your fair fails to follow the state's "reasonable accommodations" guidelines precisely, you could be sued. In fact, she adds, Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA)-related lawsuits have become an all too common practice since the end of Vocational Rehabilitation in 2003.

In brief, an accommodation is considered "reasonable" if it doesn't impose an undue hardship on your fair's business and includes:

- making existing facilities accessible or usable to the worker
- restructuring the job or exchanging work duties
- acquiring or modifying equipment or devices used for the job
- re-assigning the worker to a vacant position
- redesigning job procedures

For more information about developing your fair's accommodation procedure, District Agricultural Associations (DAAs) should contact the Department of Food and Agriculture's Human Resources Department: Joleen Rodriguez (for DAAs 1 - 27) or Suzanne Conrad (for DAAs 28 - 54) at (916) 654-0466. All other fairs should contact their county personnel offices.

### **CFSA's Purchasing Services is Just Like Having Your Own Personal Shopper on Staff**

You want the best prices you can get on the equipment and supplies your fair buys, but you don't always have the time or the personnel to shop around. The solution? CFSA's Purchasing Services program.

CFSA's Purchasing Department has compiled a roster of reliable vendors, comparison shopped, and purchased everything from office and maintenance supplies, to a Zamboni and more than \$14 million worth of photovoltaic equipment for fairs in the program. On average, Purchasing Services saves California's fairs 34 percent on purchases every year.

Purchasing Services also handles rentals for items fairs use temporarily, such as radios, tents, portable toilets, trailers and more. Here's how the program works:

1. A fair contacts Purchasing with item requests.
2. The purchasing agent obtains quotes and/or bids and reviews them with the fair. (This includes formal bidding

*Continued on other side...*

### **Spacing out on ADA Parking Lot Signs Could Cost You \$\$\$**

\$4,000. That's what it could cost you per occurrence if your fairground's parking lot doesn't meet the Americans With Disabilities Act sign requirements. That's a lot of office supplies.

The signs, each under \$25, are available through CFSA's Purchasing Services. Call Karen Gally at 916/263-6191 or Cailee DeFoe at 263-6187.

And while you're checking for signs, make sure you fill in the name of your fair's towing company and the towing company's phone number on the

*Continued on other side ...*

### **Wanted: One Metal Building**

The Kern County Fair is in need of a metal building. If you think you might have what they need or for more information, call Gloria at 661/833-4939

### **Buy, Sell or Trade**

Have any equipment or materials you no longer need at your fair that another fair might have use for? Or perhaps you're looking for something and wonder if another fair can help you out? Put the word out in *FYI* ~ it's free and effective. *FYI* is delivered to all California fairs as well as several fairs outside of the Golden State. Contact Melissa Thurber, *FYI*'s editor, at 916/263-6163 or mthurber@cfsa.org for more information.

"Nodding the head does not row the boat."  
~ Irish Proverb

# *fyi*

November 17, 2006  
Issue 7, Volume 16

Let's hear from you!  
Contact *fyi* at:  
916/263-6163  
Fax: 916/646-1238  
mthurber@cfsa.org  
Visit our Web site:  
www.cfsa.org

© 2006 CFSA

"Eat more beef."  
~ Thanksgiving Turkey

---

*fyi*

November 17, 2006  
Issue 7, Volume 16

---

© 2006 CFSA

### **Purchasing Services, continued**

along with advertising and bonding [if required] on purchases over \$75,000.)

3. After the fair approves a vendor's pricing, Purchasing places the order.

4. Orders are delivered to the fair.

5. CFSA pays the invoice on behalf of the fair.

6. The fair is invoiced the month following CFSA's payment to the vendor.

Our purchasing agent is like a member of your staff, but instead of providing a salary and benefits, you pay only a low service fee assessed on the dollar amount of the items purchased. Fees range from 3 percent on purchases using leveraged state prices (state contracts, CMAS or WSCA), on purchases formally bid, and on capital equipment with a value of more than \$10,000 prearranged by the fair (Purchasing handles the paperwork), to 10 percent for purchases under \$75,000 in one calendar year. *Note:* CFSA purchases are considered "opportunity purchases" and do not fall within DGS procurement oversight.

To use the Purchasing Services program or for more information, call Cailee DeFoe at 916/263-6187.

### **Ask About CFSA's Equipment Loan Program.**

Need some financial help with a major purchase? As a member of CFSA, you can take advantage of CFSA's Equipment Loan Program. For more information on this program, contact Raechelle Gibbons, 916/263-6143.

### **Parking Lot Signs, con't.**

"Parking Space Enforcement" sign. Printing the info on a clear label and sticking it to the sign is an easy way to do it.

If you have any questions about ADA parking sign requirements, Karen Gallay's your go to girl at 916/263-6191.

*Happy Thanksgiving!*  
~ Thanksgiving Holiday Office Hours ~

CARF, CCA, CFSA, F & E and WFA will all be closed  
Thursday and Friday, November 23 and 24.